FSA
HANDBOOK

Farm Records and Reconstitutions
for Current Year

For State and County Offices

SHORT REFERENCE

10-CM
(Revision 1)

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

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Farm Records and Reconstitutions for Current Year 10-CM (Rev. 1)	**Amendment 1**

Approved by: Acting Deputy Administrator, Farm Programs

Bradley Karmen

Amendment Transmittal

A Reasons for Revision

This handbook has been revised to:

- update instructions and policy guidance to:

  - reflect current provisions

  - change references from the DCP and ACRE programs to the ARC/PLC program

  - reflect current ARC/PLC policy and data maintained in Farm Records

  - add references to the CRM Farm Records application for recording and maintain Farm Records data for current year

  - move instructions for adjusting base acres and yields from Part 5 to Part 2.

- add instructions on:

  - CRM Farm Records application screens and data collected

  - creating and maintaining Farm Records data for current year in the CRM Farm Records application

- remove obsolete instructions

B Obsolete Material

10-CM is obsolete.

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Part 7   Automation (Continued)

Exhibits

Part 1   General Provisions

1   Overview

A   Handbook Purpose

This handbook provides Farm Records maintenance policy for current fiscal year, including:

- integrated tabular and GIS data of the farm, tract, and field records
- reports
- transferring farms between counties
- reconstitutions
- crop base acreage and yield maintenance.

Notes: Refer to Part 7 and online work instructions for automation procedures.

For prior year farm records maintenance refer to 3-CM.

B   Source of Authority

Authority for Farm Records maintenance and Reconstitutions is in 7 CFR Part 718.

C   Related Handbooks

FSA handbooks related to Farm Records maintenance are:

- 1-APP for appeals
- 1-ARCPLC for ARC/PLC
- 2-ARCPLC for ARC/PLC automation
- 25-AS for record keeping requirements
- 1-CM for common management procedures
- 2-CP for compliance procedures
- 4-CP for payment reductions and violations
- 6-CP for HELC and WC procedures
- 2-CRP for Agricultural Resource Conservation Program procedures
- 3-PL (Rev. 2) for accessing and updating web-based subsidiary files.

2   Responsibilities

A   STC Responsibilities

STC will:

- establish the date for the annual review to determine whether land is properly constituted

- take any action required by this handbook that COC has not taken

- correct, or require COC to correct, any action COC has taken that is not according to the provisions of this handbook

- require COC to withhold any action that is not in accordance with handbook procedures.

B   DD Responsibilities

DD will:

- certify that the annual review is correctly completed
- concur with COC nonagricultural land determinations.

C   COC Responsibilities

COC will:

- ensure that the policies in this handbook are followed

- correct improperly constituted farms

- continually review records to determine whether land must be reclassified as cropland; DCP cropland; or nonagricultural, commercial, or industrial uses

- require specific proof of ownership

- take appropriate action on requests for transfer received from landowners or operators

2 Responsibilities (Continued)

C COC Responsibilities (Continued)

- ensure all documents are completed, for example, FSA-179, before approving or disapproving a transfer

- take appropriate action on requests for reconstitution received from landowners or operators

- ensure all documents are completed, for example, FSA-155, before acting on a reconstitution

- document in COC minutes:

  - questionable cases involving operators, owners, or other producers
  - approval and disapproval of farm transfers, including actions taken by CED
  - base acre adjustments made according to paragraph 36
  - PLC yield adjustments made according to paragraph 37
  - approval and disapproval of reconstitutions, including actions taken by CED
  - redelegation of authority.

D County Office Responsibilities

County Office employees must:

- follow all policies in this handbook

- ensure that basic farm and producer records are accurate

- publicize all methods of division, including the designation by landowner method of division according to paragraph 109.

3   General Farm, Tract, and Field Data

A   General Description of CRM Farm Records Business Application

The CRM Farm Records Business Application integrates the Farm Records and GIS databases. Farm Records and the GIS databases will be maintained through the CRM Farm Records Business application.

To maintain an accurate and current dataset, CRM Farm Records Maintenance requires editing and updating CLU geometry and attributes based on a variety of FSA program tasks and other GIS-related processes. These tasks or processes may include:

- farm transfers

- reconstitutions

- adding new participating farms

- changes in program participation

- NRCS determinations (HELC/WC)

- land use changes

- producer maintenance

- crop base and yield maintenance

- ground measurements

- CLU database management and integrity (correcting topology errors and ensuring proper attribution).

   Note: GIS wetland management will occur in the GIS Maintenance Tool.

B   Farm and Tract Numbers

The CRM Farm Records Business application assigns all farm and tract numbers when a new farm or tract is added. County Offices cannot change the computer-assigned number for a farm or tract. State GIS specialists can assist users with correction of GIS farm number and tract number attributes that are out of sync with the CRM farm hierarchy.

3   **General Farm, Tract, and Field Data (Continued)**

   C Farm, Tract, and Field Data Fields

   Following are the farm, tract, and field data fields available in CRM.

   Farm assignment blocks include:

   - GIS Info

     - Imagery and spatial representation of all tracts included in the farm

   - Farm General

     - Farm Number
     - State Code, County Code, and Farm Number
     - Farm Description
     - Administrative State
     - Administrative County
     - Farm Status
     - Combined in (shows on inactive parent farms)
     - Combined from (shows on active child farm)
     - Divided from (shows on active child farm)
     - Divided to (shows on inactive parent farm)
     - Transferred from

   - Farm Land Data

     - Farmland acres
     - Cropland acres
     - DCP cropland acres
     - CRP cropland acres
     - WBP acres
     - GRP acres
     - State Conservation acres
     - Other Conservation acres
     - EWP program acres
     - DCP Ag related activity acres
     - Effective DCP cropland acres
     - Double cropped acres
     - Sugarcane base acres
     - WRP acres
     - CRP MPL acres
     - SOD acres

3   General Farm, Tract, and Field Data (Continued)

    C   Farm, Tract, and Field Data Fields (Continued)

- Crop Election Data

  - Crop Name
  - ARCPLC Election
  - HIP
  - Farm Level PLC Yield.

- Farm Crop Data

  - Crop Name
  - Crop Year
  - Base acres
  - CCC-505 CRP reduction acres
  - PTPP reduction acres
  - CTAP Transitional yield
  - PLC yield

- Farm Parties Involved

  - Name
  - Function (Operator)
  - Business Partner ID number
  - CW exception
  - HEL exception
  - PCW exception

- Farm Change History

  - Component
  - Field name
  - Old value
  - New value
  - Change time
  - Change date
  - Changed by.

3   General Farm, Tract, and Field Data (Continued)

   C   Farm, Tract, and Field Data Fields (Continued)

   Tract assignment blocks include:

   - GIS Info

       - Imagery and spatial representation of the selected tract and its CLU's

   - Tract General Data

       - Tract Number
       - State Code, County Code, and Tract Number
       - Tract Description
       - BIA Range Unit Number
       - Tract status
       - State physical location
       - County physical location
       - Congressional district
       - Wetland certification
       - Year wetland certified

   - Tract Land Data

       - Farmland acres
       - Cropland acres
       - DCP cropland acres
       - CRP cropland acres
       - WBP acres
       - GRP acres
       - State Conservation acres
       - Other Conservation acres
       - EWP program acres
       - DCP Ag related activity acres
       - Cropland acres adjustment reason codes
       - WRP acres
       - Effective DCP cropland acres
       - Double cropped acres
       - Sugarcane base acres

3   General Farm, Tract, and Field Data (Continued)

   C   Farm, Tract, and Field Data Fields (Continued)

   - Tract Land Data (Continued)

     - CRP MPL acres
     - SOD acres
     - HEL status
     - HEL determinations
     - Wetland determinations
     - Wetland violation types

   - Tract Crop Data

     - Crop Name
     - Crop Year
     - Base acres
     - Base acres adjustment codes
     - CTAP Transitional yield
     - CTAP yield adjustment codes
     - PLC yield
     - PLC yield adjustment codes

   - Tract CCC-505 CRP Reduction Data

     - Crop name
     - Crop year
     - Contract number
     - Start year
     - Acres
     - CTAP Transitional (Direct) yield
     - PLC (CC) yield

   - Tract Parties Involved

     - Name
     - Function (Owners or Other Producers)
     - Business Partner ID number
     - CW exception
     - HEL exception
     - PCW exception.

3   General Farm, Tract, and Field Data (Continued)

C   Farm, Tract, and Field Data Fields (Continued)

Field assignment blocks include:

- GIS Info

  - Imagery and spatial representation of the selected tract with selected CLU highlighted

- Field General Data

  - Field number
  - Field Description
  - State physical location
  - County physical location
  - Congressional district

- Field Land Data

  - Land class code
  - Acres
  - HEL status
  - 3-CM cropland indicator

- CRP Data

  - CRP contract number
  - Practice number
  - Expiration date
  - Practice description

- NRCS Data

  - NRCS contract number
  - NRCS cropland acres
  - NRCS expiration date
  - NRCS practice number

- Parties Involved (Other Producers only)

  - Name
  - Business Partner ID number
  - CW exception
  - HEL exception
  - PCW exception

3   **General Farm, Tract, and Field Data (Continued)**

   C   **Farm, Tract, and Field Data Fields (Continued)**

   - Native Sod

      - Sod Broken Out Date
      - 1st Year Planted
      - 2nd Year Planted
      - 3rd Year Planted
      - 4th Year Planted.

   D   **Validations**

   When new data is entered or data is changed, the application will perform a complete
   validation when users CLICK "**Save**".

   If any of the data fails validation, the screen will be redisplayed with an error icon. When the
   icon is opened, the appropriate error message will be displayed.

   Example: If an operator is not recorded for the farm, the message, "Assign an operator to
   the farm", will be displayed.

   If the user corrects the data and it passes validation, the record will be saved.

4   **Rule of Fractions**

   A   **Rounding Fractions**

   [7 CFR 718.5] Rounding fractions must not be performed until after the entire computation
   is completed. All computations must be carried to 2 decimal places beyond the required
   number of decimal places specified in the instructions for the computation. In rounding, if
   the 2 digits beyond the required number of decimal places are 49 or less, those 2 digits will
   be dropped. If the 2 digits beyond the required number of decimal places are 50 or more, the
   last required digit will be increased by 1. Refer to the following examples.

Required Decimal	Computation Result	Final Result
Whole Numbers	6.49 or less	6
	6.50 or more	7
Tenths	7.649 or less	7.6
	7.650 or more	7.7
Hundredths	8.8449 or less	8.84
	8.8450 or more	8.85
Thousandths	9.63449 or less	9.634
	9.63450 or more	9.635
10 Thousandths	10.993149 or less	10.9931
	10.993150 or more	10.9932

5-19   (Reserved)

Part 2   Adding or Changing Farm Records

20   Determining the Land Constituting a Farm

A   Minors

[**7 CFR 718.202**] For farm records purposes, a minor is considered to be the same owner or operator as the parent or court-appointed guardian unless all of the following apply:

* the minor:

    * is a producer on a farm
    * establishes and maintains a separate household from the parent or guardian
    * personally carries out the farming activities in the operation
    * maintains a separate accounting system for the farming operation

* neither the minor's parents nor guardian has any interest in the minor's farm or production from the farm.

    Exception: A minor is not considered to be the same owner or operator as the parent or court-appointed guardian if the minor's interest in the farming operation results from being the beneficiary of an irrevocable trust, and ownership of the property is vested in the trust or the minor.

B   Life Estate Tenant

[**7 CFR 718.202**] A life estate tenant is considered to be the owner of the property for their life.

20   Determining the Land Constituting a Farm (Continued)

C   Trust

[7 CFR 718.202] A trust is considered to be an owner with the beneficiary of the trust, except a trust can be considered a separate owner or operator from the beneficiary if all of the following apply. The trust:

- has a separate and distinct interest in the land or crop involved

- exercises separate responsibility for the separate and distinct interest

- maintains funds and accounts separate from that of any other individual or entity for the interest.

D   Immediate Family

[7 CFR 718.202] Land owned by different members of an immediate family living in the same household and operated as a single farming unit is considered as being under the same ownership in determining a farm.

E   Parent Corporations

[7 CFR 718.202] All land operated as a single farming unit and owned and operated by a parent corporation and subsidiary corporation of which the parent corporation owns more than 50 percent of the value of outstanding stock, or where the parent is owned and operated by subsidiary corporations, will be constituted as 1 farm.

21   Adding or Changing Operator

A   Definition of Operator

[**7 CFR 718.2**] An <u>operator</u> is an individual, entity, or joint operation who is determined by COC as being in general control of the farming operations on the farm for the current year.

B   Determining Farm Operator

When the operator of a farm is initially added or later changed, CED will determine whether the operator, as defined in subparagraph A, will be in general control of the farming operations on the farm. In questionable cases follow subparagraph C.

C   Questionable Cases

COC will review all questionable cases. COC may:

- use personal knowledge or request additional information to obtain sufficient facts to determine whether an operator change is a scheme or device to defeat program purposes

- consider the following items in making a determination:

  - rental agreement between owner and operator
  - producer's prior activities.

21   Adding or Changing Operator (Continued)

D   Notification

Notify each owner on the farm and prior and current operator of the farm of any operator change by letter. See Exhibit 5 for examples of notification letters.

E   Federally-Owned Land

Producers on Federally-owned land must provide a copy of a lease, permit, or other right of possession before:

- change of operation is approved
- participating in any program FSA administers with regard to the Federally-owned land.

Note: The operator of Federally-owned land must meet the definition of operator for the entire farm included under the farm number.

F   Entering Operators Into the CRM Farm Records Application

The farm operator may be entered in the CRM Farm Records application at the time the request is made, except for the following reasons:

- an owner has not verified the operator addition or change, nor has a lease agreement been submitted containing the operator's and owners' signatures

- the operator change is questionable and COC determination is needed

- the operator change is not effective until the next FY.

22   Adding or Changing Owner

A   Definition of Owner

[7 CFR 718.2] An <u>owner</u> is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed

    Note: OGC, Regional Attorney will review contracts that are questionable before changing FSA ownership records.

- retaining a life estate in the property

- purchasing a farm in a foreclosure proceeding and both of the following apply:

    - the redemption period has not passed
    - the original owner has not redeemed the property

- a spouse in a community property State

- spouses owning property jointly.

COC will require specific proof of ownership when land ownership is transferred.

Examples: Proof of ownership may include the following:

- copy of the deed, if recorded

- unrecorded deed, if specific program does not require a recorded deed

- land purchase contract or other similar document that affirms ownership interest

- FSA employee's check of the record at the county land records office or web site

- certification of an heir that may not be able to provide a legal documentation to confirm ownership of the property.

    Note: The certification will need to be accompanied by documentation such as:

    - real estate tax assessment or bill
    - proof of gift tax
    - will
    - affidavit of ownership
    - other documentation as may exist under State law.

22   Adding or Changing Owner (Continued)

Notes: An heir providing a certification will be notified by COC if a certification is considered acceptable and if FSA or any other authority later determines that the heir's certification is false or inaccurate, FSA may impose liability on the certifying party for all payments associated with the certification plus additional costs that result from the certification.

If a determination cannot be made as to the acceptability of the documentation, submit the documentation to OGC, Regional Attorney for review. If OGC, Regional Attorney determines that the documentation is adequate; FSA ownership records may be changed.

B   Ownership Dispute

If there is a dispute over ownership, follow:

- 1-ARCPLC for handling ARC/PLC
- 1-CRP for handling CRP
- other handbooks as applicable to specific programs.

C   Restrictive Easements

When verifying proof of ownership and at every other opportunity, check for restrictive easements that prohibit the production of an agricultural commodity. If there is a restrictive easement, see:

- 1-ARCPLC
- 2-CP.

D   Notification

Notify each prior and current owner of the farm of any ownership change by letter.

E   Entering Owners Into the CRM Farm Records Application

Owners may be entered into the CRM Farm Records application when specific proof of ownership has been provided.

Note: If a County Office has done thorough research and cannot determine the owner, "unknown" may be entered as the owner. County Offices must follow procedure in 1-CM if there is **not** an "unknown" record in CRM BP for the county.

23   Adding or Changing Other Producers

  A   Definition of Other Producers

  Other producers are producers who are:

  • associated with a tract or field
  • **not** owners or operators.

  B   Entering Other Producers Into the CRM Farm Records Application

  Other producers may be entered or changed in the CRM Farm Records application when
  verification has been provided by the owner or operator. A copy of a written lease or verbal
  verification is acceptable. However, if a verbal request is made to add or change an other
  producer, the County Office must document the following in the farm folder:

  • name of owner or operator that provided the verbal statement
  • date the verbal statement was provided to the County Office.

  Other producers can be entered into the application at the field or tract level.

24   Farm Records Hierarchy

A   Definition of Farm

A <u>farm</u> is made up of tracts that have the same owner and the same operator. See Part 7, Section 1 and work instructions "Search for Farm Records" and "Farm Hierarchy" for instructions on accessing and navigating automated farm records.

The minimum size required for land to be considered a "farm" for FSA program purposes is 1/100th of an acre. However, the land must be part of a farming operation, a business enterprise engaged in the production of agricultural products, commodities, or livestock, operated by a person, legal entity, or joint operation that could choose to make application or enter in contracts to receive payments, directly or indirectly, under 1 or more USDA programs.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from that of any other tracts:

- labor
- equipment
- accounting system
- management.

Note: Land on which other producers provide their own labor and equipment, but do not meet the definition of an operator, will not be considered a separate farm.

A farm that no longer meets the definition of a farm according to this paragraph must be divided. See Part 7, Section 7 and work instructions "Farm Division – CRM", "Farm division – GIS', and "Tract Division".

B   Definition of Tract

[7 CFR 718.2] A <u>tract</u> is a unit of contiguous land that is all of the following:

- 1 or more fields
- under 1 common ownership
- operated as a farm or a part of a farm.

24   Farm Records Hierarchy (Continued)

C   Tract Determinations

After applying the definition in subparagraph B, determine tracts according to this table.

IF the land is...	THEN classify as...
part of a field that extends into the adjoining county, and the county boundary is not clearly defined	single tract.
entirely in another county or bisected by a clearly defined county line	separate tracts.
bisected by community or township lines, roads, streams, or other boundary	1 tract, unless circumstances justify separate tracts.

Note: Tracts may be combined or divided. See part 7, Section 7 and work instructions "Tract Combination" and "Tract Division".

Tracts may be combined if all of the following conditions have been met:

*   tracts are associated with the same farm number
*   tracts have common ownership unit
*   tracts are contiguous
*   owner agrees.

Tracts will be divided only if:

*   the tract no longer meets the definition of a tract according to this paragraph
*   ownership changes for part of the tract.

Note: Tract acreages will be aggregated to the farm level.

24   Farm Records Hierarchy (Continued)

D   Definition of Field

Field or CLU is the smallest unit of land that has a:

- permanent, contiguous boundary
- common land cover and/or land management
- under one common owner
- common producer association.

Field acreage with "3-CM Cropland" indicator set to "Yes" will be aggregated in the tract level cropland acreage. The system does not consider the GIS land classification code attribute when determining if a field is aggregated into the total cropland acreage. See subparagraph 30 E.

All field acreage will be aggregated in the tract level farmland acreage.

E   Field/CLU Determinations

After applying the definition in subparagraph D, determine fields according to this table.

IF the land is...	THEN classify as...
part of a field that extends into the adjoining county, and the county boundary is not clearly defined	1 field.
entirely in another county or bisected by a clearly defined county line, community or township lines, roads, streams, or other boundary	separate fields.

F   Inactivating Farms

Following are reasons for inactivating farms:

- all land on the farm has been retired from agricultural production
- as a result of a correction.

Note: When a single tract from a multiple tract farm is retired from agricultural production a farm division will be completed and the resulting single tract farm must be inactivated.

See Part 7, Section 1 and work instruction "Inactivate a Farm" for instructions on farm inactivation. Farm inactivation is accessed from the "More" dropdown on the CRM toolbar.

24   Farm Records Hierarchy (Continued)

G   Adding Farms

Following are reasons for adding farms:

- a new farming operation is established or expanded on new land
- as a result of a correction.

Note: New tracts being added to a farm must be loaded as a 1 tract farm and a reconstitution completed to combine the 1 tract farm with an existing farm.

See Part 7, Section 4 and the work instructions "Create Farm Record" and "Delineate CLU" for instructions on adding a farm.

25   Land Classification Definitions

A   Definition of Farmland

[7 CFR 718.2] Farmland is the sum of the following:

- DCP cropland
- forest
- acreage planted to an eligible crop
- other land on the farm.

B   Definition of Cropland

[7 CFR 718.2] Cropland is land that COC determines meets any of the following conditions:

- currently being tilled to produce a crop for harvest

- not currently tilled, but has been tilled in a prior year and is suitable to be tilled for crop production

Note: Land which is seeded by drilling, broadcast or other no-till planting practices will be considered tilled for cropland definition purposes.

- currently devoted to 1- or 2-row shelterbelt planting, orchard, vineyard, or other related crops

- in terraces that, according to FSA records, were cropped in the past even though they are no longer capable of being cropped

- in sod waterways or filter strips planted to perennial cover

25   Land Classification Definitions (Continued)

   B   Definition of Cropland (Continued)

   - under CRP-1, including alternative perennials, until CRP-1 expires or is terminated

   Note: See 2-CRP, for alternative perennials.

   - under GRP, when land was classified as cropland before being enrolled as GRP

   - under WRP, when land was classified as cropland before being enrolled as WRP

   - new land broken out if both of the following conditions are met:

      - land is planted to a crop to be carried through to harvest

      - tillage and cultural practices in planting and harvesting the crop must be consistent with normal practices in the area.

      Note: In the event that these practices are not used other than for reasons beyond the producer's control, the cropland determination will be void retroactive to the time at which the land was broken out.

   Land classified as cropland will be removed from this classification upon a determination by COC that the land is:

   - no longer used for an agricultural use

   - no longer suitable for producing a crop

   - subject to a restrictive or permanent easement that prohibits the planting of an annual crop

      Note: This does not include land under CRP-1, WRP, GRP or land that is hayed and/or grazed.

   - converted to ponds, tanks, or trees.

      Note: This does not include trees planted under CRP-1 or currently devoted to 1- to 2-row shelterbelt planting, orchard, or vineyard.

   Note: Violations of HELC or WC provisions do not affect cropland classification.

25 Land Classification Definitions (Continued)

C Definition of DCP Cropland

[7 CFR 718.2] <u>DCP cropland</u> is land for which 1 or more of the following apply:

- the land currently meets the definition of cropland

- the land met the definition of cropland at the time it was enrolled in PFC and the land is currently being used for an agricultural or related activity

- the land met the definition of cropland on or after April 4, 1996, and the land continues to be devoted to an agricultural or related activity.

Note: See 1-ARCPLC Part 9, Section 1 for a list of agricultural uses.

D Definition of Effective DCP Cropland

<u>Effective DCP cropland</u> is the amount calculated by subtracting from DCP cropland, acres of the following:

- CRP
- GRP
- WBP
- WRP
- EWP
- State conservation
- other conservation.

E Definition of EWP Acreage

<u>EWP acreage</u> is land enrolled in EWP administered by NRCS according to 7 CFR 624.

Note: This land **cannot** be DCP cropland.

F Definition of WRP Acres

<u>WRP acres</u> are DCP cropland acres enrolled in WRP administered by NRCS according to 16 U.S.C. 3837, et seq.

G Definition of GRP Acres

<u>GRP acres</u> are DCP cropland acres enrolled in GRP according to 16 U.S.C. 3838.

Note: If the GRP acres meet the definition of cropland and /or DCP cropland immediately classify as GRP acreage.

25   Land Classification Definitions (Continued)

   H   Definition of WBP Acres

   WBP acres are DCP cropland acres enrolled in WBP according to 7 CFR 752.

   Note: Classify as WBP acreage for FY in which the easement is filed.

   I   Definition of State Conservation Acres

   State conservation acres are DCP cropland acres on the farm enrolled in a Federal
   conservation program administered by the State for which payments are made in exchange
   for not producing an agricultural commodity on the acreage.

   J   Definition of Other Conservation Acres

   Other conservation acres are DCP cropland acres on the farm enrolled in a Federal
   conservation program other than CRP, WRP, EWP, WBP, and GRP for which payments are
   made in exchange for not producing an agricultural commodity on the acreage.

   K   Definition of Nonagricultural, Commercial, or Industrial Use Land

   [7 CFR 718.2] Nonagricultural, commercial, or industrial use land is land that is no longer
   suitable for producing:

   - annual or perennial crops, including conserving uses
   - forestry products.

   L   Definition of Native Sod

   Native Sod is land on which the plant cover is composed principally of native grasses,
   grass-like plants, or shrubs for grazing and browsing that has never been tilled, and the
   producer cannot substantiate that the ground has ever been tilled, for the production of an
   annual crop before February 7, 2014. Review 1-NAP for additional information concerning
   identifying and tracking native sod acres through four years of planting.

26   Program Land Classification

A   Classifying Land by Farm Programs

Classify land according to the following table.

IF the land…	AND…	THEN…
does not meet the cropland definition in subparagraph 25 B		see subparagraph 30 E.
does not meet the DCP cropland definition in subparagraph 25 C		see subparagraph 30 E.
is in or near a riparian area, wildlife area buffer, and/or wetland buffer **Note:** See 2-CRP for the definition of "marginal pastureland".	all of the following apply: • is no longer used for crops requiring annual tillage, as determined by COC • will be offered for enrollment in CRP • the owner of the land requests in writing to remove the land from cropland status 　**Note:** At least 1 owner of the land must request the reclassification of land in writing. • COC has reviewed the request and has determined that the land is marginal pasture land **Note:**　This land cannot be classified as DCP cropland when CRP-1 expires.	remove from cropland and DCP Ag Related Activity immediately. See subparagraph 30 E.
is subject to a restrictive or permanent easement that prohibits the planting of an annual crop including permanent GRP easements **Note:**　This does not include land under CRP-1, WRP, EWP, 30-year GRP easements, GRP rental agreements, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-ARCPLC.		remove from cropland and DCP Ag Related Activity immediately. See subparagraph 30 E.
was enrolled in CRP and is suitable to be tilled for crop production	CRP-1 has expired	retain as cropland. See subparagraph 30 E.

26 Program Land Classification (Continued)

A Classifying Land by Farm Programs (Continued)

IF the land…	AND…	THEN…
is subject to WRP	is DCP cropland and the WRP easement is filed at anytime during FY	classify as WRP acreage for FY in which the easement is filed.
	is not DCP cropland	classify as farmland. See subparagraph 30 E.
is subject to EWP	is DCP cropland and NRCS does **not** allow the crop planted on the land to be harvested	classify as EWP acreage immediately.
	is DCP cropland and NRCS allows the crop planted on the land to be harvested	classify as EWP acreage the beginning of the next FY.
	is **not** DCP cropland	classify as farmland. See subparagraph 30 E.
is devoted to trees, ponds, tanks, wind generators, or wind turbines	has never been under CRP-1	remove acreage from cropland and classify immediately as DCP Ag Related Activity, or nonagricultural, commercial, or industrial use land, as applicable.
	is currently under CRP-1	maintain as cropland until CRP-1 expires or is terminated.
	CRP-1 has expired or was terminated	remove acreage from cropland and maintain as DCP Ag Related Activity. See subparagraph 30 E.
is subject to a 30-year GRP easement or GRP rental agreement	meets the definition of cropland and/or DCP cropland	classify immediately as GRP acreage.
is subject to other conservation acres that are DCP cropland acres on the farm enrolled in a Federal conservation program other than CRP, WRP, EWP, WBP, and GRP for which payments are made in exchange for not producing an agricultural commodity on the acreage, including haying and/or grazing **Note:** This does not include land under CRP-1, WRP, EWP, GRP, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-ARCPLC.		classify immediately as other conservation acreage. See subparagraph 30 E.

26   Program Land Classification (Continued)

A   Classifying Land by Farm Programs (Continued)

IF the land…	AND…	THEN…
is subject to other State conservation acres that are DCP cropland acres on the farm enrolled in Federal conservation program other than CRP, EWP, WBP, WRP, and GRP, for which payments are made in exchange for not producing an agricultural commodity on the acreage, including haying and/or grazing. **Note:** This does not include land under CRP-1, WRP, EWP, GRP, WBP, or land under easement that allows haying and/or grazing under normal circumstances according to 1-ARCPLC.		classify immediately as State conservation acreage. See subparagraph 30 E.
is subject to WBP		classify immediately as WBP acreage. See subparagraph 30 E.

27   Nonagricultural, Commercial, or Industrial Land Determinations

A   Definition of Nonagricultural, Commercial, or Industrial Use Land

[7 CFR 718.2] Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

- annual or perennial crops, including conserving uses
- forestry products.

B   Different Uses

See 1-ARCPLC Part 9, Section 1 for examples of land use, considered agricultural or related use, and nonagricultural use.

C   COC Review

COC will continually review all available records, including GIS imagery, to determine whether land has been devoted to nonagricultural uses and reclassify the acreage according to paragraph 26.

To maintain eligibility for ARCPLC payments in an FY, land must meet DCP cropland criteria for the entire FY. A review of DCP cropland is recommended before final ARCPLC payments are processed.

27 Nonagricultural, Commercial, or Industrial Land Determinations (Continued)

D DD Concurrence

COC must obtain DD concurrence for all nonagricultural land determinations.

E Updating Records for Nonagricultural Uses

If land is devoted to nonagricultural uses, update records according to the following.

IF...	THEN...
part of a tract is nonagricultural	• complete a tract and farm division to separate the nonagricultural land • make the farm inactive.
an entire tract is nonagricultural	• complete a farm division to separate the nonagricultural land • make the farm inactive.
an entire farm is nonagricultural	make the farm inactive.

Notes: Ensure that the farm and tracts are in balance according to paragraph 35.

Complete CCC-505 according to 1-ARCPLC if a base acre reduction is required.

See Part 7, Section 5 and work instruction "CCC-505_Base Reduction".

F Notification Requirements

After a nonagricultural use determination is made, notify the farm operator and the owners, in writing, of the following:

• nonagricultural determination
• appeal rights according to 1-APP.

28   FSA Policy About Federal and State Grazing Land

   A Background

   Current Federal regulations prohibit the combination of Federal land with either State land or privately owned land into the same tract or farm. Current tract and field/CLU policy requires common ownership across a tract and/or field/CLU.

   These current regulations and policies are problematic for grazing allotments in the western U.S. Many of these grazing allotments consist of multiple owners (Federal, State, and private) and multiple permittees within the same allotment. Many areas consist of open grazing or common use grazing allotments with no physical or visible ownership lines within the allotment. Many grazing allotments consist of checkerboard ownership patterns and the ownership boundaries are **not** physically present or visible. Current policy in paragraph 24 requires that only common ownership boundaries are combined for tracts and fields.

   This policy:

   *   and procedure applies **only** to grazing allotments/rangeland in the western U.S.

   *   addresses the following:

       *   accommodating grazing permits in FRS
       *   reporting acreage on acres that are grazed randomly by multiple permittees
       *   delineating nonexistent boundaries on the CLU layer.

   B Farm, Tract, and Field Policy

   Federal, State, and privately owned land can be constituted as single farms, tracts, and field/CLU's based on grazing allotments by county. Individual grazing allotments in a county must consist of 1 farm, 1 tract, and 1 field/CLU regardless of ownership of the land. If an allotment spans multiple counties, the allotment will be split into a separate farm, tract, and field/CLU in each county.

   Exception: Any area or contiguous areas within a grazing allotment that are under common private ownership and at the owners' request may be a separate tract under the allotment farm or a separate farm and tract if fenced out from the grazing allotment.

28   FSA Policy About Federal and State Grazing Land (Continued)

C Owner/Operator/Other Producer Policy

All owners of land in the county within a grazing allotment in 1 farm, 1 tract, and 1 field/CLU will be recorded as owners in Farm Records. The operator of the grazing allotment farm must meet the definition of an operator according to paragraph 21. All other producers associated with the grazing allotment farm will be recorded as other producers on the tract or field.

Exception: Any area or contiguous areas within a grazing allotment that are under common private ownership and are a separate tract under the allotment farm or a separate farm and tract if fenced out from the grazing allotment must have the owners recorded according to paragraph 22.

29   GIS Rules

A Overview

Delineating CLU polygons is called digitizing. Digitization is the creation of digital lines in the CRM Farm Records. For FSA, these polygons represent CLU or farm, tract, and field boundary lines.

During the process of delineating CLU's to represent the farm, tract, and field boundaries, CLU attribution is required. Farm, tract, and field numbers are automatically assigned by the system. Other key attribute information includes Land Classification Code, the 3-CM Cropland Indicator, and HEL determination. See Part 7, Section 2 for instructions on delineating, attributing, and modifying CLU's in GIS.

Note: CRP fields will be delineated at the practice level.

29 GIS Rules (Continued)

B Land Classifications

The partner agencies have established 10 fundamental land classifications based on land cover and land use. These classifications are:

- Barren
- Cropland
- Forest
- Mined
- Other Agricultural
- Perennial Snow and Ice
- Rangeland
- Tundra
- Urban
- Water Body.

The specialized rules for delineating each of these land cover – land use classifications are included in subparagraph 30 E.

C Rules for Delineating CLU

Land categories represent various combinations of land cover and land use, and are the basis for determining CLU boundaries. CLU delineations may change based on changes in land cover or land use and will be drawn if that area is significant enough in size to affect FSA program determinations. Delineating CLU's involves 3 steps.

Type of Boundary	Rules for Delineating
Visible	Determine the CLU boundary using natural or cultural features visible on official NAIP imagery. Natural boundaries may include: • water bodies • forest edges • rock outcrops • vegetation changes Cultural features may include: • fences • roads • buildings.
Management	Define land use, according to the delineation rules for the land category, to further divide the area according to management differences, such as pine trees verses hardwood timber. Management boundaries not visible on the aerial imagery may be delineated according to information provided by the customer or other sources.

29   GIS Rules (Continued)

C   Rules for Delineating CLU (Continued)

Type of Boundary	Rules for Delineating
Ownership	Divide the area into CLU's based on ownership lines delineated according to the rules for the land category that applies to the area.
Programmatic	Certain FSA programs may require areas be delineated based on program rules, including but not limited land enrolled in different CRP conservation practices.

D   Inclusions

Different categories of land classification may exist within a single field. These areas of different land classification can be digitized as inclusion CLU's, if appropriate. An inclusion CLU is a CLU that is fully contained within a larger CLU and has a different land classification than the larger CLU.

Inclusion CLU's will be drawn if that area is significant enough in size to affect FSA program acreage.

E   Updating CLU Boundary and Land Use

County Offices will adjust CLU's boundaries and land class codes **immediately** when a change to a boundary or land classification occurs, is not temporary, and necessitates the adjustment.

If an acreage report had been filed in the current year before the adjustment and the acreage report is impacted by the adjustment, the acreage report must be revised.

County Offices will review acreage reports that were filed before the adjustment and determine if a revised acreage report is required for the farm because of an adjustment.

Note: Review all programs associated with the farm for possible impacts and changes needed.

30   Rules for Delineating

A Delineating Rules

Boundary categories represent various combinations of land cover and land use, and are the basis for determining CLU boundaries. CLU delineations may change based on changes in land cover or land use.

Type of Boundary	Rules for Delineating
Ownership (Property Boundary)	Establish the overall farm/tract boundary based on ownership lines. **Farm and Tract** • All farm and tract boundaries are created based on a legal deed or description. See paragraph 22. • Farm and tract boundaries must not overlap another farm's boundaries. • All farm reconstitutions must be based on a legal deed or description.
Management (Land Use Boundaries)	Divide the area into smaller CLU's delineated according to the land use and land cover that applies to acreage reporting requirements. **Fields** • Fields located within tracts must be delineated. • Crop management lines, distinct on the most current imagery, may form a boundary between adjacent program fields within a cultivated area. • Conservation (CRP/CREP/BCAP) areas delineated by practice type. • Easement (WRP, GRP) areas that have to do with cropland acreage must be accounted for in FRS. • Native Sod broken out after February 7, 2014 in the states of Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota must be delineated as a separate CLU beginning with the year in which the sod is destroyed. The newly created CLU cannot be merged with any other CLU until the land has been reported as planted for four years. **Pasture and Other 'Non-Cropland' Areas** (Disaster Reporting Requirements) • The area within the tract boundary considered to be pasture or rangeland must be delineated. • Other non-cropland areas must be delineated.

30   Rules for Delineating (Continued)

A   Delineating Rules (Continued)

Type of Boundary	Rules for Delineating
Visible (Land Cover Boundaries)	Determine the boundary for CLU using land cover, such as forest, rangeland, cropped land (tilled and non-tilled), natural windbreaks, fences, public roads, and waterways visible within digital imagery. Common Physical Boundaries include: • transportation features • tree lines • waterways such as streams, rivers, lakes, bays • mine sites, including oil fields • urban features such as housing developments, industrial areas, airports, parks, golf courses (although these features will only be captured in the CLU until the land use of the farm has been determined to be nonagricultural, commercial, or industrial.

B   Land Cover – Land Use Characteristics

These 2 terms are often used interchangeably however; the terms have distinct meanings. The understanding of these terms is also important to aerial interpretation and CLU delineation.

Land cover is the physical material at the surface of the earth. Land covers include grass, asphalt, trees, bare ground, water, etc. Following are the 2 primary methods for capturing information on land cover:

• field survey
• analysis of remotely sensed imagery.

Land use is the human use of land. Land use involves the management and modification of natural environment or wilderness into built environment such as fields, pastures, and settlements. It has also been defined as "the arrangements, activities and inputs people undertake in a certain land cover type to produce, change or maintain it."

30   Rules for Delineating (Continued)

B   Land Cover – Land Use Characteristics (Continued)

Type of Land Cover	Description and Delineating Rules

Public Roads	• Public roads and their associated right-of-ways are maintained by the government.
	
	• Public roads should **never** be included within the boundaries of any farm or tract CLU polygon.
	
	   Notes: Delineate public roads along the edge of the road.
	
	        Extend boundaries to the outer edge of narrow roads that have no visible right-of-way, **except** in cases where the producer has rights from the State to conduct agricultural activity within right-of-ways. In those cases, the right-of-ways should be included within CLU. A producer **must** provide evidence of the right to conduct agriculture activity in these areas.
	
	        Extend boundaries to the outer edge of the right-of-way for larger roads.
	
	• Do **not** include any part of a public road system within a CLU polygon (such as medians at intersections).
	
	• Do **not** include public roads that cross through tracts within any polygon.
	
	   Notes: Separate the land unit into 2 or more polygons, leaving the roads open to the outside.
	
	        Make sure all related polygons have the same farm and tract numbers.
	
	• Do **not** include public roads in polygons for other delineated areas.

Private Roads	• Private roads maintained by land-owners are:
	
	   • driveways and parking areas
	   • farm lanes
	   • private access roads.
	
	• Private roads may be included within farm and tract polygons.
	
	• Most private roads should **not** be included within program fields.
	
	   Note: Delineate private roads at the outer edge of the road - never the centerline.
	
	• If the edge is difficult to distinguish, estimate based on the width of the road where it is more visible.
	
	   Note: Small field access roads may be included in program field polygons.

30   Rules for Delineating (Continued)

    B   Land Cover – Land Use Characteristics (Continued)

Type of Land Cover	Description and Delineating Rules

Tree Lines	A tree line is the edge of a habitat at which trees are capable of growing.
	
	Tree lines may be a single row of trees between fields or at the edge of a forest or rangeland.
	
	Notes: Delineate tree lines at the edge of tree growth.
	
	         Do **not** outline tree canopies.
	
	         Estimate the position of the tree bases (at the trunk).
	
	         Do **not** delineate the shadow line.

Waterways	A waterway is any navigable body of water. Waterways can include rivers, lakes, seas, oceans and canals.
	
	• Waterways for digitizing purposes include oceans, seas, lakes bays, estuaries, major rivers, smaller streams and canals.
	
	Notes: Major waterways may form the farm/tract boundary but the major waterway's boundary should **never** be included within the farm/tract boundary.
	
	         Smaller waterways may form farm/tract boundaries or occur within the farm/tract boundary.
	
	• Smaller waterways may be included within a farm/tract only if:
	
	    • they are completely contained within the farm/tract
	    • farm/tract boundary lines cross the smaller waterway.
	
	• Any waterways that form the farm/tract boundary should **not** be included in the farm/tract.
	
	Notes: Waterways should **never** be delineated at the centerline.
	
	         Delineate tract boundaries that correspond to waterway at the edge closest to the farm/tract.
	
	         If the edge is difficult to distinguish, estimate its position using vegetation or approximate stream width.
	
	         Leave waterways that are not included within a tract polygon open (meaning no polygon) similar to public roads.

30   Rules for Delineating (Continued)

B   Land Cover – Land Use Characteristics (Continued)

Type of Land Cover	Description and Delineating Rules

Other Bodies of Water	Other bodies of water include lakes, ponds, bays, and other similar categorized bodies of water.
	
	 • Bodies of water **must** be delineated if they occur within 'Cropland' and they are greater than 1 acre in size.
	
	 • Small ponds, stock tanks etc., (under 1 acre) may be delineated if their removal from "Cropland" assists with matching program acreage.
	
	 • Bodies of water in other land use/land cover classes should be delineated if they comprise a significant portion of the non-cropland within a tract boundary (greater than 1 acre in size).
	
	 • If tract boundaries extend across water bodies, do **not** include the water body within the tract boundary.
	
	    Exception: Aquaculture farms can be delineated to include the water body.
	
	 • Bodies of water should be delineated at or above the normal water line:
	
	    • within cropland delineate water body boundaries at the outside edge if untilled land (ex. dams)
	
	    • if land cover extends to the water's edge, use the water line when delineating boundary.

C   Official Acreage

GIS-calculated acreage is official FSA acreage. Acreage will be maintained to the hundredth decimal place.

D   Land Class Codes

All polygons will have an associated land class code according to subparagraph E.

30   Rules for Delineating (Continued)

E   Classifying Land

Use the following table to classify both CLU and Farm Records land use classification. Land classification may require an historical review of imagery and records to determine the generalized land use/land cover description for particular areas of the farm. The terms 'land use' and 'land cover' are used interchangeably for identifying a particular CLU land classification and associated Farm Records classification.

IF land use/land cover is…	AND…	THEN GIS land classification is...	CLU Code is…	3-CM Cropland Indicator is...	Farm Records Classification is…
Residential Commercial and services Industrial Transportation, communications and utilities Industrial and commercial complexes Mixed urban or built-up land Other urban or built-up land		urban.	01	No	Non Ag Uses
Cropland, Orchards, Groves, Vineyards, Nurseries, Ornamental Horticultural Areas Improved pasture Native pasture	meets the definition of cropland in subparagraph 25 B	cropland.	02	Yes	Cropland
	does not meet the definition of cropland in subparagraph 25 B but does meet the definition of DCP cropland in subparagraph 25 C	cropland.	02	No	DCP Ag Related Activity
	does not meet the definition of DCP cropland in subparagraph 25 C **Example:** Pasture, Marginal Pasture, Native Pasture				Farmland

30   Rules for Delineating (Continued)

E   Classifying Land (Continued)

IF land use/land cover is…	AND…	THEN GIS land classification is…	CLU Code is…	3-CM Cropland Indicator is…	Farm Records Classification is…
Herbaceous Rangeland Grasses and grass-like forbs Shrub and Brush Rangeland Brush Shrubs and small trees Native Sod Mixed Rangeland Non-forested Wetland	meets the definition of cropland in subparagraph 25 B	rangeland.	03	Yes	Cropland
	meets the definition of DCP cropland in subparagraph 25 C			No	DCP Ag Related Activity
	does not meet the definition of DCP cropland in subparagraph 25 C **Example:** Native Rangeland				Farmland
Deciduous Forest Land Evergreen Forest Land Mixed Forest Land Forested Wetland	meets the definition of cropland in subparagraph 25 B	forest.	04	Yes	Cropland
	meets the definition of DCP cropland in subparagraph 25 C			No	DCP Ag Related Activity
	does not meet the definition of DCP cropland in subparagraph 25 C **Example:** Native Forest Land				Farmland

30 Rules for Delineating (Continued)

E Classifying Land (Continued)

IF land use/land cover is…	AND…	THEN GIS Land Classification is…	CLU Code is…	3-CM Cropland Indicator is…	Farm Records Classification is…
Ponds Streams and Canals Lakes Reservoirs Bays and Estuaries	meets the definition of DCP cropland in subparagraph 25 C	water body.	05	No	DCP Ag Related Activity
	does not meet the definition of DCP cropland in subparagraph 25 C **Note:** Water bodies such as farm ponds, aquaculture ponds, streams or canals will be considered farmland if it is associated with the farming operation.				Farmland
	water bodies will not be considered farmland if it is not associated with the farming operation				Non Ag Uses
Strip Mines Quarries Gravel Pits		mined land.	06	No	Non Ag Uses

30   Rules for Delineating (Continued)

E   Classifying Land (Continued)

IF land use/land cover is…	AND…	THEN GIS Land Classification is…	CLU Code is…	3-CM Cropland Indicator is…	Farm Records Classification is…
Dry Salt Flats Beaches Sandy Areas Other than Beaches Bare Exposed Rock Transitional Areas Mixed Barren Land		barren.	07	No	Non Ag Uses
Shrub and Brush Tundra Herbaceous Tundra Bare Ground Tundra Wet Tundra Mixed Tundra		tundra.	08	No	Non Ag Uses
Perennial Snowfields Glaciers		perennial snow and ice.	09	No	Non Ag Uses
Confined Feeding Operations Other Agricultural Land Farmsteads Farm Roads Grain Drying Facilities **Note:** Other Agriculture will be considered farmland if it is associated with the farming operation.		other agriculture.	10	No	Farmland
					Non Ag Uses

30   Rules for Delineating (Continued)

F   NRCS HEL/NHEL Notations

All NRCS HEL/NHEL notations are determined by NRCS. See paragraph 34 and 6-CP for more information.

Following are the types of HEL type codes and descriptions.

HEL Type Code	HEL Type Code Description
HEL	highly erodible land
NHEL	non-highly erodible land
UHEL	undetermined highly erodible land status
EHEL	exempt from highly erodible land determination

G   NRCS Wetland Determinations

All wetland point determinations within a tract boundary will be recorded and maintained with the CLU Maintenance Tool.

Enter the point location and attribute data as associated to the NRCS CPA-026.

31 Accessing Farm Records

A Overview

CRM Farm Records will be updated by County Office employees.

In this part, the term "user" refers to employees.

B Accessing CRM Farm Records

The following table provides the steps to access CRM Farm Records.

Step	Action
1	Access FSA Applications Homepage.
2	Access the MIDAS link at **https://mprdep.fmmi.usda.gov/irj/portal**
3	In the MIDAS Portal, access CRM@FSA.
4	CLICK "**Farm Records**".
5	See Part 7, Section 1 and work instructions for specific topics.

32 Updating Farm Records

A Making Changes to Records

To make changes to current FY farm or tract data, the user must use CRM Farm Records.

To make changes to prior FY farm or tract data, the user must use FRS Farm Records. See 3-CM for instructions for making prior year updates.

B Who Can Update Records

Every County Office employee with an eAuthentication ID and who has completed the required CRM Farm Records training has update capability. State Office employees with the "Grantor Process Specialist All" role and National Office employees with the "Grantor Process Expert All" role can update CRM Farm Records.

33   Creating a Farm Record

   A   Overview

   A new farm can be added in the current year by all users (see Part 7, Section 4). A new farm can be added in prior years by 1 employee in each State Office.

   A new farm cannot be added unless it contains:

   • at least 1 field
   • at least 1 tract
   • at least 1 owner on each tract
   • 1 operator.

   Ensure that the operator, owners, and, if applicable, other producers are recorded in CRM BP and are associated with the administrative county according to 11-CM before adding a farm.

   Follow instructions in Part 7, Section 4 and the work instructions "Create Farm Record" and "Delineate CLU" to add a farm, tract, and field.

   Note: New tracts cannot be added to an existing active farm record. The new land will be added as a new farm and combined with an existing farm, if applicable.

   Farms may also be created for the following in accordance with this paragraph:

   • urban agricultural enterprises such as rooftop farms
   • NRCS needs such as enrollment for EQIP.

   B   Replicating Farms to Prior Years

   Existing farms can be replicated back to prior years in FRS Farm Records (web farm) if necessary. For example, if an existing 2015 farm is needed for a retroactive 2013 program, the 2015 version of the farm can be replicated back to 2013.

   Farms can be replicated to prior years by 1 employee in each State Office.

   Farms in any given year can be replicated to prior years assuming the farm does **not** already exist in a prior year.

   If the farm is the result of a reconstitution, or if a tract on the farm is a result of a reconstitution, the software will **not** allow users to replicate the farm to a prior year.

   Note: In most cases, farms that are the result of a reconstitution should **not** need to be replicated to a prior year. For prior year programs, the prior year constitution of the farm should be used. For example, to enroll in 2012 LFP, the 2012 constitution of the farm should be used.

33   Creating a Farm Record (Continued)

B   Replicating Farms to Prior Years (continued)

If the farm has been transferred, use the prior year version of the farm in the county that administered the farm in prior years for the prior year programs. Farms should **not** be transferred in the current year and then replicated to a prior year in the receiving county. For example, Farm 100 existed in County A in 2012 and 2013. The farm was transferred to County B in 2014 and became Farm 200. In this case, Farm 100 in County A should be used for 2012 and 2013 programs, while Farm 200 in County B should be used for 2014 programs.

If a farm is being replicated to a prior year, the system will automatically add the farm information to all subsequent years. This includes:

- the farm operator
- all owners
- highly erodible and wetland determinations.

Notes: Ensure that the operator, owners, and, if applicable, other producers are recorded in CRM BP and are associated with the administrative county according to 11-CM before requesting a farm be replicated.

County Offices will submit requests to replicate a farm to a prior year to their State Office.

To request a farm be added in a prior year, County Offices will submit the following documentation to their State Office:

- Administrative State. Administrative County, and Farm Number

- explanation of why the farm should be added in a prior year

  Note: If any of the following are different in prior years the user must access each applicable year in Web Farm Records and make the appropriate changes:

  - farm operator,
  - owner(s)
  - other producer(s)
  - highly erodible and wetland determinations
  - wetland violations
  - producer HEL, CW, or PCW.

33   Creating a Farm Record (Continued)

B   Replicating Farms to Prior Years (Continued)
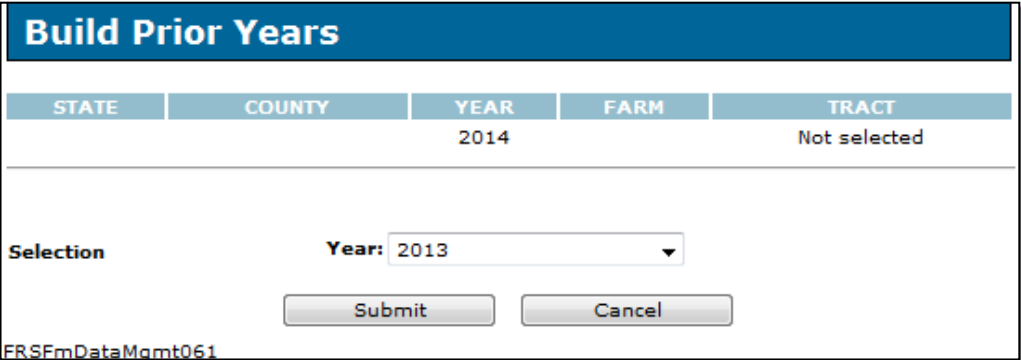
State Offices will:

- review the documentation submitted by the County Office to ensure that:

    - the land in the farm being requested does not already exist as part of another farm number in prior years

    - the farm should be replicated

    - all applicable documentation has been provided

- review the farm in CRM to ensure that the farm is drawn, attributed, and constituted correctly in the current year

    Notes: CLU's **must** be drawn correctly based on guidelines in this handbook. Houses, barns, and other structures **must** be separate CLU's from the remainder of the farm. Cropland, pasture, and rangeland areas should all be contained within separate CLU's. Tracts should **not** include public roads.
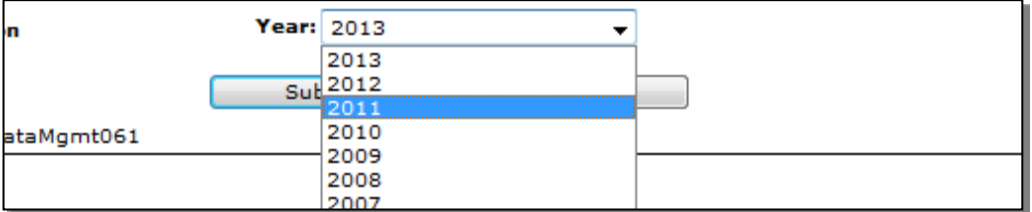
    If the request is to replicate a farm to a prior year, ensure that the farm record is correct in the earliest year and all subsequent years in which the farm exists.

- after ensuring that the rules and validations mentioned in the previous bullet have been followed, replicate the farm according to the following steps

Step	Action
1	Access the farm in FRS. If the farm can be replicated, "[Build Prior Years]" button will be displayed at the bottom of the Farm Screen. **Note:** If "[Build Prior Years]" is **not** displayed, the farm **cannot** be replicated to prior years because of the rules and validations listed in this subparagraph.
2	CLICK "[Build Prior Years]" and the following Build Prior Years Screen will be displayed.

33 Creating a Farm Record (Continued)

    B Replicating Farms to Prior Years (Continued)

Step	Action
3	From "Year" drop-down list, select the year to which the user wants to replicate the farm.
4	CLICK "Submit" to replicate the farm. The farm will replicate to the year user selected in step 3, plus all years in between. In the example selecting "2011" in step 2, the farm will now exist in years 2011 through 2014. After the farm has been replicated, the Farm Selection Screen will be displayed with the message, "**Successfully added the farm.**"

33   Creating a Farm Record (Continued)

B   Replicating Farms to Prior Years (Continued)

If desired, users can verify the farm replicated by searching for the farm in a prior year.

Notes: If a farm **cannot** be replicated and it needs to be, contact Billie Jo Smith by e-mail to **billiejo.smith@wdc.usda.gov**.

If all or part of a farm that currently exists as a result of a reconstitution needs to be replicated to a prior year, e-mail the following information to **billiejo.smith@wdc.usda.gov**:

- current administrative State, administrative county, and farm number

- farm numbers before the reconstitution

- date of reconstitution

- justification for needing the current constitution of the farm in prior years, as opposed to using the prior year version of the farm that includes a clear explanation of the prior and current constitutions and why the reconstitution occurred.

After farm information is recorded by the State Office, County Offices will review the farm information for accuracy, record producer exceptions, and all conservation, NAP and FAV/WR information.

34   Conservation Compliance

   A   Overview

   HEL determinations, wetland determinations, farm producer exceptions, and tract producer exceptions will be maintained in CRM farm records.

   B   HEL Determinations

   HEL status determinations are applicable to each field. Selection of 1 of the following HEL values is required for each field:

   * HEL, field determined highly erodible
   * NHEL, field determined not highly erodible
   * UHEL, field undetermined
   * EHEL, field exempt from a determination needed.

      Note: EHEL only applies to CA, NV, AZ, and NM. EHEL fields are treated the same as NHEL for HEL compliance purposes.

   Field level HEL Status is recorded by user based on NRCS determinations using the Edit CLU Attribute Tool in the GIS Info assignment block (see Part 7, Section 3 and work instruction "Select Multiple CLU's and Edit Attributes").

   Note: Field level HEL status determinations are recorded as "Undetermined" until NRCS has provided the County Office with written determination on NRCS-CPA-026 or NRCS-CPA-026E.

   Tract level summary HEL status values are automatically determined by the varying combinations of field level HEL status values. The summary tract level HEL status dictates the values available for selection of the tract level HEL determination. If 1 or more fields on the tract is "Undetermined" the tract level summary HEL status is UHEL and the user must select the tract HEL determination from 1 of the following 6 values:

   * HEL determinations not completed for all fields on the tract
   * HEL field on tract. Conservation system is not required – no agricultural commodity
   * HEL field on tract. Conservation system being actively applied
   * HEL field on tract. Conservation system is not being actively applied
   * HEL field on tract. 2 years to implement conservation system on former CRP land
   * NHEL: no agricultural commodity planted on undetermined fields.

34 Conservation Compliance (Continued)

B HEL Determinations (Continued)

If the tract contains 1 or more HEL fields and no fields on the tract are "Undetermined", then the tract level summary HEL status flag is automatically set to HEL and the user must select the tract HEL determination from 1 of the following 4 values:

- HEL field on tract. Conservation system is not required – no agricultural commodity
- HEL field on tract. Conservation system being actively applied
- HEL field on tract. Conservation system is not being actively applied
- HEL field on tract. 2 years to implement conservation system on former CRP land.

If the tract contains only NHEL and/or EHEL fields then the flag is automatically set to "NHEL: no agricultural commodity planted on undetermined fields".

See Part 7, Section 3, work instruction "Select Multiple CLU's and Edit Attributes" and 6-CP for additional information on HEL determinations.

C Wetland Determinations

Wetland determinations are applicable to the tract level only. Selection of a wetland determination is required for each tract according to the following:

Note: Determinations are recorded as wetland determinations not complete until NRCS has provided the County Office with written determination on NRCS-CPA-026 or NRCS-CPA-026E. Incomplete wetland determinations do not adversely affect a producer's eligibility to receive program benefits.

Tract level wetland determinations are user entered.

The following wetland determination options are available:

- wetland determinations not complete
- tract contains a wetland or farmed wetland
- tract does not contain a wetland.

See 6-CP for additional information on wetland determinations.

34   Conservation Compliance (Continued)

D Wetland Violations

Wetland violations are applicable to the tract level. Multiple wetland violation determinations can exist for a tract. Entry is not required.

The following are wetland violation options:

- wetland converted between December 23, 1985, and November 28, 1990
- wetland converted after November 28, 1990
- agricultural commodity has been planted on a converted wetland.

Selecting wetland violation is **not** allowed unless the tract has been designated as "Tract contains a wetland or farmed wetland".

If user selects, "An agricultural commodity has been planted on a converted wetland", then the user **must** also select, either of the following:

- wetland converted between December 23, 1985, and November 28, 1990
- wetland converted after November 28, 1990.

See 6-CP for additional information on wetland violations.

E Farm Producer Exceptions

The farm producer exceptions apply to the operator and will be selected in the "Parties Involved" assignment block at the farm level when a HEL or WL violation is indicated on a tract.

The following farm producer exceptions are available when the HEL violation is "HEL field on tract. Conservation system is not being actively applied":

- Landlord/Tenant
- Good Faith
- Has Appeal Rights
- Appeals Exhausted
- Economic Hardship.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the HEL exception for the operator to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further information on HEL exceptions.

34   Conservation Compliance (Continued)

E   Farm Producer Exceptions (Continued)

The following farm producer exceptions are available when the selected wetland violation is "wetland converted between December 23, 1985, and November 28, 1990" or "wetland converted after November 28, 1990":

- Has Appeal Rights
- Appeals Exhausted
- Good Faith
- Wetland Restored
- Third Party/No Association
- New Prod After CW.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the CW Exception as applicable for the operator to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further information on CW exceptions.

The following farm producer exceptions are available when the selected wetland violation is "agricultural commodity has been planted on a converted wetland":

- Has Appeal Rights
- Appeals Exhausted
- Good Faith.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the PCW (Planted Converted Wetland) Exception for the operator to change the selection. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See 6-CP for further information on PCW exceptions.

34   Conservation Compliance (Continued)

F   Tract Producer Exceptions

The tract producer exceptions apply to owners and other producers and will be selected in the "Parties Involved" assignment block if a HEL or WL violation is indicated on a tract.

The following tract producer exceptions are available when the HEL violation is "HEL field on tract. Conservation system is not being actively applied":

- Landlord/Tenant
- Good Faith
- Has Appeal Rights
- Appeals Exhausted
- Economic Hardship.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the producer HEL exceptions for each producer associated with the tract to change the selection. See 6-CP for further information on HEL exceptions.

The following tract producer exceptions are available when the wetland violation is "when wetland converted between December 23, 1985, and November 28, 1990" or "wetland converted after November 28, 1990":

- Has Appeal Rights
- Appeals Exhausted
- Good Faith
- Wetland Restored
- Third Party/No Association
- New Prod After CW.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the producer CW exception for each producer associated with the tract to change the selection. See 6-CP for further information on CW exceptions.

34   Conservation Compliance (Continued)

F   Tract Producer Exceptions (Continued)

The following tract producer exceptions are available when the wetland violation is "agricultural commodity has been planted on a converted wetland":

- Has Appeal Rights
- Appeals Exhausted
- Good Faith.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the producer CW exception for each producer associated with the tract to change the selection. See 6-CP for further information on PCW exceptions.

G   Field Producer Exceptions

When a producer exists as a field level other producer the producer exceptions are handled the same as if the producer was a tract level other producer. If the producer exists as a field level other producer on multiple fields the producer exceptions must be the same for each field on the tract.

35   Native Sod Acreage

A   Background

All acreage that existed as native sod after February 7, 2014, in the states of Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota that is planted is subject to more restrictive provisions for NAP and FCIC participation during the first 4 years of planting. To properly enforce these restrictions the identity of Native Sod acres physically located in these states must be maintained until the 4 years of planting have been met.

B   Recording Native Sod

Native Sod acres physically located in Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota must be delineated and maintained as a separate field.

The "Sod Broken Out Date" attribute must be entered as a field level native sod attribute as soon as it is known that the native sod cover on the field has been mechanically or chemically destroyed.

Years planted attributes must be added as an attribute of the field in each year that the field is considered planted according to 1-NAP, Part 6 until the "4th Year Planted" attribute is populated. See paragraph 237 for instructions on entering native sod attributes.

36   Out-of-Balance Tracts

A   Background

A tract is out-of-balance if the tract's base acres are in excess of the tract's effective DCP cropland plus double-cropped acres. Corrective action must be performed on all out-of-balance tracts.

The status of tracts may change frequently and may require constant action. Following are reasons that the status of a tract may change:

- land is enrolled into CRP
- existing CRP-1's expire or are terminated
- DCP cropland changes.

B   Balancing Tract Data

If a tract is out-of-balance, the tract acres must be adjusted according to either of the following:

- if the farm cannot support the excess acres, the owner or owners of the out-of-balance tract must complete CCC-505 to permanently reduce excess base acres on either of the following:

    - the specific tract that is out-of-balance
    - specific crops from multiple tracts, if all tract owners agree

      Note: See 1-ARCPLC for instructions on completing CCC-505. Also see Part 7, Section 5 and work instruction "CCC-505_Base Reduction".

- if the farm can support the excess base acres on the out-of-balance tract, the owner or owners of the tract with the excess base must be notified and given an opportunity to either redistribute using CCC-517 or permanently reduce the acre; see paragraph 38 or instructions on completing CCC-517.

  Notes: County Offices may redistribute amounts of .10 acres or less, or reduce amounts of .10 acres or less if the farm is over based, without first contacting the tract owner(s).

  See Part 7, Section 5 for instructions on completing the CCC-517.

36   Out-of-Balance Tracts (Continued)

B   Balancing Tract Data (Continued)

The County Office will mail a letter to the owner or owners of the tract that is out-of-balance. The following is an example of what should be in the letter.

"Tract number XX on farm number XX has more base acres than effective Direct and Counter-Cyclical Program (DCP) cropland plus double-cropped acres. The excess base acres on tract XX must be either redistributed to the other tracts on the farm or be permanently reduced on the tract. If you do not contact this office and complete CCC-517, Tract Redistribution Form, and/or CCC-505, Voluntary Permanent DCP Base Acreage Reduction, within 30 calendar days from the date of this letter, the County Committee will redistribute the tract's excess base acres to the other tracts on the farm based on each tract's available effective DCP cropland. If the tract has base acres for more than 1 crop, the excess base acres will be redistributed proportionately from all base acres (including generic) of the tract."

C   County Office and COC Action

If the tract owners do not complete CCC-517 and/or CCC-505 within 30 calendar days, the following action will occur:

- the County Office will:

  - redistribute excess base acres using CCC-517, according to Exhibits 7 and 8, proportionately for all base acres, including generic base acres

  - complete CCC-505, if applicable, reducing the base acres proportionately for each covered commodity and generic base acres

  - document in CCC-505, Item 16, "No CCC-517 and/or CCC-505 completed by owner(s) within 30 calendar days of notification"

  - obtain COC approval on CCC-505, if applicable

  - reduce base acres according to CCC-505

  - file the producer letter and CCC-505, if applicable, in the farm folder

- COC must document reduction and/or redistribution in the COC minutes.

Note: CCC-517 must be signed by all tract owners on the affected tracts to be considered complete. If all owners on each tract with base acres that are either increased or decreased do not sign CCC-517 within 30 calendar days of notification, CCC-517 will be considered null and void and the County Office must follow procedure in this paragraph to redistribute and/or permanently reduce excess base acres.

36   Out-of-Balance Tracts (Continued)

C   County Office and COC Action (Continued)

Because redistributing the base acres on a farm is not a benefit determination, the action taken by COC is not a decision that gives rise to any appeal by a participant according to 1-APP. The County Office will provide the owners with an updated copy of FSA-156EZ and a notification letter explaining the action and that it was based on the letter dated (insert date of letter sent according to subparagraph B). The letter should inform the owners of the acres by crops that were redistributed to the other tracts on the farm.

See 1-APP for further information about adverse decisions made for participants.

D   Worksheet for Adjusting Acres

Part 7, Section 5 contains instructions for use of the farm records automated CCC-505 base reduction tool.

Exhibit 7 contains a manual worksheet and instructions for redistributing acres on out-of-balance tracts.

Exhibit 8 contains instructions for redistributing acres on out-of-balance tracts using the semi-automated redistribution spreadsheet. The semi-automated redistribution spreadsheet will be downloaded according to this table.

Step	Action
1	Open Internet Explorer.
2	On the address line, ENTER **https://inside.fsa.usda.gov/program-areas/dafp/common-processes/farm-records/index**
3	Under "**Farm Records**", RIGHT-CLICK "**Semi-Automated Redistribution Worksheet**".
4	Select "Save Target As…".
5	Save the spreadsheet to a directory on the user's computer.

36   Out-of-Balance Tracts (Continued)

E   Adjusting Yields

As base acres are redistributed among tracts, the tract level PLC yields must be manually adjusted if the tracts involved in the redistribution of acres have different tract level yields. The following is an example:

- tract 1:

  - 100.53 corn base acres
  - 130.0000 bushels/acre tract PLC yield

- tract 2:

  - 100.08 corn base acres
  - 80.0000 bushels/acre tract PLC yield.

Tract 2 redistributes 20 corn base acres to tract 1. Recalculate tract 1's yield according to the following.

Step	Action
1	Multiply the base acres being redistributed from tract 2 (20.00) times tract 2's PLC yield (80.0000) to establish the bushel extension (1,600.0000).
2	Multiply the base acres on tract 1 (100.53) times tract 1's PLC yield (130.0000) to establish the tract's bushel extension (13,068.9000).
3	Total the bushel extension in step 1 (1,600.0000) and step 2 (13,068.9000) to establish the total bushel extension (14,668.9000).
4	Total the base acres from step 1 (20.00) and step 2 (100.53) to establish the resulting corn base acres on tract 1 (120.53).
5	Divide the results of step 3 (14,668.9000) by the total base acres from step 4 (120.53) to establish the new counter-cyclical yield for tract 1 (121.7033 as displayed in CRM Farm Records and rounded to 122 when replicated to FRS).

Note: The farm level yields must not be increased or decreased when recalculating the tract yields according to subparagraph 35 E.

36   Out-of-Balance Tracts (Continued)

F   Redistributing Base Acres Using CCC-517 Before Enrolling in CRP

Owners may have to permanently reduce base acres using CCC-505 when part of a farm is enrolled in CRP to avoid an out-of-balance tract. Owners may not want to permanently reduce the base acres associated with specific crops on the tracts being enrolled in CRP. In this situation, County Offices will do the following.

Step	Action
1	Have the owners complete and sign CCC-517, according to paragraph 36 to redistribute the base acres on the farm so that the base acres for crops that the owners want to reduce are on the tracts being enrolled into CRP. **Note:** All owners on the tracts with base acres being reduced or increased must sign CCC-517 agreeing to the base redistribution.
2	Redistribute the base acres through farm maintenance and use reason code "CCC-517".
3	Initiate CCC-505 to permanently reduce the base acres that were redistributed to the tracts being enrolled in CRP.
4	Reduce the base acres according to CCC-505 through farm maintenance and use reason code "CCC-505 due to CRP enrollment". See work instructions "Base Reduction for New CRP_Tract Level" and "CCC-505_Base Reduction". See Part 7, Section 5 for instructions on use of the farm records automated CCC-505 base reduction tool.

37   Rules for Yields When Tract Acreages Are Adjusted

A Background

Yields for a crop may change as base acres for the crop increase or decrease. The following changes to farms may result in an increase or decrease of the farm program payment yield:

- land is enrolled in CRP
- existing CRP-1's expire or are terminated
- DCP cropland acres decrease
- out-of-balance tracts are resolved using CCC-505.

Note: Changes to the farm program payment yields will only occur if the farm's tracts have different yields.

B Yields for Farms With Expired or Terminated CRP

Base acres released from CRP will be restored to the tract from which they were reduced.

For ARCPLC covered commodities:

- if the ARCPLC covered commodity to be restored has base acres that exist on the farm before the restoration, then the tract level yield to be associated with the base acres being returned will be the PLC yield currently established for the crop on the farm

  - if the existing tract level PLC yield does not equal the currently established farm level PLC yield an adjusted yield for the tract will result

  - calculate the adjusted yield according to the instructions in subparagraph 36 E

- if the covered commodity to be restored does not have base acres that exist on the farm before the restoration, and:

  - a farm level PLC yield already exists for the crop because the ARCPLC election for the crop is PLC and generic base acres were attributed to the crop when it was planted in a prior year,

  - then the tract level yield to be associated with the base acres being returned will be the farm level PLC yield currently established for the crop on the farm

37   Rules for Yields When Tract Acreages Are Adjusted (Continued)

   B   Yields for Farms With Expired or Terminated CRP (Continued)

- a farm level PLC yield does **not** exist,

    - restore the base acres to the applicable tract and farm once the current producers have completed a manual election according to 1-ARCPLC Part 7 for the applicable covered commodity

        Exception: Restored base acres on ARC-IC farms are not required to make an election.

        - the covered commodity will receive a PLC yield equal to the higher of the following:

            - CC yield for the crop at the time the applicable base acreage was reduced

            - county average CC yield for the applicable crop

            Note: The owner will have the opportunity to update the yield according to 1-ARCPLC Part 3.

   For generic base acres:

   CTAP transitional yields are not applicable for 2016 and subsequent years. Until software can be revised to remove CTAP transitional yields, a CTAP transitional yield equal to the CTAP transitional (direct) yield associated with the CCC-505 CRP Reduction acres that existed for the expired, voluntarily terminated, or early released CRP contract must be entered. If the generic base acres are being restored to a tract where generic base acres already exist no adjustment to the existing CTAP transitional yield will be made.

37   Rules for Yields When Tract Acreages Are Adjusted (Continued)

C Decreases in Base Acres

Yields may be affected when base acres for a crop are reduced for any reason. Following are examples of yield fluctuation and County Office action that will be taken when new acres are enrolled in CRP and when DCP cropland acres decrease.

Example 1	County Office Action
Farm 100 consists of 2 tracts and has a farm level wheat PLC yield of 39.8980 bushels/ acre. (Farm's wheat PLC payment production: 7,899.0000, bushels) Farm level PLC yield is 39.8980 as displayed in CRM Farm Records and is rounded to 40 when replicated to FRS. • Tract 1 • 50.0000 bushels/acre wheat PLC yield • 97.98 wheat base acres • 97.98 DCP cropland acres • 0.00 double cropped acres (Tract 1 wheat PLC payment production: 50.0000 bushels/acre wheat PLC yield x 97.98 acres = 4,899.0000 bushels) • Tract 2 • 30.0000 bushels/acre wheat PLC yield • 100.00 wheat base acres • 100.00 DCP cropland acres • 0.00 double cropped acres (Tract 2.wheat PLC payment production: 30.0000 bushels/acre wheat PLC yield x 100.00 acres = 3,000.0000 bushels) 16.55 acres of tract 2 is offered and accepted in CRP. CCC-505 is filed to permanently reduce the 16.55 base acres on tract 2. The revised wheat PLC payment yield for the farm is now 40.8009 bushels per acre calculated as follows: [(Tract 1 wheat PLC payment production 4,899.0000 bushels) +(Tract 2 wheat PLC payment production; 30.0000 bushels/acre yield x 83.45 wheat base acres = 2503.5000 bushels) = 7402.5000 bushels] ÷ 181.43 wheat base acres (97.98 tract1 and 83.45 tract 2) = 40.8009 bushels /acre. Revised farm level PLC yield is 40.8009 bushels/acre as displayed in CRM Farm Records and is rounded to 41 when replicated to FRS. **Note:** This example also applies to land that is no longer considered DCP cropland or if base acres for a crop are reduced for any reason. Applicable reason codes used on CCC-505 would vary according to the scenario.	• Use the automated CCC-505 base reduction tool to generate CCC-505 Voluntary Permanent Base Acre Reduction form at the time the CRP offer is accepted using reason code "CCC-505 reduction due to CRP enrollment" and the applicable effective year • Immediately after CRP contract approval approve the workflow created for CCC-505 **Note:** The farm program payment yields will be recalculated by the system when the automated CCC-505 is approved • Add 16.55 CCC-505 CRP Reduction acre entry for wheat on tract 2 with a PLC yield of 30.0000 bu./acre in the CCC-505 CRP Reduction assignment block • Access the ARCPLC contract to: • ensure that the new contract data is present • print new ARCPLC contract obtain applicable signatures according to 1-ARCPLC

37   Rules for Yields When Tract Acreages Are Adjusted (Continued)

   C Decreases in Base Acres (Continued)

Example 2	County Office Action

Farm 200 consists of 2 tracts and has a farm level wheat PLC yield of 43.8759 bushels/acre. (Farm's wheat PLC payment production: 6,344.4529 bushels)
 	
• Tract 1
 	
   • 50.0000 bushels/acre wheat PLC yield
   • 100.05 wheat base acres
   • 120.00 DCP cropland acres/cropland
   • 0.00 double cropped acres
 	
(Tract 1 wheat PLC payment production: 50.0000 bushels/acre wheat PLC yield x 100.05 wheat base acres = 5,002.5000 bushels)
 	
• Tract 2
 	
   • 30.1224 bushels/acre wheat PLC yield
   • 30.5879 bushels/acre soybean PLC yield
   • 44.55 wheat base acres
   • 40.55 soybean base acres
   • 55.00 DCP cropland acres
   • 45.00 double cropped acres
 	
(Tract 2.wheat PLC payment production: 30.1224 bushels/acre wheat PLC yield x 44.55 wheat base acres = 1,341.9529 bushels)
 	
Tract 2 is offered and accepted into CRP (all 55.00 acres of DCP Cropland) resulting in effective DCP cropland and double crop acres being reduced to zero(double crop acres cannot exceed effective DCP cropland). CCC-505 is filed to permanently reduce 40.55 soybean base acres and 24.60 wheat base acres on tract 2, and CCC-517 is filed to redistribute 19.95 wheat base acres from tract 2 to tract 1. As a result tract 1's base acres increase to 120.00 and its wheat PLC yield is recalculated to 46.6953 bushels/acre calculated as follows:
 	
[(100.05 original wheat base acres (tract 1) x 50.0000 bushels/acre PLC yield = 5,002.5000 bushels) + (19.95 wheat base acres redistributed from tract 2 x 30.1224 bushels/acre PLC yield = 600.9419 bushels) = 5,603.4419 total bushels] / 120.00 (total revised wheat base acres on tract 1) = 46.6953 bushels/acre PLC yield as displayed in CRM Farm Records and rounded to 47 when replicated to FRS.
 	
The farm level wheat PLC payment yield is now 46.6953 bushels/acre because tract 2 no longer has base acres or yields.
	• Use the automated CCC-505 base reduction tool to generate CCC-505 Voluntary Permanent Base Acre Reduction form at the time the CRP offer is accepted using reason code "CCC-505 reduction due to CRP enrollment" and the applicable effective year
	
	• Immediately after CRP contract approval approve the workflow created for CCC-505
	
	Note: The farm program payment yields will be recalculated by the system when the automated CCC-505 is approved, but tract 2 remains over-based
	
	• Manually redistribute the base acres in the tract level "Crop Data" assignment block by reducing the wheat base acres and yields for tract 2 to zero, increasing the wheat base acres for tract 1 to 120.00, and adjusting the wheat yield for tract 1 to 46.6953 using the reason code CCC-517 for all adjustments

37   Rules for Yields When Tract Acreages Are Adjusted (Continued)

C   Decreases in Base Acres (Continued)

Example 2 (Continued)	County Office Action

(Farm's wheat PLC payment production after adjustment = 5,603.4419)
(Tract 1's wheat PLC payment production after adjustment = 5,603.4419)
 	
Note: This example also applies to land that is no longer considered DCP cropland or if base acres for a crop are reduced for any reason. Applicable reason codes used on CCC-505 would vary according to the scenario.
	• Add CCC-505 CRP Reduction acre entries of 40.55 acres for soybeans with a PLC yield of 30.5879 and 24.60 acres of wheat with a PLC yield of 30.1224 to tract 2 in the CCC-505 CRP Reduction assignment block.
	
	• Access the ARCPLC contract to:
	
	  • ensure that the new contract data is present
	
	  • print new ARCPLC contract
	
	  • obtain applicable signatures according to 1-ARCPLC

37   Rules for Yields When Tract Acreages Are Adjusted (Continued)

D   Increases in Base Acres Resulting from Expired or Terminated CRP

Base acres restored after release from CRP receive the PLC yield currently established for the crop on the farm, per 1-ACRPLC, Part 2, Section 2. The overall farm yield cannot change. Tract level PLC yields may be affected when base acres are released from CRP and returned to the farm. The following is an example of a tract level PLC yield fluctuation that occurs because the existing tract PLC yield for the tract on which the base acres are being restored is not equal to the farm level PLC yield. County Office action must be taken to insure the farm level PLC yield remains unchanged when an existing CRP-1 with CRP base acre reduction acres expires, is terminated, or is released from CRP.

Example	County Office Action

Farm 300 consists of 2 tracts and has a farm level wheat PLC yield of 117.3077 bushels/acre [25,000.0000 bu. (tract 1) + 13,125.0000 bu. (tract 2) = 38,125.0000 bu./325.00 (sum of tract 1 and 2's wheat base acres) = 117.3077 bushels/ acre as displayed in CRM Farm Records and is rounded to 117 when replicated to FRS.]]
 	
 Farm 300 has a 100.00-acre CRP-1. CRP-1 is protecting 50.00 acres of wheat base acres.
 	
 (Farm's PLC Payment Production:
 117.3077 bushels/acre PLC yield x 325 base acres = 38,125.0025 bushels)
 	
 • Tract 1
 	
     • 125.0000 bushels/acre wheat PLC yield
     • 200.00 wheat base acres
     • 100.00 acres CRP
     • 80.00 bushels/acre "CCC-505 CRP Reduction" PLC yield
     • 50.00 wheat "CCC-505 CRP Reduction" acres
     • 400.00 DCP cropland acres
     • 300.00 effective DCP cropland acres
     • 0.00 double cropped acres
 	
 (Tract 1 PLC Payment Production: 125.0000 bushels/acre PLC yield x 200.00 base acres = 25,000.0000 bushels)
	Note: The farm program payment yield will remain unchanged after CCC-505 CRP Reduction acres are returned to the tract(s) as base acres.
	
	 • Manually reduce the "CCC-505 CRP Reduction" acres and yields to zero in the "Tract CCC-505 CRP Reduction Data" assignment block. After reducing the values to zero, delete the "CCC-505 CRP Reduction" entry using the trash can that appears at the left end of the row.
	
	 • Manually add the base acres for the tract(s) receiving the restored base acres in the "Tract Crop Data" assignment block.

37   Rules for Yields When Tract Acreages Are Adjusted (Continued)

   D   Increases in Base Acres Resulting from Expired or Terminated CRP (Continued)

Example (Continued)	County Office Action

• Tract 2
 	
   • 105.00 bushels/acre wheat PLC yield
   • 125.00 wheat base acres
   • 150.00 DCP cropland acres
   • 150.00 effective DCP cropland acres
   • 0.00 double cropped acres
 	
(Tract 2 PLC Payment Production: 105.0000 bushels/acre PLC yield x 125.00 base acres = 13,125.0000 bushels)
 	
CRP-1 expires on September 30, 2015. "CCC-505 CRP Reduction" acres for wheat are returned to the farm and enrolled in ARCPLC. Following is the tract data for Farm 300 after the "CCC-505 CRP Reduction" acres are returned to the farm.
 	
• Tract 1
 	
   • 123.4615 bushels/acre wheat PLC yield
   • 250.00 wheat base acres
   • 400.00 DCP cropland acres
   • 400.00 effective DCP cropland acres
   • 0.00 double cropped acres
 	
[Tract 1 revised PLC Payment Production: (200.00 existing base acres x 125.0000 bushels/acre PLC yield = 25,000 bushels) + (117.3077 bushels/acre existing farm level PLC yield x 50.00 base acres being returned from "CCC-505 CRP Reduction" acres = 5,865.3850 bu.) = 30,865.3850 bushels]
 	
Tract 1 revised wheat PLC yield = 30,865.3850 bushels/250.00 base acres = 123.4615 bushels/acre]
 	
 Note: The existing 80.0000 bushels/acre wheat PLC yield associated with the "CCC-505 CRP Reduction" acres for the expired contract is irrelevant. In accordance with 1-ARCPLC Part 2, Section 2 the base acres are restored with a yield equal to the existing farm level PLC yield for wheat.
	• Adjust the tract level wheat PLC yield for any tract receiving increased base acres when the tract level crop PLC yield is not equal to the farm level PLC yield according to the calculations in the example
	
	• Access the ARCPLC contract to:
	
	   • ensure that the new contract data is present
	
	   • print new ARCPLC contract for the revised acres
	
	   • obtain applicable signatures according to 1-ARCPLC

37   Rules for Yields When Tract Acreages Are Adjusted (Continued)

D   Increases in Base Acres Resulting from Expired or Terminated CRP (Continued)

Example (Continued)	County Office Action
Farm level wheat PLC yield calculations: [Revised Farm PLC Payment Production = PLC payment production (tract 1) 30,865.3850 bushels + PLC payment production (tract 2) 13,125.0000 bushels = 43,990.3850 bushels)] Recalculated farm level yield replicated to FRS remains the same: 43,990.3850 bushels/375.00 base acres (sum of tract 1 and 2's wheat base acres) = 117.3077 bushels/acre as displayed in CRM Farm Records and rounded to 117 when replicated to FRS.	

37   Rules for Yields When Tract Acreages Are Adjusted (Continued)

   E   Increases In Base Acres After CCC-517

   Yields are maintained to four decimal places within CRM Farm Records to prevent any
   unintended farm level yield increase due to rounding. Yield values replicated to FRS (web
   farm) are rounded to whole numbers and display as whole numbers within FRS. Yields must
   be calculated to four decimal places and entered into CRM farm records to four decimal
   places when base acres are redistributed using CCC-517. Following is an example of yield
   calculations when acres are redistributed using CCC-517.

Example	County Office Action
Farm 500 consists of 3 tracts and has a farm level wheat PLC yield of 116.5412 bushels/acre calculated as follows: (28,980.0000 bushels (tract 1) + 12,600.0000 bushels (tract 2) + 7,950.0000 bushels (tract 3)= 49,530.0000 bushels/425.00 (sum of tract 1, 2, and 3's wheat base acres) CRM displayed farm level yield = 116.5412 bushels/acre Rounded farm level PLC yield displayed on FSA-156EZ and replicated to FRS = 117 (Farm PLC Payment Production: 116.5412 bushels/acre PLC yield x 425.00 base acres = 49,530.0000 bu.) Tract 1: • 126.0000 bushels/acre wheat PLC yield • 230.00 wheat base acres • 400.00 effective DCP cropland acres (Tract 1 PLC Payment Production: 126.0000 bushels/acre PLC yield x 230.00 base acres = 28,980.0000 bushels) Tract 2: • 105.0000 bushels/acre wheat PLC yield • 120.00 wheat base acres • 150.00 effective DCP cropland acres (Tract 2 PLC Payment Production: 105.0000 bushels/acre PLC yield x 120.00 base acres = 12,600.0000 bushels) Tract 3: • 106.0000 bushels/acre wheat PLC yield • 75.00 wheat base acres • 100.00 effective DCP cropland acres (Tract 3 PLC Payment Production: 106.0000 bushels/acre PLC yield x 75.00 base acres = 7,950.0000 bushels)	• Within the tract level "Crop Data" assignment block update base acres and yields, if applicable, with a reason code of "CCC-517". • **Yields must be updated to four decimal places**. **Note:** Because tract level and farm level yields are maintained to four decimal places within CRM farm records the calculated farm level yield within CRM farm records will never change due to redistribution of acres between tracts when using CCC-517. Therefore, the rounded yield replicated from CRM to FRS will remain unchanged.

37   Rules for Yields When Tract Acreages Are Adjusted (Continued)

   E   Increases In Base Acres After CCC-517 (Continued)

Example (Continued)	County Office Action
A CCC-517 is signed for Farm 500. 50.00 acres of wheat base is redistributed from tract 3 to tract 1 and 25.00 acres of wheat base is redistributed from tract 3 to tract 2. Following is the tract data for Farm 500 after the CCC-517 redistributed acres are entered into farm maintenance. Tract 1: • 122.4286 bushels/acre wheat PLC yield • 280.00 wheat base acres • 400.00 effective DCP cropland acres (Tract PLC Yield: 126.0000 bushels/acre PLC yield x original 230.00 base acres = 28,980.0000 bushels; 106.00 bushels/acre PLC yield x 50.00 redistributed (added) base acres = 5,300.0000 bushels; 28,980.0000 bushels + 5,300.0000 bushels = 34,280.0000 bushels/280.00 base acres = 122.4286 bushels/acre) CRM displayed tract level yield = 122.4286 bushels/acre Rounded tract level PLC yield displayed on FSA-156EZ and replicated to FRS = 122 (Tract 1 PLC Payment Production: 122.4286 bushels/acre PLC yield x 280.00 base acres = 34,280.0080 bushels) Tract 2: • 105.1724 bushels/acre wheat PLC yield • 145.00 wheat base acres • 150.00 effective DCP cropland acres (Tract 2 PLC Yield: 105.0000 bushels/acre PLC yield x original 120.00 base acres = 12,600.000 bushels; 106.00 bushels/acre PLC yield x 25.00 redistributed (added) base acres = 2,650.0000 bushels; 12,600.0000 bushels + 2,650.0000 bushels = 15,250.0000 bushels/145.00 base acres = 105.1724 bushels/acre) (Tract 2 PLC Payment Production: 105.1724 bushels/acre PLC yield x 145.00 base acres = 15,249.9980 bushels) CRM displayed tract level yield = 105.1724 bushels/acre Rounded tract level PLC yield displayed on FSA-156EZ and replicated to FRS = 105	

37   Rules for Yields When Tract Acreages Are Adjusted (Continued)

    E   Increases In Base Acres After CCC-517 (Continued)

Example (Continued)	County Office Action
Tract 3 now has zero wheat base acres and a zero associated wheat yield. PLC Payment Production for Tract 3 = 0 bushels. Calculated Wheat PLC Farm Yield: 116.5412 bushels/acre calculated as follows: [(Tract 1 PLC Payment Production: 122.4286 bushels/acre PLC yield x 280.00 base acres = 34,280.0080 bushels.) + (Tract 2 PLC Payment Production: 105.1724 bushels/acre PLC yield x 145.00 base acres = 15,249.9980 bushels) = 49,530.0060 bushels] ÷ 425.00 base acres (sum of tract 1 and 2's wheat base acres) = 116.5412 bushels/acre). CRM displayed farm level yield = 116.5412bushels/acre Rounded farm level PLC yield displayed on FSA-156EZ and replicated to FRS = 117	

38   CCC-517, Tract Redistribution Form

A   Background

CCC-517 is intended to be used by owners to redistribute base acres:

- when a tract is out-of-balance (see paragraph 36)

- for any reason during the current FY as long as all affected owners on the farm agree to the redistribution.

CCC-517 can be used to redistribute base acres between resulting farms of a farm division that was completed using the default method if both of the following apply:

- a subsequent transfer of ownership has **not** occurred

- all affected owners on the resulting farms agree to the redistribution within 30 calendar days of notification of base acres.

Note: This procedure replaces the 10 percent variation rule that no longer applies to base acres.

All CCC-517's signed by the affected owners of a farm will be maintained as a permanent file record in the County Office.

Notes: CCC-517 is only intended for redistribution of base acres in the current FY. County Offices will not allow redistribution of base acres for a prior FY.

COC has authority to deny a redistribution of base acres if they determine that the redistribution is being requested to circumvent program regulations.

38   CCC-517, Tract Redistribution Form (Continued)

B   Example of CCC-517

The following is an example of CCC-517.

This form is available electronically.

CCC-517 (02-10-11)	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	1. COUNTY FSA OFFICE NAME AND ADDRESS *(Including Zip Code)*

TRACT REDISTRIBUTION FORM

TELEPHONE NUMBER *(Area Code)*:

2. STATE CODE	3. COUNTY CODE
4. FARM SERIAL NUMBER	5. TRACT NUMBER

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246), 7 CFR Part 718, and 7 CFR Part 1412. The information will be used to accomplish the redistribution of base acres on each tract. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for the redistribution of base acres on each tract.

This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title II, Subtitle J - Administration). **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.

6. TRACT ACREAGE

A. DCP CROPLAND	
B. EFFECTIVE DCP CROPLAND	
C. CURRENT DOUBLE CROPPED ACRES	
D. REQUESTED DOUBLE CROPPED ACRES	

E. CROP	F. CURRENT BASE	G. REQUESTED BASE	E. CROP	F. CURRENT BASE	G. REQUESTED BASE

7. OWNER'S CERTIFICATION

I understand that by signing this form I have made the tract redistribution decision shown in Item 6 for the farm serial number in Item 4.

I also understand that all owners on this farm must sign form CCC-517. In the event that one or more owners of this farm fail to sign form CCC-517, I understand that this form is null and void, that the tract redistribution decision shown in Item 6 is no longer applicable.

A. OWNER'S NAME AND ADDRESS *(Including Zip Code)*

B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

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38 CCC-517, Tract Redistribution Form (Continued)

C Completing CCC-517

Print a CCC-517 for each affected owner on each tract on the farm. Each affected owner on the farm must sign and date CCC-517, agreeing to the redistribution of acres. The following table describes the fields on CCC-517.

Item		Description	Entry
1		County Office name, address, and telephone number	Manual Entry
2		State code	Manual Entry
3		County code	Manual Entry
4		Farm serial number	Manual Entry
5		Tract number	Manual Entry
6		Provides the tract's acreage information	Manual Entry
	A	Tract's DCP cropland	Manual Entry
	B	Tract's effective DCP cropland	Manual Entry
	C	Tract's current double-cropped acres	Manual Entry
	D	Tract's requested double-cropped acres	The owner must enter the amount of double-cropped acres being attributed to the tract. See subparagraph D for restrictions.
	E	Crop name	Manual Entry
	F	Current base acres	Manual Entry
	G	Requested base acres	The owner must enter the amount of base acres being attributed to the tract for each applicable crop. See subparagraph E for restrictions.
7		Owner's certification	
	A	Owner's name and address	Manual Entry
	B	Owner's signature	All affected owners on the farm must sign.
	C	**IF individual signing in item 7B is…**	**THEN…**
		signing in a representative capacity for the owner	a title/relationship must be listed.
		the signatory	**no** entry is required.
	D	Signature date	all affected owners on the farm must date.

38   CCC-517, Tract Redistribution Form (Continued)

D Double-Cropped Acre Restrictions

The following restrictions apply to requested double-cropped acres.

- Double-cropped acres entered in CCC-517, item 6D must be the total amount of double-cropped acres that will exist on the tract after redistribution.

  Example: Tract 1 currently contains 20.00 double-cropped acres. 10.00 double-cropped acres are being redistributed from tract 2 to tract 1. The owners must enter 30.00 acres in CCC-517, item 6D.

- Tract level double-cropped acres may be redistributed **only** if base acres are also being redistributed.

- Double-cropped acres and base acres must be redistributed from the same tract and attributed to the same tract.

- Tract level double-cropped acres being redistributed cannot exceed the amount of base acres being redistributed.

E Base Acre Restrictions

The following restrictions apply to requested base acres.

- Base acres entered in CCC-517, item 6G must be the total amount of base acres that will exist on the tract after redistribution.

  Example: Tract 1 currently contains 20.00 wheat base acres. 10.00 wheat base acres are being redistributed from tract 2 to tract 1. The owners must enter 30.00 acres for wheat in CCC-517, item 6G.

- Total of the base acres entered for each crop on each tract cannot exceed the farm level base acres for that crop.

- Total of all base acres entered for each tract cannot exceed the farm level base acres.

- Total of all base acres entered for the farm cannot exceed the farm's effective DCP cropland plus double-cropped acres.

38   CCC-517, Tract Redistribution Form (Continued)

E   Base Acre Restrictions (Continued)

- Total of base acres entered for each tract cannot exceed the tract's effective DCP cropland plus double-cropped acres

    Note: Any acres entered in CCC-517, item 6D, will be used when determining the tract's effective DCP cropland plus double-cropped acres.

- Crops entered in CCC-517, item 6E, must already exist on the farm.

- All owners of the affected tracts must agree to the redistribution by signing CCC-517.

F   Yield Adjustments

When acres are redistributed using CCC-517, yields may need to be adjusted. See paragraph 36 for rules on adjusting yields when tract acres are adjusted.

39   PLC Yield Adjustments Because of Reconstitutions

A   Basic Rule for Determining Farms, Tracts, Allotments, Quotas, and Bases Following a Reconstitution Decision

[**7 CFR 718.206**] Farm program payment yields calculated for the resulting farms of a division may be increased or decreased if all of the following apply:

- COC determines that the division provided an inequitable distribution considering:

  - available land
  - cultural operations
  - changes in the type of farming conducted on the farm

- the increase in a farm program payment yield on a resulting farm is offset by a corresponding decrease on another resulting farm of the division.

B   Applying Adjustment to PLC Yields

Yield adjustments will be applied to program crops by updating reconstitutions after COC approval.

39   PLC Yield Adjustments Because of Reconstitutions (Continued)

C   Adjustment Example PLC Yield

Tract No.	Tract Wheat Base Acres	Tract Wheat PLC Yield	PLC Yield Extension (Acres x Yield)
300	31.35	50.0000	1,567.5000
500	27.52	50.0000	1,376.0000
1400	15.00	50.0000	750.0000
Total			3,693.5000

During the division, Tracts 300 and 500 are assigned to Resulting Farm 900 and Tract 1400 is assigned to Resulting Farm 901.

Both resulting farms have a wheat payment yield of 50.0000 bushels/acre. Tract 500 has very good quality soil and consistently produces a yield of 62.5000 bushels/acre. Tract 1400 has poor quality soil and has yield potential of less than 50.0000 bushels/acre.

COC determined that the yield on Tract 500 will be increased to 62.5000 bushels/acre and the yield on Tract 1400 will be decreased.

The sum of the resulting farms' extensions cannot exceed the parent farm extension.

Use the following table to determine the resulting farms' PLC yields.

Step	Action
1	Multiply the acreage from Tract 500 times the new yield of 62.5000 bushels/acre. (27.52 x 62.5000 = 1,720.0000)
2	Multiply the acreage from Tract 300 times the established yield. (31.35 x 50.0000 = 1,567.5000)
3	Add the results from steps 1 and 2. (1,720.0000 + 1,567.5000 = 3287.5000)
4	Subtract the result of step 3 from the parent farm extension. (3693.5000 – 3,287.5000 = 406.0000)
5	Divide the result of step 4 by the acres from Tract 1400. (406.0000 ÷ 15.00 = 27.0667)

During the adjustment update process, the PLC.yields for Tract:

- 500 would be increased to 62.5000 bushels/acre
- 1400 would be decreased to 27.0667 bushels/acre.

40   PLC Yield Adjustments

A   Basic Rule for Adjusting PLC Yields Following PLC Yield Updates Allowed by the 2014 Farm Bill

PLC yields updated according to the 2014 Farm Bill were completed at the farm level since the substitute yield could only be applied at the farm level. An owner was required to certify a "blended" yield for the farm if the owner requested to update the PLC yield during the update period. As a result, all tracts on the farm received the same PLC yield.

Because all tracts on the farm do not have the same cultural practices or productivity capabilities, farm owners are allowed to adjust the PLC yield to represent a yield more reflective of the tract's cultural practices or productivity, as approved by COC.

COC may approve the request to adjust yields if the adjusted tract yields support cultural practices and productivity capabilities and the weighted average yield remains unchanged. COC must consider the following before approving the yield adjustment:

- available land
- cultural operations
- changes in the type of farming conducted on the farm.

Note: All affected owners will be notified in writing of the increase or decrease of the tract yield adjustment and be provided appeal rights. COC has the option to request documentation to support the yield adjustment.

The increase in PLC yield on 1 or more tracts must be offset by the weighted reduction in the PLC yield of another tract or tract's PLC yield.

The farm level yield extension (base acres x PLC yield) cannot increase or decrease using this policy.

Exception: The farm level yield extension may be exceeded only because of normal rounding rules.

B   Applying PLC Yield Adjustment

PLC yield adjustments will be applied to covered commodities after completion of the CRM Farm Records data import and/or export process associated with the Base Reallocation/Yield Update/ARCPLC Election.

Tract PLC yields must be updated in FY 2015 and any subsequent year. PLC yield adjustments **must not** be made for FY 2014.

PLC yield adjustments using the policy in this paragraph must be made before any reconstitution being processed to prevent PLC yield adjustments having to be completed from 1 farm to another.

40   PLC Yield Adjustments (Continued)

C   PLC Yield Adjustment Example

In this example, the farm's PLC yield was updated for corn. The farm is composed of 3 tracts, 2 of which are irrigated and 1 not irrigated. Because the owners of the farm desired to update the tract's PLC yield to reflect irrigation on 2 of the tracts, the tract PLC yields were updated.

The farm's PLC yield was updated to 227. The farm's base acres after the reallocation process were 349.21.

Tract No.	Tract Base Acres	Farm PLC Yield	PLC Yield Extension (Base Acres x Yield)
125	69.00	227	15,663.00
250	139.56	227	31,680.12
375	140.65	227	31,927.55
Total	349.21		79,270.67

Tract 125 is non-irrigated and has limited production without irrigation. The owners of the farm request that the yield on tracts 250 and 375 should be 252 bushels.

Use the following table to determine the new PLC yield for the tracts on the farm.

Step	Action	Result
1	Multiply the base acres and the new yield from tracts 250 and 375 times the new yield of 252 (280.21 x 252)	70,612.92
2	Subtract the result of step 1 from the farm's total yield extension (79,270.67 – 70,612.92)	8,657.75
3	Divide the result of step 2 by the base acres of tract 125 (8,657.75 ÷ 69.00)	125.47

As a result of the adjustment process, the PLC yield for Tract:

- 125 would decrease to 125 bushels (rounded down from 125.47)
- 250 would increase to 252 bushels
- 375 would increase to 252 bushels.

Important: The steps to calculate the tract yield above could vary depending on the yield requested on any or all tracts.

40   PLC Yield Adjustments (Continued)

D   Requesting Adjusted PLC Yield

All owners of affected tracts must agree in writing by signing a CCC-518. The deadline to complete a CCC-518 in any given year is August 1 of the applicable fiscal year. Complete the CCC-518 according to paragraph 173.

E   PLC Yield Extension Calculator

The PLC Yield Extension Calculator has been developed to assist County Offices in adjusting tract level base and/or PLC yields when either CCC-517 or CCC-518 is filed for the farm. The calculator assists County Offices with a suggested PLC yield when either a base and/or yield is being adjusted on a tract for the farm. The purpose of the spreadsheet is to ensure that the "Farm" level PLC yield does not increase or decrease because of the owner's request to adjust 1 of the tract's bases and/or PLC yields. Following is a copy of the PLC Yield Extension Calculator, which may be accessed at **https://sharepoint.fsa.usda.net/mgr/dafp/PECD/arcplc/sitepages/home.aspx**.

41   CCC-518, Tract Price Loss Coverage (PLC) Yield Redistribution Form

A   Background

CCC-518 is intended to be used by owners to adjust tract PLC yields according to paragraph 37.5.

All CCC-518's signed by the affected owners of a farm will be maintained as a permanent file in the County Office.

Notes: CCC-518 is only intended for redistribution of PLC yields in the current FY. County Offices must not allow redistribution of PLC yields for a prior FY.

COC:

* will document approval of CCC-518 satisfying all requirements (correct calculation, having all required signatures, etc.) in executive session minutes

* has authority to disallow a redistribution of PLC yields if the redistribution is being requested to circumvent program regulations

CCC-518 can only be adjusted with concurrence by all affected owners.

B   Example of CCC-518

The following is an example of CCC-518.

CCC-518	U.S. DEPARTMENT OF AGRICULTURE	1. COUNTY FSA OFFICE NAME AND ADDRESS *(Including Zip Code)*		

This form is available electronically.

CCC-518
(06-12-15)

U.S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation

TRACT PRICE LOSS COVERAGE (PLC) YIELD REDISTRIBUTION FORM

1. COUNTY FSA OFFICE NAME AND ADDRESS *(Including Zip Code)*

TELEPHONE NUMBER *(Area Code)*:

2. STATE CODE	3. CTY CODE	4. FARM SERIAL NUMBER

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1412, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under the Price Loss Coverage Program. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under the Price Loss Coverage Program.*

This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration).

*The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.***

5A. TRACT	5B. CROP	5C. BASE ACRES	5D. CURRENT PLC YIELD	5E. PROPOSED PLC YIELD

6. OWNER'S CERTIFICATION

I understand that by signing this form I have made the tract yield adjustment shown in Item 5 for the farm serial number in Item 4.

I also understand that all affected owners on this farm must sign form CCC-518. In the event that one or more owners of this farm fail to sign form CCC-518, I understand that this form is null and void, that the tract yield adjustment decision shown in Item 5 is no longer applicable.

A. OWNER'S NAME AND ADDRESS *(Including Zip Code)*

B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at **http://www.ascr.usda.gov/complaint_filing_cust.html**, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at **program.intake@usda.gov**. USDA is an equal opportunity provider and employer.

41   CCC-518, Tract Price Loss Coverage (PLC) Yield Redistribution Form (Continued)

B   Example of CCC-518 (Continued)

CCC-518 (06-12-15)		Page 2 of 2
2. STATE CODE	3. COUNTY CODE	4. FARM SERIAL NUMBER

CONTINUATION OF OWNER'S INFORMATION *(From Page 1)*		
A. OWNER'S NAME AND ADDRESS *(Including Zip Code)*		
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)
A. OWNER'S NAME AND ADDRESS *(Including Zip Code)*		
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)
A. OWNER'S NAME AND ADDRESS *(Including Zip Code)*		
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)
A. OWNER'S NAME AND ADDRESS *(Including Zip Code)*		
B. SIGNATURE OF OWNER (BY)	C. TITLE/RELATIONSHIP OF THE INDIVIDUAL SIGNING IN A REPRESENTATIVE CAPACITY	D. DATE (MM-DD-YYYY)

41   CCC-518, Tract Price Loss Coverage (PLC) Yield Redistribution Form (Continued)

C   Completing CCC-518

Each affected owner must sign and date CCC-518, agreeing to the redistribution of PLC yields. The following table describes the fields on CCC-518.

Item	Description		Entry
1	County Office name, address, and telephone number.		Manual Entry
2	State code.		Manual Entry
3	County code		Manual Entry
4	Farm serial number.		Manual Entry
5	Provide the tract's information.		
	A	Tract number.	Manual Entry
	B	Applicable covered commodity.	Manual Entry
	C	Applicable covered commodity's base acres.	Manual Entry
	D	Current PLC tract yield.	Manual Entry
	E	Tract's requested yield for applicable covered commodity.	The owner(s) must enter the requested yield being redistributed to the tract See paragraph 37.5 for limitations.
6	Owner's certification.		
	A	Owner's name and address.	Manual Entry
	B	Owner's signature.	All affected owners on the farm must sign.
	C	**If the individual signing in item 7 B is…**	**THEN..**
		signing in a representative capacity for the owner	a title and/or relationship must be listed.
		the signatory	no entry is required.
	D	Signature date.	All affected owners on the farm must date.

42   Examples of Handling Out-of-Balance Resulting Tracts With Double-Cropped Acres

A Overview

This paragraph contains a number of examples that may occur when dividing tracts with double-cropped acres. Use the applicable example to determine what corrective action, if any, is needed on the resulting out-of-balance tracts.

In all of the examples, tract 1 is being divided into tract 2 and tract 3.

B General Rules

The double-cropped acres move with the bases to the extent allowable. Double-cropped acres on a tract cannot exceed the effective DCP cropland on the tract. County Offices have the authority to move double-cropped acres with the bases as needed.

Use the following table to determine how an out-of-balance tract is treated upon completion of the tract division.

IF the out-of-balance tract will….	THEN…
be divided off and combined with another farm with sufficient effective DCP cropland	leave the tract out of balance until the combination. On the combined farm correct the out of balance condition.
be divided off but not combined with another farm	before the farm is divided, correct the out of balance condition.
not be divided off	correct the out of balance condition.

42   Examples of Handling Out-of-Balance Resulting Tracts With Double-Cropped Acres (Continued)

C   Example 1, DCP Cropland Method of Division

Base acres and double-cropped acres will be divided using the effective DCP cropland ratio. Since both base acres and double-cropped acres are divided according to the effective DCP cropland ratio no out-of-balance tracts should be created and no corrective action should be necessary.

D   Example 2, Designation or Estate Method of Division Without Conservation Acres

In this example, both the sorghum base and soybean base are divided using the designation by landowner method.

Tract 1	Tract 2	Tract 3
100.00 acres DCP cropland 70/30 split:	70.00	30.00
100 00 acres effective DCP cropland:	70.00	30.00
50.00acres double-cropped:	35.00	15.00
Total effective DCP cropland plus acres double-cropped:	105.00	45.00
75.00 sorghum base acres :	7.00	0.00
75.00 soybean base acres:	0.00	75.00
Total bases acres:	75.00	75.00

Tract 3 is out of balance by 30.00 acres; move 15.00 double-cropped acres from tract 2 to tract 3. The double-cropped acres on tract 3 are limited by effective DCP cropland.

After moving 15.00 double-cropped acres, tract 3 is still out of balance by 15.00 acres. See the table in subparagraph B to determine the next step for tract 3.

E   Example 3, Designation or Estate Method of Division with Conservation Acres

In this example, the bases are divided using the designation by landowner or estate method. This tract also contains CRP acres so the DCP cropland and effective DCP cropland are different. The double-cropped acres will be divided using the effective DCP cropland ratio.

Tract 1	Tract 2	Tract 3
100.00 acres DCP cropland 70/30 split:	70.00	30.00
15.00 acres CRP:	15.00	0.00
85.00 acres effective DCP cropland:	55.00	30.00
50.00 acres double-cropped:	32.363	17.64
Total effective DCP cropland plus acres double-cropped:	87.36	47.64
75.00 sorghum base acres:	75.00	0.00
60.00 soybean base acres:	0.00	60.00
Total bases acres:	75.00	60.00

Tract 3 is out of balance by 12.36 acres; move 12.36 double-cropped acres from tract 2 to tract 3.

42   Examples of Handling Out-of-Balance Resulting Tracts With Double-Cropped Acres (Continued)

F   Example 4, Combination of Designation or Estate and DCP Cropland Methods of Division Without Conservation Acres

In this example, the sorghum base is divided using the designation by landowner method and the soybean base is divided using the DCP cropland method (effective DCP cropland ratio).

Tract 1	Tract 2	Tract 3
100.00 acres DCP cropland 70/30 split:	70.00	30.00
100.00 acres effective DCP cropland:	70.00	30.00
50.00 acres double-cropped	35.00	15.00
Total effective DCP cropland plus acres double-cropped:	105.00	45.00
75.00 sorghum base acres-designation:	75	0
75 soybean base acres-DCP cropland:	52.50	22.50
Total bases acres:	127.50	22.50

Tract 2 is out of balance by 22.50 acres, move 15.00 double-cropped acres from tract 3 to tract 2. After moving the 15.00 double-cropped acres, tract 2 is still out of balance by 7.50 acres. See the table in subparagraph B to determine the next step for tract 2.

G   Example 5, Combination of Designation or Estate and DCP Cropland Methods of Division with Conservation Acres

In this example, the sorghum base is divided using the designation by landowner method and the soybean base is divided using the DCP cropland method (effective DCP cropland ratio). This tract also contains CRP acres so the DCP cropland and effective DCP cropland acres are different. The soybean base acres and the double-cropped acres will be divided using the effective DCP cropland ratio.

Tract 1	Tract 2	Tract 3
100.00 acres DCP cropland 70/30 split:	70.00	30.00
15.00 acres CRP:	15.00	0.00
85.00 acres effective DCP cropland:	55.00	30.00
50.00 acres double-cropped:	32.36	17.64
Total effective DCP cropland plus acres double-cropped:	87.36	47.64
75.00 sorghum base acres-designation:	75.00	0.00
60 00soybean base acres-DCP cropland (effective DCP cropland ratio):	48.83	21.17
Total bases acres:	113.83	21.17

Tract 2 is out of balance by 26.47 acres; move 17.64 double-cropped acres from tract 3 to tract 2. After moving 17.64 double-cropped acres, tract 2 is still out of balance by 8.83 acres. See the table in subparagraph B to determine the next step for tract 2.

43-49   (Reserved)

Part 3   Administrative County

50   Overview

A   Physical County

The <u>physical county</u> is where the farm or the majority of the farm is physically located.

B   Administrative County

The <u>administrative county</u> for a farm is the county that administers the Farm Records for the farm.

C   Administrative County Office

The <u>administrative County Office</u> is the County Office designated by FSA to:

- make determinations
- handle official records
- issue payments to producers.

D   Basic Rule

The basic rule is that the administrative county for a farm is the county in which the farm is physically located. The administrative County Office for the administrative county is the County Office assigned by FSA. The exceptions to this rule are covered in this part.

E   Purpose

This part provides instructions for determining the administrative county and administrative County Office for a farm that includes land physically located in more than 1 county.

<div align="center">

Section 1   Administrative County Office

</div>

51   Determination of Administrative County

    A   Determining Administrative County

    [7 CFR 718.8] Administrative County.

    (a) If all land on the farm is physically located in one county, the farm will be administratively located in that county, except as provided in the rest of this section.

    (b) In cases where there is no FSA office in the county in which the farm is physically located or FSA county offices have been consolidated, the farm will be administratively located in a county contiguous to the physical county in the same State that is most convenient for the farm operator and owner.

    (c) If a county contiguous to the county in which the farm is physically located in the same State does not have an FSA county office, the farm will be administratively located in a contiguous county in another contiguous State that is convenient to the farm operator and owner. Requests for changes made to administrative county under this paragraph must be made to FSA by August 1 of each year for the change to take effect that calendar year.

    (d) When land on the farm is physically located in more than one county, the farm will be administered in one county office responsible for administration of programs for one or more of the physical counties involved in the farm's constitution as determined by FSA. Paragraph (b) or (c) of this section apply if changes occur to that administrative county.

    (e) The operator and owner of a farm administered in any county can request a change of administrative county to another county in the same State by August 1 for the change to take effect that calendar year. Requests for change in administrative county will be reviewed and approved by COC if all the following can be determined to apply:

    (1) The requested change does not impact the constitution of a farm;

    (2) The requested change will not result in increased program eligibility or additional benefits for the farm's producers that would not be earned absent the change in administrative county being made; and

    (3) The change is not to circumvent any of the provisions of other program regulations to which this part applies.

    (f) The State committee will submit all requests for exceptions from regulations specified in this section to the Deputy Administrator.

    Follow Paragraphs 63 through 69 as applicable for policy on transfers

51   Determination of Administrative County (Continued)

A Determining Administrative County (Continued)

This table summarizes how to determine a farm's administrative county.

Situation	General Rule
All of the land on the farm is physically located in 1 county and the county where the farm is physically located has an FSA County Office.	The servicing County Office is the physical location and administrative county. Follow procedure in paragraph 53 for handling servicing County Office closures.
All of the land on the farm is physically located in 1 county that was the servicing County Office and administrative county, but the servicing County Office closed, and the timeframe to request a change of administrative county has not yet passed.	Follow procedure in paragraph 53 for handling servicing County Office closures.
All of the land on the farm is physically located in 1 county that was the servicing County Office and administrative county, but the servicing County Office closed and the timeframe to request a change of administrative county has passed.	The farm records will be located in a servicing County Office designated by FSA to serve as the administrative county for the physical location county. **Example:** Contiguous counties A and B are each servicing County Offices and are each administrative counties. Servicing County Office B is closed. FSA designates servicing County Office A to serve administrative county B as well as administrative county A. **Note:** The farm records may be transferred to another servicing County Office according to paragraph 52 in subsequent years. This may necessitate a change in administrative county.
The land on the farm is physically located in more than 1 county.	The farm will be administered in 1 servicing County Office responsible for administration of programs for 1 or more of the physical counties involved in the farm's constitution as determined by FSA. For new designations of servicing County Office and administrative county, FSA will make this determination considering input of farm operator and COC's. Paragraph 52 or 53 applies if changes are requested or if changes occur to that servicing County Office and administrative county.

51   Determination of Administrative County (Continued)

B   Requests for Changes to a Farm's Administrative County

Notwithstanding subparagraph A, requests for changes to another administrative county will not be processed unless the request involves the seeking of another servicing County Office.

Exception: An exception to this will be if the farm's current administrative County Office is not in accordance with subparagraph (a)–(d) of 7 CFR 781.8. (subparagraph 51 A).

Example: Servicing County A has farm records for two administrative counties, A and B. The operator and owner of farm 100, which is administered in County B, wants to transfer the farm records to administrative County A. The farm is also physically located in County A.

In this situation, the servicing County Office is not changing. As long as the requested change on farm records meets any of 7 CFR 718.8(a–d), the change in administrative county can be permitted without requiring a servicing change.

In this example the change can be approved because the operator is requesting to move the farm records back to the administrative county which is the physical county. (7 CFR718.8(a)).

Note: Requests for changes to a farm's administrative county are not ones that can be approved under the basis of significantly more convenient."

C   FSA Decisions About Servicing County Office and Administrative County

FSA decisions about which servicing County Office will be responsible for farm records in an administrative county are not program, eligibility, or benefit determinations that are subject to participant requests for administrative review or appeal. How FSA conducts its administrative operations and decides how farm records will be maintained are administrative (not program) decisions. For these reasons, decisions by FSA to process requests for farm transfers or changes in administrative county are not subject any sort of appeal or appealability review. Offices will provide **neither** appeal, **nor** appealability review rights on administrative decisions about servicing County Office or administrative county.

52   Changing a Farm's Servicing County Office and Administrative County

A   Changing Without a Farm Combination

The operator or owner of a farm administered in any servicing County Office can request a change to another servicing County Office by August 1 for the change to be effective for that calendar year. The change in servicing County Office may also necessitate a new administrative county. The operator or owner must state the reason for change (such as, but not limited to, change in the operation of the farm or for being significantly more convenient). For requests due to convenience, the farm operator or owner must document why it's significantly more convenient. The transfer request will be reviewed for processing by FSA and will be approved if all the following are determined to apply for the transfer request. The change:

- does not impact the constitution of a farm (a reconstitution request may have to be filed if the farming unit has changed)

- will not result in increased program eligibility or additional benefits for a farm's producers that would not otherwise be attained absent a change in administrative county

   Exception: Requests to move farm records and the farm to an administrative county responsible for the physical location of the farm will be permitted, but only if all other conditions of this paragraph are met and if all the land of the farm is physically located in the county for which administrative County Office designation is sought. The operator and owners must agree to conduct business in the servicing County Office responsible for the administrative county as designated by FSA.

   Example: Farm 100 was physically located in Spruce County which was also an administrative county. In 2009, FSA closed the Spruce County Office and designated neighboring Pine County Office to serve the Spruce administrative county (as well as be an administrative county for Pine County). At the time, some farm operators of farms in Spruce County believed the Needle County Office was more convenient and asked that their records be transferred to the Needle County Office. This was approved, which necessitated a change in administrative county from Spruce to Needle County. The farm operator and owners now want to return the farm records for Farm 100 to the Spruce administrative county that is serviced in Pine County. Provided the request is filed by August 1, 2015, the administrative county and farm records can be transferred from Needle County to Spruce County which, is serviced in Pine County for the 2015 and subsequent years.

- is not intended to circumvent any program provisions, as determined by FSA.

52 Changing a Farm's Servicing County Office and Administrative County (Continued)

A Changing Without a Farm Combination (Continued)

This table provides an illustration for the example in this subparagraph.

Pine County	Spruce County
Servicing County Office for: • administrative county Pine • administrative county Spruce (FSA designation - 2009). **Note:** 2009 - FSN 100 administered here; however, the operator and owners select Needle County Service Center, this necessitates a change in administrative county from Spruce to Needle County.	No Service Center County Office since 2009. 2009 FSN 100 and Spruce Administrative County transferred to Pine Servicing County Office.
Needle County	
Servicing County Office for Administrative County Needle: • 2009 FSN 100 added per operator and owner request • by August 1, 2015, FSN 100 operator and owners request to move FSN 100 back to its physical location and administrative county (Spruce) which is serviced in Pine County.	

Par. 52

52   Changing a Farm's Servicing County Office and Administrative County (Continued)

   B   Documenting Transfer Requests Without a Farm Combination

   Reason for in and out transfer must be:

   - specified on FSA-179

      Note: On FSA-179, item 5, select "significantly more convenient", if the transfer is
            requested because of convenience. FSA COC will determine if it can approve the
            transfer unless any of the prohibitions in subparagraph A apply. In this context,
            "convenience and inconvenience" refer to the attributes one servicing County
            Office may have over another (location, distance of travel to and from farm or
            home, office hours, etc.) Because of nationwide customer service that enables a
            person to go into any servicing County Office to conduct business, requests for
            changes in servicing County Office should lessen.

   - signed by the farm operator and **all** owners.

   Approving a request for transfer of servicing County Office may necessitate a change in
   administrative county for all purposes. See paragraph 64 for the timing of the transfer.

   For County Office closures, see paragraph 53. For reduced hours of operation of an office
   and reduced staffing, see paragraph 54 for procedure in changing the servicing County Office
   and administrative county.

   Notes: See 15-AO for determinations of which LAA the farm's producer should be placed in
            the new county.

            A change in the servicing County Office or administrative county may not impact
            FLP. FLP applications will be submitted in the County Office serving the area in
            which the farm is, or will be, located according to 7 CFR 1910.3. Files will be
            maintained according to 16-AO.

C Changing With a Farm Combination

A change in administrative county for a farm involved in a farm reconstitution may be permitted in a calendar year if the requested reconstitution was filed by August 1 and if both of the following apply:

- all owners (in both counties) agree with the transfer
- the transferred farm will be combined with a farm in the receiving county.

If a County Office determines that the farm transfer and combination are being requested to evade program rules, or obtain benefits that would not otherwise be obtained absent the transfer, the farm transfer, change in administrative county, and farm combination will **not** be approved.

Note: Administrative county changes for farm combinations will only be made to counties that are contiguous to the county where the farm is physically located. If there are no servicing County Offices in the contiguous counties, the producer may select a noncontiguous office that is **significantly** more convenient. The farm/owner must document why the change is significantly more convenient.

> **Note:** In this context, "convenience and inconvenience" refer to the attributes one servicing County Office may have over another (location, distance of travel to and from farm or home, office hours, etc.). Because of nationwide customer service that enables a person to go into any servicing County Office to conduct business, requests for changes in servicing County Office should lessen.

> **Example:** County A is contiguous to County B. County B is contiguous to County C. Each are servicing County Offices and administrative counties.

County A	County B	
	County C	
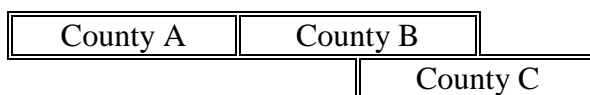
> Land in counties A, B, and C may be combined and administered in any 1 of the 3 administrative counties if there are parent farms located in all 3 counties.

> If land in County B is divided from the farm, the land located in counties A and C would be transferred back to County A and County C to be administered.

52   Changing a Farm's Servicing County Office and Administrative County (Continued)

C   Changing With a Farm Combination (Continued)

In and out transfers will be:

- requested on FSA-179
- signed by the farm operator and **all** owners
- between contiguous counties when possible.

Approving the request will change the administrative county originally designated by FSA for all purposes. See paragraph 64 for the timing of the transfer.

53   Servicing County Office Closures

A   Background

When a servicing County Office closes, FSA National Office designates a new servicing County Office for the administrative county.

B   Letters

The new servicing County Office that is responsible for the administrative county and farm records in that administrative county will provide a letter within 60 calendar days of being notified of the closure of the previous servicing County Office to all operators and owners whose records were held in the closed servicing County Office. The letter informs the operator and owners:

- of the name and location of the servicing County Office where the administrative county farm records will be designated

- that if the designation by FSA is agreeable, the operator and owners will not need to do anything or take any action

- that subject to COC approval by the "transfer to" county, a different servicing County Office may be requested within 30 calendar days of the date of the letter (insert the names of the alternate servicing County Offices according to subparagraph C).

    Note: Selection of an alternative servicing County Office may necessitate a change in administrative county. See Exhibit 9 for an example of the letter.

53   Servicing County Office Closures (Continued)

C   Criteria for Selecting a Different Servicing County Office and Administrative County

An operator and owners who want to request a different servicing County Office and administrative county must request the transfer on FSA-179.

The County Office will inform the operator and owners of the available servicing County Offices the operator and owners may select from according to the following criteria:

- the requested servicing County Office must be contiguous to the servicing County Office that is closing **or** the requested servicing County Office must be contiguous to any of the contiguous counties of the servicing County Office responsible for the administrative county

- the request is subject to COC approval of the "transfer to" county.

  Exception: A producer may request a servicing County Office that does not meet the above criteria if the producer wants to transfer to a servicing County Office that is currently responsible for the administrative county for another farm the operator operates or owner owns. The request is subject to COC approval of the "transfer to" administrative county. All other provisions of this handbook and paragraph 51 apply.

D   Approval of Transfer Required by "Transfer to" County

The "transfer to" request must be approved or disapproved by COC by signing FSA-179.

COC may approve the request if it has knowledge of the farming practices of the "transfer from" farm based on the following characteristics of the geographic region:

- precipitation
- temperature
- cropping practices
- irrigation practices
- soil types
- management practices.

If COC does not approve the transfer for processing, the operator and owners must be notified in writing and provided an opportunity to select a different transfer request within 30 calendar days.

Note: DAFP has delegated authority to STC's to approve requests for selecting a new servicing County Office in cases where County Offices have closed and an operator and owners request a servicing County Office other than the 1 designated by FSA to be responsible for the administrative county. STC may redelegate this authority to SED.

54   Servicing County Offices With Reduced Hours of Operation

   A   Background

   Reduced hours at some servicing County Offices may create an inconvenience for some
   operators and owners in obtaining reasonable availability and accessibility to services. The
   servicing County Office with reduced hours of operation will notify operators and owners of
   this option if hours of operation are being permanently reduced.

   Operators and owners on farms that are in an administrative county located within a servicing
   County Office that has reduced hours of operation may request a new servicing County
   Office. The farm operator or owner must document the reasons why the new servicing
   County Office is significantly more convenient.

   Notes: In this context, the word "convenient" refers to the attributes 1 servicing County
          Office may have over another (location, distance of travel to and from farm or home,
          office hours, etc). Because of nationwide customer service that enables a person to
          go into any servicing County Office to conduct business, requests for changes in
          servicing County Office should lessen.

          If SED determines that reduced staffing in a servicing County Office has caused an
          inconvenience to operators and owners, SED may use this procedure to allow a farm
          operator and owners to choose a new servicing County Office even though the
          servicing County Office may not close or have reduced work hours. The requested
          change in servicing County Office could necessitate a change of administrative
          county. After SED has made this decision, the servicing County Office must notify
          the operators and owners in the county of the option to choose another servicing
          County Office.

          Any requests for new servicing County Office and administrative county for the
          current calendar year under this provision must be filed by August 1.

   B   Requesting a New Servicing County Office

   A farm operator or owners who want to request a change in servicing County Office and
   administrative county must request the transfer on FSA-179. Requests for the current
   calendar year must be filed by August 1.

54   Servicing County Offices With Reduced Hours of Operation (Continued)

B   Requesting a New Servicing County Office (Continued)

The servicing County Office will inform the operator or owners of the available servicing County Offices from which a new servicing County Office may be selected according to the following criteria:

- the requested servicing County Office must be contiguous to the servicing County Office that has reduced hours of operation or reduced staff **or** the requested servicing County Office must be contiguous to any of the contiguous counties of the servicing County office

- the request is subject to COC approval of the "transfer to" county.

    Exception: An operator and owners may request a servicing County Office that does not meet the above criteria if the operator and owners want to transfer to a servicing County Office that currently is responsible for an administrative county for another farm the operator operates or owner owns. The request is subject to COC approval of the "transfer to" administrative county.

An operator and owners who select a new servicing County Office, must request a farm transfer to accomplish the change. The request is due by August 1 to be effective for the same calendar year. These requests will be reviewed and approved for processing by STC.

In and out transfers must:

- be requested on FSA-179

    Note: On FSA-179, item 5, enter "reduced hours of operation" or "reduced staffing", as applicable.

- be signed by the farm owner and operator

- occur between contiguous counties with the exception of closed offices

- be submitted to STC for approval for processing.

Approving the request could require a change to the administrative county for all purposes. See paragraph 64 for the timing of transfers.

Note: DAFP has delegated its authority to STC's to approve requests for selecting a new servicing County Office in cases where County Offices have reduced hours of operation and/or reduced staffing. STC may redelegate this authority to SED.

55-61   (Reserved)

Section 2   In and Out Transfers

62   Initiating Transfer

A   Who Initiates Transfer

A farm transfer may be initiated by:

- either the receiving or the transferring COC
- the operator or owner.

B   Completing FSA-179

Complete FSA-179, according to Exhibit 10, to initiate the transfer.

Note: All owners and operator **must** sign FSA-179.

C   Completing the Transfer Process

The transfer process will be completed in the CRM Farm Records. See Part 7, Section 6 and work instructions "Transfer Farm" and "Worklist_Farm_Transfer".

Note: GIS wetland point attributes **must** be updated using the CLU Maintenance Tool in Citrix to reflect the administrative State and county of the receiving county.

63   Transfers Between Counties

A   Approving Transfers Between Counties

A transfer between counties will **not** be approved unless either of the following applies:

- land is combined in the receiving county and meets criteria for being a farm.

    Notes: See subparagraph 52 B for additional information.

    Farms being transferred according to paragraph 52, where all the land on the farm is physically located in 1 county but the administrative County Office where the farm is physically located has been closed and the timeframe to request a change of administrative county and/or administrative County Office has not yet passed, do **not** need to be combined with any other farm in the receiving county.

- any of the situations in subparagraph 52 A or paragraph 53 or 54 are met.

B   Canceling Transfers Between Counties

A transfer between counties can be canceled if **all** of the following apply:

- the transfer has **not** been completed
- the request to cancel the transfer is in writing and signed by all owners and the operator
- COC approving the transfer request approves of the cancellation.

    Note: To cancel the transfer, one of the approving officials that receives the transfer workflow must disapprove the transfer workflow in CRM Farm Records.

C   Authority

COC may redelegate to CED the authority to approve in and out transfers of land between counties.

D   DAFP Approval

Any requests for in- and out-transfers that do not meet the criteria in subparagraph A can be submitted to DAFP for approval.

64   Timing for Transfer

   A   Basic Rule

   Records **cannot** be transferred, until the next FY, if crop loan and LDP payments have been issued for the farm.

   The transfer of records is effective for the next program, crop, or FY, as applicable, for the program.

   - The new administrative County Office selected by the producer will handle all new activity for the next program year or FY.

   - The current administrative County Office will continue to handle:

     - crop loan and LDP requests and servicing for current and prior crop years
     - pending appeals for current or prior years.

   B   Implications for Records

   County Offices must use good judgment when transferring records. It may be necessary to delay the transfer of farm records to the receiving County Office to permit continued price support activity for current and prior crop year loans and LDP's.

65   Records to Transfer

A Overview

If an in and out transfer is approved according to paragraph 63, follow this paragraph to determine which records are to be transferred.

Send FSA-179, all of the following farm records, and only copies of the producer records, if the producer still has other interests in the transferring county.

B Common Farm Record Files

Transfer all common farm records files including:

* FSA-156 EZ
* CCC-501
* CCC-502EZ, CCC-502A, CCC-502B, CCC-502C, or CCC-502D as applicable
* CCC-503A
* CCC-901
* CCC-902 I Short, CCC-902 I, or CCC-902 E as applicable
* CCC-903
* AD-1026
* AD-1068
* AD-1069
* FSA-492
* FSA-493
* FSA-569
* NRCS-CPA-026
* NRCS-CPA-027
* FSA-211
* base and yield notification
* other related documentation.

C Conservation Files

Transfer all conservation files including:

* original CRP contracts

* CCC-1245's, FSA-848A's and FSA-848B's for CRP contracts for complete and incomplete practices

* CCC-1245's FSA-848A's and FSA-848B's for other conservation programs for complete and incomplete practices

* AD-862's

65   Records to Transfer (Continued)

C   Conservation Files (Continued)

- other related documentation.

- lifespan records

- correspondence.

D   Compliance Files

Transfer all compliance files including, but not limited to:

- FSA-578's
- measurement services
- all related documentation.

E   ARC/PLC Records

Transfer all ARC/PLC farm files including, but not limited to:

- CCC-505
- CCC-517
- CCC-518
- CCC-857
- CCC-858
- CCC-859
- CCC-860
- CCC-861
- CCC-862
- CCC-863
- FSA-156EZ
- FAV history by tract, if applicable
- base and yield notification
- producer payment history print.

> **Note:** See 1-ARCPLC. For farms transferring from a non-HIP to a HIP eligible county, the required HIP values must be manually calculated and entered by the receiving county once the transfer has been completed. See 1-ARCPLC for instructions on calculating the HIP values.

65   Records to Transfer (Continued)

F   FSFL Program Records

Requests by borrowers to transfer an outstanding FSFL to another servicing office will be denied because the system files for one FSFL cannot be easily transferred from one County Office computer system to another.

Exception: For FSFL's that must be transferred because a County Office is being closed, all case files and FSFL system files will be transferred to the County Office chosen by FSA.

G   NAP

Transfer all of the following NAP records and only copies of the producer records, if the producer still has other interests in the transferring county:

- CCC-471
- CCC-576 (page 1)
- CCC-576 (page 2)
- CCC-452
- FSA-658
- other related documentation.

66   Handling Within-State Transfers

A   Initiating County Action

Use the following table for initiating county action.

IF transfer is initiated in the...	THEN...
receiving County Office	• complete FSA-179, Part A • send FSA-179 to the transferring County Office.
transferring County Office	• complete FSA-179, Parts A and B • send FSA-179 to the receiving County Office.

B   Transferring County Action

Use the following table for transferring county action.

IF transfer...	THEN...

was initiated in the receiving County Office	• complete FSA-179, Part B
	
	• indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved
	
	• if approved:
	
	    • send FSA-179 and pertinent farm records to the receiving County Office
	
	    • cancel ARC/PLC contract in the system
	
	    • remove CRP attributes from all fields. Follow instructions in Part 7, Section 6.
	
	    • notify receiving office of all outstanding debts and producer offset requests

66   Handling Within-State Transfers (Continued)

B   Transferring County Action (Continued)

IF transfer...	THEN...
was initiated in the receiving County Office (Continued)	• ensure that all outstanding debts are loaded in NRRS according to 64-FI • ensure all business partners associated with the farm are associated with the receiving county • follow Part 7, Section 6 to complete transfer in the CRM Farm Records System • use the CLU Maintenance Tool in Citrix to update the administrative State and county attributes of all GIS wetland points associated with the farm • if disapproved, send disapproved FSA-179 back to the receiving County Office.

was initiated in the transferring County Office	• complete FSA-179, Parts A and B
	
	• indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved
	
	• if approved by transferring County Office, send all FSA-179 copies to the receiving County Office
	
	• wait for approval by receiving County Office. If approved by receiving County Office:
	
	   • send pertinent farm records to the receiving County Office
	
	   • cancel ARC/PLC contract in the system
	
	   • remove CRP attributes from all fields. Follow instructions in Part 7, Section 6.
	
	• notify receiving office of all outstanding debts and producer offset requests
	
	• ensure that all outstanding debts are loaded in NRRS according to 64-FI
	
	• ensure all business partners associated with the farm are associated with the receiving county
	
	• follow Part 7, Section 6 to complete transfer in the CRM Farm Records System
	
	• use the CLU Maintenance Tool in Citrix to update the administrative State and county attributes of all GIS wetland points associated with the farm
	
	• if disapproved by receiving County Office, submit the request to STC for a determination. See subparagraph D.

66   Handling Within-State Transfers (Continued)

C   Receiving County Action

Use the following table for receiving county action.

IF transfer...	THEN...

was approved by the transferring County Office	• indicate recommendation for approval or disapproval on FSA-179, item 13A and provide reason if disapproved
	
	• if approved:
	
	  • send FSA-179 to transferring County Office
	
	  • send FSA-179 to the State Office
	
	  • approve new ARC/PLC contract and modify CRP contracts in CCMS to reflect new farm and tract numbers, as applicable, in the system for the transferred contracts
	
	   Note: For farms transferring from a non-HIP to a HIP eligible county, calculate the HIP values for the applicable base crops as needed and manually enter within the farm records.
	
	  • Enter CRP attributes for all fields enrolled in CRP (including CRP MPL) after receiving the CRP Cropland workflow that is generated after the CCMS contract modification. Follow Part 7, Section 2 and work instructions "CRP – Updating CRP Cropland" and "Allocated CRP Cropland" to update CRP attributes at the field level and to update CRP MPL at the tract level..
	
	  • re-create any activeFSA-848's for CRP contracts, ECP, etc.
	
	  • verify that the administrative State and county attributes of all GIS wetland points associated with the farm have been updated appropriately.
	
	  • notify owners and operators of the action taken
	
	  • provide owners and operators a copy of FSA-156EZ; see Exhibit 11
	
	  • notify all applicable NRCS offices handling the farm of new farm, tract, field, and contract numbers.

66   Handling Within-State Transfers (Continued)

C   Receiving County Action (Continued)

IF transfer...	THEN...
was approved by the transferring County Office (Continued)	if disapproved: • record the reason for disapproval • submit the request to STC for a determination according to subparagraph D • return all records to the transferring County Office if the transfer remains disapproved after STC determination.
has been disapproved by the transferring County Office	• submit the request to STC for a determination according to subparagraph D • complete the transfer request if the transfer is approved after STC determination.

D   Handling Disagreements

If the receiving or transferring COC disapproves the request for transfer:

• STC will make a determination
• the County Office will forward the request for transfer to the State Office.

67   Handling Out-of-State Transfers

   A   Initiating County Action

   Use the following table for initiating county action.

IF transfer is initiated in the...	THEN the initiating County Office will...
receiving County Office	• complete FSA-179, Part A • send FSA-179 to the transferring County Office.
transferring County Office	• complete FSA-179, Parts A and B • send FSA-179 to the transferring State Office.

   Note: COC may redelegate authority to CED to approve in and out transfers between States.

67   Handling Out-of-State Transfers (Continued)

B   Transferring County Action

Use the following table for transferring county action.

IF transfer was initiated in the...	THEN the transferring County Office will...

receiving County Office	• complete FSA-179, Part B
	
	• indicate recommendation for approval or disapproval on FSA-179, item 11A with reason if disapproved
	
	• if approved:
	
	   • send FSA-179 and pertinent farm records to the transferring State Office
	
	   • notify the receiving office of all outstanding debts and producer offset requests
	
	   • ensure that all outstanding debts are loaded in NRRS according to 64-FI
	
	   • ensure all business partners associated with the farm are associated with the receiving county
	
	   • follow Part 7, Section 6 to complete transfer in the CRM Farm Records system
	
	   • use the CLU Maintenance Tool in Citrix to update the administrative State and county attributes of all GIS wetland points associated with the farm
	
	• if disapproved, send disapproved FSA-179 back to the receiving County Office.

transferring County Office	• complete FSA-179, Parts A and B
	
	• indicate recommendation for approval or disapproval on FSA-179, item 11A and provide reason if disapproved
	
	• if approved by transferring County Office, send FSA-179 to the transferring State Office
	
	• wait for approval by transferring State Office; if approved by transferring State Office the transferring County Office will:
	
	   • send pertinent farm records to the transferring State Office
	   • notify the receiving office of all outstanding debts and producer offset requests
	   • ensure that all outstanding debts are loaded in NRRS according to 64-FI
	
	• if disapproved by receiving State Office, submit the request to DAFP for a determination. See subparagraph F.

67   Handling Out-of-State Transfers (Continued)

C   Transferring State Action

The transferring State will:

- indicate recommendation for approval or disapproval on FSA-179, Part D with reason if disapproved

- send FSA-179 and farm records to the receiving State Office

- complete the following actions for conservation allocations:

  - reduce the transferring County Office's allocation on the State ledger
  - reduce the State allocation on the State ledger
  - return funds to the National Office.

    Note: National Office will send the funds to the appropriate State Office.

D   Receiving State Action

The receiving State will:

- indicate recommendation for approval or disapproval on FSA-179, Part D with reason if disapproved

  Note: DAFP has delegated its authority to STC's to approve requests for selecting a new administrative County Office in cases where the transfer request is from one State to another. STC may redelegate this authority to SED.

- send FSA-179 and farm records to the receiving County Office

- increase the following conservation allocations:

  - State allocation on the State ledger when funds are received from the National Office
  - receiving county's allocation on the State ledger.

67   Handling Out-of-State Transfers (Continued)

E   Receiving County Action

Follow this table after completing FSA-179, Part C.

IF transfer is...	THEN...
approved	• send a copy of FSA-179 to the receiving State Office Receiving State Office will: • keep copy of the approved FSA-179 • send approved FSA-179 to the transferring State Office for filing and distribution to the transferring County Office Receiving County Office will: • follow Part 7, Section 6 and work instructions "Transfer Farm" and "Worklist_Farm_Transfer" to complete transfer in the CRM Farm Records System • approve new ARC/PLC and modify CRP contracts in CCMS to reflect new farm and tract numbers, as applicable, in the system for the transferred contracts **Note:** For farms transferring from a non-HIP to a HIP eligible county, calculate the HIP values for the applicable base crops as needed and manually enter within the farm records. • enter CRP attributes for all fields enrolled in CRP (including CRP MPL) and allocate CRP MPL acres to applicable tracts after receiving the CRP Cropland workflow generated after the CCMS contract modification. Follow Part 7, Section 2 and work instructions "CRP – Updating CRP Cropland and "Allocated CRP Acreage" to update CRP attributes at the field level and to update CRP MPL at the tract level. • re-create any active FSA-848's for CRP contracts, ECP, etc. • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ; see Exhibit 11 • coordinate offset efforts with the transferring county to repay any outstanding debts and price support claims from future payments • notify the receiving office of all outstanding debts and producer offset requests • ensure that all outstanding debts are loaded in NRRS according to 64-FI • notify owners and operators of the action taken • provide owners and operators a copy of FSA-156EZ; see Exhibit 11 • notify all applicable NRCS offices handling the farm of the new farm, tract, and field numbers • verify that the administrative State and county attributes of all GIS wetland points associated with the farm have been updated appropriately.

67   Handling Out-of-State Transfers (Continued)

E   Receiving County Action (Continued)

IF transfer is...	THEN...
disapproved	• record the reason for disapproval
	• notify owners and operators of the action taken with the reason for disapproval
	• provide appeal rights according to 1-APP
	• return all records to the transferring County Office if the transfer remains disapproved after reconsideration.

F   Handling Disagreements

If the receiving STC and transferring STC do not agree on the request for transfer:

• DAFP will make the final determination
• the receiving State Office will forward the request for transfer to DAFP.

G   Sugarcane Bases

A transfer between States must not be approved for farms with a sugarcane base or for farms requesting to be combined with a farm having a sugarcane base.

68   Processing Out-Transfers

A Out-of-County Transfers

To process the transfer of a farm out of the county in CRM Farm Records,
County Offices will:

- follow Part 7, Section 6 and work instructions "Transfer Farm" and
  "Worklist_Farm_Transfer" to complete transfer in the CRM Farm Records system

- reconstitute it into a separate farm before transfer, if part of a farm will be transferred out
  of the county

- follow paragraph 64 for timing.

B County Office Action

County Offices will:

- generate and attach an FSA-156EZ PDF electronically to the farm being transferred

- print FSA-156EZ for the transferred farm prior to initiating the automated transfer
  process

  Notes: See Part 7, Section 6.

     Type the following comments on FSA-156EZ:

  - "Transferred to _____County"
  - the date of transfer
  - IBase number.

- file the inactive FSA-156EZ with the inactive farm record file.

  Note: CRM Farm Records does not inactivate the transferred farm, but transfers the IBase to
  the receiving county. The farm will no longer be found in a search of CRM Farm
  Records within the transferring county. A search by IBase number within CRM Farm
  Records will find the new farm in the receiving county database.

69   Processing In-Transfers

    A   In County Transfers

        Approve the transfer according to Part 7, Section 6 and work instruction
        "Worklist_Farm_Transfer".

    B   County Office Action

        County Offices will:

- print FSA-156EZ
- file the printout with the active farm record file.

70-89   (Reserved)

90   Overview

A   Definition of Reconstitution

[**7 CFR 718.2**] A <u>reconstitution</u> is a change in the land constituting a farm as a result of combining or dividing tracts or farms.

B   Previously Constituted Land

[**7 CFR 718.201**] Land that was properly constituted under procedures existing at the time of reconstitution will remain so constituted until a change in operation or ownership occurs that requires a reconstitution.

C   Approval Restrictions

COC must not approve a reconstitution by combination or division if it determines that the primary purpose of the reconstitution is to do either of the following:

- increase the amount of program benefits received from any USDA agency
- circumvent any other USDA program provisions, penalties, or reductions.

D   FSA-578

If an FSA-578 is on file, evaluate if the reconstitution should be completed for the current year. If completed the existing FSA-578 will be automatically deleted with the completion of the reconstitution in CRM Farm Records.

If all interest and crops on the FSA-578 remain the same after the reconstitution, the FSA-578 should be reloaded on the child farms/tracts as applicable. New signature on the FSA-578 is not required.

91 Substantive Change in Farming Operations and Changes to Legal Entities

A Approval Restrictions

[7 CFR 718.205] Land that is properly constituted will not be reconstituted if:

- the reconstitution request is based on the formation of a newly established entity that owns or operates the farm or any part of it, and COC determines there is not a substantive change in the farming operation

- COC determines that the primary purpose of the request for the reconstitution is to:

  - obtain additional benefits under any commodity program
  - avoid damages under a contract or statute
  - correct an erroneous acreage report
  - circumvent other program provisions.

In addition, no farm will remain as constituted when COC determines that a substantive change in the farming operation has occurred that would require a reconstitution, except as otherwise approved by STC with the concurrence of DAFP.

B Determining Substantive Change

[7 CFR 718.205] In determining whether substantive change has occurred with respect to a farming operation, COC must consider factors such as composition of the legal entities having an interest in the farming operation with respect to management, financing, and accounting. COC must also consider the use of land, labor, and equipment available to the farming operations and any other relevant factors that bear on the determination.

91   Substantive Change in Farming Operations and Changes to Legal Entities (Continued)

C STC Approval

[7 CFR 718.205] Unless otherwise approved by STC with the concurrence of DAFP, when COC determines that a corporation, trust, or other legal entity is formed primarily for the purpose of obtaining additional benefits under the commodity programs, the farm will remain as constituted or must be reconstituted, as applicable, when the farm is owned and operated by 1 of the following:

- a corporation having more than 50 percent stock owned by members of the same family living in the same household

- corporations having more than 50 percent of the stock owned by stockholders common to more than 1 corporation

- trusts in which the beneficiaries and trustees are family members living in the same household.

92   Who May Initiate

A   Who May Initiate a Reconstitution

[7 CFR 718.203] A reconstitution may be initiated by:

- the farm operator with the concurrence of the owner or owners of the farm
- the farm owner
- COC.

B   FSA-155 Signatures

Signatures required on FSA-155 vary depending on the:

- type of reconstitution
- method of division, if applicable.

Notes: FSA-155's initiated by COC are not required to have owner or operator signatures. However, the County Office must use the signature lines provided in item 15 to include a statement that the reconstitution is being initiated by COC. A date must be included with this statement.

An operator may request a reconstitution without the owner's signature if the reconstitution would be required by COC.

93   When to Initiate

A   Required Reconstitutions

[7 CFR 718.201] A reconstitution of a farm either by division or by combination is required and must be initiated when any of the following occur for farms in the same administrative county.

*   A change has been made in the operation of the land since the last constitution or reconstitution, and the farm no longer meets the definition of a farm in paragraph 24. As applicable, initiate either of the following:

    *   a farm combination according to paragraph 110
    *   a farm division according to paragraph 131.

    Note: Restrictions in paragraph 90 and 91 apply.

*   The farm was not properly constituted under the applicable regulations in effect at the time of the last reconstitution. Make corrections according to paragraph 96.

*   COC determines that the farm was reconstituted on a basis of false information provided by the owner or farm operator.

*   COC determines that the tracts of land included in a farm are not being operated as a single farm according to paragraph 96.

*   An owner requests in writing that the owner's land no longer be included in a farm that is composed of tracts under separate ownership. See paragraph 131 for farm divisions.

*   Farms are participating in ARC/PLC, have the same ARC/PLC election for all common covered commodities, have the same owner, are located in the same county, and are operated as 1 farm.

93   When to Initiate (Continued)

B   Timing of Farm Reconstitutions

[7 CFR 718.204] To be effective for the current FY, farm combinations and farm divisions must be requested by August 1 of the FY for farms subject to ARC/PLC.

A reconstitution is considered to be requested when all:

* of the required signatures are on FSA-155
* other applicable documentation, such as proof of ownership, is submitted.

C   Timing of Tract Divisions

Tract divisions must be processed at any time during FY to ensure tract record accuracy.

If a farm reconstitution is required, process the reconstitution according to subparagraph B, Part 7, Section 7, and the work instructions "Farm Division - CRM", "Farm Division – GIS", and "Tract Division".

D   Total CRP and Non-ARC/PLC Farms

The following farms may be reconstituted at any time:

* total CRP
* non-ARC/PLC.

93   When to Initiate (Continued)

E   Completion Time Limit

All reconstitutions must be completed within 45 calendar days or the system will automatically cancel the reconstitution.

Note: One 45-calendar-day extension may be processed by the approving official after receiving a notification of approaching deadline for approval. The notification is sent 40 calendar days after the reconstitution is finished in the computer and the approval workflow is initiated. See Part 7, Section 7.

All reconstitutions not completed prior to FY rollover will be cancelled.

County Offices must update reconstitutions with crop base acres by August 31 of FY. This will allow sufficient time for producers to return signatures and documentation by the deadline for ARC/PLC.

94   How to Initiate

A   Requesting a Reconstitution

[7 CFR 218.203] Any request for a farm reconstitution shall be filed with COC. County Offices must prepare FSA-155 for each requested reconstitution.

Note: A separate FSA-155 is not required for a tract division if the reconstitution also includes a farm division.

B   Completing FSA-155

Complete FSA-155 according to this table.

Item	Instructions
1	Enter county FSA name and address.
2	Enter reconstitution number.
3	Check the appropriate box for the type of reconstitution. When the request is for a tract division and followed by a farm division, check both boxes.
4	Enter a brief explanation of the reason for the reconstitution. **Examples:** "Tract 100 sold." or "Operator change."
5	Enter approximate date of change, such as sale or lease date.
6	Enter the following data for each parent and resulting farm and/or tract: • farm data when item 3 indicates a farm combination or division • tract data when item 3 indicates a tract combination or division • tract and farm data when item 3 indicates a tract division and a farm division.
7 A	For divisions, enter each crop on the parent farm from FSA-156EZ.
7 B	For divisions, enter appropriate base for each crop on the parent farm.
7 C	Check appropriate method of division for each base on the parent farm.
8 A through D	Enter the appropriate farm number, tract number, crop, and base acres on the parent farm if the method of division is landowner designation or estate. ENTER "N/A" if not applicable.

B   Completing FSA-155 (Continued)

Item	Instructions
8 E	If the method division is landowner designation or estate, enter the following for each crop on the resulting farms: • farm number • tract number • acres of bases. When there are more than 4 resulting tracts or farms, continue on another FSA-155 and attach it to the original document.
9 A and C	Obtain **all** owners' signatures for the landowner designation method of division unless an MOU has been signed by the buyers and sellers designating the distribution of bases. When more signature blocks are required, continue on another FSA-155 and attach it to the original document.
10 through 14	Review each question and enter a checkmark in the appropriate column. If "Yes" is checked for item 10, list requested crops.
15	Obtain appropriate signatures and dates. A reconstitution is considered to be requested when all: • of the required signatures are obtained on FSA-155 **Note:** Appropriate documentation according to 1-CM must be on file in the County Office for persons signing in a representative authority. • other applicable documentation, such as proof of ownership, is submitted **Exception:** For COC-initiated FSA-155's, see subparagraph 93 A.
16 A and B	COC must sign and date, unless COC has delegated authority to CED according to paragraph 150. Sign according to the following: • for farm level reconstitutions, sign after the reconstitution is initiated in the computer and it is in pending status • for tract level reconstitutions, sign after the combination or division is completed in the computer. FSA-155 is the reconstitution approval document. Attach FSA-156EZ for both the parent and child farms to FSA-155.
16 C	Enter a checkmark to indicate either approved or disapproved.

94   How to Initiate (Continued)

C   Example of FSA-155

The following is an example of FSA-155.

This form is available electronically.

Form Approved - OMB No. 0560-0025

FSA-155
(01-27-05)

REQUEST FOR FARM RECONSTITUTION

USDA-FSA

1. County FSA Name and Address
Any FSA County Office
111 Nowhere Ave
Anywhere ST 00000-0000

2. Reconstitution No.: B50002

3. Type of Reconstitution
Farm Combination ☐   Tract Division ☐
Farm Division ✓   Tract Combination ☐

4. Reason for Reconstitution
Purchased T 1215

5. Approximate Date of Change
(MM-DD-YYYY) 01-15-2013

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is the Agricultural Adjustment Act of 1938, as amended, and the Farm Security and Rural Investment Act of 2002 (Pub. L. 107-171). The information will be used to reconstitute your farming operation. Furnishing the requested information is voluntary. Failure to furnish and file the requested information will result in the denial of further monies or other program benefits as required by existing law and regulations. This information maybe provided to other agencies, IRS, Department of Justice, or other State and Federal law enforcement agencies and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 651, 1001; 15 USC 714m; and 31 USC 3729, maybe applicable to the information provided.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0025. The time required to complete this information collection is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.

6. FARM IDENTIFICATION:

A. Parent Farm or Tract No.	B. Total Farmland	C. Total Cropland	D. Total DCP Cropland	E. Farm Identifier	F. Operator	G. Owner
1985	20	19.5	19.5		Any 1 Producer	Any 2 Producer

H. Resulting Farm or Tract No.	I. Total Farmland	J. Total Cropland	K. Total DCP Cropland	L. Farm Identifier	M. Operator	N. Owner
2501	16.5	16.3	16.3		Any 1 Producer	Any 2 Producer
2502	3.5	3.2	3.2		Any 3 Producer	Any 3 Producer

7. METHOD OF DIVISION:

A. Crop	B. Parent Farm/Tract Bases	C. Check Appropriate Method			
		Estate	Designation	DCP Cropland	Default
Wheat	5.4				✓
Corn	3.2				✓

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94 How to Initiate (Continued)

C Example of FSA-155 (Continued)

FSA-155 (Page 2) (01-27-05)

8. DIVISION BY OWNER DESIGNATION OR ESTATE: This item is required for the owner designation and estate methods unless the division of bases is documented and signed to, as applicable, on a separate document and attached to this form.

A. Parent Farm	B. Tract No.	C. Crop	D. Base	E. Resulting Farm/Tracts			
				(1) Farm/Tract No.:	(2) Farm/Tract No.:	(3) Farm/Tract No.:	(4) Farm/Tract No.:
				Base	Base	Base	Base
N/A							

9. SELLER AND PURCHASER MEMORANDUM OF UNDERSTANDING OF BASES:
I, the undersigned, agree to the above designation of bases which serves as a memorandum of understanding between seller and purchaser.

A. Seller's Signature	B. Date *(MM-DD-YYYY)*	C. Purchaser's Signature	D. Date *(MM-DD-YYYY)*

	YES	NO
10. Will there be an adverse effect to any producer by reconstituting any crops? If "YES", what crops?		✓
11. Is the parent farm in CRP?		✓
12. If combination, will combined farm be operated as a single farming unit?		
13. Are there any adverse HELC flags on farms or tracts being combined? If "YES", refer to NRCS .		
14. A. Has cost share assistance been received for any lifespan conservation practices?		✓
B. If "YES", has new owner and/or operator been informed of requirements?		

15. CERTIFICATION AND AGREEMENT:
I, the undersigned, certify that to the best of my knowledge and belief the information shown above is correct and I request and agree to the reconstitution. The results of the reconstitution will be shown on the COC report. The report will be made available upon request after the reconstitution is completed.

A. Signature of Operator/Owner	B. Date *(MM-DD-YYYY)*	A. Signature of Operator/Owner	B. Date *(MM-DD-YYYY)*
Any 3 Producer	1/15/2013		

16. COUNTY COMMITTEE ACTION:
This action applies to reconstitution of farms, tracts, and bases.

A. County Committee Person or Designee Signature	B. Date *(MM-DD-YYYY)*	C. County Committee Action
Any 1 COC Member	1/25/13	APPROVED ✔ DISAPPROVED ☐

95   Effective Dates

A   Rule

[7 CFR 718.204] Determine the effective dates of reconstitutions according to this table.

IF the farm is...	AND the reconstitution was requested...	THEN the effective date is the...
subject to ARC/PLC	by August 1	current FY.
	after August 1	next FY.
not subject to ARC/PLC		current FY.

Notes: The reconstitution will not be processed in the computer until the appropriate FY.

Tract divisions will be processed at any time during the FY to ensure tract record accuracy. If a farm reconstitution is required, process the reconstitution according to paragraph 93 and this paragraph.

96   Corrections

A   Prior Reconstitutions

[7 CFR 718.201] Reconstitute a farm if either of the following applies:

- the land was not properly constituted under the regulations in effect when the farm was last constituted

- COC determines that misrepresentation occurred.

Note: In this context, misrepresentation includes, but is not limited to:

- side agreements between buyer and seller that defeat the program

- knowingly disclosing false information regarding land ownership or farm operation

- knowingly taking actions to defeat program purposes.

B   Correction Effective Date

The effective date for corrections because of misrepresentation by producer or error made by the County Office is the FY in which the reconstitution correcting the error would be effective.

97-108 (Reserved)

Part 5   Types of Reconstitutions

109   Overview

A   Reconstitution Types

The following are 4 types of reconstitutions:

- farm combinations
- farm divisions
- tract combinations
- tract divisions.

B   Definition of Farm Combination

A <u>farm combination</u> is the consolidation of 2 or more farms, having the same operator, into 1 farm.

C   Definition of Farm Division

A <u>farm division</u> is the dividing of a farm into 2 or more farms because of a change in ownership or operation.

D   Definition of Tract Combination

A <u>tract combination</u> is the optional consolidation of 2 or more tracts because of common ownership unit and contiguous land.

E   Definition of Tract Division

A <u>tract division</u> is the dividing of a tract into 2 or more tracts because of a change in ownership or operation. A tract division does not always require a subsequent farm division.

F   Publicizing Method of Division

County Offices will:

- publicize the designation by landowner method of division, including the definition and criteria for using it

- distribute the information in any manner available including, but not limited to:

    - newspaper articles
    - newsletters
    - radio and television spots.

G   When to Publicize

Publicize this method of division:

- once a year, at a minimum
- toward the end of each FY.

Note: This will ensure that producers are familiar with the method and criteria throughout the coming FY.

Section 1   Combinations

Subsection 1   Farm Combinations

110   Common Ownership Farm Combinations

A   Definition of Common Ownership Unit

A <u>common ownership unit</u> is a distinguishable part of a farm, consisting of 1 or more tracts of land with the same owners, as determined by FSA.

B   Required Combinations

Farms must be combined when:

- both of the following apply for farms in the same administrative county:

    - the tracts are under common ownership unit
    - the resulting farm would meet the definition of a farm in paragraph 24

    Note: All ARC/PLC farms with the same ARC/PLC election for all common covered commodities, the same owner, operated as 1 farm, and located in the same county, must be combined.

- the farm was not properly constituted under the applicable procedure in effect at the time of the last reconstitution

- COC determines that the farm was reconstituted on the basis of false information provided by the owner or farm operator.

Notes: Combinations of CRP land with non-CRP land are not required even though the criteria in this subparagraph may be met.

ARC/PLC and non-ARC/PLC farms may be combined.

See Part 7, Section 7 and work instruction "Farm Combination" for instructions on processing farm combinations in the automated system.

111   Separate Ownership Farm Combinations

A Basic Rule

Combinations of land under separate ownership:

- are voluntary
- will not be encouraged.

B Criteria for Combinations

[7 CFR 718.201] Land under separate ownership may be combined if all of the following apply:

- the resulting farm meets the definition of a farm in paragraph 24
- all owners agree in writing
- the land is under a lease agreement of at least 1 year duration.

    Exceptions: All owners who had previously agreed to the combination of land under separate ownership are **not** required to agree again in writing. Only owners contributing new land to the combination must agree in writing.

    If multiple ownership farms are involved, only the operator's signature is required if all owners on each farm had previously agreed to that farms constitution.

Notes: ARC/PLC and non-ARC/PLC farms may be combined.

    See Part 7, Section 7 and work instruction "Farm Combination" for instructions on processing farm combinations in the automated system.

112   Combinations Across State and County Lines

A   Base and Non-Base Farms

[7 CFR 718.201] Farms across State or county lines may be combined upon request if all of the following conditions apply:

* the farms meet the criteria for being transferred according to paragraph 52

* the farms meet the criteria for combination according to paragraph 110

* any of the following:

  * counties that are contiguous; that is, touching at corners, sides, etc

    Example: County A is contiguous to County B. County B is contiguous to County C.

County A	County B
	County C
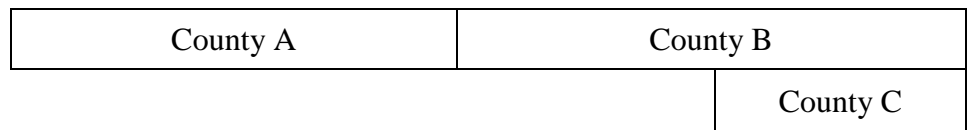
    Land in counties A, B, and C may be combined if there are parent farms located in all 3 counties.

    If the land in County B is divided from the farm, separate the land in counties A and C, because counties A and C are not contiguous.

* farms within 20 road miles of each other

* counties divided by a river

* counties that do not touch because of a correction line adjustment.

113   Combining Federally- and State-Owned Land

A   Federal Land

[7 CFR 718.201] Federally-owned land shall not be combined with privately-owned land.

B   State Land

[7 CFR 718.201] Wildlife land owned by State entities shall not be combined with privately-owned land.

Exception: State-owned wildlife land may be combined with privately owned land when the former owner has possession of the land under a leasing agreement.

114   Combining Farms With Existing ARCPLC Elections

A   Initiating Reconstitutions With Existing ARCPLC Elections

Combinations of ARC-CO and PLC parent farms with other ARC-CO and PLC parent farms can only be approved if there are no conflicting elections for common crops. Lack of an election for a crop with zero base acres is not considered a conflicting election.

Combinations of ARC-IC parent farms with other ARC-IC parent farms are permitted.

ARC-CO and PLC parent farms cannot be combined with ARC-IC parent farms.

See 1-ARCPLC, Part 8 for County Office action for ARC/PLC contracts that have been cancelled because of reconstitutions.

115 Reconstitution Policy for HIP Crops on Combined Farms

A Combination HIP Policy for Nongeneric Base Acre Farms

Farms with different HIP may be combined if all other provisions apply per paragraph 110.

Upon approval of the reconstitution, County Offices will calculate new HIP's for the resulting farm by "weighting" the applicable crop HIP from each parent farm in the combination by the base acres of the crop associated with each parent farm. The resulting new HIP will be:

- manually entered at the farm level for the resulting farm
- effective starting with that year forward.

The weighting formula for farms not having generic base acres is as follows:

- multiply the crop base acres times the applicable HIP for the crop for each parent farm in
- the combination to calculate the HIP-factored base acres
- total the HIP-factored base acres for the crop
- divide by the total base acres of the crop on the child farm.

B Example

The following are 2 parent farms (101 and 204) with associated base acres and HIP's to calculate the weighted HIP for the resulting farm.

FSN	Corn Base Acres	HIP	HIP-Factored Base Acres
101 (parent)	100	75	75
204 (parent)	175	30	52.5
Calculation: 75 + 52.5 = 127.5 ÷ 275 = 46%			
1008 (resulting)	275	46%	

The County Office will manually enter "46" as the new HIP in MIDAS for FSN 1008 (round to 2 decimal places before the percentage sign).

Note: For farm divisions, the resulting child farms will maintain the same HIP's as applied to the parent farm.

116   Reconstitution Policy for HIP Crops on Combined Farms with Generic Base Acres

A   Combination Policy for Generic Base Acre Farms for 2015 and Subsequent Years

After approval of the reconstitution, County Offices will calculate new HIP's for the resulting farm by weighting the applicable crop HIP from each parent farm in the combination using the instructions as outlined in the subparagraph referenced in the following chart:

Subparagraph	Combination Situation
116 C	Combining farms with generic base acres and the applicable covered commodity's contract base acres are on all farms.
116 D	Combining farms and both of the following: • 1 or more of the farms has generic base acres along with the applicable covered commodity's contract base acres • 1 or more of the farms has generic base acres **only** and the applicable covered commodity has an ARC-CO election.
116 E	Combining farms and all farms involved in the combination have generic base acres and no contract base acres of the applicable covered commodity.
116 F	Combining farms and both of the following: • 1 or more of the farms has generic base acres along with the applicable covered commodity's contract base • 1 or more of the farms does **not** have generic base acres.

In all cases, if HIP has **not** been established for a parent farm, it is **required** that HIP exist **before** the weighting of the resulting farm's HIP can occur.

116   Reconstitution Policy for HIP Crops on Combined Farms with Generic Base Acres (Continued)

B   General Rule

When combining farms with generic base acres and HIPs, the following general rules should always be followed.

IF a parent farm in the combination…	THEN the weight derived to compute the HIP from the parent farm…
has base acres of the applicable covered commodity	should be obtained from multiplying the base acres of the applicable covered commodity times HIP.
does **not** have base acres of the applicable covered commodity (generic base acres)	should be obtained from multiplying the generic base acres times HIP.
does **not** have base acres of the applicable covered commodity or generic base acres	will be **zero**. That particular parent farm will **not** carry any weight to compute HIP for the resulting farm.

116   Reconstitution Policy for HIP Crops on Combined Farms with Generic Base Acres (Continued)

C   Combination Policy for Generic Base Acre Farms Where the Applicable Covered Commodity Has HIP and Contract Base Acres on All Parent Farms

Follow the steps in this subparagraph when parent farms have:

- contract base acres of the applicable covered commodity
- HIP established for the applicable covered commodity.

Step	Instruction
1	Multiply the applicable covered commodity's contract base acres times the applicable HIP for that crop for each parent farm in the combination to calculate the HIP-factored base acres. If base acres do **not** exist for the applicable covered commodity, then the parent farm will **not** carry any weighted acres for determining HIP.
2	Total the HIP-factored base acres for the covered commodity on each parent farm.
3	Divide the result of step 2 by the total base acres of the applicable covered commodity on the resulting farm. The answer will be HIP for the resulting farm in the current year.

Example:

FSN	Covered Commodity	Base Acres	HIP
100	Corn	125	72
	Generic	221	
200	Corn	73	21
	Generic	47	

Step	Calculation for Corn HIP	Resul
1	FSN 100: 125 x 72 percent	90.00
	FSN 200: 73 x 21 percent	15.33
2	90 + 15.33	105.33
3	105.33 ÷ (125 + 73 = 198)	53.00

116   Reconstitution Policy for HIP Crops on Combined Farms with Generic Base Acres (Continued)

D   Combination Policy for Generic Base Acre Farms Where the Applicable Covered Commodity May Not Have HIP or Contract Base Acres on All Parent Farms

Follow these steps to obtain HIP for the resulting farm when a farm combination is requested for 2 or more generic base acre farms and at least 1 of the parent farms:

*   has contract base acres and HIP established for the applicable covered commodity, **and**
*   does **not** have contract base acres and HIP established.

Note: Farms that meet this criteria will have at least 1 farm that has generic base acres **only** and at least 1 farm with an ARC-CO election of the applicable covered commodity.

Step	Instruction	
1	For farms with:	contract base acres and HIP established, multiply the applicable covered commodity's base acres times the applicable HIP for that crop for each parent farm that has contract base acres and HIP-established in the combination to calculate the HIP-factored base acres.
		generic base **only**, multiply the generic base acres times the applicable HIP for the applicable covered commodity for each parent farm that has **no** contract base acres to calculate the HIP-factored base acres for generic base acres.
2	Total all HIP-factored base acres for the covered commodity or generic base acres on all parent farms.	
3	Divide the result of step 2 by the sum of the: • base acres of the applicable covered commodity on the resulting farm from farms that had contract base acres and HIP • generic base acres from parent farms that had generic base acres only. The answer will be HIP for the resulting farm in the current year.	

Example:

FSN	Covered Commodity	Base	HIP
100	Corn	125	65
	Generic	221	
200	Corn		47 **1/**
	Generic	100	

1/ HIP calculated by using the planting of irrigated upland cotton 2009 through 2012.

Step	Calculation for Corn HIP	Result
1	FSN 100: 125 x 65 percent	81.25
	FSN 200: 100 x 47 percent	47.00
2	81.25 + 47	128.25
3	128.25 ÷ (125 + 100 = 225)	57.00

116   Reconstitution Policy for HIP Crops on Combined Farms with Generic Base Acres (Continued)

E   Combination Policy for Generic Base Acre Farms Where the Applicable Covered Commodity Does Not Have HIP or Contract Base Acres on All Parent Farms

Follow the steps below when a farm combination is requested for two or more farms that have generic base acres only and HIP established.

Farms that meet this criteria will have generic base acres only and an ARC-CO election for the applicable covered commodity.

Step	Instruction
1	Multiply the generic base acres times the applicable HIP for the applicable crop for each parent farm in the combination to calculate the HIP factored base acres.
2	Total the HIP-factored base acres for all the generic base acres on each parent farms.
3	Divide the result of step 2 by the total base acres of the applicable covered commodity on the resulting farm. The answer will be the HIP for the resulting farm in the current year.

Example:

FSN	Covered Commodity	Base	HIP
100	Corn		19 **1/**
	Generic	109	
200	Corn		61 **1/**
	Generic	201	

1/ HIP calculated by using the planting of irrigated upland cotton 2009 through 2012.

Step	Calculation for Corn HIP	Result
1	FSN 100: 109 x 19 percent	20.17
	FSN 200: 201 x 61 percent	122.61
2	20.17 + 122.61	142.78
3	142.78 ÷ (109 + 201 = 310)	46.00

116   Reconstitution Policy for HIP Crops on Combined Farms with Generic Base Acres (Continued)

F   Combination Policy When a Generic Base Acre Farms Where the Applicable Covered Commodity May Not Have HIP or Contract Base Acres is Combined with a Nongeneric Farm

Follow the steps below when a generic base acre farm will be combined with a non-generic base acre farm.

Step	Instruction
1	**For farms with no:** generic base acres, but have contract base acres, multiply the applicable covered commodity's base acres times the applicable HIP for the applicable crop for each parent farm that has contract base acres and HIP-established in the combination to calculate the HIP-factored base acres. **Note:** If base acres do **not** exist for the applicable covered commodity, then the parent farm will **not** carry any weighted acres for determining HIP. contract base acres (generic base acre farms), multiply the generic base acres times the applicable HIP for the applicable covered commodity for each parent farm that has **no** contract base acres and HIP that was established in step 1 or the existing HIP to calculate the HIP-factored base acres for generic base acres.
2	Total all the HIP-factored base acres for the covered commodity or generic base acres on all parent farms.
3	Divide the result of step 2 by the sum of the: • base acres of the applicable covered commodity on the resulting farm from farms that had contract base acres and HIP • generic base acres from parent farms that had generic base acres only. The answer will be HIP for the resulting farm in the current year.

116   **Reconstitution Policy for HIP Crops on Combined Farms with Generic Base Acres (Continued)**

F   **Combination Policy When a Generic Base Acre Farms Where the Applicable Covered Commodity May Not Have HIP or Contract Base Acres is Combined with a Nongeneric Farm (Continued)**

Example:

FSN	Covered Commodity	Base	HIP
100	Corn		19 **1/**
	Generic	109	
200	Corn	262	14

1/ HIP calculated by using the planting of irrigated upland cotton 2009 through 2012.

Step	Calculation for Corn HIP	Result
1	FSN 100: 109 x 19 percent	20.71
	FSN 200: 262 x 14 percent	36.68
2	20.17 + 36.68	57.39
3	57.39 ÷ (109 + 262 = 371)	15.00

117-124   **(Reserved)**

Subsection 2   Tract Combinations

125   Common Ownership Tract Combinations

A   Definition of Common Ownership Unit

A <u>common ownership unit</u> is a distinguishable part of a farm, consisting of 1 or more tracts of land with the same owners, as determined by FSA.

B   Permitted Combinations

Tracts may be combined when all the following conditions are met:

- tracts are associated with the same farm number
- tracts have common ownership unit
- tracts are contiguous
- owner agrees.

C   Combining Tracts Across State and County Lines

Tracts may be combined across State and County lines if there is no defined county boundary.

The system will assign the "Congressional District" code associated with the physical location of the tract.

126   Initiating Tract Combinations

A   Before Initiating Tract Combination

Before initiating a tract combination, verify that the:

- tracts are on the same farm
- tracts have the same ownership
- tracts are contiguous
- owner agrees, by signing FSA-155
- FSA-155 was completed according to paragraph 94.

  See Part 7, Section 7 and work instruction "Tract Combination" for instructions on completing tract combinations in the automated system.

127-130   (Reserved)

Section 2 Divisions

Subsection 1   Reasons for Divisions

131   Reasons for Farm Divisions

A   Rules

Following are rules for dividing farms.

Reason for Farm Division	Who May Initiate Reconstitution
Part of the farm is **sold** or ownership changes and the land no longer meets the definition of a farm in paragraph 24.	COC, owner, or operator
The land no longer meets the definition of a farm in paragraph 24.	COC, owner, or operator
The farm was not properly constituted under the applicable regulations in effect at the time of the last reconstitution.	COC, owner, or operator
COC determines that the farm was reconstituted on the basis of false information provided by the owner or farm operator.	COC
An owner of a multiple-ownership farm requests, in writing, that the land owned by that owner no longer be included in the farm. **Note:** This request must be in writing; however, the owner's signature on FSA-155 may serve as the written request. When a tract of land on a multiple-ownership farm is owned by persons with undivided interest, only 1 undivided interest owner's request and signature is required.	owner

The resulting farms must be administratively located in the county where the land is physically located.

See Part 7, Section 7 and work instructions "Farm Division – CRM" and "Farm Division – GIS" for instructions for processing farm divisions in the automated system.

132   Reasons for Tract Divisions

A   Rules

Following are rules for dividing tracts.

Reason for Tract Division	Who May Initiate Reconstitution
The tract no longer meets the definition of a tract according to paragraph 24.	COC or owner
Part of the tract is sold or ownership changes.	COC or owner

See Part 7, Section 7 and work instruction "Tract Division" for instructions to process tract divisions in the automated system.

133-139   (Reserved)

Subsection 2 Methods of Division

140   Overview

A   What Are the Methods of Division

[7 CFR 718.206] The methods of division in priority order are shown in this table.

Priority Order	Method of Division	Paragraph Reference
1	Estate.	141
2	Designation by landowner.	142
3	DCP cropland (applicable to base acres for tract divisions only).	143
4	Default (applicable to base acres for farm divisions only).	144

B   Selection of Methods

Select the proper method of division:

- on a crop-by-crop basis
- using the priority order in subparagraph A.

141   Estate

A   Definition of Estate Method

[7 CFR 718.206] The <u>estate method</u> is the division of bases for a parent farm among heirs in settling an estate.

B   Documentation Required

Divide bases among heirs according to this subparagraph.

To divide a farm by the estate method, obtain either of the following documentation and attach to FSA-155:

*   copy of the will by the testator

    Note: COC must determine whether a division can be made reasonably according to the terms of the will. If COC determines the terms are not reasonable, do not use the estate method.

*   written agreement by all heirs or devisees who acquire an interest in the property for which bases have been established.

    Notes: The written statement will only be used if there is no will or COC determines the terms of the will are not clear as to the division of the bases.

    An agreement by the administrator or executor will not be accepted instead of an agreement by the heirs or devisees.

C   FSA-155 Signature Requirements

Signatures are not required on FSA-155, however, a copy of the will or written agreement signed by all heirs or devisees must be attached to FSA-155.

141   Estate (Continued)

D Land Sold Before Estate Is Settled

If the estate sells a tract of land before the farm is divided according to subparagraph B, complete the following reconstitutions:

- divide the land sold from the parent farm as follows:

  - do not use the estate method
  - use the next appropriate method of division

- divide the remainder of the farm among the heirs using the estate method.

E COC Determination

COC must determine whether a division can be made reasonably according to the terms of the will. If COC determines that the terms are not reasonable, do not use the estate method.

F Double-Cropped Acres

Double-cropped acres must go with the base acres. Before dividing a farm with double-cropped acres, ensure that sufficient effective DCP cropland plus double-cropped acres will be on each resulting farm to support the designated bases. If the effective DCP cropland plus double-cropped acres will not be sufficient to cover the bases, use CCC-517, according to paragraph 36.5, to move double-cropped acres as needed **before** the division is processed.

142   Designation by Landowner

A   Definition of Designation by Landowner Method

[7 CFR 718.206] The <u>designation by landowner method</u> is the division of bases in the manner agreed to by the parent farm owner and purchaser or transferee.

B   When This Method May Be Used

The designation by landowner method may be used when any of the following apply:

- part of a farm is sold or ownership is transferred
- an entire farm is sold to 2 or more persons
- farm ownership is transferred to 2 or more persons
- part of a tract is sold or ownership is transferred
- a tract is sold to 2 or more persons
- tract ownership is transferred to 2 or more persons.

C   FSA-155 Signature Requirements

FSA-155 must be signed by all of the following:

- sellers
- buyers (transferees).

Exception: When MOU that is signed by all sellers and buyers is filed, signatures of all sellers and buyers are not required on FSA-155. However, a copy of MOU must be attached to FSA-155.

D   Multiple-Ownership Farms

If a tract will be divided before the farm is divided using the designation by landowner method, divide the tract using the standard method of division before dividing the farm.

142   Designation by Landowner (Continued)

E   Eligibility Requirements

All of the requirements in this table must be met to use the designation by landowner method.

Description	Requirement
3-Year Ownership	The land sold or transferred must have been owned for at least 3 years. See subparagraph G for a waiver of this 3-year requirement.
MOU	The owner of the parent farm and the purchaser or transferee must file a signed MOU designating bases before either of the following occurs: • the farm is reconstituted; that is, COC or designee signs the COC report • any subsequent transfer of ownership. An MOU may be revised to meet the eligibility requirements in this subparagraph. **Note:** A deed is not an MOU.

F   Revising Designation

If COC determines that bases cannot be divided in the manner designated, the owner will be notified and permitted to revise the designation.

If a revised designation is not provided within a reasonable time, or if it does not meet the conditions of this paragraph, the bases will be divided using the next appropriate method.

142   Designation by Landowner (Continued)

G Waiver of 3-Year Requirement

COC may waive the 3-year ownership requirement if COC determines that the sale was not primarily to keep or sell bases.

If COC does **not** waive the 3-year requirement and only a portion of the land sold or transferred has been owned for less than 3 years, complete the following reconstitutions:

- divide the parent farm to separate the land owned for less than 3 years using the default method of division

- divide the land owned for 3 years or more using the designation by landowner method.

H Leased Indian Tribal Land

If land owned by an Indian Tribal Council is leased to 2 or more producers:

- allow the Indian Tribal Council to use the designation by landowner method
- do not apply the eligibility requirements in subparagraph E.

I Double-Cropped Acres

Double-cropped acres must go with the base acres. Before dividing a farm with double-cropped acres, ensure that sufficient effective DCP cropland plus double-cropped acres will be on each resulting farm to support the designated bases. If the effective DCP cropland plus double-cropped acres will not be sufficient to cover the bases, use CCC-517 according to paragraph 38, to move double-cropped acres as needed **before** the division is processed.

143   DCP Cropland

A   Definition of DCP Cropland Method

[7 CFR 718.206] The <u>DCP cropland method</u> is the division of bases in the same proportion that the DCP cropland for each resulting tract relates to the DCP cropland on the parent tract.

Note: Reconstitution software divides base acres according to the ratio of effective DCP cropland on each resulting tract when the DCP Cropland method is selected.

B   Verifying DCP Cropland

Before using the DCP cropland method, verify the DCP cropland acres on each tract. Re-determine the acreage if there is any question, doubt, or suspicion about the authenticity of the DCP cropland acreage on record.

C   When to Use This Method

The DCP cropland method may be used if COC determines paragraphs 141 and 142 do not apply.

D   When Not to Use This Method

The DCP cropland method shall not be used to divide base acres in a farm division.

E   FSA-155 Signature Requirements

FSA-155 must be signed by 1 of the following:

- owner
- operator.

Note: The owner's signature is not required for a reconstitution initiated by the operator if the division would be required by COC.

144   Default

A   Definition of Default Method

 [7 CFR 718.206] The <u>default method</u> is the division of bases for a parent farm with each tract maintaining the bases attributed to the tract level when the reconstitution is initiated in the system.

B   When to Use This Method

The default method may be used if COC determines paragraphs 141 and 142 do not apply.

C   FSA-155 Signature Requirements

FSA-155 must be signed by 1 of the following:

- owner removing the tract or tracts
- operator.

Note: The owner's signature is not required for a reconstitution initiated by the operator if the division would be required by COC.

145   HIP Procedure for Divisions

A   HIP after a Farm Division Policy

For farm divisions, the resulting child farms will maintain the same HIP's as applied to the parent farm.

B   update the HIP Following a farm Division

The HIP associated with the applicable covered commodities must be manually added at the farm level for the resulting child farms after the farm division is completed. Failure to add the HIP's could result in failed ARCPLC payments for triggered covered commodities.

146-148   (Reserved)

Subsection 3   Approving Reconstitutions

149   Documentation for COC Approval

A   Required Documentation

County Offices must submit the following to COC for each reconstitution:

- completed FSA-155 prepared according to paragraph 94

- FSA-156EZ's printed for the parent and resulting farms

- additional documentation necessary to support the reconstitution or the methods of division selected.

B   COC Review Requirements

When reviewing proposed reconstitutions, COC will:

- check the items submitted according to subparagraph A

- ensure that the reconstitution requirements in Part 4 are met

- ensure that all information on FSA-155 has been obtained and the form is complete

- ensure that the reconstitution effective dates are correct according to paragraph 95

- for divisions, ensure that the proper methods of division are selected according to paragraphs 141, 142, and 143 and the applicable questions in subparagraph D are addressed

- if adjustment rules are used, ensure that the:

  - rules are applied correctly
  - results are correct

- sign FSA-155 for all reconstitutions

- see subparagraph 150 D if the reconstitution is not approved.

150   Reconstitution Approval Process

A   Required Documentation

County Offices must submit the following to COC for each reconstitution:

- completed FSA-155 prepared according to paragraph 94

- FSA-156EZ's printed for the parent and child farms

- additional documentation necessary to support the reconstitution or the methods of division selected.

B   COC Review Requirements

When reviewing proposed reconstitutions, COC will:

- check the items submitted according to Exhibit 13

- ensure that the reconstitution requirements in paragraphs 90 and 91 are met

- ensure that all information on FSA-155 has been obtained and the form is complete

- ensure that the reconstitution effective dates are correct according to paragraph 95

- for divisions, ensure that the proper methods of division are selected according to paragraphs 141, 142, and 143 and the applicable questions in subparagraph D are addressed

- if adjustment rules are used, ensure that the:

  - rules are applied correctly
  - results are correct

- sign FSA-155 for all reconstitutions

- see subparagraph D if the reconstitution is not approved.

150   Reconstitution Approval Process (Continued)

C   Approval

COC must sign and date FSA-155, checking "approved" according to the following:

- for farm level reconstitutions, sign after the reconstitution is completed in CRM Farm Records and the approval workflow has been initiated

- for tract level reconstitutions, sign after the combination or division is completed in CRM Farm Records

- approving official must approve the workflow in the CRM Farm Records System. See Part 7, Section 7.

Note: COC can delegate authority to CED according to subparagraph E.

FSA-155 is the reconstitution approval document. Attach the parent and child farm's FSA-156EZ's to FSA-155.

Provide the following information to the parent and child farm's owners and operators:

- Base and Yield Notice, applicable to the farm level reconstitutions only

- FSA-156EZ to associated owners and operators only

- a photocopy of NRCS determinations with NRCS determinations entered for each field

  Note: See 6-CP for additional information.

- appeal rights on Base and Yield Notice.

D   Disapproval

COC must sign and date FSA-155, checking "disapproved".

Approving official must select "disapprove" from the drop down menu in the workflow and execute the decision. See Part 7, Section 7.

If a tract level reconstitution is disapproved, perform the necessary subsequent reconstitution in CRM farm records to reverse the tract combination or tract division.

Provide the following information to the parent and child farm's or tract's owners and operators:

- a letter explaining why the reconstitution cannot be processed
- appeal rights according to 1-APP.

150   Reconstitution Approval Process (Continued)

E   COC Redelegation

COC may redelegate to CED the authority to approve or disapprove FSA-155's if another reconstitution, signup, or similar action would be delayed if COC action in not obtained in a timely manner.

If COC redelegates to CED:

* the redelegation must be in writing
* each month, COC must review CED decisions.

151   Printing Base and Yield Notice

A   Printing Base and Yield Notice

The Base and Yield Notice is sent to the approving official as an attachment to an e-mail following approval of the reconstitution workflow. Base and Yield Notice may be reprinted for the current FY for an approved:

* farm combination
* farm division.

Note: When a series of reconstitutions has been processed, the Base and Yield Notification for the initial reconstitutions can only be printed from the attachment in the e-mail that is generated following approval of the initial reconstitution workflow. The Base and Yield Notification containing the address of the farm operator for the final approved reconstitution can be reprinted from the "More" drop-down located on the CRM toolbar of the child farm(s).

The mailing date on Base and Yield Notice will be the date the reconstitution was updated, and the final appeal/review date will be 30 calendar days after the mailing date.

From more information on the Base and Yield Notice see Part 7 for instructions on accessing and printing the notice.

See Part 7, Section 7.

151   Printing Base and Yield Notice (Continued)

   B   Example of Base and Yield Notice

   Following is an example of Base and Yield Notice.

USDA   United States Department of Agriculture   Notice Date: Feb 13, 2017
       Farm Service Agency

Notification of Bases, PLC Yields, Elections, HIP and CRP Reductions after Reconstitution

See Page 1 for non-discriminatory Statements.

ANY COUNTY - STATE
111 NOWHERE AVE
ANYWHERE ST 00000-0000
(000) 000-0000

ANY 1 PRODUCER
222 NOWHERE AVE
ANYWHERE ST 00000-0000

Year   :   2017
Farm No :   9999

Farm Summary Data					
Crop Name	Election Choice	HIP	Base Acres	PLC Yield	CCC-505 CRP Reduction Acres
Corn	ARC – County	42	56.00	144	0.00
Grain Sorghum	ARC – County		0.70	75	0.00
Wheat	ARC – County		8.30	32	0.00

As a result of a reconstitution, this newly created farm, as of the date of this notice, has not been enrolled in any contract or program application. In order for the base acres and the farm to be eligible for any program benefit (if available), producers on this farm must act to enroll or apply in accordance with rules governing that program by the later of 30 days from the date of this notice or the end of the enrollment or application period if an application period exists or is in effect on the date this notice is issued. Contact your FSA service center office for details.

This notice is issued by the county FSA office. You may appeal the accuracy of information contained in this notice to the County Committee by filing a written request within 30 calendar days after you receive this notice in accordance with the FSA appeal procedures found at 7 CFR Part 780. If you appeal to the County Committee, you may later appeal an adverse determination of the County Committee to the FSA State Committee or the National Appeals Division or request mediation. To appeal, write to the County Committee at your FSA service center address and explain why you believe this notice is erroneous. The final date to appeal this data to the county FSA committee is the appeal date listed below.

Owner   :Multiple
Operator   : ANY 1 PRODUCER
Farm Description :99-999-9999   Final Date of Appeal: Mar 15, 2017

152-159   (Reserved)

Subsection 4 Adjustments After Farm Divisions

160   Basic Rule for Adjustments

A Rule

Base acres apportioned among the resulting farms using the default method may be increased and decreased if all of the following apply:

- a subsequent transfer of ownership has **not** occurred

- all owners agree in writing by signing CCC-517 within 30 calendar days of notification of base acres

- the increase in base acres with respect to a farm is offset by a corresponding decrease for the base acres established on the other resulting farm or farms.

Base acres and yields will be adjusted according to paragraphs 35 and 36.

161-169   (Reserved)

Part 6 CRP Reconstitutions

170 Overview

A Rule

If the operator of a farm which contains land enrolled in CRP-1 does not share in CRP, review the farming operation to ensure that the land meets the definition of a farm according to paragraph 24.

Note: If the farm is under common ownership and the operator does not share in CRP-1, do not divide the farm.

B Distribution of Acres

Before a reconstitution is initiated, users will verify that the CRP cropland allocated to each tract matches the amount recorded in the CRP system for the following:

- CRP acres
- CRP MPL acres, if applicable.

Follow Part 7, Section 2 and the work instructions "CRP - Updating CRP Cropland" and "Allocated CRP Acreage" to enter CRP attributes at the field level and to update CRP MPL at the tract level if applicable.

171 Dividing Farms During CRP Signup

A Dividing Farms for Current Year Contracts

Divide farms that enter into CRP-1's if either of the following applies:

- the land no longer meets the definition of a farm in paragraph 24

    Exception: If the farm is under common ownership and the operator does not share in CRP-1, do not divide the farm.

- 1 or more owners refuse to sign CRP-1 that will be effective in either the current or future FY. For future year contracts, see subparagraph B.

B Dividing Farms for Future Year Contracts

Process the reconstitution in FY CRP-1 is effective.

172-180 (Reserved)

Part 7   Automation

Section 1   Overview

181   CRM Farm Records

A   Overview

Current fiscal year farm records maintenance is done within the CRM Farm Records system, including editing of the following at the farm, tract, and/or field level:

- GIS spatial data
- land data
- crop data
- program data
- owner, operator, and other producer data.

182   MIDAS Portal

A   Overview

The MIDAS Portal is the first screen that displays after selecting "MIDAS – Modernize and Innovate the Delivery of Agricultural Systems" from the FSA Intranet Applications page.

The portal displays the following assignment blocks by default:

- Overview - contains a summary of recent information bulletins and notices related to MIDAS functionality changes

- Bulletin Board – contains links to MIDAS related information including, Information Bulletins, Notices, VTC (video teleconference) Notes, MIDAS Training Documents, and contacts for GIS Data Remediation Tool administrators

- Links – contains hyperlinks to other FSA applications, FSA websites, USDA websites, and OPM (Office of Personnel) Websites.

B Example

Following is an example of the MIDAS Portal page.

1. **Navigation Bar** - tabs on this bar provide access to CRM (Customer Relationship Management) applications including CRM Farm Records via the "CRM@FSA" tab. The "Request Access" tab is used to request access to CRM applications.

2. **Hyperlink Bar** - tabs on this bar provide access to the MIDAS Universal Worklist and other FSA software applications.

3. **News Banner** - this scrolling banner alerts users to the most recent developments related to MIDAS applications.

4. **Overview** - is a summary of the most recent MIDAS Information Bulletins and Notices.

5. **Bulletin Board** - hyperlinks in this assignment block can be used to access MIDAS related information and training materials. See Exhibit 20 for a list of the Farm Records/GIS work instructions and simulations that are available via the MIDAS Training Documents hyperlink.

6. **Links** - hyperlinks in this assignment block provide access to other applications and websites.

C Action

Access the MIDAS Portal page from the FSA Applications page: **http://intranet.fsa.usda.gov/fsa/applications.asp**. Use the portal to navigate to software applications and find information related to MIDAS software.

183   CRM Homepage

A   Overview

Access to Business Partner, Farm Records, Product Master, and Worklist items are located on the CRM Homepage.

The central area of CRM@FSA Home Page displays by default the following assignment blocks:

- Workflow tasks
- Web Links
- Favorites
- Alerts
- Search
- Create
- Reports.

B   Example

Following is an example of the CRM Homepage.
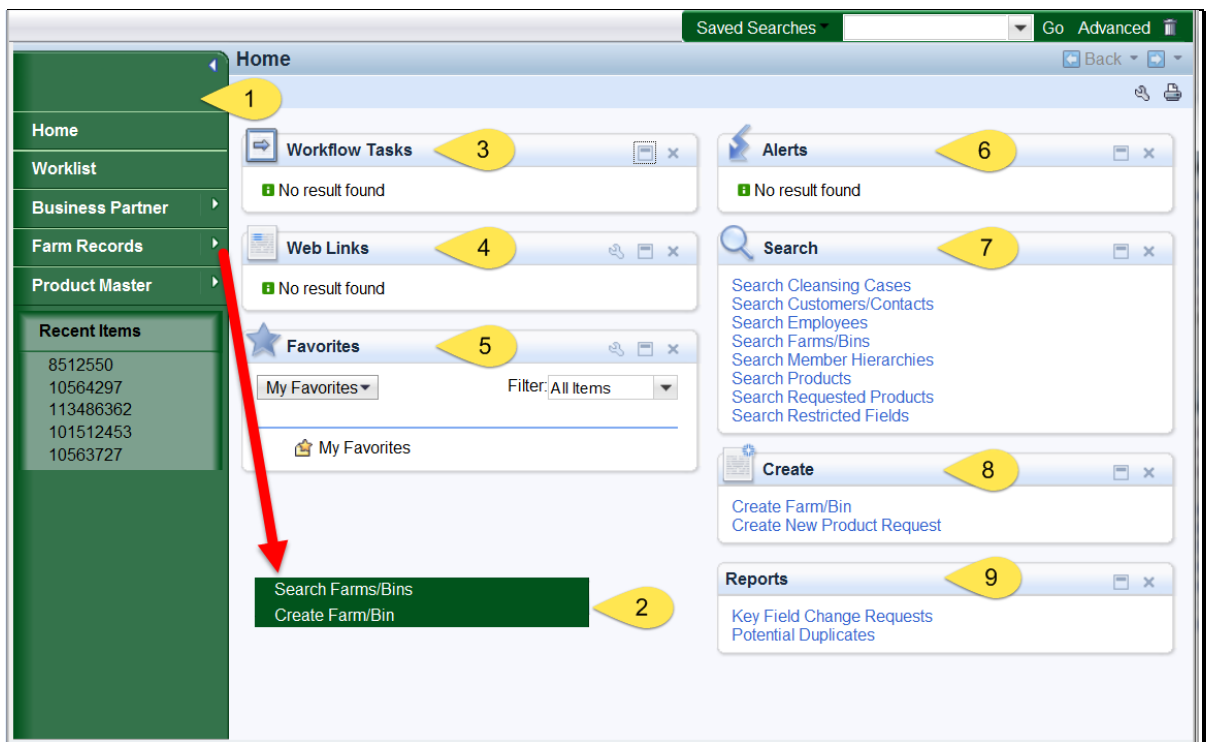
183   CRM Homepage (Continued)

   B   Example of CRM Homepage (Continued)

   1. **Navigation Bar** - The left Navigation Bar on the Home screen allows quick access to the Worklist, Business Partner, Farm Records, Product Master. and Recent Search Items. A Second Level Navigation "fly out" can also be used to search for items in CRM.

   2. **Second Level Navigation "fly out"** - Appears after clicking on the arrow on the right side of any navigation item. In the diagram above, the "fly out" has been moved down for clarity of the CRM Homepage. The "fly out" will appear directly to the right of any navigation item selected.

   3. **Workflow Tasks Assignment Block** - The Workflow tasks assignment block displays notification of pending actions to be taken by user. The workflow items displayed will be specific to users with responsibility for the workflow task.

   4. **Web Links Assignment Block** - The Web Link assignment block displays quick links for frequently used websites. The assignment block is empty by default. Users can add frequently used websites using the personalization tool.   A "Personalize Web Links - Webpage Dialog" window will appear. CLICK   "**New**" to add a website to the list.

   5. **Favorites Assignment Block** - The Favorites assignment block can be personalized for each user. Folders are created by the user to store their selected Favorite items.

   6. **Alerts Assignment Block** - Alerts are processed from the CRM Worklist or the Alert assignment block on the CRM Homepage. The alert is a result of a failed action. The triggering application determines recipients of alerts. Access the alert by selecting the hyperlink in the description column.

   7. **Search Assignment Block** - All Search options are available in one list on the Search assignment block on the CRM Homepage.

      Search options are:

      - Search Cleansing Cases
      - Search Employees
      - Search Farm/Bins
      - Search Member Hierarchies
      - Search Products
      - Search Requested Products
      - Search Restricted Fields.

   8. **Create Assignment Block** - on the CRM Homepage has two options:

      - Create Farm/Bin
      - Create New Product Request(s)

183   CRM Homepage (Continued)

B   Example of CRM Homepage (Continued)

9. **Reports Assignment Block** - on the CRM Homepage has the following options:

- Business Partner Key Field Change Request Report
- Potential Duplicate Report
- Base and Yield Ads. History
- EC, HIP, PLC Yields History.

184   CRM Worklist

A   Overview

The CRM Worklist contains workflow tasks for Farm Combinations, Farm Divisions, Transfers, CCC-505s, allocation of CRP acres, and Date of Death (DOD) approvals. The CRM worklist also contains alerts for farm records and Business Partner.

B   Example

Following is an example of the CRM Worklist.

C   Action

Instructions on how to complete workflow tasks from the CRM Worklist are contained in Out-of-Balance Conditions and Adjustment Reports (Part 7, Section 5), Farm Transfers (Part 7, Section 6), and Reconstitutions (Part 7, Section 7).

185   Designating a Substitute for Farm Records Worklist Items

   A   Overview

   Farm records worklist items (workflows) are generated during reconstitution, transfer, and automated CCC-505 reduction processes. Recipients of these workflows are determined according to the Business Partner (employee) that is assigned to a specific position in CRM Organizational Structure. Potential recipients of the various workflows include SED's, DD's, and CED's. Designated workflow recipients may substitute the ability (not the authority) to approve or disapprove worklist items. Approval or disapproval of the worklist items must be supported by paper copies of the documents that have been approved by the designated approval authority, or an individual with properly delegated approval authority. See Exhibit 1 for information on redelegations of authority.

   Creating Substitutes through the Universal Worklist is the recommended method. Substitutes may be created through the Universal Worklist available in the MIDAS Portal or through the CRM Worklist available in the CRM@FSA Homepage. Significant differences between the two substitute designation processes are as follows:

   Universal Worklist offers two types of substitutes that may be created:

   - "Receives My Tasks" substitutes receive workflows and notifications according to effective start and end dates established by the person designating the substitute. Substitutes cannot choose whether or not they receive the workflows and notifications

   - "Fill In For Me" substitutes only receive workflows during time periods when they "take over" the approving official's workflows and notifications

   Note: The person designating the substitute may designate an effective start date, but the end date is always indefinite (12/31/9999).

   CRM Worklist offers only one type of substitute that may be created:

   - All substitutes are created as "Receives My Tasks" substitutes. There is no ability to designate a "Fill In For Me" substitute through the CRM worklist

   Note: The person designating the substitute may designate both an effective start date and an effective end date for the duration of the substitution.

185   Designating a Substitute for Farm Records Worklist Items (Continued)
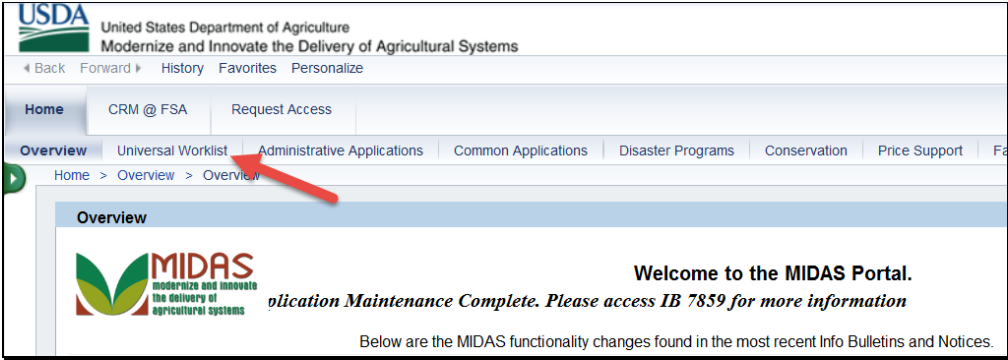
B   Example

Following is an example of an established substitute as displayed in the Universal Worklist available in the MIDAS Portal.
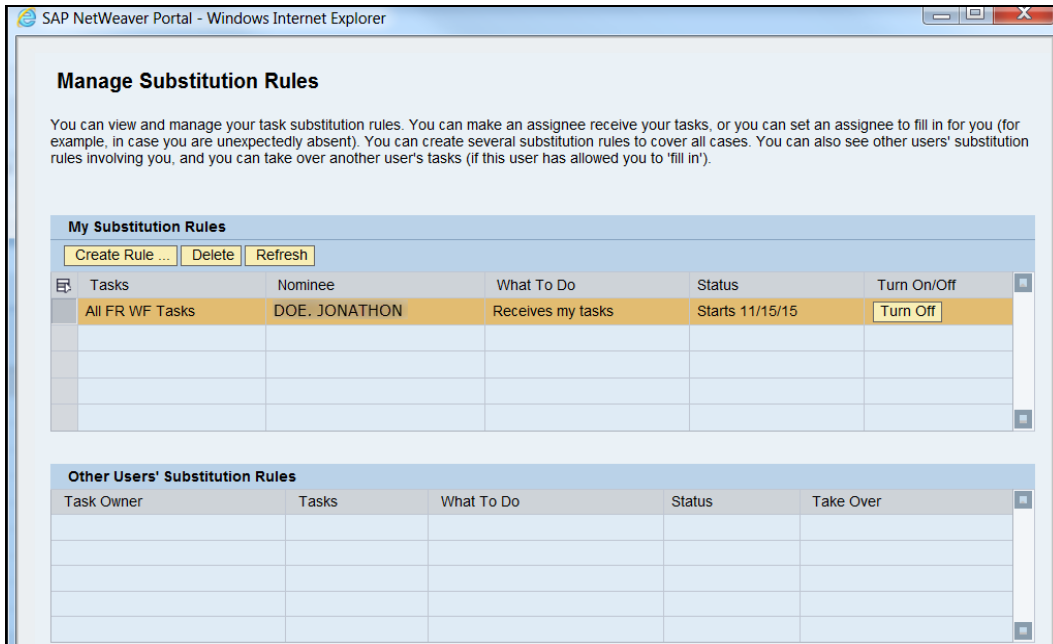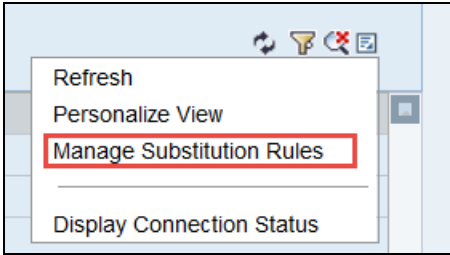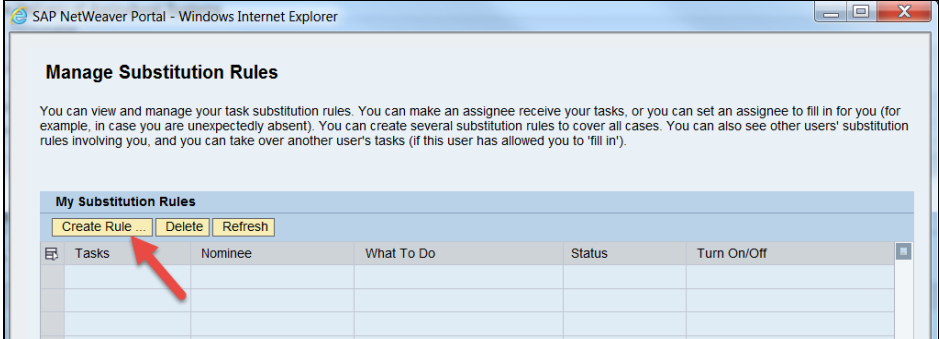
C   Designating a Substitute through the Universal Worklist

The following table provides instructions to designate a substitute for Farm Records worklist items through the Universal Worklist.

Step	Action
1	CLICK "**Universal Worklist**" on the MIDAS Portal page.
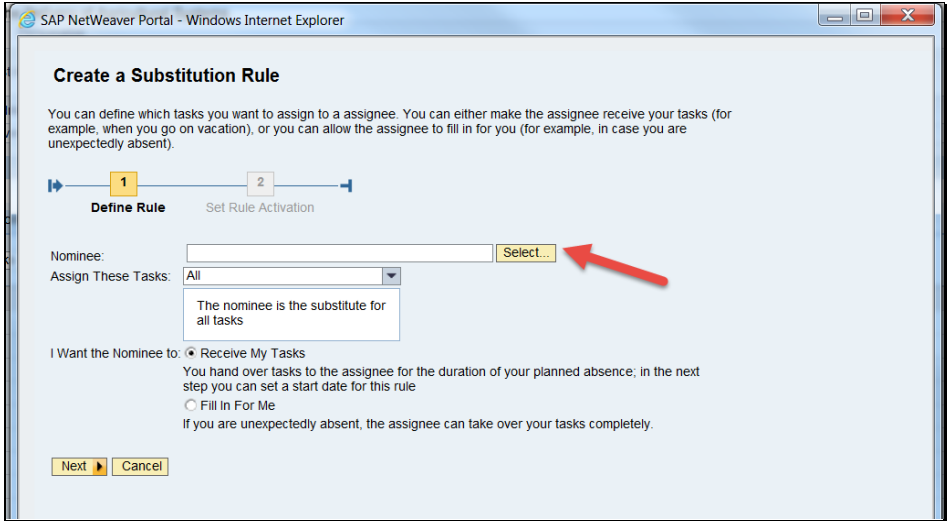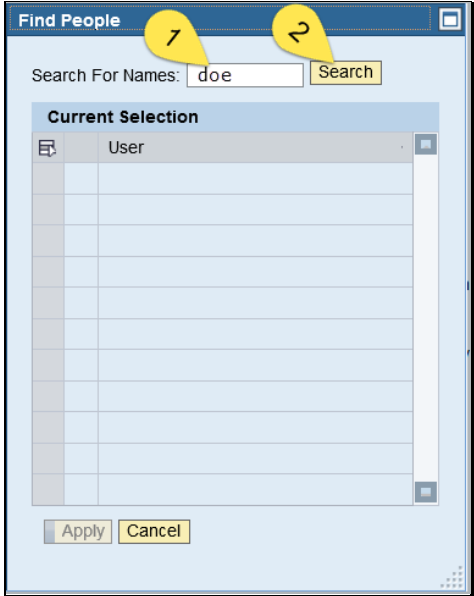
185   Designating a Substitute for Farm Records Worklist Items (Continued)

C   Designating a Substitute through the Universal Worklist (Continued)

Step	Action
2	On the Universal Worklist page CLICK "**More Options**".
3	In the drop-down menu that appears CLICK "**Manage Substitution Rules**".
4	In the "Manage Substitution Rules" window CLICK "**Create Rule**".
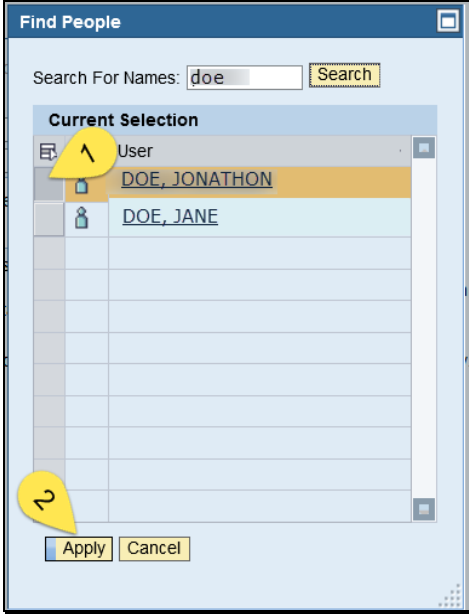
185   Designating a Substitute for Farm Records Worklist Items (Continued)

C   Designating a Substitute through the Universal Worklist (Continued)

Step	Action
5	In the "Create a Substitution Rule" window CLICK "**Select**".
6	In the "Find People" window TYPE in the last name (1) of the employee that will be designated as the substitute and CLICK "**Search**" (2). **Note:** The search is not case sensitive.
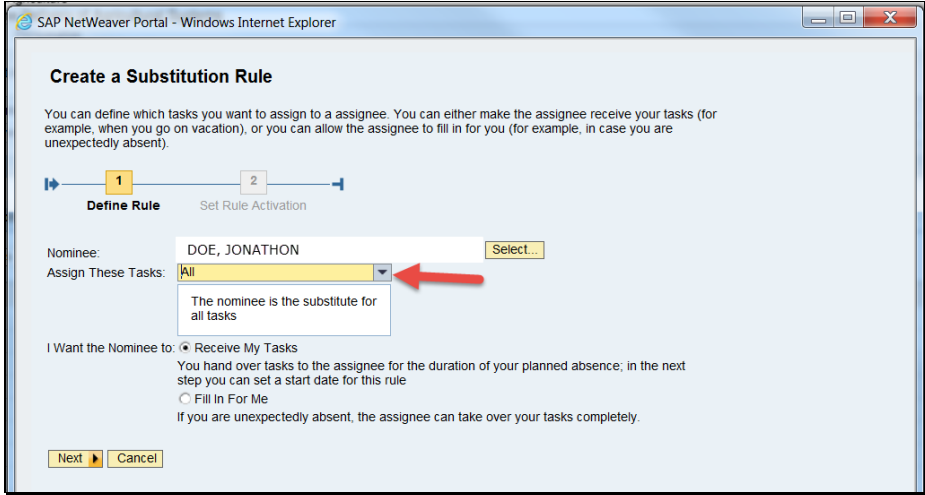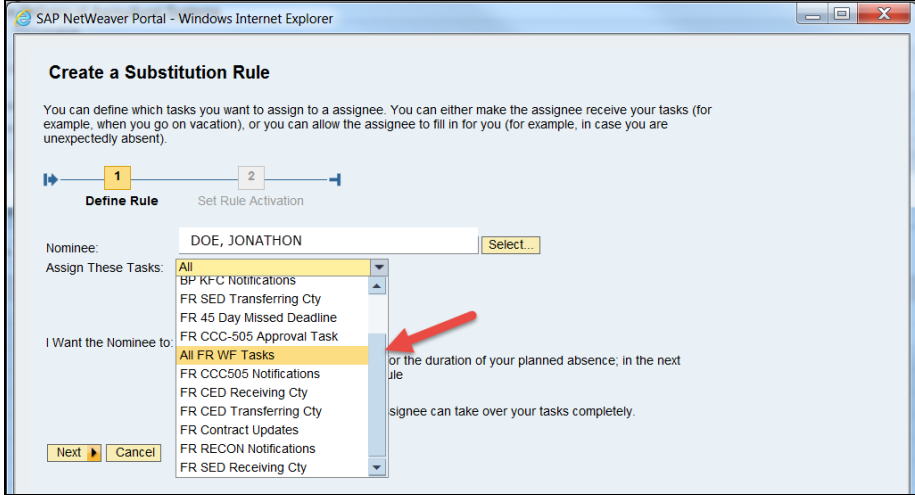
185   Designating a Substitute for Farm Records Worklist Items (Continued)

    C   Designating a Substitute through the Universal Worklist (Continued)

Step	Action
7	The list of employees matching the search criteria for that last name will be populated. Select the desired employee by clicking in the box at the left end of the row (1). The selected row will be highlighted. CLICK "**Apply**" (2). **Notes**: The search can be further refined to limit the number of results that display. The format used for searching when using more than just the last name should be last name, followed by a comma, followed by a space, then first name. It is important that both the comma and the space are included between the first name and the last name or no results will be returned. The use of a partial name with an asterisk (wildcard) returns results for any name that begins with the information entered before the asterisk. **Examples:** A search using the criteria: • "doe, j*" would return both "DOE, JANE" and "DOE, JONATHON" • +"doe, jo*" would return only "DOE, JONATHON" • "doe, john or "doe, john*" would not return either of the employees shown in the list above.
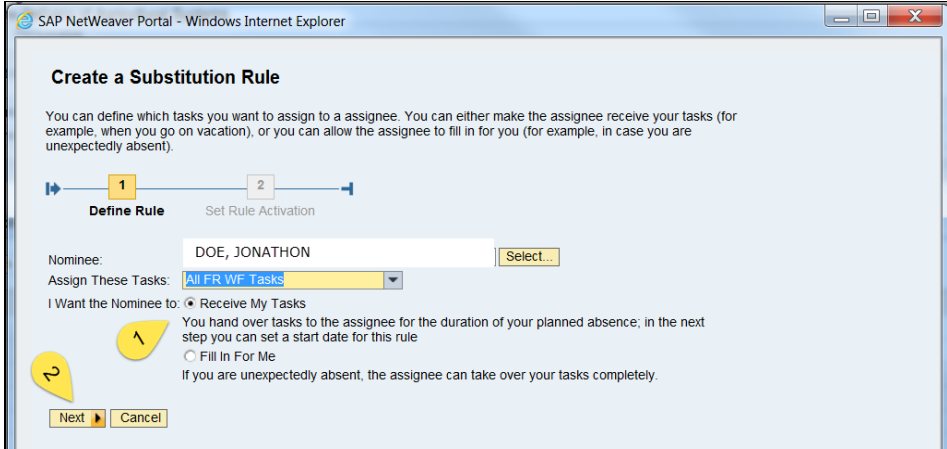
185   Designating a Substitute for Farm Records Worklist Items (Continued)

  C   Designating a Substitute through the Universal Worklist (Continued)

Step	Action
8	The "Create a Substitution Rule" window is now populated with a nominee. The assigned task set for the substitute defaults to "All". Click on the arrow on the right side of the data field to display a list of available task sets to be assigned if something other than "All" is desired.
9	Click on the desired task set to select the set. The selected task set will be highlighted. In this example "All FR WF Tasks" has been selected.
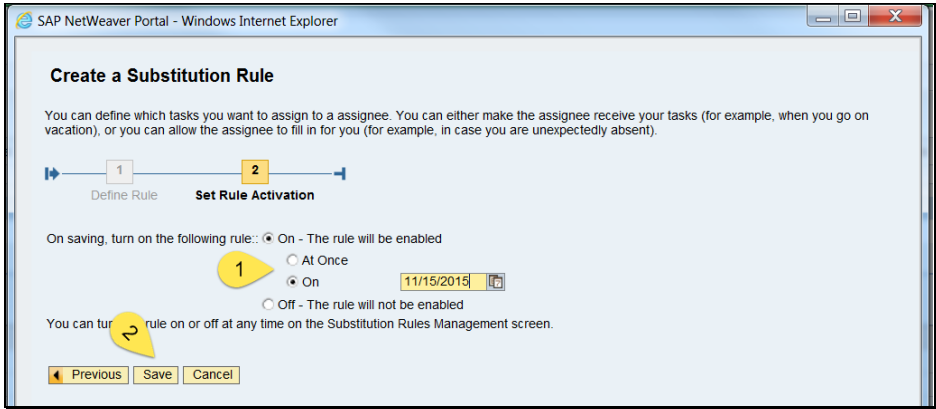
C Designating a Substitute through the Universal Worklist (Continued)

Step	Action
10	After selecting the nominee and the applicable set of tasks, the user must finish defining the rule by indicating if they want the designated substitute to: • "Receive My Tasks", or • "Fill In For Me". If "Receive My Tasks" is selected the substitute receives the selected task set for the specific time frame as determined by the user that is designating the substitute. "Receive My Tasks" is designed to handle scenarios where the user knows in advance that they will need a substitute to handle their tasks for a set period of time. If "Fill In For Me" is selected the substitute does not receive the selected task set until the substitute takes over the tasks (see subparagraph F). "Fill In For Me" is designed to establish a substitute to handle the user's tasks when the user is unexpectedly out of the office or otherwise unable to process worklist items. Substitutes designated as "Fill In For Me" will have access to outstanding worklist items in the user's worklist at the time they take over and new worklist items that are sent after the substitute takes over. **Note**: To insure uninterrupted business operations all users who are in a position designated to receive Farm Records worklist items (CED's, DDs', and SED's) **must** have a "Fill In For Me" substitute established who can temporarily take over their worklist tasks if necessary. After the rule is defined as either "Receives My Tasks" (1) or "Fill In For Me," CLICK "**Next**" (2).
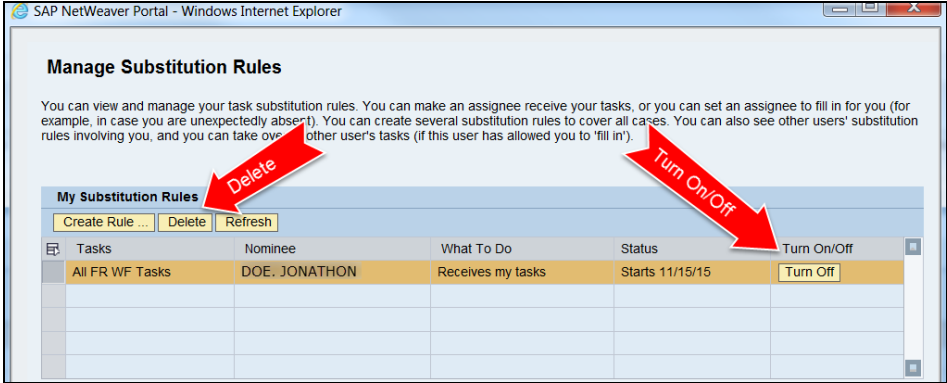
185 Designating a Substitute for Farm Records Worklist Items (Continued)

C Designating a Substitute through the Universal Worklist (Continued)

Step	Action
11	To complete creation of the substitute the rule activation status must be set. Available choices are: • On • Choose "**At Once**" to establish the substitute immediately • Choose "**On**" to establish a start date that the substitution will be effective. • Off • Substitutes may be established with the rule turned off. Choose "**Off**" to establish the rule without activating it. • Once established, the rule can be turned on at any time by the user who establishes the substitution rule. After setting the rule activation status CLICK "**Save**". **Note**: In this example the user has established the rule with a start date of 11/15/2015. Rules that are established within the universal worklist continue indefinitely and must be turned off, or deleted by the creator when the user no longer wants the designated employee to serve as a substitute.
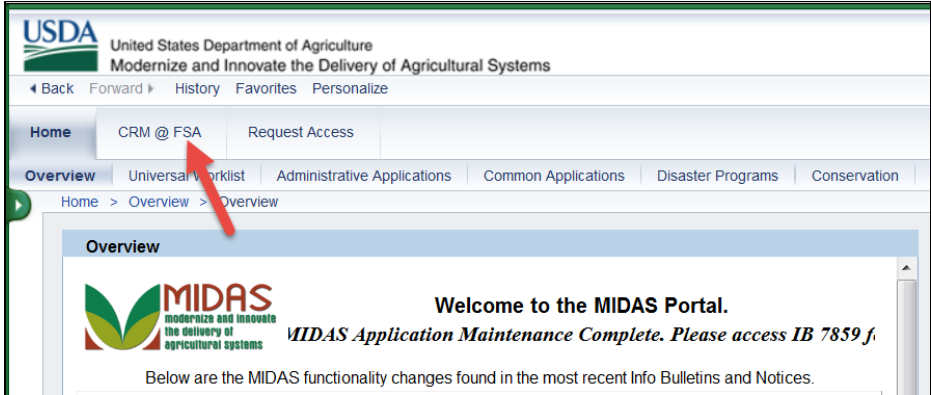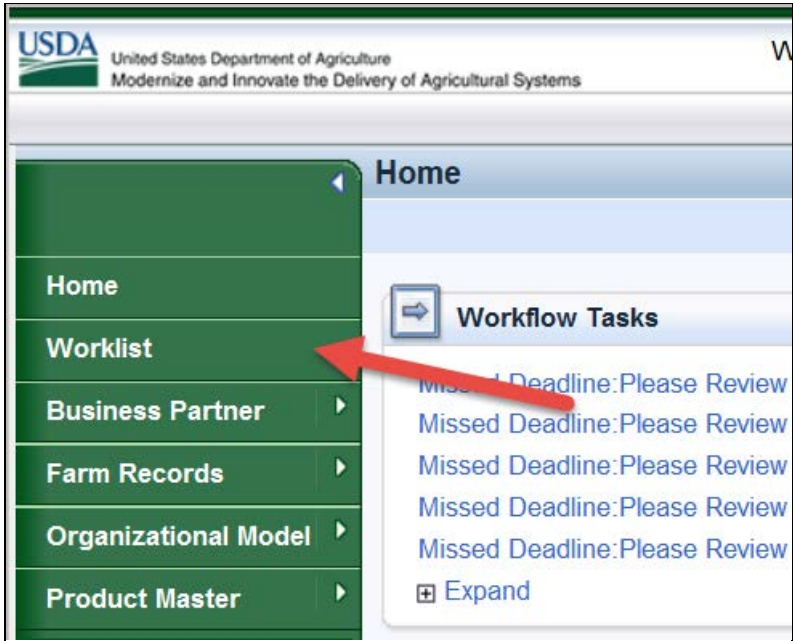
C   Designating a Substitute through the Universal Worklist (Continued)

Step	Action
12	The newly created rule is now present in the "Manage Substitution Rules" window. When selected (highlighted) the rule may be deleted or turned off. To turn the rule off, CLICK "**Turn Off**". If the rule is turned off it remains in the list of "My Substitution Rules" but is not activated. The "Turn Off" option is replaced by a "**Turn On**" option. To reactivate the rule CLICK "**Turn On**". To delete the rule CLICK "**Delete**". When deleted, the rule is removed from the list of "My Substitution Rules". **Notes**: If "At Once" is selected when establishing the rule the Status of the rule will be ongoing. If a start date is designated the substitution does not become effective until the start date is reached, at which time the status will change from "Starts MM/DD/YYYY" to "**Ongoing**". If there is a need to change the start date, the existing substitution rule created through the MIDAS Portal process must be deleted and a new substitution rule must be created with the correct start date.
13	Multiple substitutes may be designated. A specific employee may be designated for multiple task sets. A specific employee may be designated certain task sets as "Fill In For Me" and other task sets as "Receive My Tasks". Task sets designated as "Fill in For Me" may not be duplicated as "Receive my Tasks" and vice-versa.
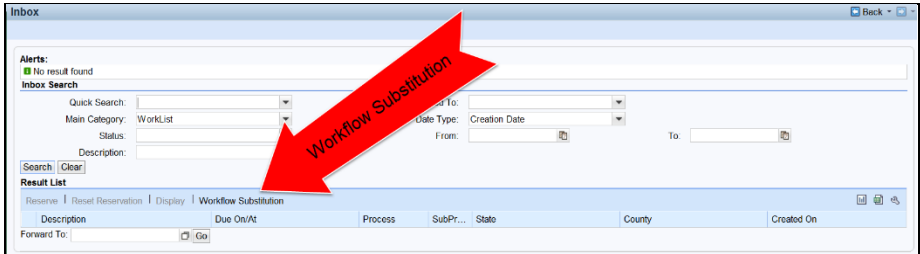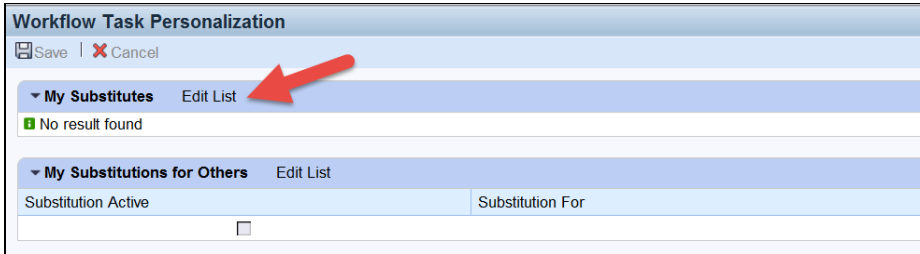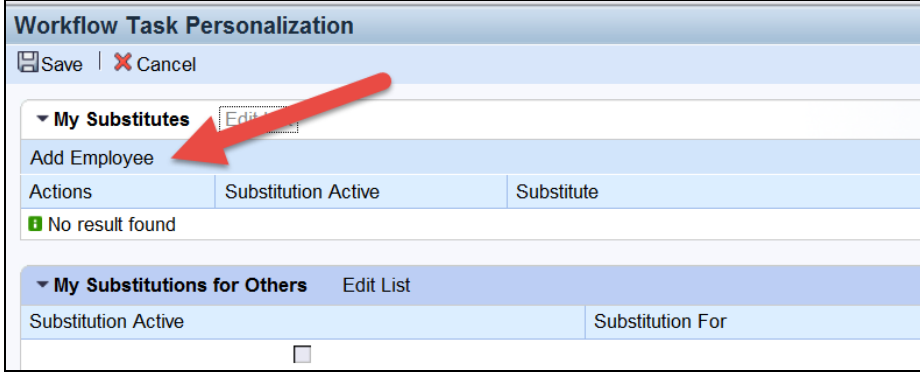
D   **Designating a Substitute through the CRM Worklist**

The following table provides instructions to designate a substitute for Farm Records worklist items through the CRM Worklist.

Step	Action
1	CLICK "**CRM@FSA**" on the MIDAS Portal page.
2	CLICK "**Worklist**" on the CRM@FSA home page.

185   Designating a Substitute for Farm Records Worklist Items (Continued)

D   Designating a Substitute through the CRM Worklist (Continued)

Step	Action
3	CLICK **"Workflow Substitution"** in the "Worklist Inbox" window.
4	CLICK **"Edit List"** in the "Workflow Task Personalization" window.
5	Add Employee is added as an available option. CLICK **"Add Employee".**
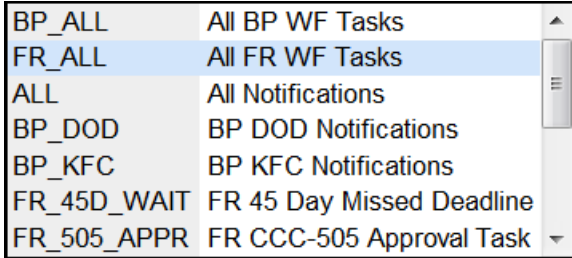
185   Designating a Substitute for Farm Records Worklist Items (Continued)

D   Designating a Substitute through the CRM Worklist (Continued)

Step	Action
6	In the "Employee Search - - Webpage Dialog" window type the first (1) and last name (2) of the employee to be designated as a substitute and CLICK **"Search"** (3). **Notes:** The use of a partial name with an asterisk (wildcard) returns results for any name that begins with the information entered before the asterisk. Search criteria are not case sensitive. **Examples**: A search using the criteria: • "First Name = j*" and "Last Name = doe" would return both JANE DOE and JONATHON DOE • "First Name = jo*" and "Last Name = doe" would return only JONATHON DOE • "First Name = john" and "Last Name = doe" would not return either JANE DOE or JONATHON DOE.
7	Click in the box on the left side of the results list to select the employee.
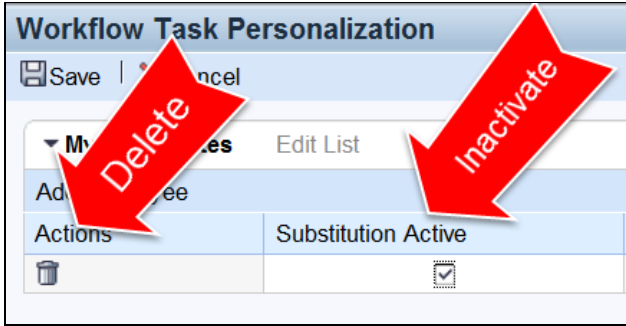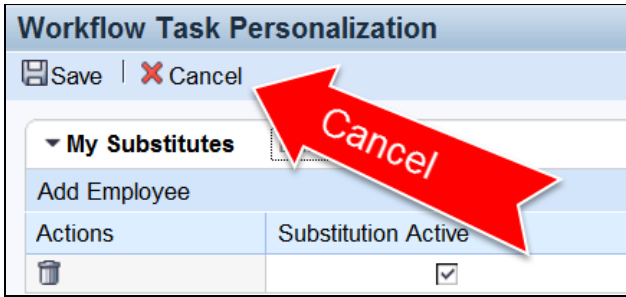
185   Designating a Substitute for Farm Records Worklist Items (Continued)

   D   Designating a Substitute through the CRM Worklist (Continued)

Step	Action
8	The selected employee is added as a substitute with a default substitution profile (task set) of "All BP Workflow Tasks". To assign a Farm Records task set click the drop down arrow located on the right side of the "Substitution Profile" data field. **Note:** Substitutes established through the CRM@FSA worklist are always established as "Receives my tasks" substitutes. The substitute does not have the ability to turn off substitution and will receive designated worklist items and notifications according to the active or inactive status and effective date range established by the person designating them as a substitute. To assign a substitute as a "Fill in for me" substitute that does not receive worklist items unless the substitute "takes over" worklist items as needed or in an emergency basis the MIDAS Portal process must be used. See subparagraph C.
9	In the drop-down list click on the desired task set. In this example the "FR_ALL – All FR WF Tasks" task set has been selected.
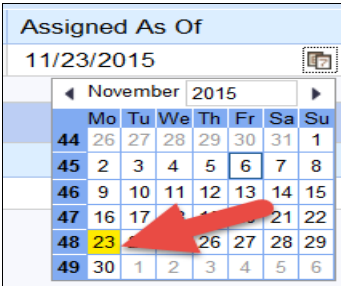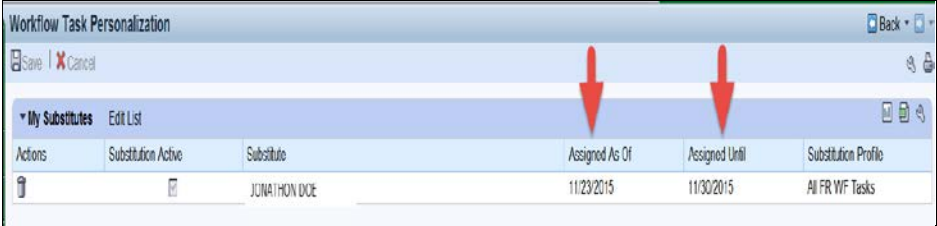
185   Designating a Substitute for Farm Records Worklist Items (Continued)

D   Designating a Substitute through the CRM Worklist (Continued)

Step	Action
10	By default the "Substitution Active" status is checked as being active with an "Assigned As Of" date of the current date and an indefinite "Assigned Until" date displayed as "12/31/9999".
11	To inactivate the substitute CLICK on the check mark in the "**Substitution Active**" data field to remove the check mark. The substitution rule will remain available in the user's "My Substitutes" list, and can be returned to an active status at any time by clicking in the box to replace the check mark. To delete the substitute CLICK "**Delete**" (trash can icon). Deleting the substitute removes the substitution rule from the user's "**My Substitutes**" list. If the action to add the substitute has not yet been saved, the newly added substitute may also be removed by CLICKING "**Cancel**" instead of "**Delete**".
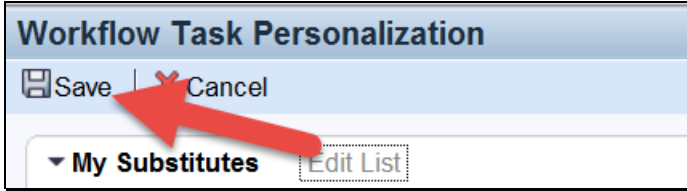
185   Designating a Substitute for Farm Records Worklist Items (Continued)

D   Designating a Substitute through the CRM Worklist (Continued)

Step	Action
12	To limit the effective date range of a substitution change the "**Assigned As Of**" date and/or the "Assigned Until" date to define the specific range of time that the substitution will be effective. Dates in the "Assigned As Of" date and the "Assigned Until" date can be changed using the "Select Date" input help ▣ and choosing the date from the calendar that is displayed, or by clicking in the data field, deleting the existing date, and typing in the desired date in month/day/year format. Following is an example of the selection of an "Assigned As Of" date of 11/23/2015. Following is an example of a substitution that has been limited to a one-week timeframe when the CED will be out of the office. **Note**: Substitutions established with "Assigned As Of" dates in the future will have an activate status immediately, but the designated worklist items and notifications will only be substituted during the effective dates of the substitution.

185   Designating a Substitute for Farm Records Worklist Items (Continued)

D   Designating a Substitute through the CRM Worklist (Continued)

Step	Action
13	Once the desired task set, effective dates, and active or inactive status have been set for the substitution, CLICK "**Save**".
14	Multiple substitutes may be designated. A specific employee may be designated for multiple task sets, but may not be designated as a substitute for the same task set twice.

E   Available Task Sets (Substitution Profiles) for Farm Records

The following table provides tasks applicable to Farm Records that are available when establishing a substitution rule.

Substitution Rule	Task Description
FR_ALL – All FR WF Tasks	Allows the substitute to approve all reconstitution and transfer workflow tasks addressed to the BP who is designating a substitute and to receive all notifications related to these tasks. **Note**: CCC-505 and CCC-517 workflows and notifications are not included in this task set and must be substituted using a CCC-505 and/or CCC-517 specific task set.
ALL – All Notifications	Allows the substitute to approve all FR and BP workflow items and allows the substitute to receive all FR and BP notifications. **Note**: CCC-505 and CCC-517 workflows and notifications are not included in this task set and must be substituted using a CCC-505 and/or CCC-517 specific task set.
FR_45D_WAIT – FR 45 Day Missed Deadline	Allows the substitute to receive notifications addressed to the CED or DD when a reconstitution is cancelled because it was not approved within the allotted 45-day timeframe.
FR_505_APPR – FR CCC-505 Approval Task	Allows the substitute to approve workflows addressed to the CED for CCC-505 Base Reduction forms generated by the automated CCC-505 Reduction Tool.
FR_517_APPR – FR CCC-517 Approval Task	Allows the substitute to approve workflows addressed to the CED for CCC-517 Base Redistribution forms generated by the automated CCC-517 Redistribution Tool.

185   Designating a Substitute for Farm Records Worklist Items (Continued)

  E   Available Task Sets (Substitution Profiles) for Farm Records (Continued)

Substitution Rule	Task Description
FR_CCC505 - FR CCC505 Notifications	Allows the substitute to receive notifications of upcoming or missed CCC-505 deadlines that are addressed to the CED. This task set does not allow the substitute to approve workflows for CCC-505 Base Reduction forms.
FR_CCC517 – FR CCC517 Notifications	Allows the substitute to receive notifications of upcoming or missed CCC-517 deadlines that are addressed to the CED. This task set does not allow the substitute to approved workflows for CCC-517 Base Redistribution forms.
FR_CED_NEW - FR CED Receiving Cty	Allows the substitute to approve in-transfers on behalf of the CED of the receiving county.
FR_CED_OLD - FR CED Transferring Cty	Allows the substitute to approve out-transfers on behalf of the CED of the transferring county
FR _CRP – FR Contract Updates	Allows the substitute to process CRP Cropland Workflows when revised CRP Cropland and CRP MPL values are received from CCMS.
FR_RECON - FR RECON Notifications	Allows the substitute to receive notifications addressed to the CED warning the CED that the 45-day deadline for approving a workflow item is approaching and allows the substitute to extend the approval deadline for an additional 45 days.
FR_SED_OLD - SED Receiving Cty	Allows the substitute to approve state-to-state farm transfer workflows on behalf of the SED of the receiving state.
FR-SED_OLD - FR SED Transferring Cty	Allows the substitute to approve state-to-state farm transfer workflows on behalf of the SED of the transferring state.

  F   Taking Over a User's Worklist
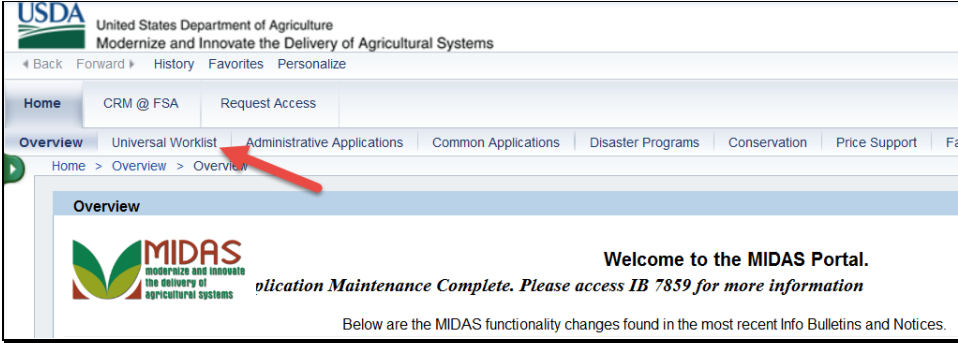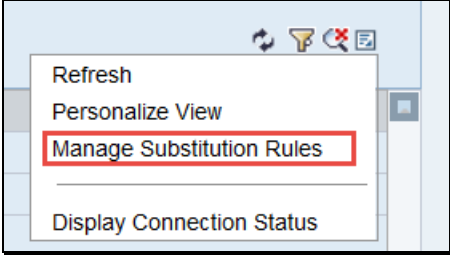
  Substitutes designated as "Fill In for Me" do not receive workflows and notifications on behalf of the person that designated them as a substitute unless they take over the worklist of the person that designated them as a substitute. Taking over a worklist does not prevent the user that designated the substitute from seeing or acting upon worklist items and notifications directed to them. However, if the substitute takes action on a worklist item, that item is removed from the worklist of the person originally designated to receive the item.

  Employees in positions designated to receive workflows (SED's, DD's, and CED's) are expected to have a "Fill In for Me" substitute designated at all times to insure uninterrupted business operations in the event that the employee designated to receive the workflow is unexpectedly away from work or otherwise unable to access their worklist.

185   Designating a Substitute for Farm Records Worklist Items (Continued)
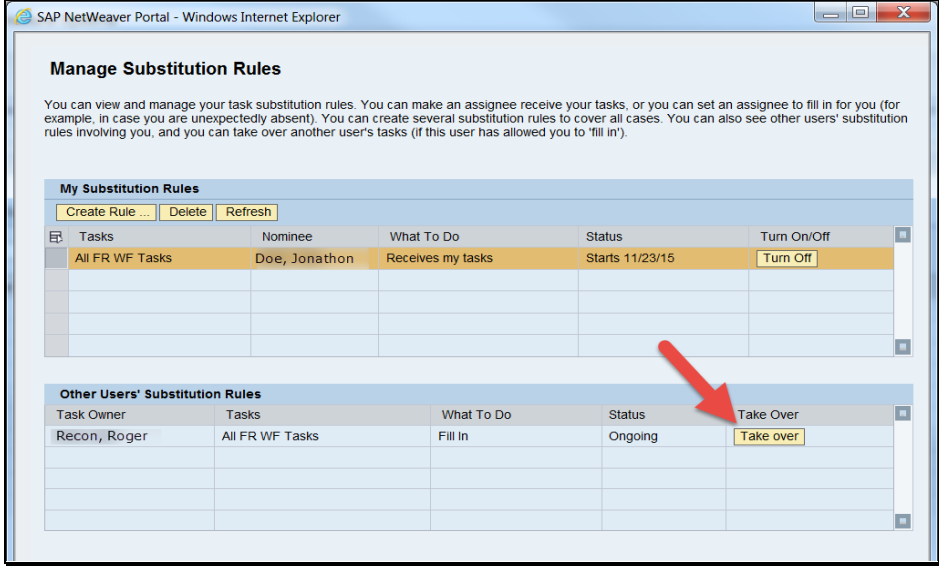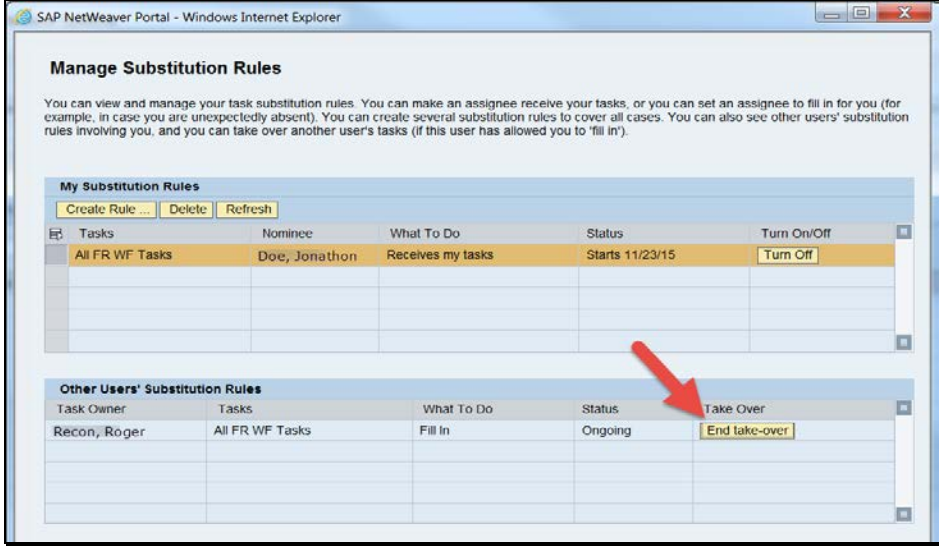
F   Taking Over a User's Worklist (Continued)

The following table provides instructions to take over a user's worklist using the Universal Worklist in the MIDAS Portal.

Step	Action
1	CLICK "**Universal Worklist**" on the MIDAS Portal page.
2	On the Universal Worklist page CLICK "**More Options**".
3	In the drop-down menu that appears CLICK "**Manage Substitution Rules**".

185   Designating a Substitute for Farm Records Worklist Items (Continued)
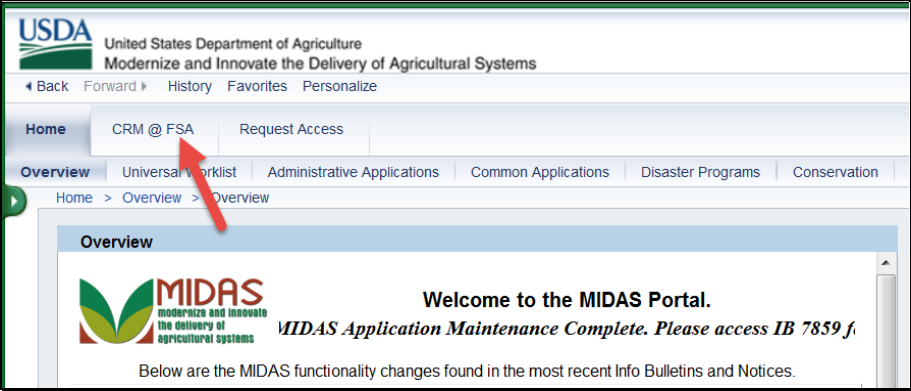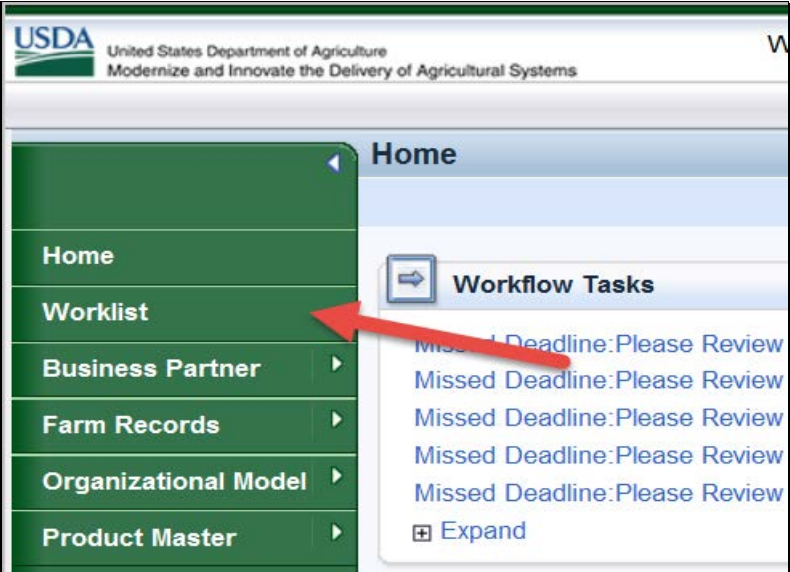
   F   Taking Over a User's Worklist (Continued)

Step	Action
4	Substitutions granted to the user by others are shown in the "Other Users' Substitution Rules" section of the "Manage Substitution Rules" window. In the example shown below the user has been designated as a "Fill In for Me" substitute for fictitious employee Roger Recon for the "All FR WF Tasks" task set. To take over Roger's worklist the user must CLICK "**Take over**".
5	The available option in the "Take Over" column will change to "End take-over" indicating that the take-over action was successful. If the user refreshes their worklist any outstanding farm records workflow tasks for Roger Recon will be populated in the substitute user's worklist. To end the take-over when the substitute no longer needs to act on behalf of the employee that designated them as a substitute CLICK "**End take-over**".

185   Designating a Substitute for Farm Records Worklist Items (Continued)
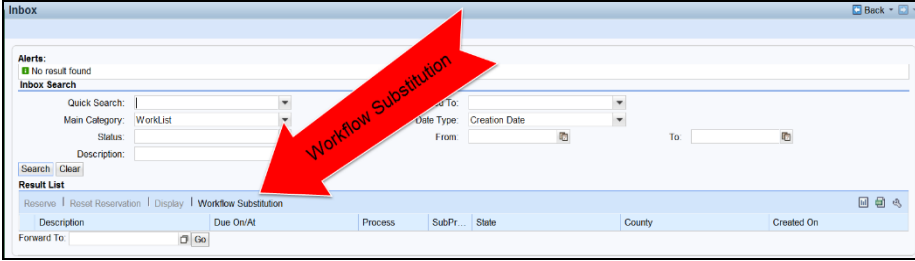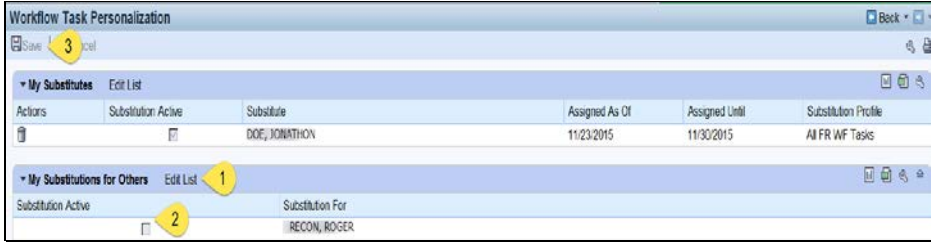
F   Taking Over a User's Worklist (Continued)

The following table provides instructions to take over a user's worklist using the CRM Worklist on the CRM@FSA home page.

Step	Action
1	CLICK "**CRM@FSA**" on the MIDAS Portal page.
2	CLICK "**Worklist**" on the CRM@FSA home page.

185   Designating a Substitute for Farm Records Worklist Items (Continued)

F   Taking Over a User's Worklist (Continued)

Step	Action
3	CLICK "**Workflow Substitution**" in the "Worklist Inbox" window.
4	Substitutions granted to the user by others are shown in the "My Substitutions for Others" section of the "Workflow Task Personalization" window. In the example shown below the user has been designated as a "Fill In for Me" substitute for fictitious employee Roger Recon for the "All FR WF Tasks" task set. To take over Roger's worklist the user must first CLICK "**Edit List**" (1), then CLICK in the box (2) under the "Substitution Active" heading to place a check mark in the box, and then CLICK "**Save**" (3). **Notes**: The specific task set that the substitute has been designated for does not display in the CRM@FSA "Workflow Task Personalization" window. To determine the specific task set that has been assigned the user must view the substitution rule through the Universal Worklist available in the MIDAS Portal. The CRM@FSA "Workflow Task Personalization" window also does not display the type of substitution rule that has been established. To determine the type of substitution ("Fill In for Me" vs. "Receives My Tasks") the user must view the substitution rule through the Universal Worklist. The "Substitution Active" check box displays for both types of substitutions. However, the presence or absence of a check mark has no impact on the status of "Receives My Tasks" substitution rules. Effective dates for "Receives My Tasks" substitution rules are managed by the employee that designates the substitute.

185   Designating a Substitute for Farm Records Worklist Items (Continued)

   F   Taking Over a User's Worklist (Continued)

Step	Action
5	To end the take-over of a "Fill In for Me" substitution rule when the substitute no longer needs to act on behalf of the employee that designated them as a substitute CLICK "**Edit List**", then Click in the box under the "Substitution Active" heading to remove the check mark from the box, and then CLICK "**Save**".

186   CRM Farm Records Access

   A   Overview

   CRM Farm Records is used to make changes to current FY farm and tract data.

   B   Example
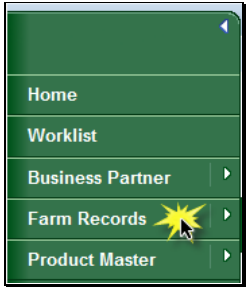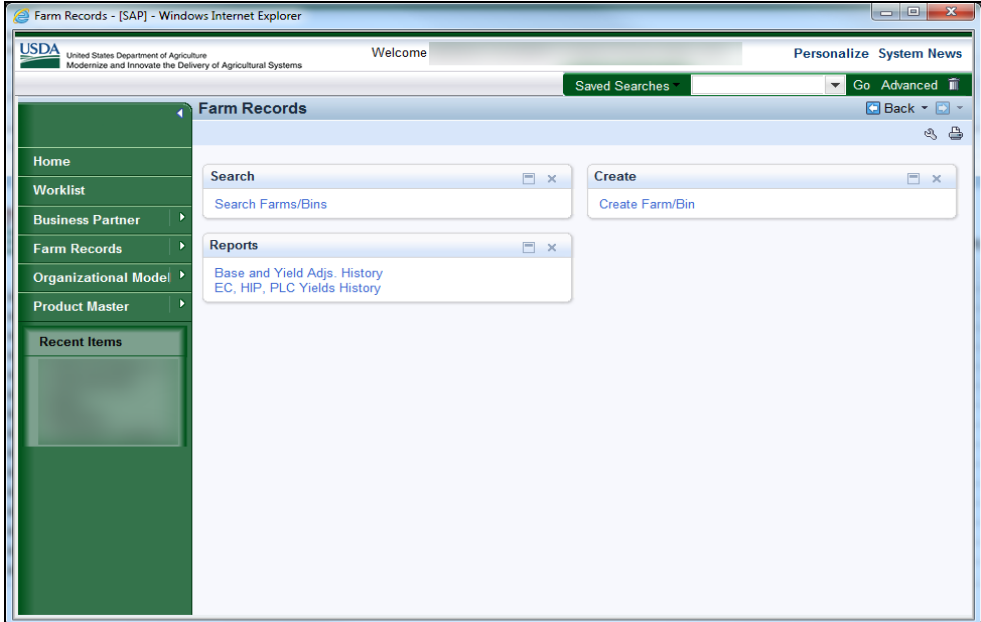
   Following is an example of accessing the CRM@FSA applications.

186   CRM Farm Records Access (Continued)

C   Action

The following table provides instructions to open CRM Farm Records.

Step	Action
1	Access FSA Applications Homepage at **https://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**.
2	Access the MIDAS link at **https://mprdep.fmmi.usda.gov/**.
3	In the MIDAS Portal, CLICK "**CRM@FSA**"
4	CLICK "**Farm Records**".
5	The Farm Records screen will appear. This screen provides one method of accessing the Search and Create screens. Reports can only be accessed here. **Notes:** See Part 7, Section 4 Farm Creation and Inactivation for more detailed instructions on farm creation. See Part 7, Section 5 Out of Balance Conditions and Adjustment Reports for more detailed instructions on reports.

187   CRM Farm Records Search

A   Overview

CRM allows users to search the current year farm records data by the following search criteria:

- by farm number
  by tract number
- by operator
- by owner or other producer.

There are many ways to use the search criteria to expand or narrow desired results.

B   Example

CRM allows users to search farm records using search criteria.

The Search Criteria defines how the search will be performed. The Results table lists the number of records found based on the criteria entered. There are many ways to select and use search criteria.

Following is an example of the search options in the Search Criteria menu.

C Search Options: Is/Contains/Starts With

When searching for specific field search criteria, the following options are available to select.

- **Is** -the value of the field to the right is exactly what is in the entry.

- **Contains** - the value in the field to the right is contained in the entry. This is used when only part of the value is known.

- **Starts With**- the value in the field to the right begins with the data entered. This is used when only the beginning part of the value is known.

D Search Options: Adding and Removing a Line

To add an additional line to the Search Criteria, CLICK on the "+" at the end of the field. This will duplicate the line item.

187   CRM Farm Records Search (Continued)

D   Search Options: Adding and Removing a Line (Continued)

To remove a line from the search criteria, CLICK "**-**" at the end of field or CLICK "**Reset**" at the bottom of the search page to return to the original default search settings.

E   Search Options: "And" vs. "Or"

When using different types of search fields, the indication is "AND" (Administrative County AND Farm/Bin Number). When using multiple line items of the same type of search fields, the indication is "OR" (Administrative County OR Administrative County).

The following example of the Search Criteria Screen show that the Administrative County field has two separate line entries. The Farm/Bin Number field has only one entry. The search is for the Administrative County of County A OR County B AND the Farm/Bin Number of 10001.

Note: "Any" is used as a fictitious state throughout this handbook. Any is not a valid search criteria for Administrative State.

187   CRM Farm Records Search (Continued)

F   Additional Search Criteria Fields

Additional Search Criteria options are available by clicking on the drop down arrow for the field. These options can be useful when the farm number is unknown.

The additional Search options are:
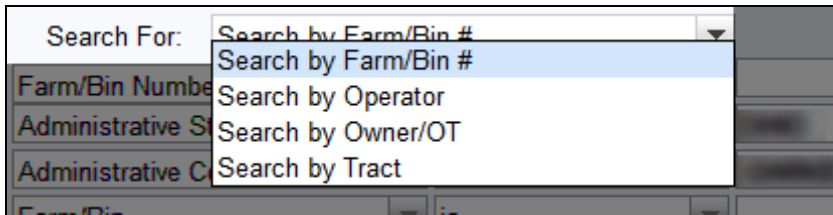
When searching for a farm with a known owner, click on the drop-down arrow at the Search For field (1), then scroll to "Search by Owner/OT", the available fields will change.

Use the Input Help icon at the Partner ID (2) value to access the CRM Business Partner Search.
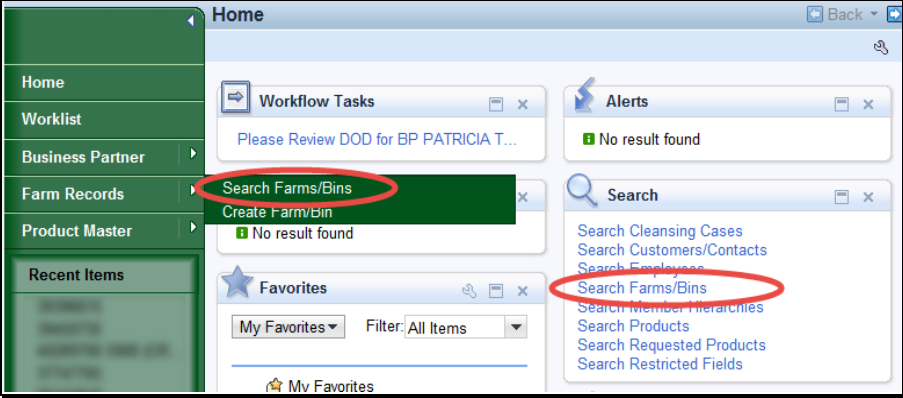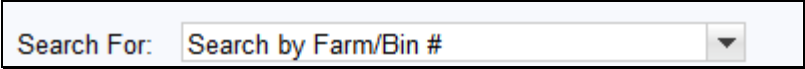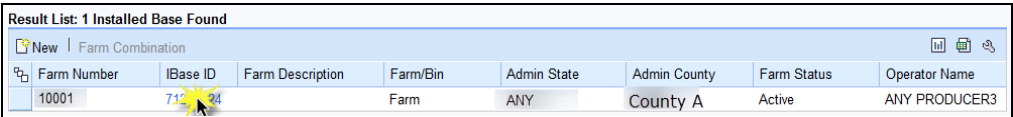
Note: See 11-CM, CRM Business Partner Handbook for more information on that search criteria.
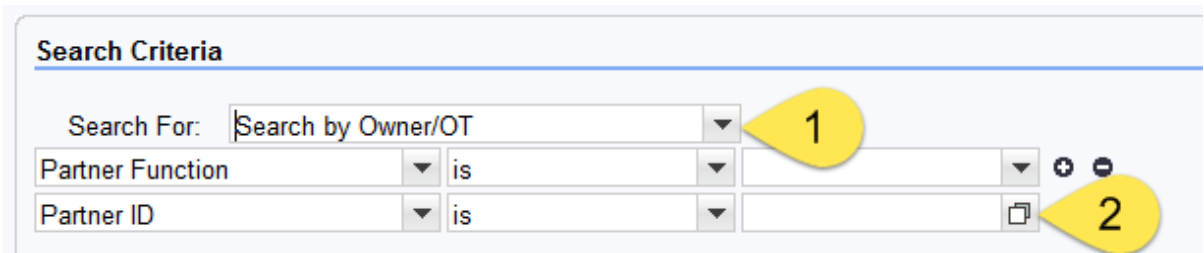
187   CRM Farm Records Search (Continued)

G   Action

The following table provides instructions to search for a farm using a known farm number:

Step	Action
1	CLICK "**Farm Records**" from the Navigation Panel.
2	CLICK "**Search Farm/Bins**" using either of the following Search Farm/Bins links.
3	Ensure the Search For field shows "Search by Farm/Bin #"
4	In the first criteria line, enter the Farm Number value.
5	Ensure the Administrative State and Administrative County are correct. To change, use the drop-down in the value column.
6	CLICK"**Search**".
7	From the Results list, CLICK "IBase ID" link for the farm.

Note: See work instruction **Search for Farm** Records for more information on searching for a farm record. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

188   Farm Data Screen

A   Overview

The farm data screen contains the farm hierarchy on the left hand side of the screen and the assignment blocks on the right side. Farm number is displayed at the top of the farm hierarchy. A farm consists of one or more tracts. Tracts consist of one or more fields. Tracts contained within the farm are listed below the farm number in tract number order. Tracts can be expanded to display the fields. Fields display indented from the tract number on which they are contained.

B   Example

Following is an example of the Farm Data Screen. Farm hierarchy is displayed on the left and assignment blocks on the right. All components of the farm hierarchy are collapsed.
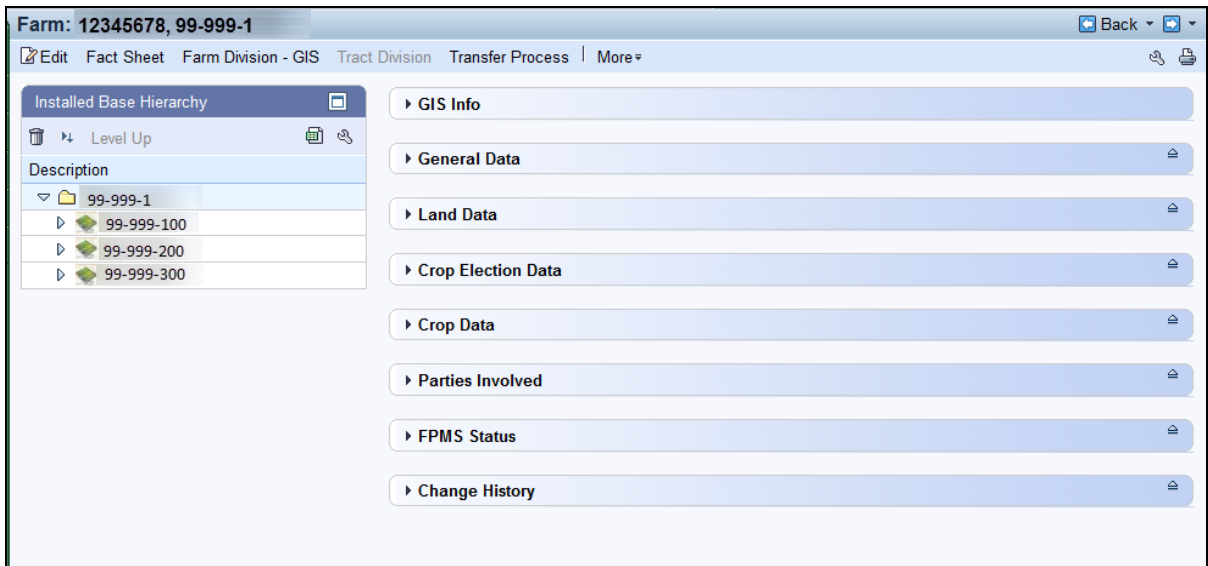
See Exhibit 21 for instructions on personalizing the Farm Hierarchy assignment block to add a scroll bar.

B   **Example (Continued)**

The following example shows the expanded hierarchy for state 99, county 999, farm 1. This farm contains 3 tracts; number 100, number 200, number 300. Each tract contains multiple fields.

Note: See work instruction **Farm Hierarchy** for details of the information displayed when each level of the farm hierarchy is selected. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

189   CRM Toolbar Overview

   A   Overview

   The CRM Toolbar is located near the top of the farm data screen and provides various
   options and functions including:

   - Edit/Save

   - Fact Sheet

   - Farm Division-GIS

   - Tract Division

   - Transfer Process

   - More

     - Tract Combination
     - Base and Yield Notice
     - FSA-156EZ
     - Continue Reconstitution
     - Inactivate Farm
     - Farm Division – CRM
     - CCC-505
     - CCC-517.

189   CRM Toolbar Overview

B   Example

Following is an example of the CRM Toolbar that displays on the farm data screen. A red outline has been added to highlight the toolbar. The drop-down box outlined in blue displays when the cursor is hovered over the "More" selection displaying additional selections that are available as part of the CRM Toolbar.
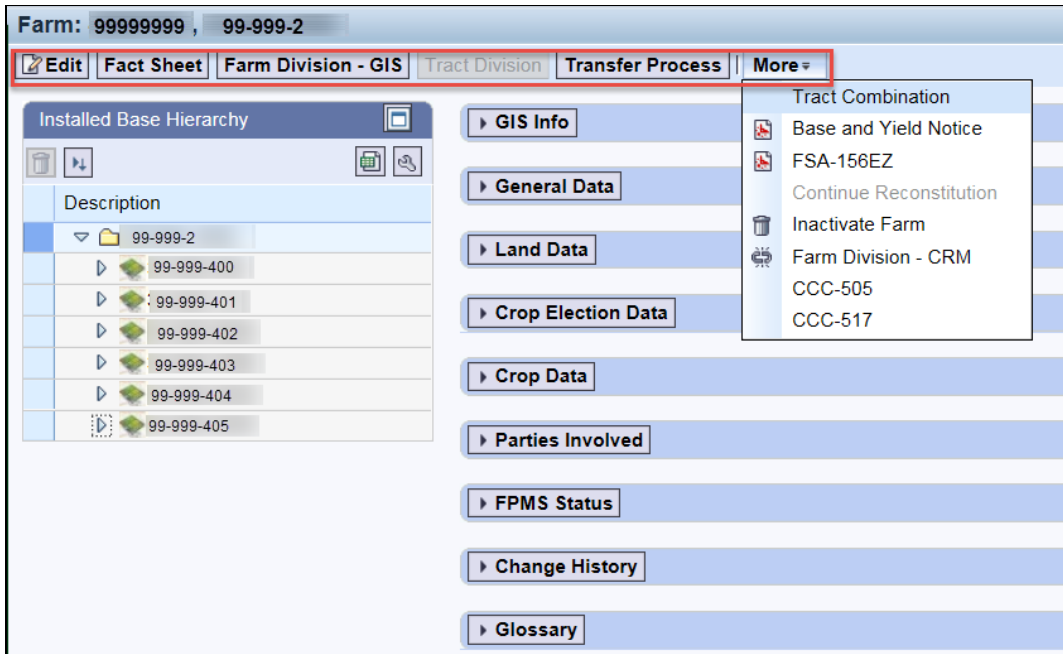
Notes: Not all tools are enabled at all times.
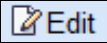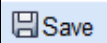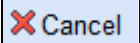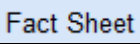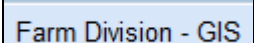
Tools are enabled when the conditions for their functionality exists.

Example: The Continue Reconstitution tool is only enabled if a saved (draft) reconstitution exists for the farm or tract.

189   CRM Toolbar Overview (Continued)
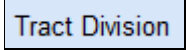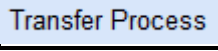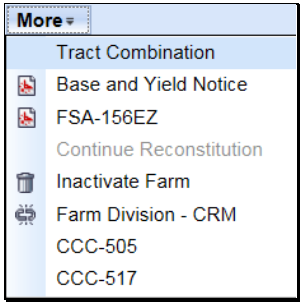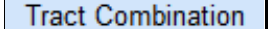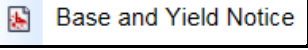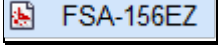
C   Action

The following table provides the tools and associated functions available on the CRM Toolbar.

Tool	Function
Edit	The "Edit" tool allows users to edit various data at the Farm, Tract, and Field level in CRM Farm Records. See Part 7, Section 2 for additional information regarding edits in CRM. After the Edit tool is activated, the "Edit" tool is replaced by the "Save" tool and the "Cancel" tool. All other tools, except for "Fact Sheet", are disabled.
Save	Save is used to record changes to data in CRM at the Farm, Tract, and Field level in CRM Farm Records.
Cancel	Cancel is used to discontinue an edit session and remove any changes made during the same edit session to data in CRM at the Farm, Tract, and Field levels.
Fact Sheet	After selecting the Fact Sheet option, users will be taken to a subsequent screen displaying each business partner associated with the selected farm. Click on a business partner name to navigate to a specific business partner. **Note**: The Business Partner Fact Sheet tool provides a partner-based Fact Sheet listing farms and tracts directly associated with the selected Business Partner. For owners and other producers who are not associated with all tracts on a farm, only the tracts with which they are directly associated will display in the Fact Sheet.
Farm Division - GIS	The Farm Division – GIS tool allows users to initiate a Farm Division reconstitution. Selection of tracts associated with each child farm is completed by selecting tracts in GIS. Additional steps of the farm division are completed in the farm division wizard. See Part 7, Section 7 for additional information regarding reconstitutions. **Note**: This tool will only be enabled if the farm contains more than one tract.
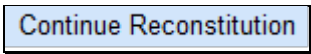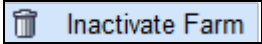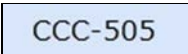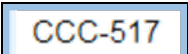
189   CRM Toolbar Overview (Continued)

C   Action (Continued)

Tool	Function
Tract Division	The Tract Division tool allows users to initiate a Tract Division reconstitution. Selection of tracts associated with each child farm is completed using GIS. Additional steps of the tract division are completed in the tract division wizard. See Part 7, Section 7 for additional information regarding reconstitutions. **Note**: The Tract Division tool is not enabled until the user selects a tract.
Transfer Process	The Transfer Process tool allows users to initiate a farm transfer. See Part 7, Section 6 for additional information regarding farm transfers.
More▾ Tract Combination Base and Yield Notice FSA-156EZ Continue Reconstitution Inactivate Farm Farm Division - CRM CCC-505 CCC-517	The More drop-down menu provides the following options: • Tract Combination • Base and Yield Notice • FSA-156EZ • Continue Reconstitution • Inactivate Farm • Farm Division-CRM • CCC-505 • CCC-517.
Tract Combination	The Tract Combination tool is used to initiate a tract combination. Users must be at the farm level in the Farm Hierarchy in order to access this tool. See Part 7, Section 7 for additional information regarding reconstitutions. **Note:** The Tract Combination tool will be enabled only if the farm contains multiple tracts.
Base and Yield Notice	Base and Yield Notice tool is used to access the Base and Yield Notice Notification of Bases, Payment Yields, and CRP Reductions after Reconstitutions. See Paragraph 191 for additional information regarding the Base and Yield Notice.
FSA-156EZ	The FSA-156EZ tool is used to access the FSA-156EZ Abbreviated 156 Farm Record report. See Paragraph 190 and Part 2, Section 9 for additional information regarding printing the FSA-156EZ.

189   CRM Toolbar Overview (Continued)

   C   Action (Continued)

Tool	Function
Continue Reconstitution	The Continue Reconstitution tool is used to continue a previously saved (draft) reconstitution. **Note**: This tool will only be enabled if a saved (draft) reconstitution exists for the farm or tract.
Inactivate Farm	The Inactivate Farm tool is used to inactivate a farm. See Part 7, Section 4 for additional information regarding Farm Inactivation.
Farm Division - CRM	The Farm Division – CRM tool is used to initiate a farm division in CRM. Selection of tracts associated with each child farm is completed from a hierarchical list of tracts. Additional steps of the farm division are completed in the farm division wizard. See Part 7, Section 7 for additional information regarding reconstitutions.
CCC-505	The CCC-505 tool is used to generate CCC-505 Voluntary Permanent Base Acres Reduction. Current base acre values for each tract are automatically populated in the wizard and the user can enter reduction amounts and reason codes. Upon completion the form can be printed and a workflow is sent to the CED for approval.
CCC-517	The CCC-517 tool is used to generate CCC-517 Base Redistribution. Current base acre values for each tract are automatically populated in the wizard and the user can enter redistribution amounts for applicable tracts and the reason codes. Upon completion the form can be printed and a workflow is sent to the CED for approval.

190   FSA-156EZ

A   Overview

FSA-156EZ is available at any time and at any level in the hierarchy. FSA-156EZ is a CRM generated "snapshot" form of a farm and displays farm level and tract level assignment block information. The FPMS status, Change History, Attachment, and GIS Info Assignment Block information will not appear on FSA-156EZ.

See Exhibit 11 for a detailed list of information included on FSA-156EZ.

B   Accessing the FSA-156EZ
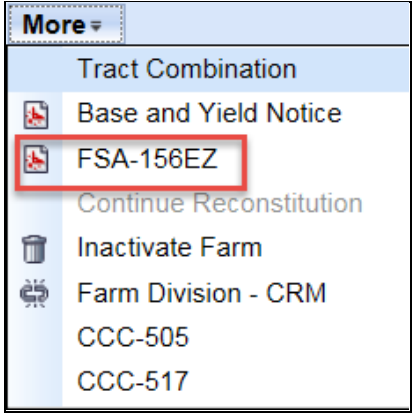
Following is an example of where to find FSA-156EZ in CRM.
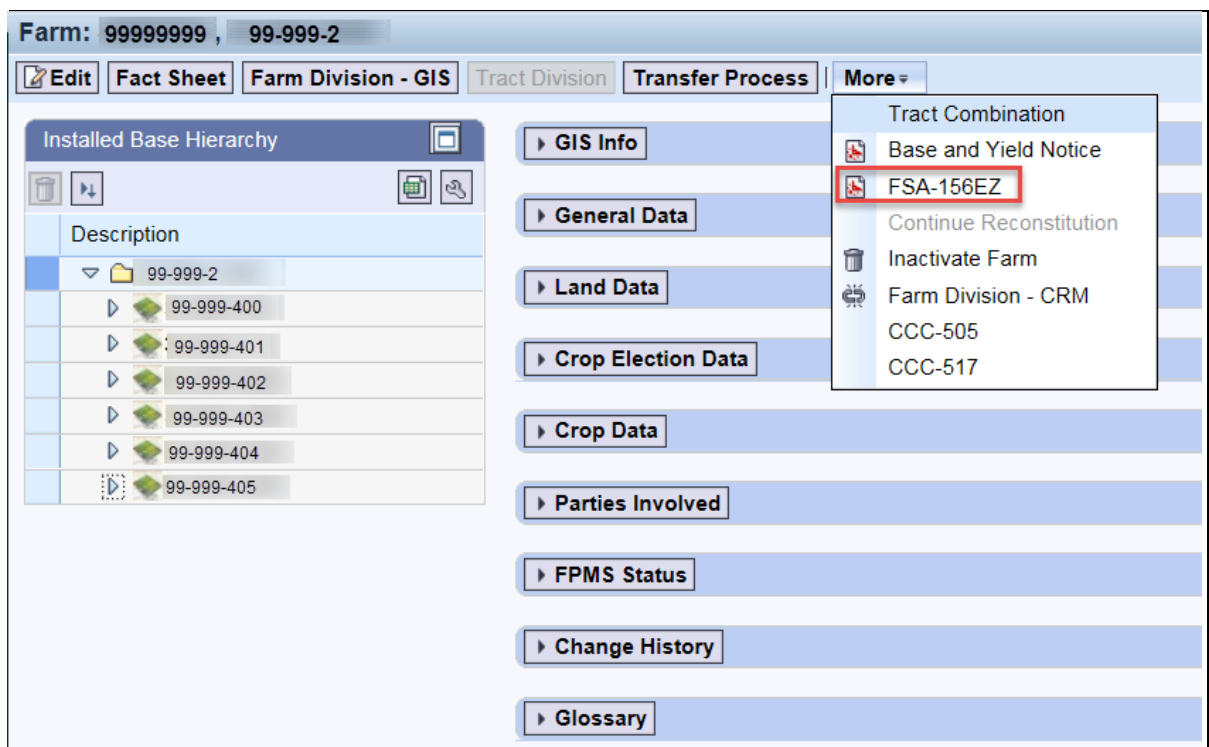
190   FSA-156EZ

C   Action

The following table provides instructions to access FSA-156EZ for a selected farm.

Step	Action
1	Access CRM farm records from the CRM Homepage.
2	CLICK "**Farm Records**". Farm Records ▸
3	CLICK **"Search Farms/Bins".** Search Farms/Bins
4	Manually enter the farm number of the desired FSA-156EZ.
5	CLICK **"Search"**.
6	In the results list, CLICK on the **"IBASE ID"** for the desired farm.
7	Locate the "More" menu in the CRM toolbar and SELECT **"FSA-156EZ"**. More ▾ Tract Combination Base and Yield Notice FSA-156EZ Continue Reconstitution Inactivate Farm Farm Division - CRM CCC-505 CCC-517
8	The FSA-156EZ will open in Adobe Acrobat. Use the print function in Adobe Acrobat to print the document. See paragraph 266 for instructions to save FSA-156EZ as an attachment.

191   Base and Yield Notice

A   Overview

Form Base and Yield Notice is sent to the approving official of a reconstitution as an attachment to an email. The Base and Yield Notice may be reprinted for the current FY for an approved:

- farm combination
- farm division.

Note: When a series of reconstitutions have been processed, the Base and Yield Notice for the initial reconstitutions can only be printed from the attachment in the email that is generated following approval of the reconstitution workflow. The Base and Yield Notice for the final approved reconstitution can be reprinted from the "More" drop down within the CRM toolbar in CRM Farm Records.

B   Accessing the Base and Yield Notice
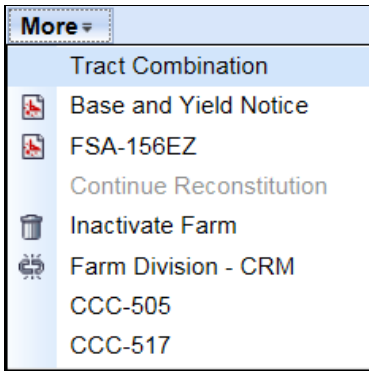
Following is an example of accessing the Base and Yield Notice to reprint the document as needed.
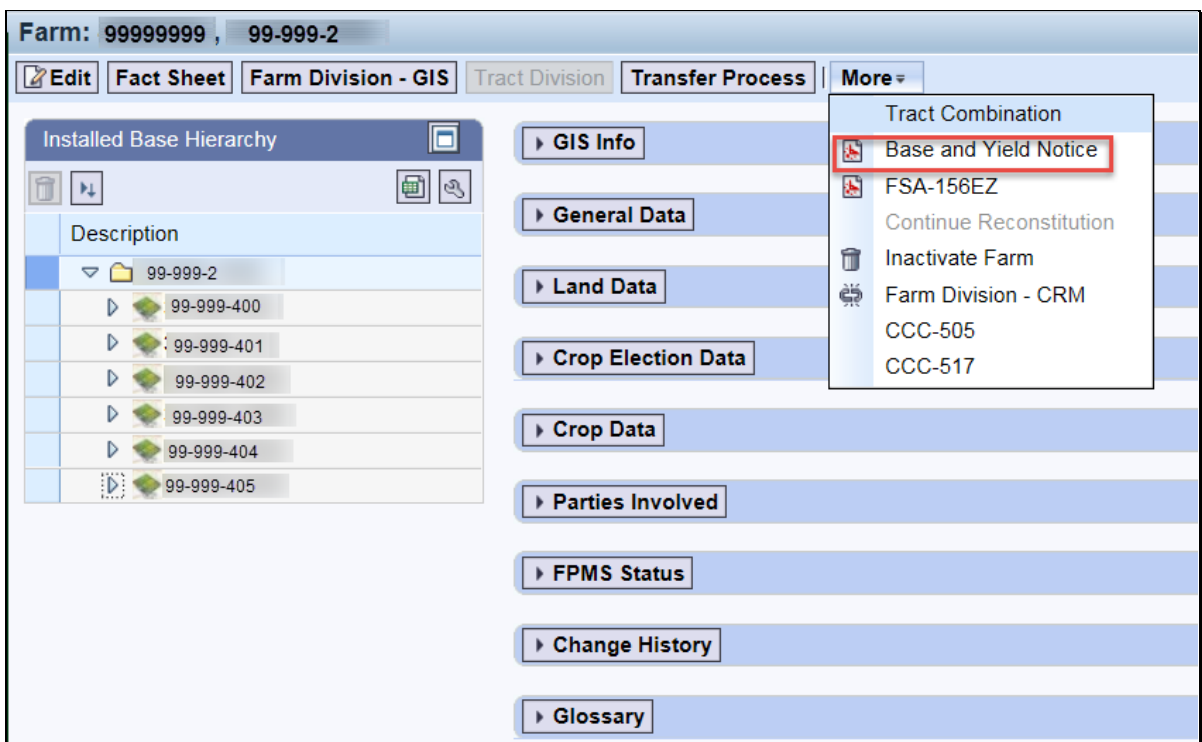
191   Base and Yield Notice

C   Action

The following table provides instructions for accessing and printing the Base and Yield Notice.

Step	Action
1	Access CRM farm records from the CRM Homepage.
2	CLICK "**Farm Records**" .
3	CLICK **"Search Farms/Bins".**
4	Manually enter the farm number of the desired Base and Yield Notice.
5	CLICK **"Search"**.
6	In the results list, CLICK on the **"IBASE ID"** for the desired farm.
7	Locate the **"More"** menu in the CRM toolbar and SELECT **"Base and Yield Notice".**
8	In the Base and Yield Notice dialog window, SELECT the applicable producer

191   Base and Yield Notice

   C   Action (Continued)

Step	Action
9	CLICK "**Base and Yield Notice**" button to generate the document. **Select Base and Yield Notice version:** Reconstitution **Select Producers:** | Partner ID	Name
99999999	Producer A | 📄 Base and Yield Notice
10	The Base and Yield Notice will open in Adobe Acrobat. Use the print function in Adobe Acrobat to print the document.

192   Associated Assignment Blocks by Hierarchy Level

A   Overview

Clicking on the farm, tract, or specific field numbers determines the associated assignment blocks and GIS data that will be displayed.

After accessing a farm through the search functions in the CRM Homepage, the farm, tract, and fields are listed within the Farm Records Hierarchy. To view all associated tract and field data the hierarchy can be expanded using the drop-down arrows at the beginning of each listing or by CLICKING the "**Expand All**" icon at the top of the hierarchy menu.

B   Example of Assignment Blocks

Following is an example of the assignment blocks available at the farm level.
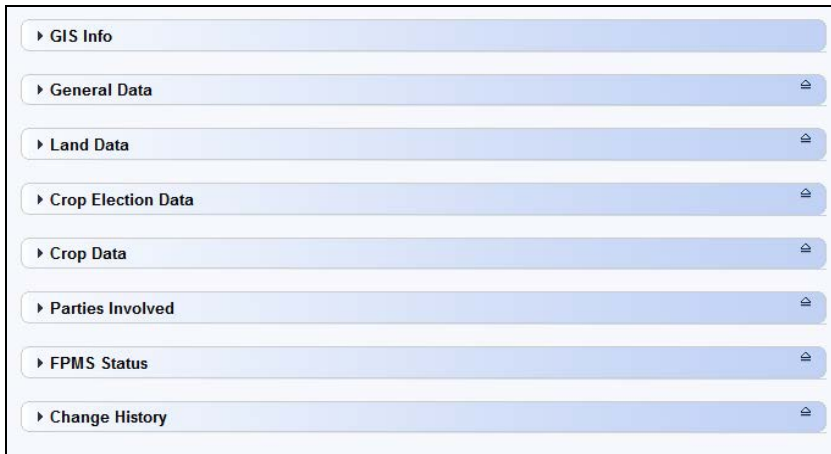
192   Associated Assignment Blocks by Hierarchy Level (Continued)

C   Description

The following table identifies the assignment blocks and GIS data listed when either the farm, tract, or field number is selected in the hierarchy.

Hierarchy Level Selected	Results
Farm Level	• GIS Info assignment block zooms to the full extent of the farm including all tracts and fields included within the farm. • General Data assignment block identifies the administrative county, farm description if manually loaded, farm status, and farm history of reconstitution or farm transfer if it has previously occurred. • Land Data assignment block summarizes all acreage data totaled from all tracts on the farm. • Crop Election Data assignment block identifies the ARCPLC program election by crop, the HIP if applicable, and the Farm Level PLC yield. • Crop Data assignment block summarizes the crop base acres, CCC-505 CRP reduction acres and yield data from all tracts on the farm. • Parties Involved assignment block lists the operator of the farm. • FPMS Status assignment block identifies the farm replication status back to the web-based FRS. If the replication status was not successful, additional information is provided to help remediate the issue. • Change History assignment block lists changes that have occurred on the farm, including what type of change was completed, when the change was made, and who made the change.

192   Associated Assignment Blocks by Hierarchy Level (Continued)

C   Description (Continued)

Hierarchy Level Selected	Results
Tract Level	• GIS Info assignment block zooms to display the full extent of the tract selected. The tract selected is outlined in pink, while all other tracts of the farm are outlined in red. **Note**: Multiple tracts may show in the assignment block if the extent of the selected tract encompasses the extent of another tract. • Tract General Data assignment block identifies tract description, BIA range unit number, tract status, the tract physical location (State and county), congressional district, tract level reconstitution history, wetland certified, and year wetland certified. • Tract Land Data assignment block lists and summarizes, as applicable, the acreage and conservation compliance information associated with the tract selected. • Tract Crop Data assignment block lists, if applicable, data for crop bases and yields for the selected tract. • Tract CCC-505 CRP Reduction Data assignment block lists all crop base acres and yields that have previously been reduced on the tract due to CRP enrollment. • Parties Involved assignment block identifies all owners and other producers (other tenants) associated with the tract.

192   Associated Assignment Blocks by Hierarchy Level (Continued)

   C   Description (Continued)

Hierarchy Level Selected	Results
Field Level	• GIS Info assignment block zooms to display the full extent of the tract containing the selected field and highlights the field in aquamarine. • Field General Data assignment block identifies the field description, physical location state and county, and congressional district. • Field Land Data assignment block lists the land classification code, field acreage, field HEL determination, and 3CM Cropland Indicator as attributed in the CLU attribute table for the field. • CRP Data assignment block allows users to load and view the CRP contract information if the field selected is enrolled in CRP, including the CRP contract number, contract expiration date, and conservation practice. • NRCS Data assignment block identifies NRCS program information for fields enrolled in NRCS programs. • Parties Involved assignment block lists Other Producers associated with only specific fields on a tract. • Native Sod assignment block identifies fields meeting the Native Sod provisions and includes the date the land was broken and the years the land has been cropped.

193   CRM Farm Records Assignment Blocks Detail

A   Overview

Information in the Farm Records assignment blocks will change depending on the level selected in the Hierarchy. Following are the farm, tract, and field data fields available in CRM.

Edits to Farm Records data are made at the lowest applicable level and data aggregates to the next higher level.

B   Farm Level Assignment Blocks

The following are included in Farm Level assignment blocks.
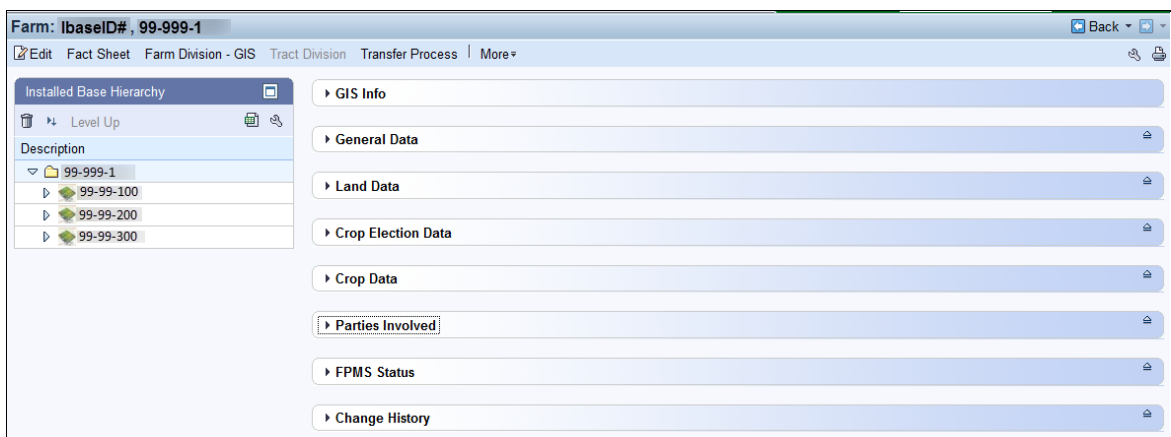
GIS Info

The GIS Info assignment block displays the imagery and spatial representation of all tracts included in the farm. Following is an example of a displayed farm.

193   CRM Farm Records Assignment Blocks Detail (Continued)

    B   Farm Level Assignment Blocks (Continued)

        The following are included in General Data.

- **Farm Number** – System assigned

- **State Code/County Code/ Farm Number** – System assigned

- **Farm Description** – Manual Entry (Optional)

- **Administrative State** – System assigned

- **Administrative County** – System assigned

- **Farm Status** – After the farm is created and status is updated to Active, status is no longer editable

- **Combined in** - shows only on inactive parent farms

- **Combined from** - shows only on active child farm

- **Divided from** - shows only on active child farms

- **Divided to** – shows only on inactive parent farm

- **Transferred from** –shows only on farms transferred in the CRM Farm Records application after July of 2014.

        Following is an example of the farm level General Data assignment block.

General Data		
Farm Number:	1	Transferred From:
State/County/Farm:	99-999-1	
Farm Description:		
Administrative State:	ANY	
Administrative County:	COUNTY	
Farm Status:	Active	

B   Farm Level Assignment Blocks (Continued)

Land Data

All fields in this assignment block are not editable, they are populated by aggregation of tract level data. Following is an example of the data displayed in the farm level Land Data assignment block.

▾ Land Data			
Farmland Acres:	170.17	EWP Program Acres:	0.00
Cropland Acres:	124.82	DCP Ag Related Activity Acr..	0.00
DCP Cropland Acres:	124.82	Wetland Reserve Prog Acres:	0.00
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	124.82
WBP Acres:	0.00	Double Cropped Acres:	0.00
GRP Acres:	0.00	Sugarcane Base Acres:	0.00
State Conservation Acres:	0.00	CRP MPL Acres:	0.00
Other Conservation Acres:	0.00	SOD Acres:	0.00
		FAV/WR History:	No

Crop Election Data

- **Crop Name** – System generated

- **Election Choice** – Initial entries were populated by the ARCPLC program decisions. New entries can be made manually. Changes to an existing Election Choice can only be made by the national office. Submit requests for corrections to ARCPLC elections and an explanation of the reason for the correction to the national office through the state office

- **HIP** – Initial entries were populated by system calculated historical irrigated planted history for the crop in years 2009-2012. New or updated entries can be made manually

- **PLC Yield** – Manual Entry - 1-ARCPLC Part 2, Section 2 provides instructions for re-establishing base acres due to CRP expiration, voluntary termination, or early release. 1-ARCPLC Part 3 provides instructions for farm level PLC yield establishment when PLC crops with no base acres are planted on farms with generic base.

- **Created On/At** – System generated

- **Changed by** – System generated

- **Changed On/At** – System generated

Following is an example of ARCPLC program election associated with each base crop on the farm.

▾ Crop Election Data						
Crop Name	Election Choice	HIP	PLC Yield	Created On/At	Changed by	Changed On/At
Corn	ARC County		0.0000	04/20/2015 1..	TCO_EM097...	04/20/2015 1..
Soybeans	ARC County		0.0000	04/20/2015 1..	TCO_EM097...	04/20/2015 1..

193   CRM Farm Records Assignment Blocks Detail (Continued)

B   Farm Level Assignment Blocks (Continued)

Crop Data

All entries in this assignment block are not editable. Entries are aggregated from the tract level data. Following is an example of the base crops and associated data entered on a farm.

▼ Crop Data						
Crop Name	Crop Year	Base Acres	CCC-505 CRP Redu. Acres	CTAP Transitional Yield	PLC Yield	
Corn	2015	38.30	0.00	0.0000	150.0000	
Soybeans	2015	38.30	0.00	0.0000	48.0000	

Farm Parties Involved

- **Name** – auto-populates when Business Partner ID Number is selected using Input Help

- **Function** – System defaults to Operator at farm level

- **ID** – Use input help to search and select a Business Partner

- **HEL Exceptions** – Editable only if a tract has "HEL: conservation system is not being actively applied" as its HEL determination.

- **CW Exceptions** – Editable only if a converted wetland violation exists on one or more tracts and the operator is not an owner on all tracts.

- **PCW Exceptions** – Editable only if a planted converted wetland violation exists on one or more tracts.

Following is an example of the associated operator for the farm entered in the farm level Parties Involved assignment block.

▼ Parties Involved					
Name	Function	ID	HEL Exceptions	CW Exceptions	PCW Ex...
ANY PRODUCER2	Operator	8011390136			

FPMS Status

Messages in the FPMS Status block are used to determine if edits in CRM Farm Records have replicated to current year Web Farm Records.

Note: Entries in this assignment block are not editable.

- **Replication ID** – System generated

- **Replicated By** – System generated to populate the user or system ID that completed the last edit and save for the farm records.

193   CRM Farm Records Assignment Blocks Detail (Continued)

B   Farm Level Assignment Blocks (Continued)

- **Scenario** – System generated notation of the location of the edit completed and saved. Options are either CLU Maintenance or Farm Maintenance. Status – System generated notation of the farm replication status back to the Web Farm Records. Options include SUCCESS, WAITING, or FAILED.

- **Error on Report** – If the farm failed to replicate the error will displayed.

- **Error Description** – If the farm failed to replicate an error description will display.

- **Error Remediation** – If the farm failed to replicate, basic remediation steps will display

- **Created On** – Date the last edit was saved and the farm replication to the Web Farm Records was attempted

Note: See Exhibit 22 for a listing of possibly errors and the remediation required for farms that fail to replicate.

Following is an example of the replication status of the farm to the Web Farm Records System.

Replication ID	Replicated By	Scenario	Status	Error On Report	Error Description	Error Remediation	Created On
6464304	TCO_EM097322	CLU Maintenance	SUCCESS				04/20/2015 19:1...

Change History

- **Component** – System generated ID
- **Field Name** – System generated descriptor of the edited farm records data
- **Old Value** – System generated value prior to the edit
- **New Value** – System generated value after the saved edit
- **Changed At** – Time the associated change occurred
- **Changed On** – Date the associated change occurred
- **Changed By** – User or system ID that completed the farm records change

Note: Entries in this assignment block are not editable.

Following is an example of the collected change history associated with a farm.

Component	Field Name	Old Value	New Value	Changed At	Changed On	Changed By
71226735	Installed Base	-> From Installe...	-> To 71226724...	09:12	06/21/2013	
71226735	Quantity	0.000	1.000	09:12	06/21/2013	
71226727	Installed Base	-> From Installe...	-> To 71226724...	15:06	04/20/2015	TCO_EM097322
71226730	Installed Base	-> From Installe...	-> To 71226724...	15:06	04/20/2015	TCO_EM097322
71226731	Installed Base	-> From Installe...	-> To 71226724...	15:06	04/20/2015	TCO_EM097322

⊞ Expand   ◄Back   1   2   3   Forward▶

193   CRM Farm Records Assignment Blocks Detail (Continued)

C   Tract Level Assignment Blocks

Following is an example of the assignment blocks available at the tract level.
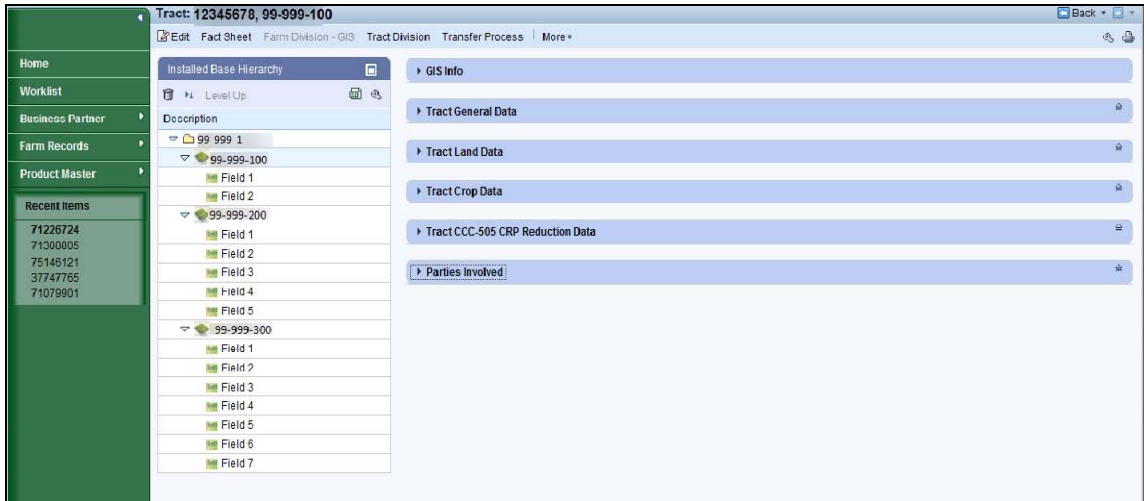
GIS Info

Following is an example of imagery and spatial representation of the selected tract and its CLU's.
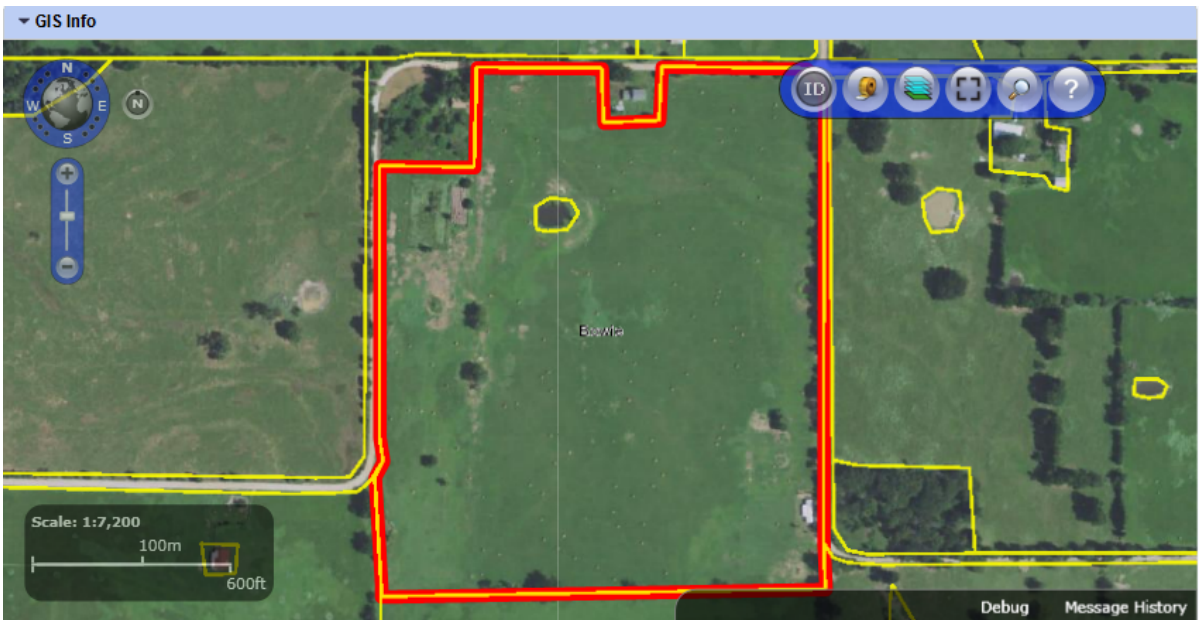
193 CRM Farm Records Assignment Blocks Detail (Continued)

C Tract Level Assignment Blocks (Continued)

Tract General Data

- **Tract Number** - System assigned
- **State Code/County Code/Tract Number**- System assigned
- **Tract Description**- Manual entry
- **BIA Range Unit Number**- Manual entry required if applicable
- **Tract Status** - System assigned
- **State Physical Location** - System assigned
- **County Physical Location** - System assigned
- **Congressional District** - System assigned
- **Wetland Certified** - Manual entry, required if applicable
- **Year Wetland Certified** - Manual entry, required if applicable
- **Divided From** – System populated
- **Combined From** – System populated.

Following is an example of the General Data associated with a selected tract.

▼ Tract General Data			
Tract Number:	100	State Physical Location:	Any
State/County/Tract:	99-999-100	County Physical Location:	County
Tract Description:	C10/A2	Congressional District:	4
BIA Range Unit Number:		Wetland Certified:	No
Tract Status:	Active	Year Wetland Certified:	
Divided From:			
Combined From:			

Tract Land Data

- **Farmland Acres** – System populated. This is the sum of the acreage of all CLU's on the tract, this field is not editable at the tract level. It is aggregated from the field level.

- **Cropland Acres** – System populated. This is the sum of the acreage of all CLU's with a 3-CM Indicator of Yes on the tract, this field is not editable at the tract level. It is aggregated from the field level.

- **DCP Cropland Acres** –System populated. DCP cropland is equal to the tract's Cropland acres plus the tract's DCP Ag related activity acres, this is a calculated value and not editable.

- **CRP Cropland Acres** – System populated. CRP cropland acres for the tract are equal to the aggregated acreage of all cropland fields (3-CM Indicator = Yes) on the tract that contain CRP attributes in the field level CRP Data assignment block.

193   CRM Farm Records Assignment Blocks Detail (Continued)

   C   Tract Level Assignment Blocks (Continued)

- **WBP Acres** – Manual entry

- **GRP Acres** – Manual entry

- **State Conservation Acres** – Manual entry

- **Other Conservation Acres** - Manual entry

- **Cropland Acres Adjustment Reason Codes** - Manual entry

- **EWP Program Acres** - Manual entry

- **DCP Ag Related Activity Acres** - Manual entry

- **Wetland Reserve Program Acres** - Manual entry

- **Effective DCP Cropland Acres -** System populated as [DCP Cropland – (CRP cropland acres + WBP acres + GRP acres + State Conservation acres + Other Conservation acres + EWP program acres + Wetland Reserve Program acres)]

- **Double Cropped Acres** - Manual entry

- **Sugarcane Base Acres** - Manual entry. Only applicable to farms administered in Louisiana

- **CRP MPL Acres** - Manual entry

- **FAV/WR History** - Manual entry

- **SOD Acres** – System populated. This is the aggregated acreage of all fields with a SOD broken out date included as a field attribute.

- **HEL Status** - System assigned based on HEL statuses of fields on the tract

- **HEL Determinations** - Manual entry required

- **Wetland Determinations** - Manual entry required

- **Wetland Violation Types** - Manual entry. Only editable if Wetland Determination is set to "Tract contains a wetland or farmed wetland".

193   CRM Farm Records Assignment Blocks Detail (Continued)

C   Tract Level Assignment Blocks (Continued)

Following is an example of the data displayed in the tract level Land Data assignment block.

Tract Crop Data

- **Crop Name** – Manual entry
- **Crop Year** - System assigned
- **Base Acres** – Manual entry
- **Base Acres** – Manual entry required
- **CTAP Transitional Yield** – Manual entry if applicable
- **CTAP yield adjustment Codes** - Manual entry required
- **PLC Yield** - Manual entry
- **PLC Yield Adjustment Codes** - Manual entry required.

Following is an example of the base crop data maintained on the tract.

193   CRM Farm Records Assignment Blocks Detail (Continued)

   C   Tract Level Assignment Blocks (Continued)

   Tract CCC-505 CRP Reduction Data

   - **Crop Name** – Manual entry
   - **Crop Year** – Manual entry
   - **Contract Number** – Manual entry
   - **Start Year** – Manual entry
   - **Acres** – Manual entry
   - **CTAP Transitional Yield** – Manual entry if applicable
   - **PLC Yield** – Manual entry if applicable.

   Following is an example of the base acres and associated data that have been reduced due to CRP enrollment on that tract.

▾ Tract CCC-505 CRP Reduction Data							
Actions	Crop Name	Crop Year	Contract Number	Start Year	Acres	CTAP Transitional (Direct...	PLC (CC) Yield
	Soybeans	2015	2308	2010	0.60	33.0000	39.0000

   Tract Parties Involved

   - **Name** – System assigned when a Business Partner is searched and selected using the input help for Business Partner ID number

   - **Function** (Owners or Other Producers) – Manual Entry if applicable

   - **ID** – Manual entry or System assigned when a Business Partner is searched and selected by name

   - **HEL Exceptions** - Editable only if the tract has "HEL field on tract. Conservation system not being actively applied" as its HEL determination

   - **CW Exceptions** - Editable only if the a converted wetland violation exists on the tract

   - **PCW Exceptions**-Editable only if a planted converted wetland violation exists on the tract

   Following is an example of an owner associated at the tract level.

▾ Parties Involved					
Name	Function	ID	HEL Exceptions	CW Exceptions	PCW Exceptions
DAVID HOMAN	Owner	8001191144			

D   Field Level Assignment Blocks

Following is an example of the field level assignment blocks.

GIS Info

Following is an example of imagery and spatial representation of the selected tract with selected CLU highlighted.

193   CRM Farm Records Assignment Blocks Detail (Continued)

D   Field Level Assignment Blocks (Continued)

Field General Data

- **Field Number** – Associated CLU number of the field selected in the hierarchy

- **Field Description** – System generated field description including the State-County-Farm-Tract-Field number

- **Physical State Location** – The state where the majority of the field is physically located as determined by GIS using the FSA physical location

- **Physical County Location** – The county were the majority of the field is physically located as determine by GIS using the FSA physical location

- **Congressional District** – The congressional district where the field is located as determined by GIS.

Note: Data in this assignment block is not editable

Following is an example of field level general data.

Field Land Data

- **Land Class Code** – Land Class Code assigned for the selected field from the associated CLU attributes

- **Acres** – Calculated acres for the selected field determined by GIS in the CLU layer

- **HEL Status** – HEL determination assigned for the selected field from the associated CLU attributes

- **3-CM Cropland Indicator** – 3-CM cropland indicator assigned for the selected field from the associated CLU attributes

Note: Data in this assignment block is not editable

Following is an example of land data associated with a selected field.

193   CRM Farm Records Assignment Blocks Detail (Continued)
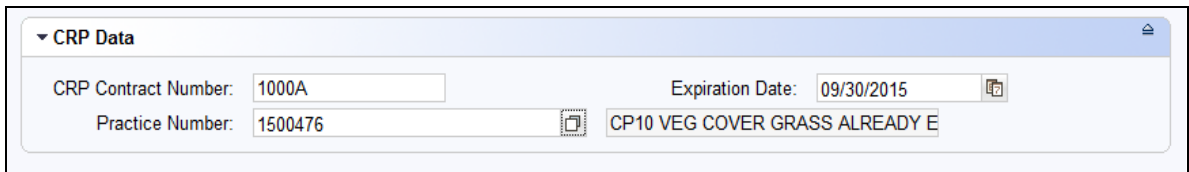
   D   Field Level Assignment Blocks (Continued)

   CRP Data

   - **CRP Contract Number** – User entered CRP contract number from CCMS if the selected field is enrolled in an active CRP contract

   - **Expiration Date** – User entered CRP contract expiration date from CCMS if the selected field is enrolled in an active CRP contract

   - **Practice Number** – User selected Conservation Practice from CCMS if the selected field is enrolled in an active CRP contract

   - **Practice Description** – System generated conservation practice description loaded once a conservation practice has been selected for the selected field enrolled in an active CRP contract.

   Note: If the selected field is enrolled in CRP, all entries in the CRP Data assignment block must be loaded with valid data before the field is flagged as CRP in Farm Records and the acres are totaled as CRP Cropland or CRP MPL Acres at the tract level as applicable. All data must match the CRP contract enrolled in CCMS.

   Following is an example of CRP contract data associated with a selected field.

   NRCS Data

   NRCS Data assignment block is reserved for future use. All entries are manual entries.

   - **NRCS Contract Number**
   - **NRCS Practice Number**
   - **NRCS Expiration Date**
   - **NRCS Cropland Acreage**.

   Following is an example of NRCS data that could be entered in the future.

193   CRM Farm Records Assignment Blocks Detail (Continued)

   D   Field Level Assignment Blocks (Continued)

   Parties Involved

   - **Name** – auto-populates when Business Partner ID Number is selected using Input Help

   - **Function** - system defaults to Other Producer

   - **ID** - use Input Help to search for and select producer's business partner ID

   - **HEL Exceptions** - Editable only if the tract containing the field has "HEL field on tract. Conservation system not being actively applied" as its HEL determination

   - **CW Exceptions** - Editable only if the a converted wetland violation exists on the tract containing the field

   - **PCW Exceptions** -Editable only if a planted converted wetland violation exists on the tract containing the field.

   Following is an example of an Other Tenant associated with a selected field.

   Native Sod

   All entries in this assignment block are editable and a manual entry by users.

   - **SOD Broken Out Date** – Date the producer indicates that land meeting the definition of Native Sod was broken to be brought into production. Broken out date must be on or after January 7, 2014.

   - **1st Year Planted** – First year that the newly broken land is planted. Date entered must be in or after the same FY entered in the SOD Broken Out Date.

   - **2nd Year Planted** – Second year that the newly broken land is planted. Date entered must be after the 1st Year Planted

   - **3rd Year Planted** – Third year that the newly broken land is planted. Date entered must be after the 2nd Year Planted

193   CRM Farm Records Assignment Blocks Detail (Continued)

   D   Field Level Assignment Blocks (Continued)

   - **4ᵗʰ Year Planted** – Fourth year that the newly broken land is planted. Date entered must be after the 3ʳᵈ Year Planted

   Note: Native Sod assignment block applies only to fields with a physical location in the following states:

   - Iowa
   - Minnesota
   - Montana
   - Nebraska
   - North Dakota
   - South Dakota.

   Following is an example of Native Sod data entries associated with a selected field.

194-199 (Reserved)

Section 2   Farm Records Maintenance

Subsection 1   Assignment Block Overview

200   Farm Records Maintenance Overview

A   Overview

This section provides guidance for updating and maintaining farm records data.

201   Adding or Changing an Operator

A   Overview

After the user has selected a farm in the CRM Search window, the Farm Data Screen will be displayed. Users may add a new operator or change an existing operator at the farm level on the Farm Data Screen by accessing the Parties Involved assignment block. When adding an operator to a newly created farm, the operator must be assigned prior to saving the farm record. When changing the operator on an existing farm, the farm must have an operator associated with it prior to saving the farm record.

B   Example

Following is an example of the Parties Involved assignment block for a newly created farm.

Following is an example of the Parties Involved assignment block for an existing farm.
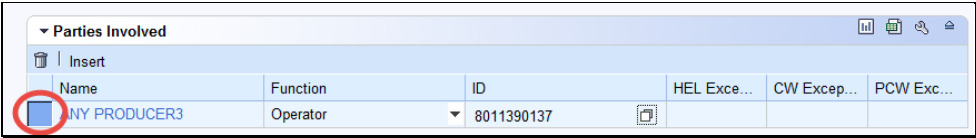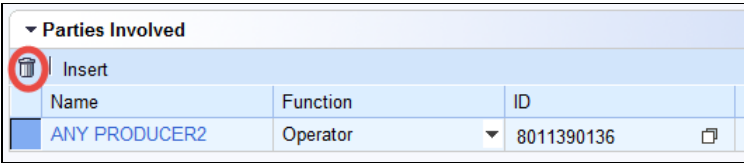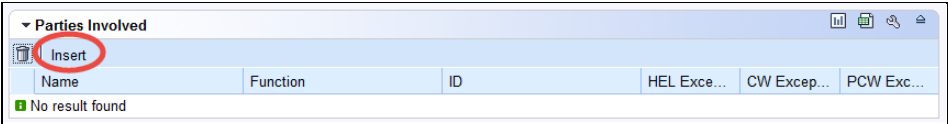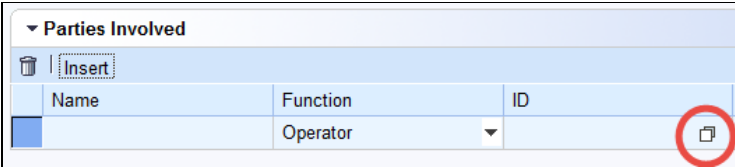
C   Adding an Operator to a Newly Created Farm

During creation of a new farm the user is required to enter an operator. See Section 3, Create a Farm for operator assignment on a newly created farm.

201   Adding or Changing an Operator (Continued)

D   Changing the Operator on an Existing Farm

The following table provides instructions to change the operator on an existing farm.

Step	Action
1	After searching for and selecting the farm on which the operator will be changed CLICK **"Edit"** on the CRM toolbar.
2	Navigate to the Parties Involved assignment block. **Note:** The **"Selection box"** beside the current operator name is automatically selected.
3	CLICK **"Remove"**.
4	CLICK **"Insert"**.
5	CLICK **"Input Help"** on the Parties Involved Assignment Block.
6	The Search: Partners – Webpage Dialog window will display.
7	Enter applicable information in the Search criteria entries.

201   Adding or Changing an Operator (Continued)

   D Changing the Operator on an Existing Farm (Continued)

Step	Action
8	CLICK "**Search**" in the Search: Partners – Webpage Dialog window.
9	Select appropriate producer from displayed list by CLICKING on the **"Common Customer Name"**.
10	CLICK **"Save"** on the CRM toolbar to complete transaction. **Alternate methods:** **Method 1:** Users may click the "Input Help" tool (shown in Step 5) in the same row as the current operator, then continue to Step 6. **Method 2:** If the 10-digit Business Partner ID for the new operator is known, users may click in the ID field and manually enter the BP ID number, then continue to Step 10.

   E Common Error Messages

   Common error messages that prevent users from saving edits include the following.

Message or Error Received	Action
Added Partner does not have proper associated county	Correct/add associated county in CRM Business Partner. See 11-CM for additional guidance on adding an associated county to an existing CRM Business Partner.
Other Tenant cannot be the same person as the Operator	Correct Operator at the farm level or correct Other Producer (Other Tenant) at the tract or field level in the Parties Involved Assignment Block

202   Adding or Changing an Owner

A   Overview

After user has selected a farm in the CRM Search window, the farm data screen will be displayed. Users may add or change owners at the **tract** level by accessing the Parties Involved assignment block. When creating a new tract on a farm, at least one owner must be assigned to the tract before the farm can be set to active status. When changing an owner on an existing tract of an active farm, the tract must have at least one owner associated with it prior to saving the farm record.

B   Example

Following is an example of the Parties Involved assignment block for a newly created tract.

Following is an example of the Parties Involved assignment block for an existing tract.

C   Adding an Owner to a Newly Created Tract

During creation of a new tract the user is required to enter an owner. See Part 7, Section 3, Create a Farm for owner assignment on a newly created tract.

D   Changing an Owner on an Existing Tract

The following table provides the steps to change an owner or an existing tract.
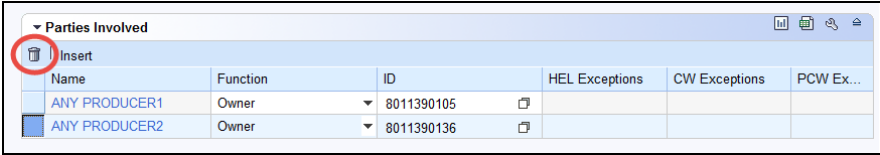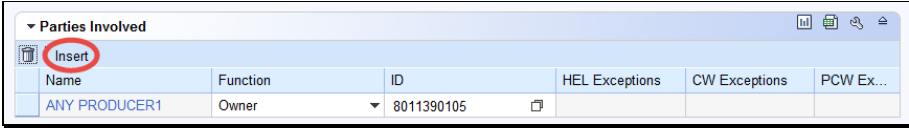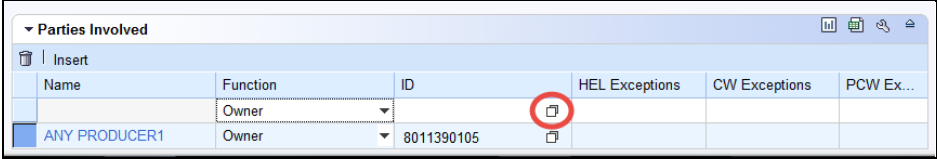
Step	Action
1	CLICK **"Edit"** on the CRM toolbar.
2	Navigate to the Parties Involved assignment block.
3	CLICK **"Selection box"** beside the owner to be changed if multiple owners are assigned to the tract. **Note:** If only one owner currently exists on the tract and the tract does not contain an Other Producer, the "Selection box" beside the current owner name is automatically selected.

202   Adding or Changing an Owner (Continued)
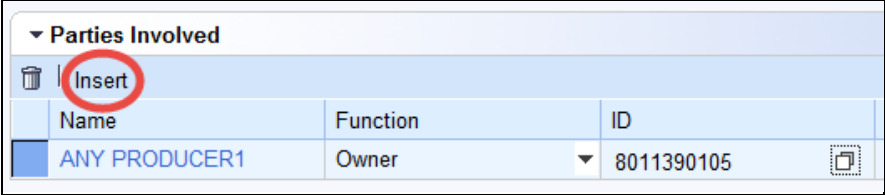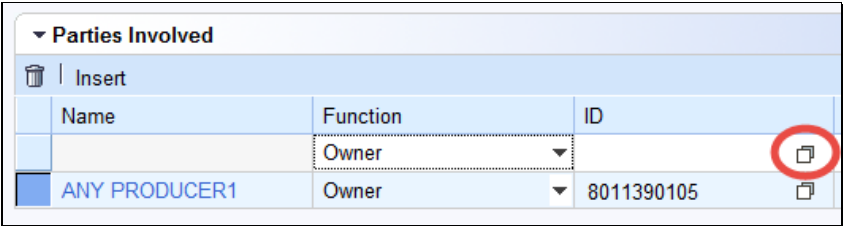
D   Changing an Owner on an Existing Tract (Continued)

Step	Action
4	CLICK **"Remove"**. The selected owner is removed from the tract.
5	CLICK **"Insert"**.
6	CLICK **"Input Help"** in the newly created row in the Parties Involved assignment block. **Note:** The Parties Involved assignment block at the tract level defaults to "Other Tenant". Use the drop-down menu to select "Owner"
7	The Search: Partners – Webpage Dialog window will display.
8	ENTER applicable information in the Search criteria entries.
9	CLICK **"Search"** in the Search: Partners – Webpage Dialog window.
10	Select appropriate producer from displayed list by CLICKING on the **"Common Customer Name"**.
11	CLICK **"Save"** on the CRM toolbar to complete transaction. **Alternate methods:** **Method 1:** Users may click the "Input Help" tool (shown in Step 6) in the same row as the current owner to be changed, then continue to Step 7. **Method 2:** If the 10-digit Business Partner ID for the new owner is known, users may click in the ID field of the current owner to be changed and manually enter the BP ID number, then continue to Step 10.

202   Adding or Changing an Owner (Continued)

E   Adding Additional Owners to a Tract

The following table provides the steps to add additional owners to a tract.

Step	Action
1	Click the appropriate tract in the Farm Hierarchy.
2	CLICK **"Edit"** on the CRM Toolbar.
3	CLICK **"Insert"** on the Parties Involved assignment block.
4	CLICK **"Input Help"** for the newly created row in the Parties Involved assignment block. **Note:** The Parties Involved assignment block at the tract level defaults to "Other Tenant". Use the drop-down menu to select "Owner".
5	The Search: Partners – Webpage Dialog window will display.
6	Enter applicable information in the Search criteria entries.
7	CLICK **"Search"** on the Search: Partners – Webpage Dialog window.
8	Select appropriate producer from displayed list by CLICKING **"Common Customer Name"**.
9	CLICK **"Save"** on the CRM toolbar to complete transaction.

202   Adding or Changing an Owner (Continued)

F   Common Error Messages

Common error messages that prevent users from saving edits include:

Message or Error Received	Action
Assign an Owner to the Tract	• Navigate to the Parties Involved Assignment Block and add an owner to the tract. • Check the Function field to ensure that Owner was selected from the drop-down menu.
Added Partner does not have proper Associated County	Correct/add associated county in CRM Business Partner.
Other Tenant cannot be the same person as the owner	Check farm owner(s) and/or other tenant (other producer) at the tract and/or field levels and correct duplication.

203   Adding or Changing Other Producer (Other Tenant)

A   Overview

After the user has selected a farm in the CRM search window, the farm data screen will be displayed. Users may add or change Other Producers at the tract or field level by accessing the Parties Involved assignment block at the appropriate level. Users are not required to enter an Other Producer prior to saving a newly created or existing farm record.

Note: Other Producer is referred to as Other Tenant within CRM.

B   Examples

Following is an example of the Parties Involved assignment block for a newly created tract.
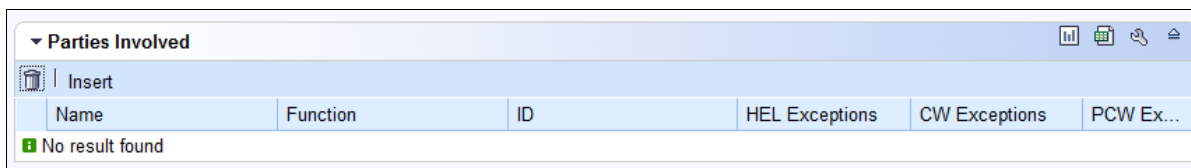
203 Adding or Changing Other Producer (Other Tenant) (Continued)
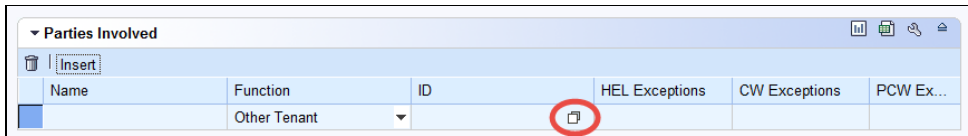
B Examples (Continued)

Following is an example of the Parties Involved assignment block when an Other Producer already exists on a tract or field.

C Adding an Other Producer to a Newly Created Tract or Field
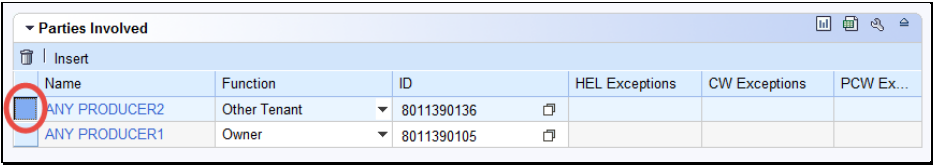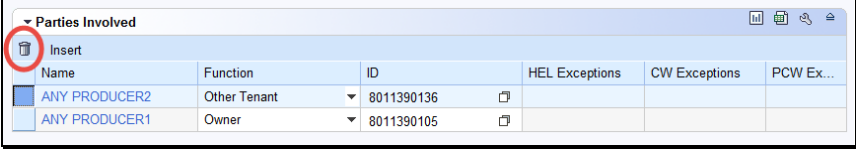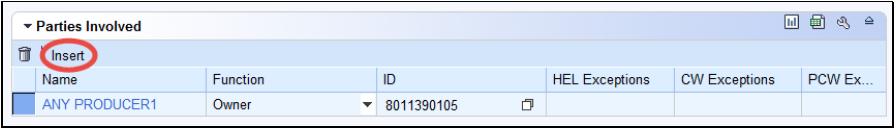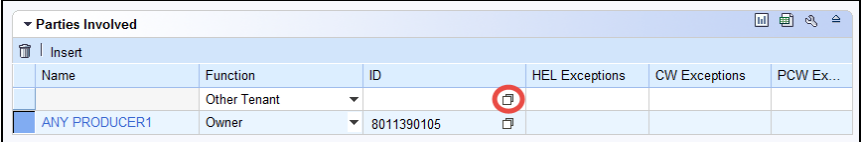
The following table provides the steps to add and other producers to a newly created tract or field.

Step	Action
1	Click the appropriate tract or field in the Farm Hierarchy.
2	CLICK **"Edit"** on the CRM Toolbar.
3	NAVIGATE to the Parties Involved assignment block.
4	CLICK **"Insert"**.
5	CLICK **"Input Help"**.
6	The Search: Partners – Webpage Dialog window will display.
7	ENTER applicable information in the Search criteria entries.
8	CLICK **"Search"** in the Search: Partners – Webpage Dialog window.
9	Select appropriate producer from displayed list by CLICKING on the **"Common Customer Name"**.
10	CLICK **"Save"** on the CRM toolbar to complete transaction.

203   Adding or Changing Other Producer (Other Tenant) (Continued)

D   Changing an Other Producer

The following table provides instructions to change an other producer.

Step	Action
1	Click the appropriate tract or field in the Farm Hierarchy.
2	CLICK **"Edit"** on the CRM Toolbar
3	Navigate to the Parties Involved assignment block.
4	CLICK **"Selection"** box beside the other producer to be changed when multiple business partners exist at the tract level or multiple other producers are assigned at the field level. **Note:** When working at the field level, if only one other producer currently exists at the field, the "Selection box" beside the current other producer name is automatically selected.
5	CLICK **"Remove"** (**trash can**). The selected other producer is removed from the tract or field.
6	CLICK **"Insert"**.
7	CLICK **"Input Help"** for the newly created row in the Parties Involved assignment block.
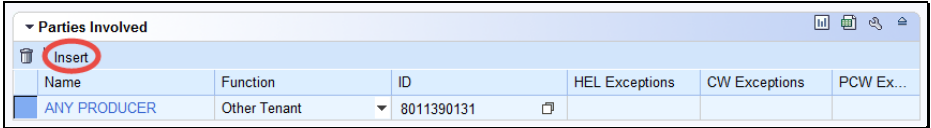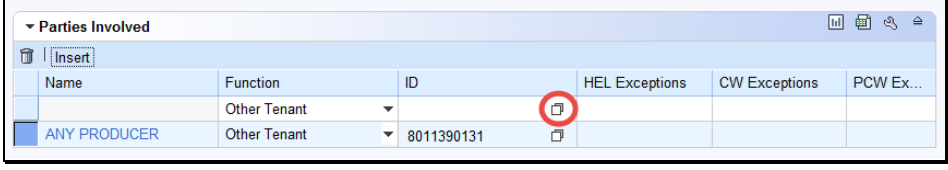
203   Adding or Changing Other Producer (Other Tenant) (Continued)

D   Changing an Other Producer (Continued)

Step	Action
8	The Search: Partners – Webpage Dialog window will display.
9	Enter applicable information in the search criteria menus.
10	CLICK **"Search"** on the Search: Partners – Webpage Dialog window.
11	Select appropriate producer from displayed list by CLICKING **"Common Customer Name"**.
12	CLICK **"Save"** on the CRM toolbar to complete transaction. **Alternate methods:** **Method 1:** Users may click "Input Help" (shown in Step 7) in the same row as the current other producer to be changed, and then continue to Step 8. **Method 2:** If the 10-digit Business Partner ID for the new other producer is known, users may CLICK in the ID field of the current other producer to be changed and manually enter the BP ID number, then continue to Step 12.

E   Adding Additional Other Producers to a Tract or Field

The following table provides the steps to add additional other producers to a tract or field.

Step	Action
1	Click the appropriate tract or field in the Farm Hierarchy.
2	CLICK **"Edit"** on the CRM Toolbar.
3	Navigate to the Parties Involved assignment block.
4	CLICK **"Insert"** on the Parties Involved assignment block.
5	CLICK **"Input Help"** for the newly created row in the Parties Involved assignment block.
6	The Search: Partners – Webpage Dialog window will display.

E   Adding Additional Other Producers to a Tract or Field (Continued)

Step	Action
7	ENTER applicable information in the Search criteria entries.
8	CLICK **"Search"** on the Search: Partners – Webpage Dialog window.
9	Select appropriate producer from displayed list by CLICKING **"Common Customer Name"**.
10	CLICK **"Save"** on the CRM toolbar to complete transaction.

F   Common Error Messages

Common error messages that prevent users from saving edits include:

Message or Error Received	Action
Added Partner does not have proper Associated County	Correct/add associated county in CRM Business Partner. See 11-CM for additional guidance on adding an associated county on an existing Business Partner.
Other Tenant cannot be the same person as the Owner	Check tract owner(s) and/or other tenant(s) (other producers) at the tract and/or field levels and eliminate duplication.

204   GIS General Tools Overview

A   Overview

Navigation and standard GIS tools are available in the GIS Info assignment block at all farm, tract, and field levels. The tools and navigation functionality are the same regardless of the selected hierarchy level.

B   Example

Following is an example of the navigation compass, GIS standard toolbar, and the scale bar.

1. Navigation Compass
2. GIS Standard Toolbar
3. Scale Bar
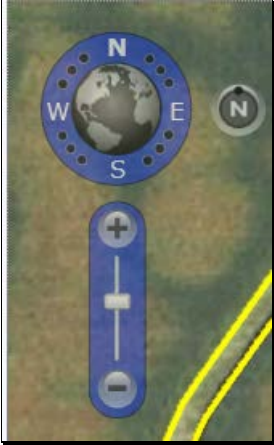
205   Utilizing the Navigation Compass

    A   Navigation Compass Overview

    The navigation compass allows the user to move and zoom the image displayed in the GIS Info assignment block.

    B   Action

    The following table provides an overview of the Navigation Compass Tool.

Tool	Use
Navigation Compass	• Clicking on the N, W, E, and S will expand the users view in the selected direction. • CLICK the **"+"** to zoom the GIS image in. • CLICK the **"-"** to zoom the GIS image out. • Clicking in the center of the Navigation Compass on the "world" will zoom the user out to the full extent of the world. It is not recommended that users zoom to full extent. • Clicking between the directions (N, W, E, and S) and dragging, will rotate the GIS image in the same direction. Clicking the **"N"** circle to the right of the navigation compass will reset the map image to display the image with north at the top. Other navigations options are available using the mouse or the arrow keys on the keyboard. • Click and drag on the GIS image to move the map in any direction. • The roll bar/wheel on the mouse can be used to zoom in and out. Move the roll bar/wheel forward to zoom in. Move the roll bar/wheel back to zoom out. • Press the arrow keys on the keyboard to move the map in the applicable direction. • Press the shift key and CLICK and drag the mouse to create a box on the map. When the mouse is released the screen will zoom to the extent of the created box.

206   GIS Standard Toolbar

   A   Overview

   The GIS Standard Toolbar in the GIS Info assignment block will display at all farm hierarchy
   levels selected. The following tools are available on the GIS Standard Toolbar.

   - Identification Tool
   - Measurement Service Tool
   - Layers TOC Tool
   - Full Screen Mode Tool
   - AOI Search Tool
   - Task Help Tool.

   B   Example

   Following is an example of a GIS standard toolbar.

   Note: See work instruction **Display the GIS Standard Toolbar** for more information on
             using the standard toolbar. See Exhibit 20 for a complete listing of all Farm Records
             and GIS work instructions and simulations.

207   Identification Tool

   A   Overview

   The Identification Tool allows users to identify the CLU attributes of any field selected with
   the tool. Additionally, users can utilize the Identification Tool to verify if an area has been
   delineated as part of an existing CLU.

   The tool will identify any CLU in the National CLU, regardless of the farm that is currently
   selected from the Farm Search.
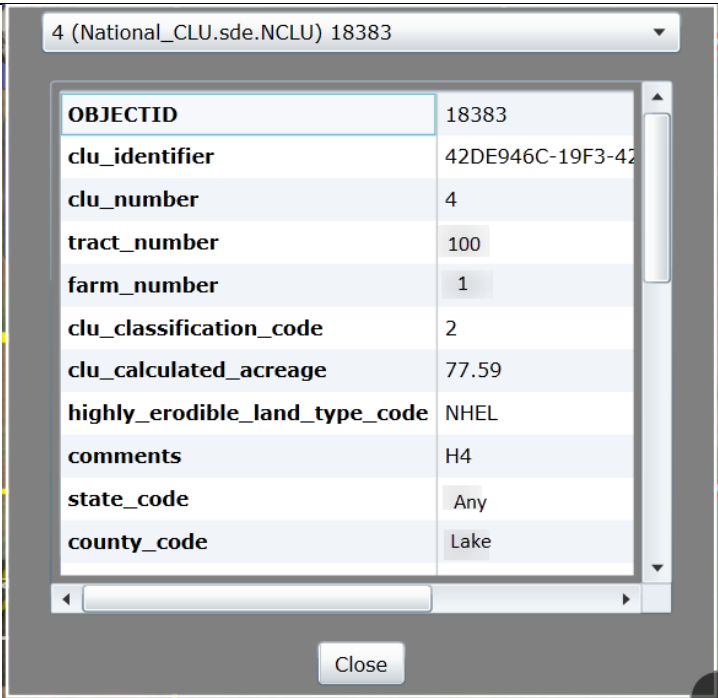
   B   Action

   The following table provides instructions to display the attributes of a selected CLU using the
   Identification Tool.

Step	Use
1	CLICK **"Identification Tool"** .
2	CLICK on any location within the GIS map representation.
3	The CLU attributes for the area clicked will be listed in the window. The scrollbar on the right will allow users to scroll through all attributes.

207   Identification Tool (Continued)

   B   Action (Continued)

Tool	Use
3 (cntd)	4 (National_CLU.sde.NCLU) 18383 OBJECTID — 18383 clu_identifier — 42DE946C-19F3-42 clu_number — 4 tract_number — 100 farm_number — 1 clu_classification_code — 2 clu_calculated_acreage — 77.59 highly_erodible_land_type_code — NHEL comments — H4 state_code — Any county_code — Lake Close
4	CLICK **"Close"** to remove the identification menu.
	Note: If there is no CLU delineated the user will receive the following notification: The location you clicked is not delineated as part of a farm.

208   Measurement Service Tool

    A   Measurement Service Tool Overview

    The Measurement Tool allows users to measure area or distance in the GIS Info assignment block. The measurement tools are also available while editing.

    B   Action

    The following table provides instructions to measure area or distance within the GIS Info assignment block.

Step	Action
	CLICK **"Measurement Tool"** In the Measurement Tool window, the ability to measure by area or distance will be available.
	Measuring Area
1	Set the area options to acres using the drop-down menu.
2	Set the distance options to feet using the drop-down menu.
3	CLICK "**Draw Polygon**".
4	Draw by clicking around the area to be measured.
5	Double click to finish the measurement.

208   Measurement Service Tool (Continued)

    B   Action (Continued)

Step	Action
	Measuring Distance
1	Set the distance options to feet using the drop-down menu.
2	CLICK "**Draw Polygon**".
3	On the map, click at the beginning point to start measuring.
4	Click at the end of the measured segment line.
5	Continue to measure as needed by clicking and making new segments.
6	Double click when the measurement is completed. Each segment between mouse clicks will be measured individually in feet. **Note:** Only one measurement graphic can be viewed at a time. If the user has completed one measurement and click either "Draw Polygon" or "Draw Polyline" to start a new measurement, the first graphic will be deleted. Users may want to take a screen print of the measurement if needed as documentation. **Important:** If a measurement is needed as a reference to delineate or modify a CLU boundary, the user must enter into Edit mode first and then use the measurement tool. If the measurement tool is utilized prior to entering edit mode, the measurement will be deleted when edit mode is selected.
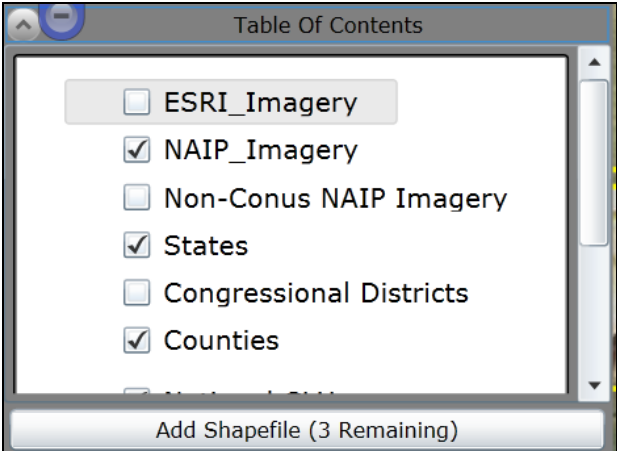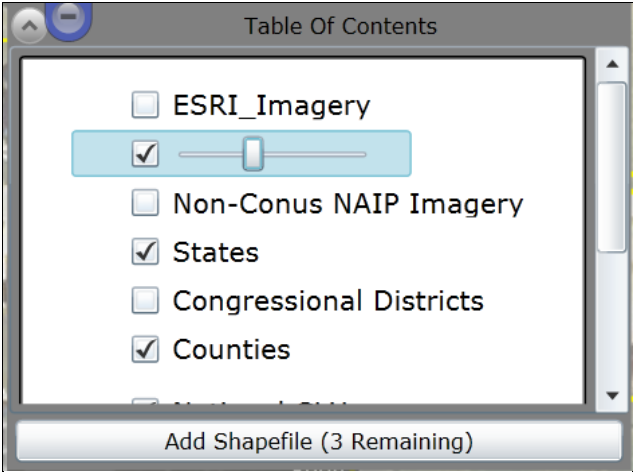
209   Layers TOC Tool

A   Overview

The Layers TOC tool allows users to view the layers that are loaded in the GIS Info assignment block. Additionally, the Layer TOC tool allows users to add reference shapefiles into the GIS Info assignment block as needed.

B   Action

The following table provides an overview of the layers available for display in the GIS Data assignment block.

Step	Action
	CLICK "**Layers TOC**"
Adjusting Layers	
1	The layers, including imagery, can be toggled on and off by checking (√) the boxes in front of each dataset listed.
2	Hovering over the imagery listed in the TOC menu allows users to change the transparency of the imagery by dragging the scroll bar left or right.

B   **Action (Continued)**

Steps	Action
3	To close out of the TOC menu, CLICK "**Layers TOC**" again on the toolbar.
	Adding Shapefiles
4	Using the Add Shapefiles tool will allow user to add additional GIS shapefiles as needed for reference when viewing or maintaining the CLU layer. Examples of when an additional layer may need to be loaded include GPS data, CRP TERRA Scenarios, or digital ownership records or surveys. Shapefiles added into CRM must meet the following requirements: • only three additional shapefiles can be loaded into GIS at the same time. • polygon, line, and point shapefiles can all be loaded into GIS. • shapefiles loaded in GIS must be no larger than 2 MB. • shapefiles loaded into GIS must be in the Web Mercator Auxiliary Sphere projection. **Note:** Contact the state GIS Specialist for assistance with projecting or loading additional shapefiles into the GIS Info assignment block.

Note: See work instruction **Add a New Shapefile** for more information on adding layers into the GIS Info assignment block. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

210   Full Screen Mode Tool

A   Full Screen Mode Tool Overview

The Full Screen Mode tool allows users to expand the GIS Info assignment block to the full extent of the screen as needed.

B   Action

Tool	Use
Full Screen Mode	• CLICK **"Full Screen Mode"** to expand the GIS Assignment Block. • CLICK **"Esc"** to return to return to the previous screen. **Note: Editing within full screen mode is not recommended.** If users are experiencing performance issues in Full Screen Mode, this option should not be used and editing should be completed from the standard size GIS Info assignment block. When in full screen mode input from the keyboard is not permitted except for "**Esc**".

211   AOI Search Tool

A   AOI Search Tool Overview

The AOI Search window has three search options to find the location of an existing farm or to locate the area where a new farm will be delineated:

• CLU Search,
• PLSS Search,
• Address Search.

Choose the applicable search method.

211   AOI Search Tool (Continued)
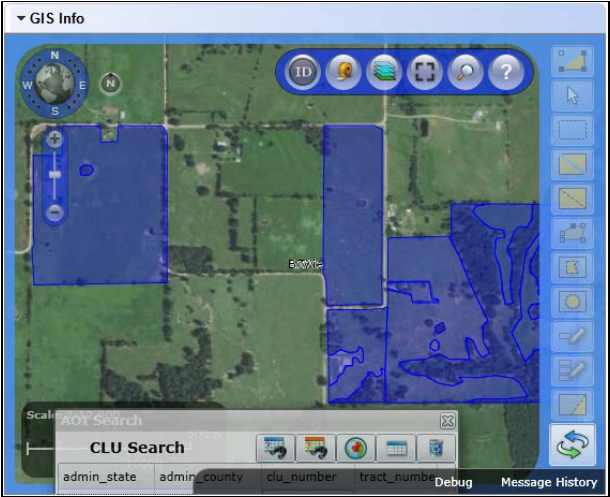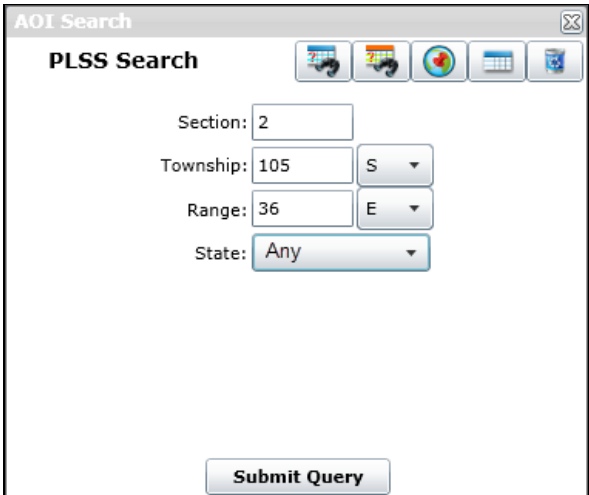
   B   Action

   The following table provides instructions for searching for a location by CLU, PLSS, or address.

Step	Action
	CLICK "**AOI Search**"
	CLU Search
	The CLU Search window can be used to display and zoom to a known Farm, Tract, and/or CLU. When delineating a new farm the approximate location of the new farm can be found by searching for an existing farm that is close to the approximate location of the new farm.
1	Select the Administrative State and County for the farm by either: • selecting the State and County from the drop-down menus • checking (√) the "Use FSA County/State for the Current Farm". The State and county will be automatically populated as the Administrative State and County identified in the Farm General Data assignment block when a checkmark (√) is placed in "Use FSA County/State for the Current Farm" Enter one of the following for the farm: • Farm Number • Farm Number and Tract Number • Farm Number and Tract Number and CLU Number.
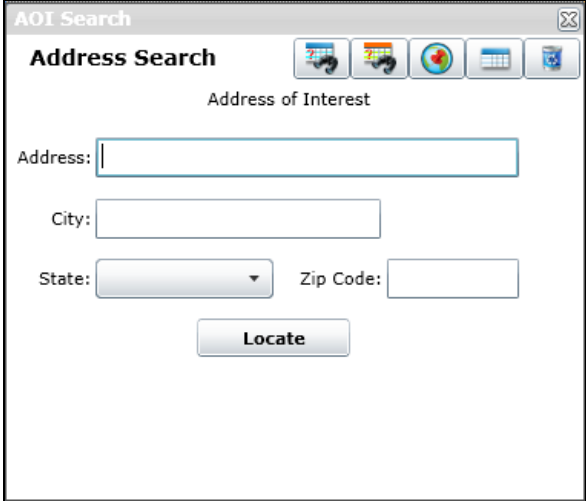
B   Action (Continued)

Step	Action
2	CLICK **"Submit Query"**. As shown the approximate location will appear in blue in the GIS Info assignment block.
	PLSS Search
	The PLSS Search window can be used to select and zoom to a known section, township, and range that is close to or includes the location of an existing or new farm.
1	Enter the section, township, and range number. Select the directional indicator from the drop-down menu for both township and range.
2	Select the State from the drop-down menu. Following is an example of searching by PLSS.

211   AOI Search Tool (Continued)

   B   Action (Continued)

Step	Use
2 (cntd)	CLICK **"Submit Query"**. The PLSS section will be highlighted in the GIS Info assignment block and all displayed sections will be labeled with the section township and range.
	Address Search
	The Address Search window can be used to select and zoom to a known address of interest that represents or is close to the approximate location of an existing or new farm.
1	ENTER the address, city, and zip code.
2	Select the State from the drop-down menu. Following is an example of searching by address.
3	CLICK **"Locate"**. The GIS Info assignment block will zoom to the approximate location.
4	TO close the AOI Search window CLICK [**X**] in the upper right corner of the window.

   Note: See work instruction **PLSS Search** for more information on searching for a location
         by Section-Township-Range. Exhibit 20 contains a complete listing of all Farm
         Records and GIS work instructions and simulations.

212   Task Help Text Tool

A   Overview

The Task Help Text tool allows users to toggle the editing instruction pop-ups on and off. By default the help instructions are not displayed.

B   Action

Task Help Text	Use
	CLICK **"Task Help Text"** to enable the pop-up instructions to assist with editing tasks.

213   Scale Bar

A   Overview

The scale will change as the user zooms in and out on the map extent.

B   Example and Use

The following table provides an example of the Scale Bar and describes the scale requirements.

Tool	Use
Scale Bar Scale: 1:6,000 100m 500ft	**Note:** Several GIS editing tools require that the scale is zoomed to a minimum of 1:4800 before the editing tools will become active.

214-218 (Reserved)

219 CRM Farm Records Field Level Editing

A Overview

In general, the foundation of the CRM Farm Records data starts with the field level data. Once a field is delineated and data loaded in the CLU attributes, the information is aggregated to the tract and farm levels. The following assignment blocks are found at the field level for a selected field:

- GIS Info Assignment Block
- field general data
- field land data
- CRP data
- NRCS data
- parties involved
- native sod.

Within each assignment block, data is populated from the automated system, from the CLU attributes, or from data manually entered by the user. Modifying or editing the field level data is completed either through editing the CLU boundaries and attributes in the GIS Info assignment block or manually entering data that is needed for specific program requirements in other assignment blocks.

Note: Throughout the following automation instructions for field editing the terms field and CLU will be used interchangeably.

Important: After edits are completed users should verify that the updates completed have replicated successfully to the web-based FRS. Successful replications are verified at the Farm Level in the FPMS Status assignment block. See Exhibit 22 and Part 7, Section 2 on Farm Level Editing for additional information concerning the FPMS Status assignment block.

220   GIS Info Assignment Block Editing – Field Level

A   Overview

The GIS Info assignment block contains the GIS representation of the farm records data including the CLU layer, CLU attributes, wetland layer, imagery, and other state and national layers needed to identify a specific field.

The GIS editing tools become available when an edit session is initiated from either the tract level or field level in the Farm Hierarchy. Edits made with the GIS editing tools are always specific to the field or fields selected within the GIS Info assignment block regardless of whether the edit session was initiated from the tract level or the field level in the Farm Hierarchy and regardless of the field that may be selected in the farm hierarchy at the time the GIS edits are being made. Edits can only be made within a single tract at a time.

The following GIS editing tools are available to modify or maintain CLU boundaries and attributes.

- select
- clear selected features
- split selected CLU
- merge selected CLU's
- edit vertices of selected CLU
- polygon inclusion
- circle inclusion
- edit CLU attributes
- bulk edit CLU attributes
- orphan selected CLU
- save and sync.

Note: The user must be at a scale of at least 1:4800 to access the following GIS editing tools:

- split the selected CLU
- edit vertices of selected CLU
- polygon inclusion
- circle inclusion.

Once an editing tool is selected, the user can zoom to a different scale, as needed, to perform the edit required.

After an edit in the GIS Info assignment block is completed, the user must select "Save and Sync" before the edit is permanently saved in the CLU layer and all associated field, tract, and farm data is updated accordingly.

220   GIS Info Assignment Block Editing – Field Level (Continued)

B   Example

Following is an example of the editing tools available in the GIS Info assignment block.

> **Note:** See work instruction **Display GIS Assignment Block** for more information on viewing the GIS Info assignment block. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

221   Select Tool

A   Overview

A field or multiple fields must be selected in the GIS Info assignment block before most editing tools are enabled. One or multiple fields can be selected using the Select tool.

B   Example

Following is an example of a highlighted field that has been selected using the Select Tool.

221 Select Tool (Continued)

C Action

Following provides the functionality of the Select Tool.

Select Tool	Action
	• To select a single field, CLICK **"Select"** and then CLICK on the desired field. The boundary of the field selected will highlight in aquamarine. • To select multiple fields either click and drag the cursor through all fields or hold the SHIFT-key and CLICK on each field. The boundaries of the fields selected will highlight in aquamarine.

222 Clear Selected Features Tool

A Overview

The Clear Selected Features tool is used to unselect fields that are highlighted through selection with select tool or by clicking on a field in Farm Hierarchy.

B The following provides an example of the Clear Selected Features tool and a description of its use.

Clear Selected Features Tool	Action
	To unselect all highlighted fields, CLICK **"Clear Selected Features"**. The aquamarine highlight will be removed and editing will no longer be possible until at least one field is selected.

223   Split Tool

A   Overview

An existing CLU can be divided into two separate CLU's using the Split Tool. Following a field split the resulting CLU's will be numbered with the next highest available field numbers for the tract. The new CLU attributes can be updated or modified as needed.

Note: Only one CLU can be split at a time.
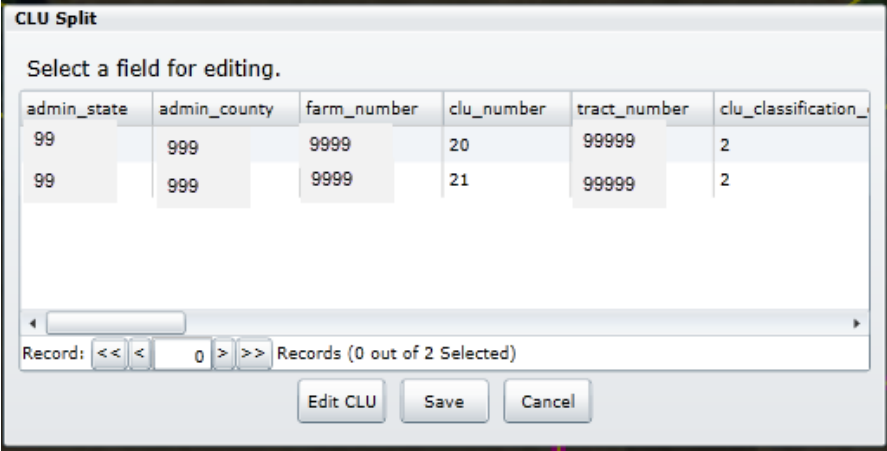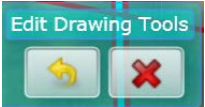
B   Action

The following table provides general instructions for splitting an existing CLU.

Step	Action
1	Select the CLU to be divided using the "Select" tool.
2	Zoom to at least 1:4800 to activate the Split Tool.
3	CLICK "**Split**" [icon].
4	Split the selected field by starting outside the selected CLU and click to set a vertex. Cross over the existing CLU boundary and delineate the new boundary by clicking to place vertices along the new boundary to be created. To finish the new field boundary, cross over an existing boundary to exit the field and double-click outside the selected CLU to end the editing session and initiate validation checks on the new CLU's. **Important:** When delineating new boundaries with the Split Tool, snapping should be used where applicable to ensure all vertices, where multiple CLU's connect, are matched. To enable snapping while delineating new CLU's, hold the Control-key down while clicking to place a vertex. See Paragraph 225 for instructions on snapping.

223   Split Tool (Continued)

   B   Action (Continued)

Steps	Action
5	The CLU Split attribute window will display. **CLU Split** Select a field for editing. 	admin_state	admin_county	farm_number	clu_number	tract_number	clu_classification_	 |---|---|---|---|---|---| | 99	999	9999	20	99999	2	 | 99	999	9999	21	99999	2	 Record: |<< |< | 0 |> |>> Records (0 out of 2 Selected) Edit CLU Save Cancel
6	CLICK "**Save**" to save the new delineated boundary and existing CLU attributes for the new CLU's or select a CLU and CLICK "**Edit**" to update the attributes for the new resulting CLU. Repeat for the other resulting CLU if necessary and CLICK "**Save**". **Important:** Do not change field numbers for the resulting fields until after a Save and Sync has been completed to save the new CLU's.
7	CLICK **"Save and Sync"** to save the boundaries and attributes for the new CLU's.
8	The following are options to Undo Delineation. **Note:** While delineating a new boundary with the Split Tool the Edit Drawing Tools menu will be displayed. As the new boundary is being delineated: • Users can CLICK **"Undo"** to remove previously placed vertices. • Users can CLICK **"Cancel"** to remove all vertices and start the split over.

   Note: See work instruction **Split CLU** for more information on splitting existing CLU's
         with the Split Tool. Exhibit 20 contains a complete listing of all Farm Records and
         GIS work instructions and simulations.

224   Merge Tool

A   Overview

The Merge Tool will allow two or more adjacent CLU's to be merged together. The resulting, merged CLU will be numbered one number higher than the highest field number that currently exists on the tract. Once merged the attributes of the resulting CLU can be updated as needed.

B   Action

The following table provides instructions that must be completed to merge two or more CLU's.

Step	Action
1	CLICK "**Select**".
2	Click and drag through the CLU's to be merged or hold the shift-key and Click on each CLU to be merged. **Note: All CLU's selected must have shared boundaries or be overlapping in order to be merged together.**
3	CLICK **"Merge"** The Merge tool is not enabled until at least two CLU's are selected.
4	The Merge CLU window will display.
5	User must Select one of the parent CLU's.

B   Action (Continued)

Step	Action
6	Attributes of the selected CLU will be retained for the resulting merged CLU.
7	CLICK **"Continue"**.
8	A confirmation window will display. CLICK **"OK"** to copy the attributes and finish the merge or CLICK **"Cancel"** to cancel out of the merge and clear the selected CLU's.
9	After CLICKING **"OK"** the CLU Attribute window will display.
10	Update the newly merged CLU as needed (See paragraph 229, Edit CLU Attributes). **Important:** Do not change the newly merged CLU in the CLU Attribute window until after a Save and Sync has been completed.
11	CLICK **"OK".**
12	CLICK **"Save and Sync"** to save the merged CLU.

Note: See work instruction **Merge CLU** for more information on merging adjacent CLU's together. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations. See Exhibit 23 for instructions on using the merge tool for resolving overlapping CLU's.

225   Snapping Function

A Overview

The snapping function is not a tool but is a technique that should be utilized when delineating new boundaries or editing existing boundaries. Snapping allows common vertices between two or more CLU's to be placed in the exact same location to ensure the integrity and quality of the CLU boundaries and data. To enable snapping during any editing function, hold down the **CTRL** key on the keyboard as vertices are placed or moved.

If snapping is not utilized when delineating or modifying boundaries, voids between CLU's could be created or unintentional overlaps may occur. If an overlap occurs the overlapping portion of the edit will be trimmed back to match the boundaries of the adjacent CLU.

B Recognizing Editing Errors

Users must recognize voids and other possible editing errors as boundaries are adjusted or created using the GIS editing tools. GIS editing tools do not allow users to create overlaps between CLU's, but will allow voids to be created if a user pulls apart a shared boundary using the Edit Vertices tool. Users can identify voids by a red or pink boundary that appears between two CLU's. See Exhibit 24 for instructions on correcting voids and snapping boundaries back together.

226   Edit Vertices Tool

A Overview

Existing boundaries can be moved using the Edit Vertices Tool. Moving vertices along a boundary adjusts the boundary and automatically recalculates the acreage of the selected field. The steps needed for moving vertices vary depending on whether the user is moving a shared boundary or a non-shared boundary.

Note: The system will not allow users to create overlaps when using the Edit Vertices Tool. If an overlap occurs the overlapping portion of the edit will be trimmed back to match the boundaries of the adjacent CLU. When an overlap is detected during the post-edit overlap check the user will be notified of the existing overlap, but if the overlap was not created during the current edit, it will not be automatically be corrected by the system.

The following message will be received when accessing the Vertex Edit tool when a selected CLU contains an overlaps:
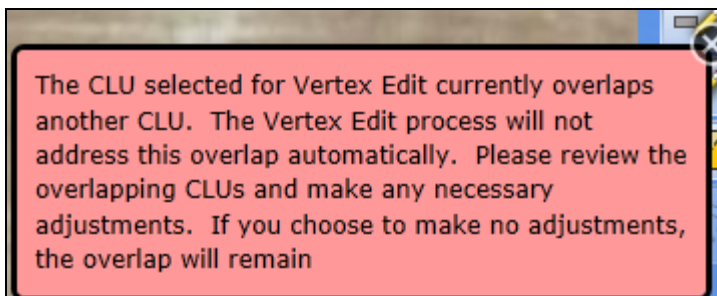
226 Edit Vertices Tool (Continued)

A Overview (Continued)

Note: The acreage of the overlap is counted multiple times when aggregated acreages for tract and farm level are determined so it is important that overlaps are corrected to accurately reflect the acreages of farms and tracts. See Exhibit 23 for instructions on identifying and resolving overlaps.

The system will permit the creation of voids. Voids are areas where shared boundaries have been pulled apart. The area within a void is not included in the calculated acreage of the CLU. To ensure correct acreage, unintended voids must be corrected. See Exhibit 24 for instructions on identifying and resolving voids. To prevent the creation of voids the snapping function should be used to ensure that all vertices along a shared boundary have a one-to-one match with the corresponding boundary. Contact the GIS Specialist for assistance if needed.

B Editing a Non-Shared Boundary with the Edit Vertices Tool

The following table provides the steps to edit a non-shared boundary.

Step	Action
1	CLICK **"Select"** and select the CLU of the boundary that needs to be adjusted. Once selected, the CLU will be highlighted in aquamarine.
2	Zoom to at least the 1:4800 scale to enable the Edit Vertices Tool.
3	CLICK **"Edit Vertices of Selected CLU"**.
4	The vertices for all points existing on the selected CLU boundary will show as small dots along the boundary.

226   Edit Vertices Tool (Continued)

B   Editing a Non-Shared Boundary with the Edit Vertices Tool

Step	Action
5	Click on a vertex and hold, then drag the mouse to move the vertex to the desired location.
6	Repeat for all vertices that need to be adjusted.
7	Click inside the selected CLU to finish the editing session and the system will verify that no overlaps were created during the editing session. If an overlap was created by the edit, the system will automatically snap boundaries to eliminate the overlap for the portion of the boundary being edited. **Note**: See Exhibit 23 for identifying and resolving known pre-existing overlaps.
8	The CLU Attributes window will display.
9	Update attributes as needed.
10	CLICK **"Save and Sync"**.

Note: See work instruction **Edit a CLU Boundary with Vertex Editor** for more information on using the Vertex Edit tool to adjust boundaries. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.
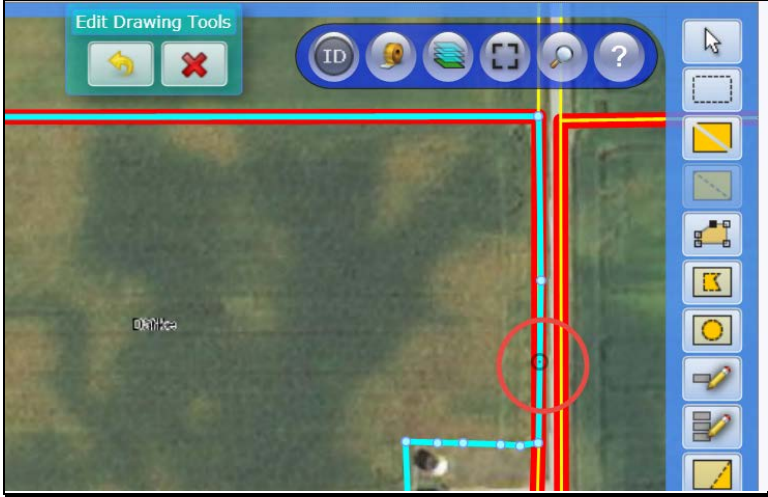
226   Edit Vertices Tool (Continued)

C Adding New Vertices

New vertices can be added to a boundary as needed to assist with adjusting a boundary.

Adding vertices can be completed once the Edit Vertices Tool is activated.

The following table provides the steps for adding new vertices.
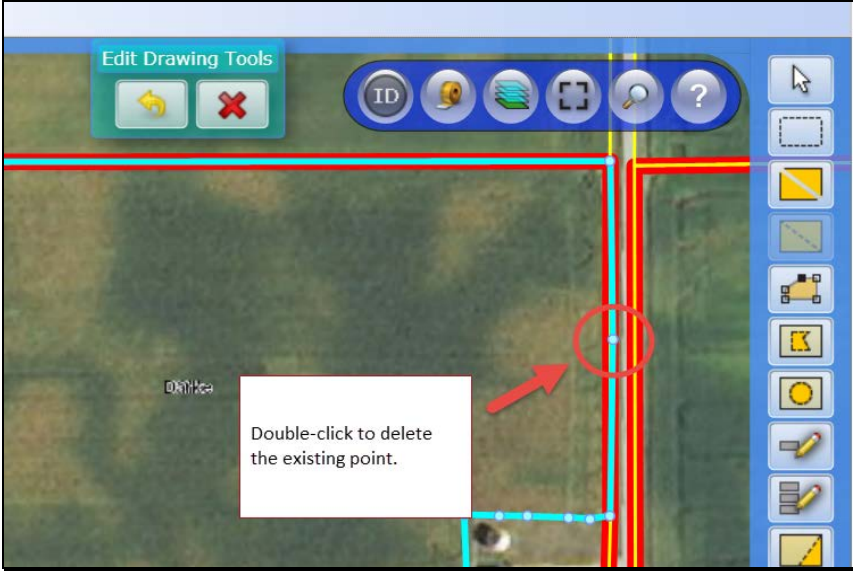
Step	Action
1	To add a new vertex, hover the mouse cursor on the CLU boundary. A small black circle will appear at the mid-point between two existing vertices.
2	Click on the circle and a new vertex will be added. **Note:** The new vertex can be moved as needed

226   Edit Vertices Tool (Continued)

D   Deleting Existing Vertices

Existing vertices can be deleted as needed to assist with adjusting a boundary. Deleting vertices can be completed once the Edit Vertices Tool is activated.
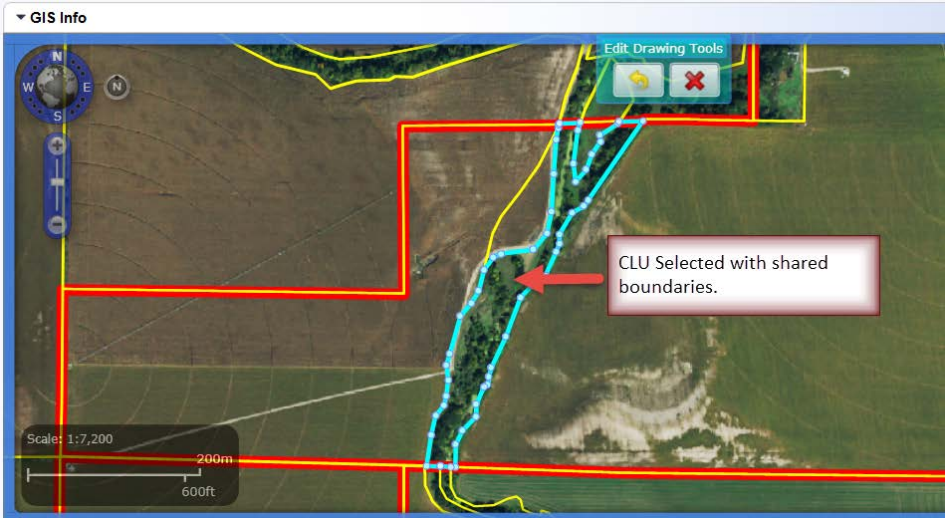
The following table provides the steps for deleting existing vertices.

Step	Action
1	Hover over the vertex to be deleted until the cursor changes from an arrow to a hand.
2	Double click on the vertex selected by the hand cursor to delete it. Once deleted, the boundary will adjust accordingly to make a straight line between the adjacent vertices still located on the selected CLU boundary

226   Edit Vertices Tool (Continued)
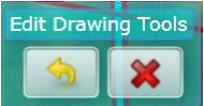
E   Editing a Shared Boundary between CLU's

The following table provides instructions to edit vertices of a shared boundary.

Step	Action
Editing Shared Boundaries	Instructions for moving a shared boundary are the same as editing a non-shared boundary, except the vertices of all CLU's sharing the same boundary must be adjusted. Edits increasing the size of the CLU being edited beyond a nearby or adjacent CLU cannot be saved if an overlap is created while using the Edit Vertices Tool. The boundary of the CLU being edited will be trimmed back so the overlap with the adjacent CLU is removed when the edit is saved. To prevent overlaps, boundaries of the first CLU edited must be moved away from the adjacent CLU. Then the vertices of the second and any subsequent CLU's must be snapped back to the previously adjusted vertices of the first CLU that was edited. Example of a shared boundary between two CLU's: **Note:** Use the Identification Tool if it is unclear if the boundary to be edited is a shared boundary, to identify and verify the CLU attributes on each side of the line. If attributes are not displayed on both sides of the boundary, it is not a shared boundary.

226   Edit Vertices Tool (Continued)

E   Editing a Shared Boundary between CLU's (Continued)

Step	Action
Editing Shared Boundaries (cntd)	**Note:** While adjusting vertices with the Edit Vertices Tool the Edit Drawing Tools menu will be displayed. As the new boundary is being delineated: • Users can CLICK **"Undo"** to reset previously moved vertices. • Users can CLICK **"Cancel"** to reset all vertices that were previously adjusted and start the adjustments again as needed. **Important:** When moving vertices along a shared boundary, snapping should always be used to ensure all vertices for both CLU's are snapped together. To enable snapping while moving vertices, hold the "Ctrl" key down while dragging the vertex.

Note: See work instruction **Edit Shared Boundary with Snap Feature** for more information on using the Vertex Edit tool and the snapping function to adjust boundaries. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations. Exhibit 23 contains instructions for using the Edit Vertices Tool to resolve overlapping CLU's if the pre-edit overlap check detects an overlap.

227   Polygon Inclusion Tool

A   Overview

The Polygon Inclusion Tool can be used to delineate a CLU inside of an existing CLU where the new CLU does not touch any of the existing boundaries.
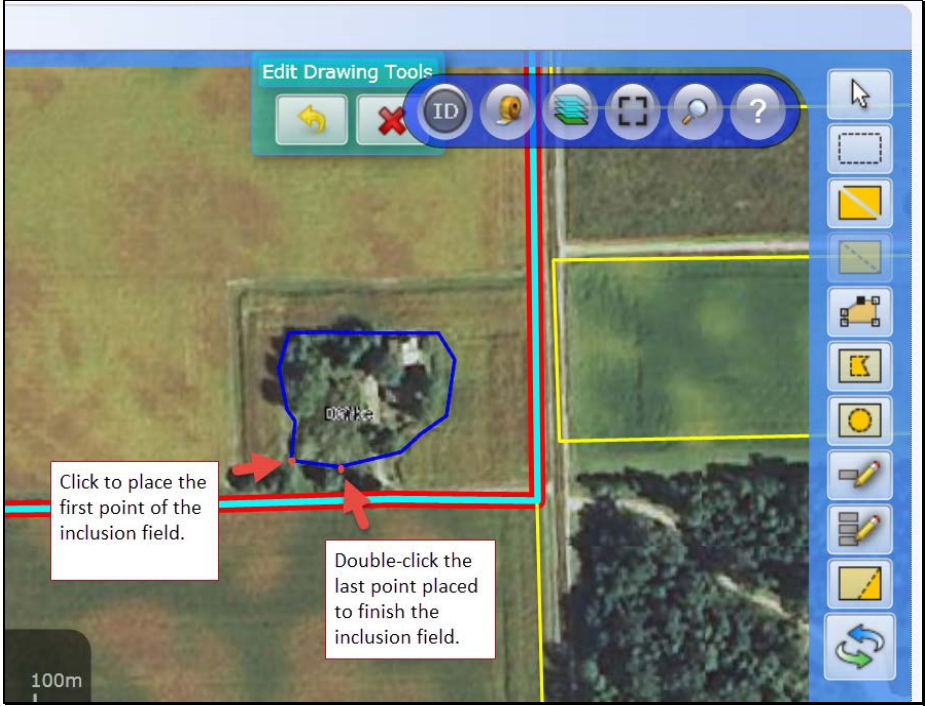
B   Action

The following table provides instructions to create an inclusion polygon.

Step	Action
1	CLICK **"Select"** and Click the CLU that will contain the inclusion field. Once selected, the CLU will be highlighted in aquamarine.
2	Verify the scale is zoomed to at least 1:4800.
3	CLICK **"Polygon Inclusion"**.

227   Polygon Inclusion Tool (Continued)

B   Action

Steps	Action
4	Delineate the boundary for the inclusion by clicking to place a single vertex to start the inclusion. Continue to place vertices and stretch the inclusion around the enclosed area being delineated. Double-click to finish the boundary and end the editing with the tool. **Note:** Unlike delineating a new tract, there is no need to cross over the first vertex to complete the inclusion. The CLU Attributes window will display.
6	UPDATE the CLU attributes as needed. **Important:** Do not renumber the newly created inclusion CLU in the CLU Attribute window until after a Save and Sync has been completed.
7	CLICK **"Update"**.
8	CLICK **"Save and Sync"** to save the new boundary and attributes for the inclusion that was created.

Note: See work instruction **Perform Polygon Inclusion** for more information on creating an inclusion CLU. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.
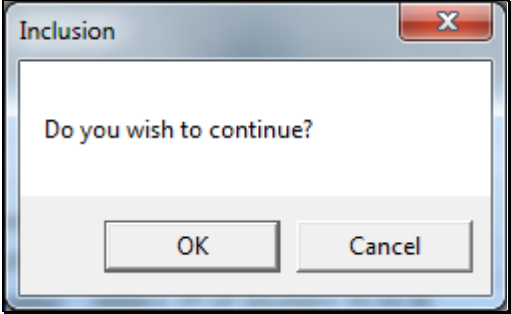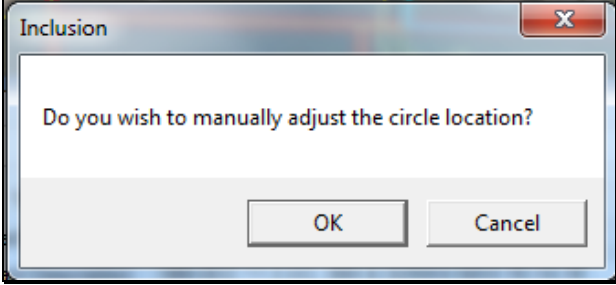
228   Polygon Circle Inclusion Tool

A   Overview

The Polygon Circle Inclusion tool can be used to delineate a circular field.

B   Action

The following table provides instructions for using the polygon circle inclusion tool.

Step	Action
1	CLICK **"Select"** and click the CLU that will contain the circle field. Once selected the CLU will be highlighted in aquamarine.
2	Verify the scale is zoomed to at least 1:4800.
3	Navigate to the center location of the circle to be delineated.
4	CLICK **"Circle Polygon Inclusion".**
5	Click the center of the circle and drag it out to the appropriate location. Release the click when the circle is complete.
6	The Inclusion window will display. Inclusion Do you wish to continue? OK Cancel CLICK **"OK"** to continue. **Note**: CLICKING "**Cancel**" will remove the circle inclusion just delineated.
7	Another Inclusion window will display. Inclusion Do you wish to manually adjust the circle location? OK Cancel CLICK **"OK"** if the circle inclusion needs to be adjusted or CLICK **"Cancel"** if no further adjustments need to be made.
8	To adjust the circle graphic CLICK "**Move Circle**" on the Circle Inclusion toolbar.
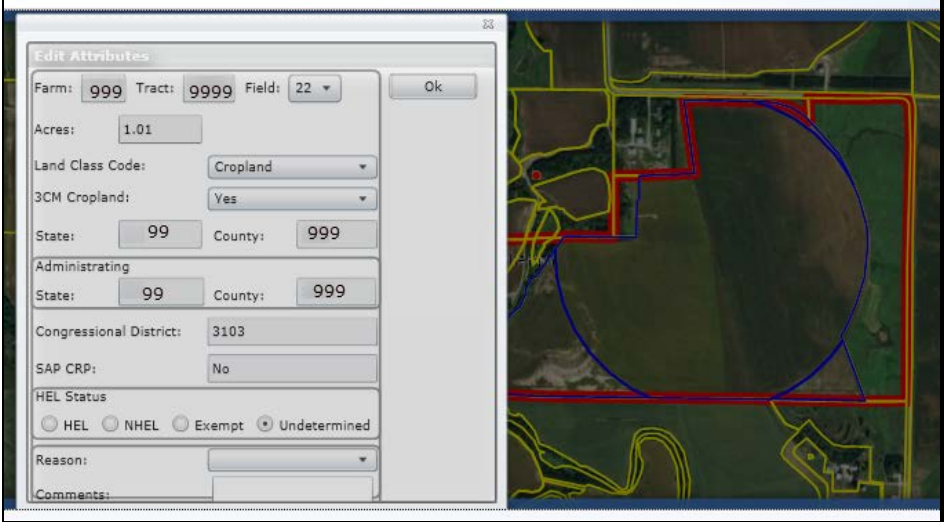
228   Polygon Circle Inclusion Tool (Continued)

B   Action (Continued)

Step	Action
9	Click and drag the circle polygon graphic to the desired location and/or Click and drag the red corner symbols to increase or decrease the size of the circle.
10	CLICK **"Done Moving"** once the needed adjustments are made.

228   Polygon Circle Inclusion Tool (Continued)

B   Action (Continued)

Step	Action
11	The CLU Attribute window will display. CLICK **"Save and Sync"**. **Note:** Boundaries of the circle will be trimmed back if they intersect with an existing CLU.

Note: See work instruction **Perform Circle Inclusion** for more information on splitting an existing CLU with the circle polygon inclusion tool. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

229   Edit CLU Attributes Tool

A   Overview

The Edit CLU Attributes Tool allows users to update the individual CLU attributes for any CLU or CLU's selected. The tool only becomes active when at least one CLU is selected.

B   Example

Following is an example of the CLU Attribute display menu.
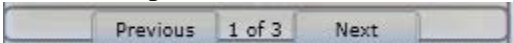
C   CLU Attribute Editing

The following table provides the CLU attribute and description of the each entry in the Edit CLU Attribute tool.

Edit CLU Attributes Tool	CLU Attribute Descriptions and Editing
Farm	Farm number is automatically assigned based on the Farm Records Hierarchy and cannot be manually changed.
Tract	Tract number is automatically assigned based on the Farm Records Hierarchy and cannot be manually changed
Field	Field number is automatically assigned with the existing CLU number. After new CLU's are created using any of the split, merge, inclusion, or circle inclusion tools the next highest CLU number available is assigned. The Field number can be manually changed as needed using the drop-down menu, but only after a Save and Sync has been successfully completed if one of the CLU delineating tools or the merge tool has been used.

229   Edit CLU Attributes Tool (Continued)

   C   CLU Attribute Editing (Continued)

Edit CLU Attributes Tool	CLU Attribute Descriptions and Editing
Acres	Acreage for any CLU is automatically calculated as CLU's are created or modified. Acreage cannot be manually adjusted. To adjust acreage, the CLU boundaries must be modified using the GIS editing tools.
Land Class Code	The Land Class Code is required to be entered for each CLU. The applicable Land Class Code should be selected for the CLU according to the Land Classification definitions found in Part 2. To add or modify the Land Class Code, click on the drop-down menu and select the applicable code.
3CM Cropland	All fields meeting the definition of cropland, as defined in Part 2, should be attributed as "Yes" for the 3CM Cropland indicator.
State	The State code where the CLU is physically located will automatically be populated and cannot be manually changed.
County	The county code where the CLU is physically located will automatically be populated and cannot be manually changed.
Administering State	The State code were the farm is administered will automatically be populated and cannot be manually changed.
Administering County	The county code were the farm is administered will automatically be populated and cannot be manually changed.
Congressional District	The congressional district is automatically populated and cannot be manually changed.
SAP CRP	The SAP CRP flag is automatically set to "Yes" when CRP contract data has been loaded for the CLU in the CRP Data assignment block at the field level. If there is no contract data loaded in the CRP Data assignment block or if the CRP Contract data is removed, the SAP CRP flag will be set to "No".
HEL Status	For applicable CLU's, the HEL Determination must be manually set based on the field determination made by NRCS. The HEL Status is automatically defaulted to "UHEL" (undetermined) for all newly created fields. The status of HEL, NHEL, and Exempt must be selected to match the official NRCS determination for the field as indicated on NRCS-CPA-026E. See 6-CP, Part 4, for Recording and Filing NRCS Determinations.
Reason	Reason codes should be selected any time the CLU boundary or attributes are adjusted or modified.
Comments	CLU comments can be added as needed. Do NOT enter any PII (personally identifiable information) data into this field.
	If multiple CLU's were selected prior to opening the Edit CLU Attributes Tool, the Previous and Next options located at the bottom of the window, can be utilized to move from one CLU to the next to review or update the attributes of each CLU selected.

230   Bulk Edit CLU Attributes Tool

A   Overview

The Bulk Edit CLU Attribute Tool allows users to select multiple fields and update the applicable CLU attributes for all fields at the same time.

B   Example

Following is an example of the Bulk Edit CLU Attribute Tool.

C   Action

The following attributes can be bulk updated:

- Land Classification Code
- 3CM Cropland Indicator
- Edit Reason
- HEL Status.

Notes: The Bulk Edit CLU Attribute tool will become active when at least one CLU is selected.

See work instruction **Select Multiple CLU's and Edit Attributes** for more information on bulk updating CLU attributes. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

231   Orphan Tool

A Overview
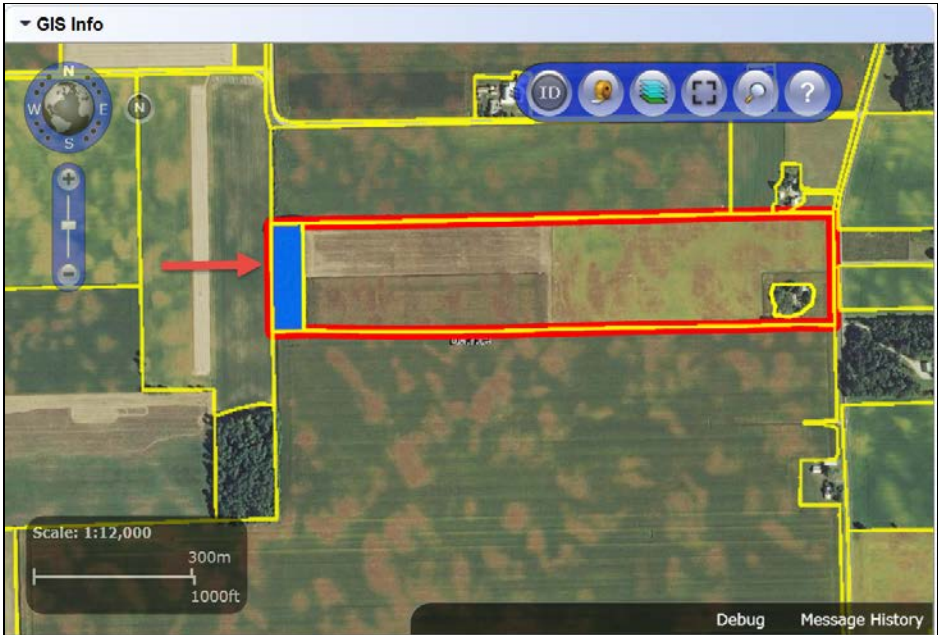
The Orphan Tool is used to remove a selected CLU from an existing tract and merge it with a field within another tract.

Note: Orphaned fields can only be merged with adjacent fields where boundaries are touching. Additionally, the Orphan Tool cannot be used between adjacent tracts that reside in different administrative counties. Consult the GIS Specialist for assistance with these scenarios.

Important: The orphan tool is meant for minor boundary corrections and must never be used as an alternative to completing a reconstitution.

B Action

The following table provides instructions for creating an Orphan field and merging it with an adjacent tract.

Step	Action
1	Use the Split Tool to delineate the correct boundary for the CLU that will remain with the original tract.
2	CLICK "**Select**" and Click the resulting CLU to be orphaned and moved to the adjacent tract.
3	CLICK **"Orphan".**
4	CLICK **"Save and Sync"**.
5	The orphan CLU will turn to a blue highlight. **Important:** Orphan CLU's created should be immediately merged with an adjacent tract and should never remain in the Orphan status.

231   Orphan Tool (Continued)

B   Action (Continued)

Step	Action
6	SELECT the tract from the Farm Hierarchy that the orphan CLU is to be merged with. **Note**: The user will need to first search for a different farm if the CLU that the orphan will be merged with does not reside on the same farm and then select the applicable tract from the Farm Hierarchy.
7	CLICK **"Edit"**.
8	CLICK **"Select"** and CLICK first on the adjacent CLU the orphan will be merged with and then on the orphan CLU.
9	CLICK "**Merge**".
10	The Merge Tool window will display.
11	SELECT the non-orphan CLU as the CLU to be used for retaining the attributes after the merge.
12	CLICK **"Continue"**.
13	A confirmation window will display. CLICK **"OK"** to copy the attributes and finish the merge or CLICK **"Cancel"** to cancel out of the merge and clear the selected CLU's.
14	If the user CLICKS **"OK"**, the CLU Attribute window will display.
15	UPDATE the newly merged CLU as needed. **Important:** Do not renumber the newly merged CLU in the CLU Attribute window until after a Save and Sync has been completed.
16	CLICK **"OK"**.
17	CLICK **"Save and Sync"** to save the merged CLU.

231   Orphan Tool (Continued)

B   Action (Continued)

> **Important:**   CRP CLU's cannot be orphaned. CRP contract data at the field level must be removed prior to orphaning a CLU.

> **Note:**   See work instruction **Orphan and Merge** for more information on using the Orphan Tool. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

232   Save and Sync Tool

A   Overview and Use of the Save and Sync Tool

Save and Sync must be used after all GIS edits to save the changes. Acreage changes resulting from GIS edits are committed to the field, tract, and farm level assignment blocks when the Save and Sync is completed.

> **Important:**   Multiple edits using the same editing tool can be completed prior to initiating a Save and Sync, but a Save and Sync should be completed prior to switching editing tools.

233   GIS Instructional, Warning, and Error Messages

A   Overview

Messages specific to GIS edits display within the GIS Info assignment block and are color coded according to the message content and behavior.

There are three types of messages that will display depending on the task or error that may occur. The types of messages will be color coded based on the message type,

- Instructional Messages – Light Blue
- Warning Messages – Yellow-Green
- Error Messages – Salmon.

233   GIS Instructional, Warning, and Error Messages (Continued)

   B   Examples

   GIS Instructional Messages

   GIS instructional messages display with a light blue background. By default instructional
   messages are turned off. Instructional messages can be turned on by CLICKING on the
   standard GIS toolbar and can be turned back off by clicking the same button again. It is
   recommended that users who are unfamiliar with GIS editing turn on the instructional
   messages. While editing in GIS, instructional messages provide the user basic guidance in
   steps needed to perform various editing functions such as "Split" and "Edit Vertices".

   Once displayed, GIS instructional messages remain on the screen until the user clicks the
   "X" in the upper right corner to close the message.

   Following is an example of an instructional message.
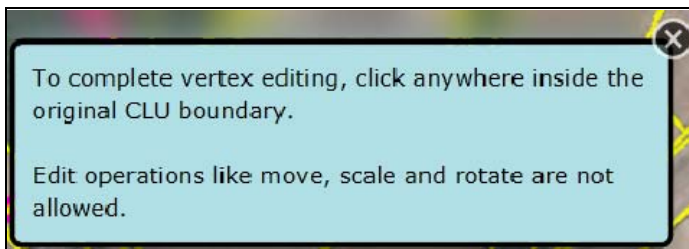
   GIS Warning Messages

   GIS warning messages display with a yellow-green background. Once displayed, GIS
   warning messages remain visible on the screen for approximately 5 seconds and then fade
   away.

   Following is an example of a warning message.
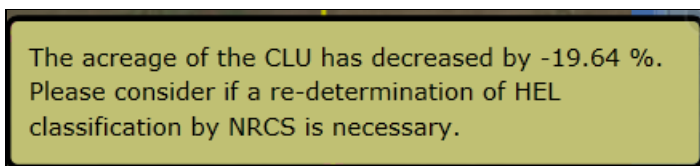
233   GIS Instructional, Warning, and Error Messages (Continued)

B   Examples (Continued)

GIS Error Messages

GIS error messages display with a salmon colored background. Once displayed, GIS error messages remain on the screen until the user CLICKS "**X**" in the upper right corner to close the message.

Following is an example of an error message.
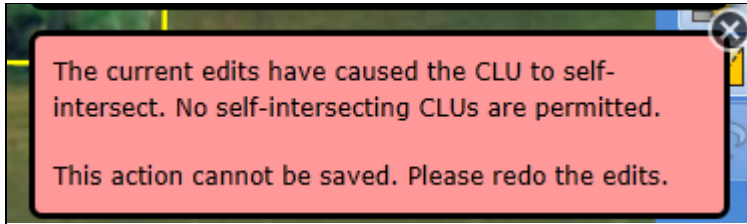
C   Message History

Messages dismissed by the user or warning messages that have faded can be retrieved for reference or troubleshooting by CLICKING "**Message History**" Message History . All messages that have been generated during the current editing session are displayed in a notification history pop-up window in the order in which they occurred. To close the notification history window CLICK "**Message History**" again. Once the edits are saved the message history is cleared and begins again for a new editing session.

Following is an example of the notification history window.
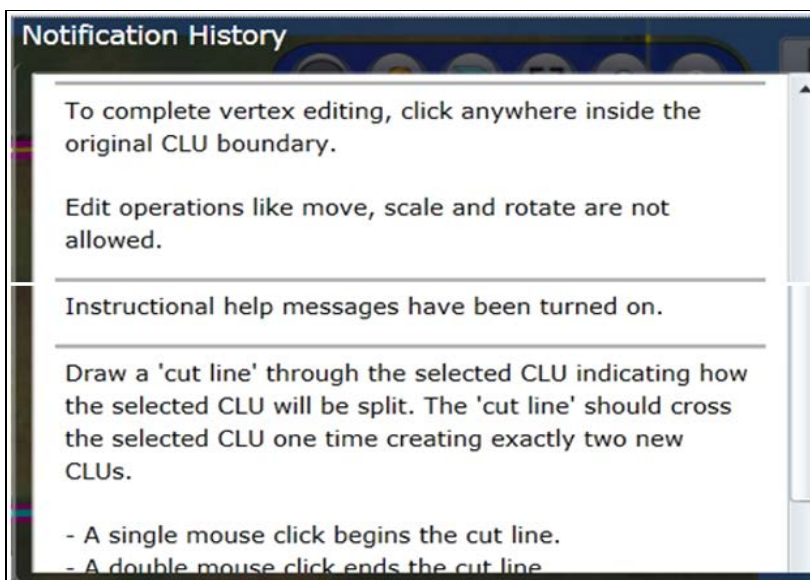
Note: Even if instructional messages are turned off, they will display in the notification history since the messages are generated, but hidden when instructional messages are turned off.

234   Field General Data Assignment Block Editing

A   Overview

The Field General Data assignment block provides basic field level data for the field selected in the Farm Hierarchy.

Note: Selecting CLU's in the GIS Info Assignment block does not change the data displayed in other assignment blocks. Data in the other assignment blocks always refers to the field selected in the Farm Hierarchy.

The following data is listed in the Field General Data assignment block:

- Field Number
- Field Description
- Physical State Location
- Physical County Location
- Congressional District.

B   Example

Following is an example of the Field General Data assignment block.

Field General Data	
Field Number: 1	Physical County Location: County
Field Description: 99-999-1-200-1	Congressional District: 8
Physical State Location: Any	

C   Action

The following table contains fields and descriptions in Field General Data assignment block.

Field	Description
Field Number	System populated based on the field selected in the Farm Records Hierarchy.
Field Description	System populated listing the Administrative State Code, Administrative County Code, Farm Number, Tract Number and Field Number.
Physical State Location	System populated based on the physical state where the majority of the field is located as determined by GIS.
Physical County Location	System populated based on the physical county where the majority of the field is located as determined by GIS.
Congressional District	System populated based on the congressional district where the majority of the field is located as determined by GIS.

Note: Field level general data is not editable. Data is automatically populated by the system and cannot be manually changed.

235   Field Land Data Assignment Block Editing
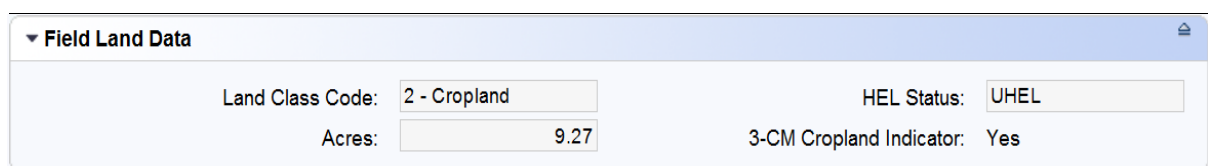
A Overview

The Field Land Data assignment block provides an overview of attributes for the selected field in the Farm Hierarchy. The following data is listed in the Field Land Data assignment block.

- Land Class Code
- Acres
- HEL Status
- 3CM Cropland Indicator.

B Example

Following is an example of the Field Land Data assignment block.

C Action

The Field Land Data is not editable within this assignment block. All data is populated from the GIS CLU attributes. Updates or changes needed for the Field Land Data must be completed in the GIS Info assignment block using the GIS editing tools. Field acres are adjusted when edits are preformed according to paragraphs 223 through 228 and 231. Other attributes in this assignment block are updated according to paragraphs 229 and 230.

236   CRP Data Assignment Block Editing

A Overview

The CRP Data assignment block holds the CRP contract data for fields enrolled in CRP. The following data is listed in the CRP Data Assignment Block:

- CRP Contract Number
- Expiration Date
- Practice Number
- Practice Description.

B Example

Following is an example of the CRP Data assignment block.

C Action

The CRP data in the CRP Data assignment block is required to be manually loaded for all fields enrolled in CRP. CRP contract number, expiration date, and practice number must match the active CRP contract data contained on the CRP-1. When CRP contract data is added or updated in CCMS, users will be made aware of the revised farm level CRP cropland and marginal pastureland through a CRP notification in CRM.

All land enrolled in CRP must be permanently delineated in the CLU layer at the practice level. If needed, the CRP scenario shapefile created through the Citrix TERRA CRP application can be loaded into the GIS Info assignment block to use as reference when delineating the CRP fields and practices.

Note: See Exhibit 25 for instructions to add a shapefile into the GIS Info assignment block.

The following table contains fields and descriptions in the CRP Data assignment block.

Important: CLICK **"Edit"** on the CRM Toolbar to edit or modify the following CRP Data entries

Field	Action
CRP Contract Number	Manually enter the CRP contract number and suffix from the CRP-1.
Expiration Date	Enter the date the CRP contract expires as indicated on the CRP-1. The expiration date can be manually entered or CLICK **"Select Date"** to choose the expiration date from the calendar.

236   CRP Data Assignment Block Editing

C   Action (Continued)

Field	Action
Practice Number	CLICK **"Input Help"** to find the applicable conservation practice number. From within the list of practices that display, select the desired practice by clicking on the selection box in front of the practice.
Practice Description	Auto-populated once the practice number is selected by the user.

Note: See work instruction **CRP-Updating CRP Cropland** for more information on loading CRP contract data to the field level CRP Data assignment block. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

CLICK **"Save"** to save the CRP contract data for the field. Repeat for all fields actively enrolled in CRP.

Note: All four data fields, CRP contract number, expiration date, practice number, and practice description must have an entry before clicking save.

Once the contract data is saved:

• the SAP CRP flag in the CLU attributes for the field (found in the GIS Info assignment block) is set to "Yes". Users should verify that the SAP CRP flag in the CLU attributes is set accordingly.

• acreage for all fields with the 3-CM cropland indicator set to yes within the tract will be totaled and populated as CRP Cropland acres at the tract level.

• acreage for all fields with the 3-CM cropland indicator set to no within the tract will be totaled and populated as CRP MPL acres at the tract level.

The CRP Contract data in the CRP Data assignment block will automatically be deleted during Farm Records end of year roll over in the year when the CRP contact expires. CRP contract data for contracts that are terminated or early released must be manually deleted at the time the contract is terminated or early released. Once the CRP contract data is removed from the CRP Data assignment block the SAP CRP flag in the CLU attributes for the field will update to "No". Users should verify that the SAP CRP flag in the CLU attributes is set accordingly.

Exception: If the producer chooses to receive CRP payments for the year the CRP contract is early released, CRP attributes must remain on the field for that entire fiscal year.
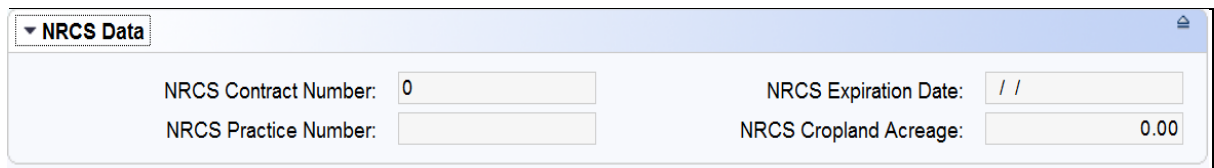
237   NRCS Data Assignment Block Editing

A Overview

Currently the NRCS Data assignment block is reserved for future use. No data should be loaded in any of the assignment blocks until further notice.

- NRCS Contract Number
- NRCS Expiration Date
- NRCS Practice Number
- NRCS Cropland Data.

B Example

Following is an example of the NRCS Data assignment block.

C Action

No action required.

238   Parties Involved Assignment Block Editing – Field Level

A   Overview

Other Producers can be loaded at the field level if producers are only associated with specific fields rather than all fields within a tract. Loading Other Producers at the field level is optional. The Parties Involved Assignment block contains:

* Name
* Function
* ID
* HEL Exceptions
* CW Exceptions
* PCW Exceptions.

Other Producers loaded at the field level will show on the FSA-156EZ for the applicable tract.

Note: Other Producer is referred to as Other Tenant within CRM. In order for an OT to access and use the FSAfarm+ online application, the OT must be loaded at the field level for only the fields they have an interest in.

B   Example of the Parties Involved Assignment Block

Following is an example of the Parties Involved assignment block.

C   Action

The following table provides instructions for adding a producer at the field level.

Step	Action
1	CLICK **"Edit"**.
2	CLICK "**Insert**".
3	CLICK **"Input Help"**. Note: See paragraph 203 for instructions for adding an Other Producer.
4	Search and select the producer to be added. Note: See Part 7, Section 3 for instructions on loading the producer wetland and/or HEL exceptions if a CW violation, PCW violation, and or "HEL field on tract: Conservation system not being actively applied" determination exists for the tract.
5	CLICK **"Save"** to save the producer at the field level.

239 Native Sod Assignment Block Editing

A Overview

Tracking native sod land broken out since February 7, 2014 is only applicable to land physically located in Iowa, Minnesota, Montana, Nebraska, North Dakota, and South Dakota. Native Sod restrictions apply until the field has been planted to a crop as defined in 1-NAP, Part 6 for four years.

Newly broken out native sod fields must be delineated as separate fields in the GIS Info assignment block. Fields cannot be combined with adjacent fields until the native sod planting requirements have been met.

The following data must be entered for broken out native sod:

- Sod Broken Out Date
- 1st Year Planted
- 2nd Year Planted
- 3rd Year Planted
- 4th Year Planted.

B Example

Following is an example of the Native Sod assignment block.

▾ Native SOD	⏏
SOD Broken Out Date:	
1st Year Planted: 0	2nd Year Planted: 0
3rd Year Planted: 0	4th Year Planted: 0

C Action

The following table provides the fields and descriptions in the Native Sod assignment block.

Note: The Native Sod assignment block will only be editable for fields physically located in the designated States. This includes fields physically located in the designated state that are administered by another state.

Field	Actions and Data
Sod Broken Out Date	Date the native sod was broken out. The date format should be in DD/MM/YYYY format. **Note**: Date must be on or after February 7, 2014. Enter the Sod Broken Out Date as soon as it is known. Do not change the 3CM Cropland indicator to "Yes" in the GIS Info assignment block until the producer reports that a crop has been planted on the field.

239   Native Sod Assignment Block Editing (Continued)

   C   Action (Continued)

Field	Actions and Data
1st Year Planted	Enter the first year that the broken out land is planted to a crop as indicated and verified by the reported acreage on the FSA-578. The year must be added in YYYY format. Any annual, perennial, or biennial crop planted on broken out native sod acreage will count towards fulfilling a year of planting. A combination of annual and perennial or biennial crops may be used to fulfill the 4 crop years of planting (the perennial or biennial crops do **not** require planting each year; however, the years that the perennial or biennial crop remains on the acreage count as a crop year of planting). The planted crop must be documented on FSA-578. **Note**: The first year planted cannot be prior to the year the field was broken out. Fall-seeded crops should be designated as planted according to the calendar year in which they will be harvested. **Example:**Winter wheat planted in October of 2015 that will be harvested in the spring of 2016 should be designated as planted in 2016.
2nd Year Planted	Enter the second year that the broken out land is planted to a crop as indicated and verified by the reported acreage on the FSA-578. The year must be added in YYYY format. **Note**: The second year planted cannot be the same as or prior to the 1st Year Planted.
3rd Year Planted	Enter the third year that the broken out land is planted to a crop as indicated and verified by the reported acreage on the FSA-578. The year must be added in YYYY format. **Note**: The third year planted cannot be the same as or prior to the 2nd Year Planted.
4th Year Planted	Enter the fourth year that the broken out land is planted to a crop as indicated and verified by the reported acreage on the FSA-578. The year must be added in YYYY format. **Note**: The fourth year planted cannot be the same as or prior to the 3rd Year Planted.

239   Native Sod Assignment Block Editing (Continued)

   C   Action (Continued)

   The Native Sod data will remain in the assignment block after the field has been planted for four years. Benefit reductions no longer apply.

   Fields having Native Sod attributes cannot be merged with any other field and may not be orphaned until the native sod four-year planting provisions have been met. Restrictions to merging and orphaning no longer apply in the year after the fourth year of planting. Once merged with another field, Native Sod attributes will not exist on the newly merged field.

240-244 (Reserved)

245   CRM Farm Records Tract Level Editing

A   Overview

The foundation of the CRM Farm Records data starts with the field level data. Once the field level data has been created and attributed according to paragraphs 221 through 232 the data is aggregated to the Tract Level. The following assignment blocks are found at the tract level when a tract is selected in the Farm Hierarchy:

- GIS Info Assignment Block
- Tract General Data
- Tract Land Data
- Tract Crop Data
- Tract CCC-505 CRP Reduction Data
- Parties Involved.

Within each assignment block, data is populated either from the automated system, from the Field Level CLU attributes or assignment blocks, or from data manually entered by the user. Modifying or editing the tract level data is completed either through editing the field level data or manually entering data at the tract level.

Important: After edits are completed users should verify that the updates have replicated successfully to the web-based FRS. Successful replications are verified at the Farm Level in the FPMS Status assignment block. See Paragraph 249 for additional information concerning the FPMS assignment block.

246   GIS Info Assignment Block Editing – Tract Level

A   Overview

The GIS Info assignment block at the tract level contains the GIS representation of the farm records data and can be edited and maintained from the Tract Level. After selecting a tract from the CRM Hierarchy, the same editing functions found at the field level are available for use in the tract level GIS Info assignment block. GIS Edits should be completed according to the Field Level Editing instructions in paragraphs 221 through 232.

The tract level GIS Info assignment block will display the following:

- CLU layer
- CLU attributes
- wetland layer
- imagery,
- other state and national layers needed to identify a specific area.

Note: The user can zoom and navigate to other locations as needed.

247   Tract General Data Assignment Block Editing

A   Overview

The Tract General Data assignment block provides basic tract level data for the tract selected in the Farm Hierarchy.

Note: Selecting CLU's in the GIS Info assignment block does not change the data displayed in other assignment blocks. Data in the other assignment blocks always refers to the selection made in the Farm Hierarchy.

The following data is listed in the Tract General Data assignment block:

- Tract Number
- State/County/Tract
- Tract Description
- BIA Range Unit Number
- Tract Status
- State Physical Location
- County Physical Location
- Congressional District
- Wetland Certified
- Year Wetland Certified
- Divided From
- Combined From.

B   Example of the Tract General Data Assignment Block

Following is an example of the Tract General Data assignment block.

247   Tract General Data Assignment Block Editing (Continued)

C Action

The Tract Description, BIA Range Unit Number, and Certified Wetland entries are the only entries that are editable in the Tract General Data assignment block. All other entries are automatically populated by the system and cannot be manually changed.

The following table provides the editable fields and descriptions in the Tract General Data assignment block.

Note: CLICK **"Edit"** on the CRM Toolbar to edit or modify the following Tract General Data entries. CLICK **"Save"** on the CRM Toolbar to save the Tract General Data entries.

Editable Fields	Description and Action
Tract Description	Entering a tract description is optional. It is recommended to add a tract description such as the legal description of the tract. Do NOT enter any PII (personally identifiable information) data into this field.
BIA Range Unit Number	Manually enter the BIA (Bureau of Indian Affairs) Range Unit Number when applicable.
Wetland Certified	Defaults to "No". Only update to "Yes" or "Partial" after receiving an official determination from NRCS on NRCS-CPA-026E.
Year Wetland Certified	If "Wetland Certified" field is answered "Yes" or "Partial" this field will become editable and entry is required in YYYY format.

The following table provide the entries that are editable in the General Data assignment block.

System Generated Fields	Description
Tract Number	System populated based on the tract selected in the Farm Records Hierarchy.
State/County/Tract	System populated listing the Administrative State Code, Administrative County Code, and Tract Number
Tract Status	Tract status will always be active with the exception of tracts attached to farms inactivated using the "Inactivate Farm" tool. Tract status is inactive for tracts associated with inactive farms.
State Physical Location	System populated based on the physical state where the majority of the tract's land is located as determined by GIS.
County Physical Location	System populated based on the physical county where the majority of the tract's land is located as determined by GIS.
Congressional District	System populated based on the congressional district where the majority of the tract's land is located as determined by GIS.
Divided From	System populated based on the reconstitution history of the tract if a tract division has occurred within the CRM Farm Records application.
Combined From	System populated based on the reconstitution history of the tract if a tract combination has occurred within the CRM Farm Records application.

248   Tract Land Data Assignment Block Editing

   A   Overview

   The Tract Land Data assignment block provides an overview of attributes for the selected
   tract in the Farm Hierarchy. The following data is listed in the Tract Land Data assignment
   block:

   - Farmland Acres

   - Cropland Acres

   - DCP Cropland Acres

   - CRP Cropland Acres

   - WBP Acres

   - GRP Acres

   - State Conservation Acres

   - Other Conservation Acres

   - Cropland Acres Adjustment Reason Code

   - Wetland Determination

   - Wetland Violation Determination – Wetland converted between December 23, 1985 and
     November 28, 1990

   - Wetland Violation Determination – An agricultural commodity has been planted on a
     converted wetland

   - Wetland Violation Determination – Wetland converted after November 28, 1990

   - EWP Program Acres

   - DCP Ag Related Activity Acres

   - Wetland Reserve Program Acres

   - Effective DCP Cropland Acres

   - Double Cropped Acre

248   Tract Land Data Assignment Block Editing (Continued)

A Overview (Continued)

- Sugarcane Base Acres

- CRP MPL Acres

- Sod Acres

- FAV/WR History

- HEL Status

- HEL Determination.

B Example of the Tract Land Data Assignment Block

Following is an example of the Tract Data assignment block.

▼ Tract Land Data				⏏
Farmland Acres:	97.97	EWP Program Acres:		2.00
Cropland Acres:	53.22	DCP Ag Related Activity Acres:		3.22
DCP Cropland Acres:	56.44	Wetland Reserve Prog. Acres:		6.70
CRP Cropland Acres:	9.27	Effective DCP Cropland Acres:		12.47
WBP Acres:	5.00	Double Cropped Acres:		0.00
GRP Acres:	8.00	Sugarcane Base Acres:		0.0
State Conservation Acres:	10.50	CRP MPL Acres:		4.70
Other Conservation Acres:	2.50	SOD Acres:		0.00
Cropland Acres Adj. Reason Code:		FAV/WR History: No		
Wetland Determination: Wetland determinations not complete		HEL Status: UHEL		
Wetland Vio. Det. - Wetland converted between December 23, 1985 and November... ☐		HEL Determination: HEL determinations not completed for all fields on the tract		
Wetland Vio. Det. - An agricultural commodity has been planted on a converted wetl... ☐				
Wetland Vio. Det. - Wetland converted after November 28, 1990: ☐				

C Action

The Tract Land Data summarizes the acreage and HEL and wetland determinations specific to the tract selected in the Farm Hierarchy. Data visible in the Tract Land Data assignment block is a combination of system populated entries aggregated from the field level data and entries manually entered by the user based on program participation and eligibility. Data aggregated from the field level data cannot be manually changed in the Tract Land Data assignment block and must be changed at the field level. Changed field level values are then aggregated to the tract level.

C   Action (Continued)

Following are the editable entries in the Tract Land Data Assignment Block.

Editable Tract Land Data Entries	Description and Action
	CLICK **"Edit"** to enter or modify the following Tract Land Data entries:
WBP Acres	Manual entry of WBP acres enrolled within the selected tract on DCP Cropland acres. WBP acreage must be loaded in the WBP Acres data field.
GRP Acres	Manual entry of GRP acres enrolled within the selected tract on DCP Cropland acres. GRP acreage must be loaded in the GRP Acres data field. **Note**: Do not load GRP acres located on non-cropland in this data field.
State Conservation Acres	Manual entry of state conservation acreage enrolled on DCP Cropland acres within the selected tract, where Federal payments are made in exchange for not producing an agricultural commodity on the acreage, must be loaded in the State Conservation Acres data field.
Other Conservation Acres	Manual entry of other conservation acreage for a federal conservation program enrolled on DCP Cropland acres, where payments are made in exchange for not producing an agricultural commodity on the acreage, must be loaded in the Other Conservation Acres data field.
Cropland Acres Adjustment Reason Code	When Cropland acres on a tract change for any of the following reasons, a reason code must be selected to indicate the reason for the increase or decrease. Available selections are Commercial Reduction, New Land Broken Out, or Residential Reduction.
Wetland Determination	The tract level Wetland Determination is a required entry for all tracts. Manually SELECT the tract level wetland determination as applicable according to 6-CP Part 4. Options for the tract level Wetland Determination include: • tract contains a wetland or farmed wetland • tract does not contain a wetland • wetland determination not complete. **Note**: If a certified wetland exists on the tract, "Tract contains a wetland or farmed wetland" shall be selected even if all wetland determinations are not complete.

248   Tract Land Data Assignment Block Editing (Continued)

C Action (Continued)

Editable Tract Land Data Entries	Description and Action
Wetland Violation Determination – Wetland converted between December 23, 1985 and November 28, 1990	Wetland violations are applicable to the tract level. Multiple wetland violation determinations can exist for a tract. Entry is not required. Leave blank if no converted wetland violation exists for this time frame **Note**: Selecting a wetland violation is NOT permitted unless the tract wetland determination has been designated as "Tract contains a wetland or farmed wetland"
Wetland Violation Determination – An agricultural commodity has been planted on a converted wetland	Planted Converted Wetland violations are applicable to the tract level. Multiple wetland violation determinations can exist for a tract. Entry is not required. Leave blank if no planted converted wetland violation exists. **Note**: Selecting a wetland violation is NOT permitted unless the tract wetland determination has been designated as "Tract contains a wetland or farmed wetland"
Wetland Violation Determination – Wetland converted after November 28, 1990	Wetland violations are applicable to the tract level. Multiple wetland violation determinations can exist for a tract. Entry is not required. Leave blank if no converted wetland violation exists for this time frame **Note**: Selecting a wetland violation is NOT permitted unless the tract wetland determination has been designated as "Tract contains a wetland or farmed wetland"
EWP Acres	Manual entry of Emergency Watershed Protection Program (EWP) acres enrolled within the selected tract on DCP cropland acres. EWP acreage must be loaded in the EWP Acres data field.
Ag Related Activity Acres	Ag Related Activity Acres should be manually entered for acreage that meets the definition of DCP Cropland but does not meet the definition of cropland as defined in Part 2. Acres entered in the Ag Related Activity Acres data field will be added to the Cropland Acres to calculate the DCP Cropland acreage populated by the system.
Wetland Reserve Program Acres	Manual entry of Wetland Reserve Program (WRP) acres enrolled within the selected tract on DCP cropland acres. WRP acreage must be loaded in the WRP Acres data field.

248   Tract Land Data Assignment Block Editing (Continued)

C   Action (Continued)

Editable Tract Land Data Entries	Description and Action
Double Cropped Acres	Double Cropped acres were established according to 5-PA. The Double Cropped acres on a tract cannot be increased unless base acres and Double Cropped acres are redistributed using CCC-517. Double Cropped acres cannot exceed the Effective DCP Cropland and must be decreased if the Effective DCP Cropland for the tract is reduced to an amount less than the Double Cropped acres for the tract. Double Cropped acres may be transferred to another tract when CCC-517 is used to transfer base acres to another tract. Double Cropped acres data is manually loaded in the Double Cropped Acres data field. See Part 2 and Part 6 for additional information regarding use of CCC-517.
Sugarcane Base Acres	Sugarcane base acres are only applicable and editable by counties administered in Louisiana. Sugarcane base acres were established in 1992 according to 2-PAS and historically have been retained with the farm. Sugarcane base acres for a tract should not exceed the cropland for the tract. If cropland for a tract is reduced to an amount less than the sugarcane base acres for the tract, see 2-PAS for provisions to transfer the sugarcane base acres to another farm or tract. Sugarcane base acres should not be increased unless as a result of redistribution from another tract or farm using CCC-827.
FAV/WR History	The FAV/WR History is defaulted to "No". Tracts with FAV/WR history should be set to "Yes". This data field is not applicable for 2014 and later years.

248   Tract Land Data Assignment Block Editing (Continued)

C   Action (Continued)

Editable Tract Land Data Entries	Description and Action
HEL Status	Tract level HEL status values are automatically determined by the varying combinations of field level HEL status values. The summary tract level HEL status dictates the values available for selection of the tract level HEL determination. • If all fields within the tract have been determined as NHEL and/or EHEL, the tract HEL Status will be populated to "NHEL". • If one, or more fields on the tract have been determined as HEL, the tract HEL Status will be populated with "HEL" and the tract level HEL Determination must be manually selected. See HEL determination. • If one or more fields within the tract are "UHEL" the tract status will be populated with "UHEL" and the tract level HEL determination must be manually selected. See HEL determination.
HEL Determination	The tract level HEL determination is selected according to the producer certification of compliance on AD-1026 or according to official NRCS determination on the FSA-569. **When Tract Level HEL Status is HEL** the user must select the tract HEL determination from 1 of the following 4 values: • HEL field on tract. conservation system is not required – no agricultural commodity • HEL field on tract. Conservation system being actively applied • HEL field on tract. Conservation system is not being actively applied • HEL field on tract. 2 years to implement conservation system on former CRP land.

   C   Action (Continued)

Editable Tract Land Data Entries	Description and Action
HEL Determination (cntd)	**When Tract Level HEL Status is UHEL** the user must select the tract HEL determination from 1 of the following 6 values: • HEL determinations not completed for all fields on the tract • HEL field on tract. Conservation system is not required – no agricultural commodity • HEL field on tract. Conservation system being actively applied • HEL field on tract. Conservation system is not being actively applied • HEL field on tract. Two years to implement conservation system on former CRP land • NHEL: no agricultural commodity planted on undetermined fields. **When Tract Level HEL Status is NHEL** the system automatically populates the tract level determination as NHEL, no agricultural commodity planted on undetermined fields Users are not able to change the HEL Determination for the tract.
	CLICK **"Save"** to save the Tract Land Data entries.

   Note: See work instruction **Edit Tract** for more information on editing tract level Tract Land Data entries. Exhibit 20 contains a complete listing of all farm records and GIS work instructions and simulations.

C   Action (Continued

The following table provides system populated entries and description in the Tract Land assignment block.

System Generated Tract Land Data Entries	Description
Farmland Acres	Farmland acres are system calculated by totaling the acreage for all fields, regardless of the land classification, delineated within the tract in the GIS Info assignment block. **Note:** Farmland acres cannot be manually adjusted in the Tract Land Data assignment block. If farmland acreage is not correct or needs to be adjusted, editing must be completed within the GIS Info assignment block using the GIS editing tools.
Cropland Acres	Cropland acres are system calculated by totaling the acreage for all fields within the selected tract coded as "Yes" for the 3CM cropland indicator in the CLU attributes of the GIS Info assignment block. **Note:** Cropland acres cannot be manually adjusted in the Tract Land Data assignment block. If cropland acreage is not correct or needs to be adjusted, editing must be completed within the GIS Info assignment block using the GIS editing and attribution tools.
DCP Cropland Acres	DCP cropland acres are system calculated by totaling the Cropland Acres and the Ag Related Activity Acres listed for the selected tract. **Note:** DCP cropland acres cannot be manually adjusted in the Tract Land Data assignment block. If the DCP cropland acreage is not correct or needs to be adjusted, editing must be completed in the GIS Info assignment block using the GIS editing and attribution tools to adjust the Cropland for the tract or by adjusting the Ag Related Activity acres within the Tract Land Acres assignment block. See the description and action instructions for editing the Ag Related Activity Acres.

248   Tract Land Data Assignment Block Editing (Continued)

C   Action (Continued)

System Generated Tract Land Data Entries	Description
CRP Cropland Acres	CRP Cropland acres are aggregated from the field level. CRP Cropland Acres are system populated based on the cropland fields coded "Yes" for the 3CM Cropland Indicator that are also enrolled in CRP as identified in the field level CRP Data assignment block. **Note:** CRP Cropland Acres cannot be manually adjusted in the Tract Land Data assignment block. If the CRP cropland acreage is not correct or needs to be adjusted, editing must be completed in either the field level CRP Data assignment block to add or remove the CRP contract data or by delineating or editing the CRP field boundaries in the GIS Info assignment block using the GIS editing tools.
Effective DCP Cropland Acres	Effective DCP Cropland is system calculated by subtracting acreage entered for all conservation program entries, including CRP Cropland, WBP, GRP, State Conservation Acres, Other Conservation Acres, EWP, and Wetland Reserve Program at the tract level from the DCP Cropland acreage at the tract level. **Note:** Effective DCP Cropland cannot be manually adjusted. If the Effective DCP Cropland is not correct or needs to be adjusted, editing must be completed within the GIS Info assignment block with the GIS editing tools to adjust field boundaries or attributes as needed or by manually editing the conservation acreage entered within the Tract Land Data assignment block entries.
CRP MPL Acres	CRP MPL Acres are aggregated from the field level. CRP MPL Acres are system populated based on the fields coded "No" for the 3-CM Cropland Indicator that are also enrolled in CRP as identified in the field level CRP Data assignment block. **Note:** CRP MPL Acres cannot be manually adjusted in the Tract Land Data assignment block. If the CRP MPL acreage is not correct or needs to be adjusted, editing must be completed in either the field level CRP Data assignment block to add or remove the CRP contract data or by delineating or editing the CRP field boundaries in the GIS Info assignment block using the GIS editing tools.

C   Action (Continued)

System Generated Tract Land Data Entries	Description
Sod Acres	Sod acres are aggregated from the field level data. Sod acres are system populated based on the fields identified as sod broken out after February 7, 2014 in the Native Sod assignment block at the field level. **Note:** Sod Acres cannot be manually adjusted. If the Sod Acres are not correct or need to be adjusted, editing must be completed within the GIS Info assignment block using the GIS editing tools to adjust or delineate any field or by adding or deleting attributes within the Native Sod assignment block at the field level.

D   Common Error Messages

Following are common error messages and the action required.

Message or Error Received	Action
Base acres exceed the sum of Effective DCP acres and Double Cropped Acres	Verify the correct acreage is populated for all entries in the Tract Land Assignment block. If needed, review and correct CLU boundaries and attributes in the GIS Info assignment block. If the Effective DCP Cropland and Double Cropped Acres are populated correctly, the base acreage must be reduced or redistributed accordingly so it no longer exceeds the Effective DCP Cropland plus Double Cropped acreage total.
Base Acreage Adjustment Reason Code is required	Select the applicable Base Acreage Adjustment Reason Code
PLC Yield or CTAP Transitional Yield Adjustment Reason Code is required	Select the applicable PLC Yield or CTAP Transitional Yield Adjustment Reason Code
Tract Level HEL Determination Required	Select the applicable HEL Determination in the Tract Land Assignment block.

249   Tract Crop Data Assignment Block Editing

A   Overview

The Tract Crop Data assignment block lists the crop base and yield data assigned to the tract selected in the Farm Hierarchy. Total base acreage cannot exceed the Effective DCP Cropland acreage plus Double Cropped acres totaled in the Tract Land Data assignment block.

Note: The system will notify users if the base acreage exceeds the Effective DCP Cropland plus Double Cropped acreage for the tract.

The following data is identified in the Tract Crop Data assignment block:

- Crop Name
- Crop Year
- Base Acres
- Base Acres Adjustment Code
- CTAP Transitional Yield
- CTAP Transitional Yield Adjustment Codes
- PLC Yield
- PLC Yield Adjustment Codes.

B   Example

Following is an example of the Tract Data assignment block.

Crop Name	Crop Year	Base Acres	Base Acres Adj.…	CTAP Transitional…	CTAP Transitional…	PLC Yield	PLC Yield Adj. Re…
Wheat	2015	11.70		0.0000		50.0000	
Oats	2015	0.60		0.0000		66.0000	
Corn	2015	10.00	CCC-505 reduction ▼	0.0000		105.0000	
Soybeans	2015	14.40		0.0000		38.0000	

249   Tract Crop Data Assignment Block Editing (Continued)

   C   Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block

   The following table provides the editable entries within the Tract Level Crop Data assignment block.

Editing Tract Crop Data Entries	Description and Action
	CLICK **"Edit"** to enter or modify the following Tract Crop Data entries:
Crop Name	Crop name for applicable base acres associated on the tract. To add a new crop with base acres on the tract: • CLICK **"Edit List"** in the Tract Crop Data assignment block • A new entry line will be created in the assignment block • Click the drop-down menu under the Crop Name header to select the applicable crop needed. **Note:** Once a crop name has been selected and saved, it can no longer be edited or changed to a different crop name. If a base crop name is selected and saved incorrectly, the base acreage and yields must be reduced to zero and then a new base crop entry must be added for the correct base crop.
Crop Year	Crop year will automatically populate and default to the current crop year once a crop has been added.
Base Acres	Base acres are manually entered or adjusted according to the number of base acres for the selected crop that are associated with the tract. Enter the number of base acres and PRESS the Enter key on the keyboard to accept the entry and populate the Base Acres Adjustment Reason Code drop-down menu.

249   Tract Crop Data Assignment Block Editing (Continued)

C   Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block (Continued)

Editing Tract Crop Data Entries	Description and Action
Base Acres Adjustment Code	Base Acres Adjustment Code is a required entry if the existing base acres on the tract are either increased or decreased or if a new base crop is added to the tract. Users must select the applicable reason code when base acreage is adjusted or newly added. **Adjustment Reason Codes When Reducing Base Acreage:** • Appeal • CCC-505 reduction Permanent • CCC-505 reduction Commercial • CCC-505 reduction due to CRP enrollment • CCC-505 reduction Residential • CCC-517 • COC redistribution • COC reduction • Relief given to correct base and yield data. **Adjustment Reason Codes When Increasing or Adding Base Crop Acreage:**

249   Tract Crop Data Assignment Block Editing (Continued)

  C   Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block (Continued)

Editing Tract Crop Data Entries	Description and Action
Base Acres Adjustment Code (cntd)	**Adjustment Reason Codes When Increasing or Adding Base Crop Acreage (Continued):** • Appeal • CCC-517 • COC redistribution • Increase due to CLU Certification • Increase due to CRP expiration or termination • Relief given to correct base and yield.
CTAP Transitional Yield	This yield was formerly the direct payment yield under DCP/ACRE and predecessor programs. The CTAP Transitional Yield is populated based on the established CTAP Transitional Yield for the crop on the tract.
CTAP Transitional Yield Adjustment Codes	CTAP Transitional Yield Adjustment Code is a required entry if the existing yield on the tract is either increased or decreased or if a new base crop and yield is added to the tract. Users must select the applicable reason code when the CTAP Transitional yield is adjusted or added. **Adjustment Reason Codes When Reducing the CTAP Transitional Yield:** CCC-505 reduction Commercial CCC-505 reduction due to CRP enrollment CCC-505 reduction Residential CCC-517 COC redistribution COC reduction Relief given to correct base and yield data
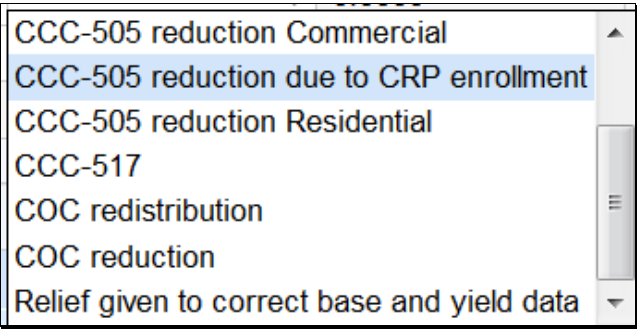
249   Tract Crop Data Assignment Block Editing (Continued)

C   Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block (Continued)

Editing Tract Crop Data Entries	Description and Action
CTAP Transitional Yield Adjustment Codes (cntd)	**Adjustment Reason Codes When Reducing the CTAP Transitional Yield (Continued):** • Appeal • CCC-505 reduction Permanent • CCC-505 reduction Commercial • CCC-505 reduction due to CRP enrollment • CCC-505 reduction Residential • CCC-517 • COC redistribution • COC reduction • Relief given to correct base and yield data. **Adjustment Reason Codes When Increasing or Adding a CTAP Transitional Yield:** • Appeal • CCC-517 • COC redistribution • Increase due to CLU Certification • Increase due to CRP expiration or termination • Relief given to correct base and yield.

C   Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block (Continued)

Editing Tract Crop Data Entries	Description and Action
PLC Yield	This yield was formerly the CC payment yield under DCP/ACRE and predecessor programs. The PLC Yield is populated based on the established PLC Yield for the crop on the tract. The PLC Yield can be adjusted manually to increase or decrease the yield according to Part 2 and 1-ARCPLC.
PLC Yield Adjustment Codes	PLC Yield Adjustment Code is a required entry if the existing yield on the tract is either increased or decreased or if a new base crop and yield is added to the tract. Users must SELECT the applicable reason code when the PLC yield is adjusted or added. **Adjustment Reason Codes When Reducing the PLC Yield:** • Appeal • CCC-505 reduction Permanent • CCC-505 reduction Commercial • CCC-505 reduction due to CRP enrollment • CCC-505 reduction Residential • CCC-517 • COC redistribution • COC reduction • Relief given to correct base and yield data.

C   **Action for Editing, Adding, or Removing Data from the Tract Crop Data Assignment Block (Continued)**

Editing Tract Crop Data Entries	Description and Action
PLC Yield Adjustment Codes (cntd.)	**Adjustment Reason Codes When Increasing or Adding a PLC Yield:** Appeal CCC-517 COC redistribution Increase due to CLU certification Increase due to CRP expiration or termination Relief given to correct base and yield data • Appeal • CCC-517 • COC redistribution • Increase due to CLU Certification • Increase due to CRP expiration or termination • Relief given to correct base and yield.
	CLICK **"Save"** to save the Tract Crop Data entries.

Notes: See work instruction **Base Reductions for New CRP_Tract Level** for more information on adjusting base acres due to CRP enrollment. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations

If the crop base acres are reduced completely from the tract, the acreage and yield(s) must be reduced to zero and the applicable reason codes selected. The crop base entry line is not removed from the Tract Crop Data assignment block and will remain as an entry with zero acres and zero yields listed.

249 Tract Crop Data Assignment Block Editing (Continued)

D Common Error Messages

The following table provides possible messages and action if the data in the Tract Crop Data assignment block is edited.

Message or Error Received	Action
Crop base acres exceed the sum of Effective DCP acres and Double cropped acres	Verify the correct acreage is populated correctly for all entries in the Tract Land assignment block. If needed, review and correct boundary and attributes in the CLU attributes in the GIS Info assignment block. If the Effective DCP Cropland and Double Cropped Acres are populated correctly, the base acreage must be reduced or redistributed accordingly so it no longer exceeds the Effective DCP Cropland plus Double Cropped acreage total.
Base Acreage Adjustment Reason Code is required	Select the applicable Base Acreage Adjustment Reason Code
PLC Yield or CTAP Transitional Yield Adjustment Reason Code is required	Select the applicable PLC Yield or CTAP Transitional Yield Adjustment Reason Code
Crop Base acres must have a program election	A new base crop (other than generic) added with acres greater than zero cannot be saved until a program election is selected at the farm level Program Election assignment block.

250 Tract CCC-505 CRP Reduction Data Assignment Block Editing

A Overview

The Tract CCC-505 CRP Reduction Data assignment block lists the crop base and yield data reduced from the tract due to enrolling acres into CRP.

In accordance with current federal regulations, "CCC will annually adjust the base acres for covered commodities and generic base acres with respect to the farm by the number of production flexibility contract acres or base acres protected by a CRP contract that expired, was voluntarily terminated, or was early released". These acres are restored by removing them from the Tract CCC-505 CRP Reduction assignment block and adding them to the Tract Crop Data assignment block.

A Overview (Continued)

The following data is identified in the Tract CCC-505 CRP Reduction Data assignment block:

- Crop Name
- Crop Year
- Contract Number
- Start Year
- Acres
- CTAP Transitional (Direct) Yield
- PLC (CC) Yield.

B Example

Following is an example of the Trace CCC-505 CRP Reduction Data assignment block.

Act...	Crop Name	Crop Year	Contract Number	Start Year	Acres	CTAP Transition...	PLC (CC) Yield
🗑	Corn	2015	1005	2010	6.8	0.0000	105
🗑							

Tract CCC-505 CRP Reduction Data — Edit List

C Action

The following instructions provide the actions required for:

- loading CCC-505 CRP Reduction Data for newly enrolled CRP contracts

- loading CCC-505 CRP Reduction Data for revised CRP contracts

- removing CCC-505 CRP Reduction Data for expired, terminated, or early released CRP contracts

- restoring CCC-505 CRP Reduction Data when a CRP contract has expired, voluntarily terminated, or early released

Note: The user is only allowed to add CCC-505 CRP Reduction Data on a tract where the base crop is already listed under the Tract Crop Data assignment block. In some cases CCC-505 CRP Reduction Data may have existed but was not loaded in the system prior to MIDAS go-live so there is a need to load CCC-505 CRP Reduction Data for a crop that does not have a base acre entry in CRM Farm Records. If the crop is not listed in the Tract Crop Data assignment block under the Crop Name, the user will need to load the crop with zero base and yield values under the Tract Crop Data assignment block before the CCC-505 CRP Reduction Data can be entered.

C Action (Continued)

Loading CCC-505 CRP Reduction Data for Newly Enrolled CRP Contracts

The following table provides instructions for adding the CCC-505 CRP Reduction Data for Newly Enrolled CRP Contracts.

Data Entries	Description and Action
	CLICK **"Edit"** to enter or modify the following CCC-505 CRP Reduction Data entries:
Crop Name	Select the Crop Name for the applicable base acres being reduced on the tract. To add CCC-505 CRP reduction acres for a new CRP contract enrolled on the tract. • CLICK **"Edit List"** in the Tract Crop Data assignment block • A new entry line will be created in the assignment block • Click the drop-down menu under the Crop Name header to select the applicable crop for the reduced base acreage.
Crop Year	Crop Year will automatically populate and default to the current crop year once a crop has been selected. Crop Year is not editable.
Contract Number	Manually ENTER the active CRP contract number and suffix from the associated CRP-1.
Start Year	Manually ENTER the year the active CRP contract or its predecessor was first enrolled in YYYY format. **Example:** CRP Contract #100 was initially enrolled in 2010 and was split into successor contracts 2010A and 2010B in 2013, the start year for the CCC-505 CRP Reduction acres for contracts 2010A and 2010B is entered as 2010.
Acres	Manually enter the number of acres for the crop reduced on the tract due to CRP enrollment. **Note:** Reduced acres should match the acres reduced on the CCC-505 completed during CRP enrollment.
CTAP Transitional (Direct) Yield	This field data entry is either the CTAP Transitional Yield or the direct yield. CRP contracts enrolled after 2001, but prior to 2014 are required to have the direct yield entered in this data field. CRP contracts enrolled in 2014 or later will only have an entry in this data field if the crop base being reduced is generic base. Manually load the direct or CTAP transitional yield associated with the base reduced as identified on the CCC-505 completed during CRP enrollment.

250   Tract CCC-505 CRP Reduction Data Assignment Block Editing (Continued)

   C   Action (Continued)

Data Entries	Description and Action
PLC (CC) Yield	This field data entry is either the CC Yield or the PLC yield. CRP contracts enrolled after 2001 but prior to 2014 are required to have a CC Yield entered. CRP contracts enrolled in 2014 or later require a PLC Yield to be entered for all crops except generic. Manually load the PLC Yield or the CC yield associated with the base crop reduced at time of the CRP enrollment.
	CLICK **"Save"** to save the CCC-505 CRP Reduction Acreage data entries.

Note: See work instruction **Base Reduction for New CRP_Tract Level** for more information on loading CCC-505 CRP base reduction acres due to CRP enrollment. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

Loading CCC-505 CRP Reduction Data for Revised or Re-enrolled CRP Contracts

Once an entry for tract CCC-505 CRP Reduction data is entered and saved, the Crop Name, Crop Year, Contract Number, and Start Year are no longer editable. If the CRP contract is revised, resulting in a change to the contract number and suffix, or if the CRP contract expires and is re-enrolled resulting in a new contract number the initial CCC-505 CRP Reduction entry must be deleted and then a new entry must be loaded with the revised or new CRP contract data.

Note: For re-enrolled CRP contracts, before reloading the CCC-505 CRP Reduction entries with the updated contract number, the number of effective DCP cropland acres should be evaluated for the farm to determine if the prior base reduction still needs to be completed to balance the bae acres on the tract and the farm.

The following table provides instructions for deleting saved CCC-505 CRP Reduction Data.

Data Entries	Description and Action
	CLICK **"Edit"**. Navigate to the Tract CCC-505 CRP Reduction Data assignment block.
	CLICK **"Edit List"** within the Tract CCC-505 CRP Reduction Data assignment block.
Acres and Yields	Enter zero for the acres.
DELETE Entry	Once the acres are set to zero, **"Delete"** (trash can) will be enabled. • select the selection box in front of the CCC-505 CRP Reduction data entry. • CLICK **"Delete"** (trash can) to remove the entire entry.

250   Tract CCC-505 CRP Reduction Data Assignment Block Editing (Continued)

   C   Action (Continued)

Data Entries	Description and Action
Crop Name	In the blank entry line available in the CCC-505 CRP Reduction assignment block click the drop-down menu under the header "Crop Name" to select the applicable crop for the reduced based acreage.
Crop Year	Crop Year will automatically populate and default to the current crop year once a crop has been selected. Crop Year is not editable.
Contract Number	Manually enter the active CRP Contract Number and suffix from the associated CRP-1.
Start Year	Manually enter the year the active CRP contract or its predecessor was first enrolled in YYYY format. **Example**: CRP Contract #100 was initially enrolled in 2010 and was split into successor contracts 2010A and 2010B in 2013, the start year for the CCC-505 CRP Reduction acres for contracts 2010A and 2010B is entered as 2010.
Acres	Manually ENTER the number of acres for the crop reduced on the tract due to CRP enrollment. **Note:** Reduced acres should match the acres reduced on the CCC-505 completed during CRP enrollment.
CTAP Transitional (Direct) Yield	This field data entry is either the CTAP Transitional Yield or the direct yield. CRP contracts enrolled after 2001 but prior to 2014 are required to have the direct yield entered in this data field. CRP contracts enrolled in 2014 or later will only have an entry in this data field if the crop base being reduced is generic base. Manually load the direct or CTAP transitional yield associated with the base reduced as identified on the CCC-505 completed during CRP enrollment.

C Action (Continued)

Data Entries	Description and Action
PLC (CC) Yield	This field data entry is either the CC Yield or the PLC yield. CRP contracts enrolled after 2001 but prior to 2014 are required to have a CC Yield entered. CRP contracts enrolled in 2014 or later require a PLC Yield to be entered for all crops except generic. Manually load the PLC Yield or the CC yield associated with the base crop reduced at time of the CRP enrollment.
	CLICK **"Save"** to save the CCC-505 CRP Reduction Acreage data entries.

Removing CCC-505 CRP Reduction Data for Expired, Terminated, or Early Released CRP Contracts

The following table provides instructions for removing the CCC-505 reduction date for expired, terminated, or early released CRP contracts.

Data Entries	Description and Action
	CLICK **"Edit"**. Navigate to the Tract CCC-505 CRP Reduction Data assignment block.
	CLICK **"Edit List"** within the Tract CCC-505 CRP Reduction Data assignment block.
Acres and Yields	Enter zero for the acres data field.
CCC-505 CRP Reduction Data Entry	Once the acres are set to zero, **"Delete"** (trash can) will become active. • Select the selection box in front of the CCC-505 CRP Reduction data entry • CLICK **"Delete"** (trash can) to remove the entire entry. **Important:** Base acres reduced due to CRP should be restored when the CRP contract expires, is voluntarily terminated, or is early released. **Note:** CCC-505 CRP Reduction Acres cannot be restored for terminated CRP contracts that do not meet the definition of voluntarily terminated, as defined in 1-ARCPLC.

C   **Action (Continued)**

Data Entries	Description and Action
RESTORING Base Acres	Base acres reduced due to CRP enrollment are restored in the Tract Crop Data assignment block when the CRP contract expires, is voluntarily terminated, or is early released. See the Tract Crop Data assignment block instructions for editing the Tract Crop Data to increase the existing base acre entry or add a new entry for the crop. See paragraph 37 for instructions on determining and entering the tract level yield when CCC-505 CRP Reduction acres are returned to the tract as base acres. **Note**: If the crop having its base acres restored does not have an ARCPLC election, the ARCPLC election must be obtained and entered before restoring the base acres.
	CLICK **"Save"** to save the CCC-505 CRP Reduction Acreage data entries.

Important: Once an entry for tract CCC-505 CRP Reduction data is entered and saved, the Crop Name, Crop Year, Contract Number, and Start Year are no longer editable. If this data was entered incorrectly or needs to be revised due to a CRP contract revision, the entries for acres must first be set to zero and then the entire entry can be deleted using **"Delete"** (trash can). The correct data must then be added as a new entry.

D   **Common Error Messages**

The following error messages may occur as the CCC-505 CRP Reduction Data is increased or reduced.

Message or Error Received	Action
CRP Contract number exists on another tract	The same CRP contract number cannot be used for CCC-505 CRP reduction acres loaded on multiple tracts. Verify the contract number associated with the CRP-1 and enter the correct contract number within the CCC-505 CRP Reduction Data assignment block.
Election Choice is Mandatory at Farm Level for Crop	CCC-505 CRP Reduction Acres are returned as a new base crop, not currently loaded on the selected farm. Associated base data cannot be added to a tract unless a program election for the base crop has been made at the farm level. See 1-ARCPLC for details on acquiring the program election from the applicable producers.

251 Tract Parties Involved Assignment Block Editing

A Overview

All owners of the selected tract are required to be loaded under the Tract Parties Involved assignment block. Other Producers can be loaded at the tract level if producers are associated with the selected tract. Users should evaluate if the Other Producers need to be loaded at the tract or field level. Other Producers cannot be loaded at both levels.

Note: Other Producers will need to be loaded at the field level if they are requesting access to FSAfarm+.

B Example

Following is an example of the Tract Parties Involved assignment block.

C Action to Edit the Tract Parties Involved Assignment Block

The following table provides the steps to edit the Tract Parties Involved assignment block.

Steps	Action
1	CLICK **"Edit"**.
2	CLICK **"Insert"**.
3	The Parties Involved Function will default to Other Tenant (Other Producer). Select the applicable producer association – Owner or Other Producer.
4	CLICK **"Insert Help"**. See paragraph 202 for instructions to add an Owner and paragraph 203 for instructions to add an Other Producer.
5	Search and select the producer to be added.
6	See Conservation Compliance Instructions for loading producer violation exceptions.
7	CLICK **"Save"** to save the producers added to the Tract Parties Involved assignment block.

252-256 (Reserved)

257   Farm Level Editing

A   Overview

Farm level editing is limited to CRM tabular data and is not available in the GIS Info assignment block. The majority of farm level data is aggregated from the tract and field levels and cannot be edited at the farm level. The following assignment blocks are found at the farm level:

- GIS Info
- Farm General Data
- Farm Land Data
- Crop Election Data
- Crop Data
- Parties Involved
- FPMS Status
- Change History.

Within each farm level assignment block, data displayed for the farm is populated from the automated system, manually entered by the user, or aggregated from the tract and field levels.

Important: After edits are completed, users should verify that the updates have replicated successfully to the web-based FRS. Successful replications are verified at the Farm Level in the FPMS Status assignment block. See paragraph 246 for additional information regarding the FPMS Status assignment block.

B   Example

Following is an example of the farm level Farm Data Screen.
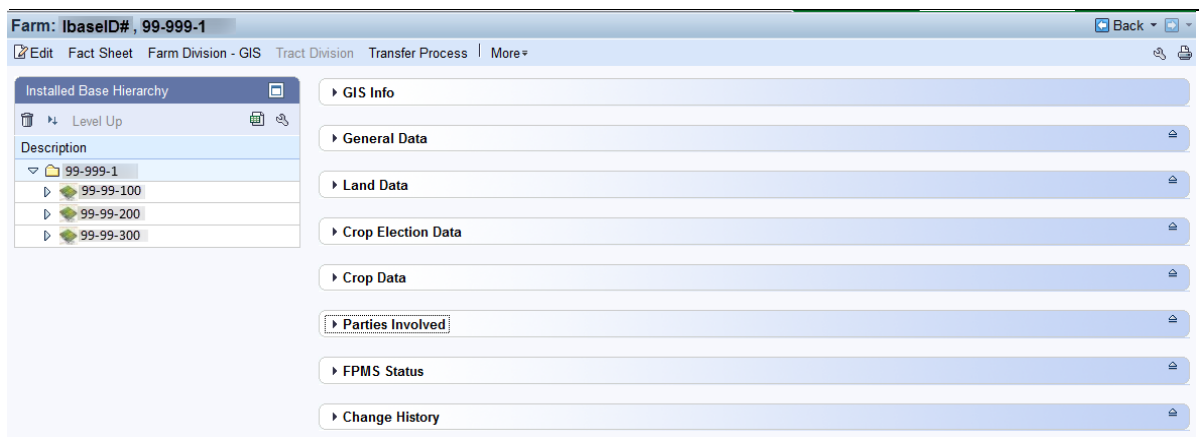
258   Farm Level GIS Info Assignment Block

A   Overview

The GIS Info assignment block is view-only at the farm level. By default, the GIS Info assignment block zooms to an extent that shows all tracts on a farm. All GIS edits are completed at the tract and field levels.

B   Example

Following is an example of the GIS Info assignment block.

C   Action

The following navigation and standard tools are available for use at the farm level in the GIS Info assignment block.

- Navigation Compass – Zoom In, Zoom out, or Pan
- Identification Tool
- Measurement Tools
- Layers TOC
- Full Screen Mode
- AOI Search
- Show Task Help Text.

See paragraph 205 for additional information on the use of the navigation tools. See paragraph 206 for additional information on the use of the standard tools.

259   Farm Level General Data Assignment Block Editing

A   Overview

The Farm General Data assignment block contains the following information for the selected farm:

- Farm Number
- State/County/Farm
- Farm Description
- Administrative State
- Administrative County
- Farm Status
- Combined To
- Divided From
- Transferred From
- Combined From
- Divided To.

B   Example

Following is an example of the General Data assignment block.

C   Action

The following table provides the editable fields in the Farm General Data assignment block.

Editable Farm General Data Entries	Description and Action
	CLICK **"Edit"** to enter or modify the following Farm General Data entries:
Farm Description	Farm description is optional. If desired, user may enter a farm description. **Do NOT enter any PII data into this field.**

C   Action (Continued)

Editable Farm General Data Entries	Description and Action
Farm Status	Farm Status selections include: • In-creation • Active • Pending • Draft • Inactive. The initial Farm Status when creating a new farm is "In-Creation". When the creation process is complete, click the drop-down menu and SELECT **"Active"**. **Note:** "Draft" status is set automatically when a farm reconstitution has been initiated in the system but not finished or submitted. "Pending" status is set automatically when a farm transfer or farm reconstitution has been submitted but has not been approved. Once the process is complete, the farm status will automatically update accordingly. See Part 3, Section 2 and Part 7, Section 6 for additional information regarding farm transfers. See Part 5 and Part 7, Section 7 for additional information regarding farm reconstitutions. "Inactive" status is set automatically when the user completes a Farm Inactivation. See paragraph 27 and paragraph 284 for additional information regarding Farm Inactivation. Parent farms of approved farm combinations and farm divisions are automatically set to inactive status when the reconstitution is approved.
	CLICK **"Save"** to save the Farm General Data entries.

259   Farm Level General Data Assignment Block Editing (Continued)

C   Action (Continued)

The following table provides the fields in the Farm General Data assignment block are system populated and are not editable.

System Generated Farm General Data Entries	Description
Farm Number	Farm Number is system generated and is populated as the next available farm number for the county when the farm is created.
State/County/Farm	System populated farm description consisting of the administrative State, county, and farm number.
Administrative State	System populated based on user input when farm is created.
Administrative County	System populated based on user input when farm is created.
Combined To	System populated list of child farm numbers displayed on the inactive parent farm record when the currently selected farm is a parent farm of a farm combination.
Divided From	System populated parent farm number when the currently selected farm is a child farm of a farm division.
Transferred From	System populated if the currently selected farm has been previously transferred from a different administrative state/county.
Combined From	System populated list of parent farm numbers when the currently selected farm is a child farm of a farm combination.
Divided To	System populated list of child farm numbers when the currently selected farm is a parent farm of a farm division.

260   Farm Land Data Assignment Block Editing

A   Overview

The fields in the Farm Land Data assignment block contain the following information for the selected farm:

- Farmland Acres
- Cropland Acres
- DCP Cropland Acres
- CRP Cropland Acres
- WBP Acres
- GRP Acres
- State Conservation Acres
- Other Conservation Acres
- EWP Program Acres
- DCP Ag Related Activity Acres
- Wetland Reserve Program Acres
- Effective DCP Cropland Acres
- Double Cropped Acres
- Sugarcane Base Acres
- CRP MPL Acres
- Sod Acres
- FAV/WR History.

B   Example

Following is an example of the Farm Land Data assignment block.

▼ Land Data			
Farmland Acres:	170.17	EWP Program Acres:	2.00
Cropland Acres:	125.18	DCP Ag Related Activity Acres:	3.22
DCP Cropland Acres:	128.40	Wetland Reserve Prog Acres:	6.70
CRP Cropland Acres:	33.93	Effective DCP Cropland Acres:	59.77
WBP Acres:	5.00	Double Cropped Acres:	0.00
GRP Acres:	8.00	Sugarcane Base Acres:	0.00
State Conservation Acres:	10.50	CRP MPL Acres:	4.70
Other Conservation Acres:	2.50	SOD Acres:	0.00
		FAV/WR History:	No

260   Farm Land Data Assignment Block Editing (Continued)

C Description

All fields in the Farm General Data assignment block are system populated and are not editable.

System Generated Farm Land Data Entries	Description
Farmland Acres	Farmland acres are system calculated by totaling the acreage for all tracts and fields on the farm delineated within the GIS Info assignment block regardless of the land classification. **Note:** Farmland acres cannot be manually adjusted in CRM Farm Records. If farmland acreage is not correct or needs adjusted, editing must be completed within the GIS Info assignment block using the GIS editing tools at the tract or field levels.
Cropland Acres	Cropland acres are system calculated by totaling the acreage for all fields within the selected farm and tract(s) with the 3CM Cropland Indicator coded "Yes" in the CLU attributes of the GIS Info assignment block. Cropland acreage data is aggregated from the tract and field levels. **Note:** Cropland acres cannot be manually adjusted in CRM Farm Records. If cropland acreage is not correct or needs adjusted, editing must be completed within the GIS Info assignment block using the GIS editing and attribution tools at the tract or field levels.
DCP Cropland Acres	DCP Cropland Acres are system calculated by totaling the Cropland Acres and the Ag Related Activity Acres on all tracts on the farm. DCP Cropland acreage data is aggregated from the tract level.
CRP Cropland Acres	CRP Cropland Acres are system populated based on the cropland fields with a 3-CM Cropland Indicator coded "Yes" that are also enrolled in CRP as identified in the field level CRP Data assignment block. CRP Cropland acres are aggregated from the tract and field levels.

260 Farm Land Data Assignment Block Editing (Continued)

C Description (Continued)

System Generated Farm Land Data Entries	Description
WBP Acres	WBP acreage represents acres enrolled on DCP cropland acres within the selected farm. WBP acreage data is aggregated from the tract level.
GRP Acres	GRP acreage represents acres enrolled on DCP cropland acres within the selected farm. GRP acreage data is aggregated from the tract level.
State Conservation Acres	State conservation acreage represents acres enrolled on DCP cropland acres within the selected farm where federal payments administered by the State are made in exchange for not producing an agricultural commodity on the acreage. State Conservation Acres data is aggregated from the tract level.
Other Conservation Acres	Other conservation acreage represents acres enrolled in a federal conservation program on DCP cropland acres within the selected farm where payments are made in exchange for not producing an agricultural commodity on the acreage. Other Conservation Acres data is aggregated from the tract level.
EWP Program Acres	EWP acreage represents acres enrolled on DCP cropland acres within the selected farm. EWP acreage data is aggregated from the tract level.
DCP Ag Related Activity Acres	Ag Related Activity Acres are acreage that meets the definition of DCP Cropland, but does not meet the definition of cropland as defined in Part 2. Acres displayed for DCP Ag Related Activity Acres are added to the Cropland Acres to calculate the DCP Cropland acreage populated by the system. DCP Ag Related Activity acreage data is aggregated from the tract level.
Wetland Reserve Program Acres	Wetland Reserve Program (WRP) acreage represents acres enrolled on DCP cropland acres within the selected farm. WRP acreage data is aggregated from the tract level.

C **Description (Continued)**

System Generated Farm Land Data Entries	Description
Effective DCP Cropland Acres	Effective DCP Cropland is system calculated by subtracting acreage entered for all conservation program entries, except CRP MPL, from the DCP Cropland. Effective DCP Cropland acreage data is aggregated from the tract level.
Double Cropped Acres	Double Cropped acres were established according to 5-PA. The Double Cropped acres on a farm cannot be increased unless base acres and Double Cropped acres are redistributed using CCC-517. Double Cropped acres cannot exceed the Effective DCP Cropland and must be decreased if the Effective DCP Cropland for the tract is reduced to an amount less than the Double Cropped acres for the tract. Double Cropped acres may be transferred to another tract when CCC-517 is used to transfer base acres to another tract. Double Cropped acres data is aggregated from the tract level.
Sugarcane Base Acres	Sugarcane base acres are only applicable to counties administered in Louisiana. Sugarcane base acres were established in 1992 according to the 2-PAS handbook and historically have been retained with the farm. Sugarcane base acres are aggregated from the tract level.
CRP MPL Acres	CRP MPL acreage is based on acres enrolled in CRP on marginal pasture land. CRP MPL acreage data is aggregated from the tract level. Grassland CRP acres enrolled on non-cropland are included in the CRP MPL Acres data field.
Sod Acres	Sod acres are system populated based on the fields identified as sod broken out after February 7, 2014 in the Native Sod assignment block at the field level. Sod acres are aggregated from tract and field level data.
FAV/WR History	The FAV/WR History is aggregated from the tract level.

261   Farm Crop Election Data Assignment Block Editing

A   Overview

The Farm Crop Election Data assignment block contains the following fields:

- Crop Name
- Election Choice
- HIP (Historical Irrigation Percentage)
- PLC (Price Loss Coverage)Yield
- Created On/At
- Changed by
- Changed On/At.

B   Example of the Crop Election Data Assignment Block

Following is an example of the Crop Election Data assignment block.

▼ Crop Election Data						⬚ ⬚ ⬚ ⬚
Crop Name	Election Choice	HIP	PLC Yield	Created On/At	Changed by	Changed On/At
Corn	ARC County		0.0000	04/20/2015 19:0..	TCO_EM097322	04/20/2015 19:1..
Soybeans	ARC County		0.0000	04/20/2015 19:0..	TCO_EM097322	04/20/2015 19:1..

C   Action in the Crop Election Data Assignment Block

The following table provides the fields in the Crop Election Data assignment block that are editable:

Editable Crop Election Data Entries	Description and Action
	CLICK **"Edit"** to enter or modify the following Crop Election Data entries:
Election Choice	Existing ARCPLC elections are not editable. Requests to correct existing ARCPLC elections must be submitted to the state office ARCPLC specialist. ARCPLC election choices are required for all crop bases (except generic) that are added to the farm (i.e. return of CCC-505 CRP Reduction acres). Prior to entering ARCPLC election choice for a non-generic crop being added to the farm, crop base acres must first be added at the tract level. See paragraph 249 for additional information regarding adding crop base acres in the tract level Crop Data assignment block. Click on the appropriate tract in the farm hierarchy and navigate to the Tract Crop Data assignment block to add the new crop to the tract.

261 Farm Crop Election Data Assignment Block Editing (Continued)

C Action in the Crop Election Data Assignment Block (Continued)

Editable Crop Election Data Entries	Description and Action
Election Choice (cntd.)	When entries are complete at the tract level, click on the farm level in the Farm Hierarchy and navigate to the Farm Crop Election Data assignment block. Click the drop-down menu for the new crop and select the appropriate election choice. In 2015 and subsequent years, three possible ARCPLC Election options exist: • ARC individual • ARC county • PLC. **Note:** The Election Choice field at the farm level must be completed **after** entering crop data in the Tract Crop Data assignment block, but **prior** to saving the edits. Elections are made only for crops with base acres, except when the farm contains generic base acres elections.
HIP	Historical Irrigation Percentage (HIP) is applicable only to: • a designated set of counties • designated crops by county within the established set of counties • crops with election choice of ARC county. HIP is a single factor for each eligible crop representing the historical irrigated acres of the crop as a percentage of the total planted acres for the crop based upon a 4 year (2009-2012) irrigation history. Valid entries are the initial default value of blank and numeric whole number entries ranging between zero and one hundred. HIP is established only for crops with base acres greater than zero, unless the farm has generic acres. See subparagraph D for additional information regarding generic base acres. **Note**: HIP will not display and will not be editable for crops that are not eligible for HIP.

C   Action in the Crop Election Data Assignment Block (Continued)

Editable Crop Election Data Entries	Description and Action
PLC Yield **Note:** Formerly referred to as "CC Yield"	Farm-level PLC yields are only editable when the farm contains generic base acres greater than zero. Farm-level yields for crops with base acres greater than zero will always display as a zero yield in this assignment block. Farms containing generic base acres may display a farm level PLC yield for crops without base acres as described in subparagraph D. **Note:** The existing level of precision for yields will be maintained (4 decimal places in CRM Farm Records, whole numbers in web Farm Records).
	CLICK **"Save"** to save entries in the Crop Election Data assignment block.

The following fields in the Crop Election Data assignment block are system populated and are not editable, unless the farm has generic base acres. See subparagraph D for additional information regarding generic base acres.

System Generated Crop Election Data Entries	Description
Crop Name	System populated data aggregated from the tract level.
Created On/At	System populated date and time information based on when the initial data entry is completed.
Changed by	System populated user ID indicating the person responsible for the crop data election edit.
Changed On/At	System populated date and time information recorded when changes are made to the data, following the initial crop data election entry.

261   Farm Crop Election Data Assignment Block Editing (Continued)

D Action in the Crop Election Data Assignment Block for Generic Base Acre Crops

The following table provides a summary of specific actions to be completed in the Crop Election Data assignment block when events such as addition/removal of base acres occur on a farm containing generic base acres, or when generic base acres are attributed to a planted zero base acre crop with an election of ARC County or PLC:

Event	Edit Actions		
	ARCPLC Election	**HIP**	**PLC Yield**
Addition of non-generic base acres (i.e. return of CCC-505 CRP Reduction acres) for a currently zero-base acre crop on a farm that contains generic base acres	If existing election is PLC	N/A	PLC yield determined according to instructions in 1-ARCPLC, Part 2, Section 2 must be added at the tract level. See paragraph 249 for instructions for adding the tract PLC yield. System automatically removes the farm-level PLC yield for the crop if one previously existed
	If existing election is ARC County	Establish HIP according to 1-ARCPLC, Part 5, Section 2 if the crop being added is included in the list of HIP-eligible county/crop combinations in 1-ARCPLC. Exhibit 116 and load in the Crop Election Data assignment block according to subparagraph C.	
	If existing election is ARC Individual	N/A	

   D   Action in the Crop Election Data Assignment Block for Generic Base Acre Crops
       (Continued)

Event	Edit Actions		
	ARCPLC Election	**HIP**	**PLC Yield**
Zero-base acre crop is reported as planted for the first time on a farm containing generic base acres	If existing election is ARC County	Establish HIP according to 1-ARCPLC Part 5 Section 2 if the crop that was planted is included in the list of HIP-eligible county/crop combinations in 1-ARCPLC, Exhibit 116 and load in the Crop Election Data assignment block according to subparagraph C.	N/A
	If existing election is ARC Individual	N/A	N/A
Generic base acres are added to a farm that previously did not contain generic base acres greater than zero	ARCPLC elections are required for all crops. User must enter ARCPLC elections for any covered commodity not having an election before saving their edits	Not applicable until a crop is planted for a HIP-eligible zero-base crop with an election of ARC County. See 1-ARCPLC, Exhibit 16 for a list of HIP-eligible county/crop combinations	Not applicable until a crop is planted for a zero-base crop with an election of PLC
Generic base acres are reduced to zero for all tracts on the farm	Existing ARCPLC elections are retained for all 21 ARCPLC covered commodities	HIP is automatically removed from any zero-base crop with an existing HIP and retained for crops with base acres greater than zero	Farm-level PLC yields are automatically removed for any zero-base crop with an existing farm-level PLC yield
Base acres for a non-generic crop are reduced to zero for all tracts on a farm that contains generic base acres greater than zero	Existing ARCPLC election for the crop is retained	HIP for the crop (if applicable) is retained	If the election for the crop is PLC a farm-level PLC yield is automatically created using the yield that existed on the last tract to have its base acres reduced to zero. User may edit the yield if necessary

262   Farm Crop Data Assignment Block Editing

A   Overview

The Farm Crop Data assignment block contains the following fields:

- Crop Name
- Crop Year
- Base Acres
- CCC-505 CRP Reduction Acres
- CTAP Transitional Yield
- PLC Yield

B   Example

Following is an example of the Farm Crop Data assignment block.

Crop Data					
Crop Name	Crop Year	Base Acres	CCC-505 CRP Redu. Acres	CTAP Transitional Yield	PLC Yield
Corn	2015	38.30	0.00	0.0000	150.0000
Soybeans	2015	38.30	0.00	0.0000	48.0000

C   Description

All fields in this assignment block are not editable and are system populated by aggregation of tract level data.

System Generated Farm Crop Data Entries	Description
Crop Name	Crop name for applicable base acres associated with the farm. The Crop name is system populated from entries made at the tract level.
Crop Year	Crop Year is system populated and defaults to the current crop year once a crop has been added at the tract level.
Base Acres	Base acres are the total number of base acres for each crop associated with the farm. Base acres are aggregated from the tract level.

262   Farm Crop Data Assignment Block Editing (Continued)

C   Description (Continued)

System Generated Farm Crop Data Entries	Description
CCC-505 CRP Reduction Acres	CCC-505 CRP Reduction Acres are base acres reduced due to enrollment in CRP or GRP. These base acres are not available for participation in ARCPLC during the life of the CRP or GRP contract. CCC-505 CRP Reduction acres are aggregated from the tract level. See paragraph 240 for additional information regarding CCC-505 CRP Reduction Acres.
CTAP Transitional Yield	The CTAP Transitional Yield applies only to generic base acres and is populated based on the established CTAP Transitional Yield for the crop on the farm. CTAP transitional yields are aggregated from the tract level using the yield extension calculations. **Note:** This yield was formerly the direct payment yield under DCP/ACRE and predecessor programs.
PLC Yield	The PLC Yield applies to all crops except generic and is populated based on the established PLC Yield for the crop on the farm. The PLC Yield is aggregated from the tract level using the yield extension calculations. **Note:** This yield was formerly the CC payment yield under DCP/ACRE and predecessor programs.

263   Farm Parties Involved Assignment Block Editing

A   Overview

The Farm Parties Involved assignment block includes the following fields:

- Name
- Function
- ID
- HEL Exceptions
- CW Exceptions
- PCW Exceptions.

263   Farm Parties Involved Assignment Block Editing (Continued)

B   Example

Following is an example of the Parties Involved assignment block for a newly created farm.

▼ Parties Involved					📊 🗐 🔍 ⏏
🗑 | Insert					
Name	Function	ID	HEL Exceptions	CW Exceptions	PCW Ex...
ℹ No result found					

Following is an example of the Parties Involved assignment block for an existing farm.

▼ Parties Involved					📊 🗐 🔍 ⏏
Name	Function	ID	HEL Exceptions	CW Exceptions	PCW Exc...
ANY PRODUCER2	Operator	8011390136			

C   Action

The following fields in the Parties Involved assignment block are editable.

Editable Farm Parties Involved Entries	Description and Action
	CLICK **"Edit"** to enter or modify the following Farm Parties Involved entries:
ID	CLICK **"Input Help"** to search for and select the associated Business Partner ID for the farm operator. See paragraph 201 for detailed instructions regarding adding or changing a farm operator.
HEL Exceptions	Click drop-down menu and select the appropriate Highly Erodible Land (HEL) exception, if applicable. This field is editable only if a tract on the farm has "HEL: conservation system is not being actively applied" indicated in the HEL Determination field at the tract level and the operator is not an owner on all tracts. See Part 7, Section 3, and 6-CP for additional information regarding HEL Exceptions.
CW Exceptions	CLICK drop-down menu and select the appropriate Converted Wetland (CW) exception, if applicable. This field is editable only if a converted wetland exists on one or more tracts on the farm and the operator is not an owner on all tracts. See Part 7, Section 3, and 6-CP for additional information regarding CW Exceptions.

263 Farm Parties Involved Assignment Block Editing (Continued)

C Action (Continued)

Editable Farm Parties Involved Entries	Description and Action
PCW Exceptions	Click the drop-down menu and select the appropriate PCW exception, if applicable. This field is editable only if a planted converted wetland exists on one or more tracts on the farm and the operator is not an owner on all tracts. See Part 7, Section 3, and 6-CP for additional information regarding PCW Exceptions.
Appeals Exhausted Date	The Appeals Exhausted Date entry is required if a HELC or Wetland Appeals Exhausted exception has been flagged for a producer. Select the applicable date all appeals have been exhausted for the producer.
	CLICK **"Save"** to save the Farm Parties Involved entries.

Note: Operator HEL, CW, and/or PCW exceptions are set at the farm level in the Parties Involved assignment block. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See paragraph 34 for additional information regarding Operator HEL, CW, and/or PCW exceptions.

The following fields in the Parties Involved assignment block are not editable.

System Generated Farm Parties Involved Entries	Description
Function	System populated based on the level selected in the farm hierarchy. At the farm level, this field defaults to "Operator" and is not editable.
Name	System populated based on the Business Partner record selected as the operator of the farm.

264   FPMS Status Assignment Block

A Overview

When a farm record is edited and saved in CRM Farm Records a replication message is sent to the FPMS. If an invalid condition exists within CRM Farm Records, the replication will fail and users are provided the replication error message. If a replication error message exists, the CRM Farm Record and the FPMS Farm Record are out-of-sync.

The fields in this assignment block include the following:

- Replication ID
- Replicated By
- Scenario
- Status
- Error On Report
- Error Description
- Error Remediation
- Created On.

Note: Out-of-sync farm records may cause overpayments or underpayments to occur in programs using farm records data.

B Example

Following is an example of the FPMS Status assignment block.

Replication ID	Replicated By	Scenario	Status	Error On Rep...	Error Descrip...	Error Remedi...	Created On
6464340	TCO_EM097...	CLU Mainten...	SUCCESS				04/28/2015 2...
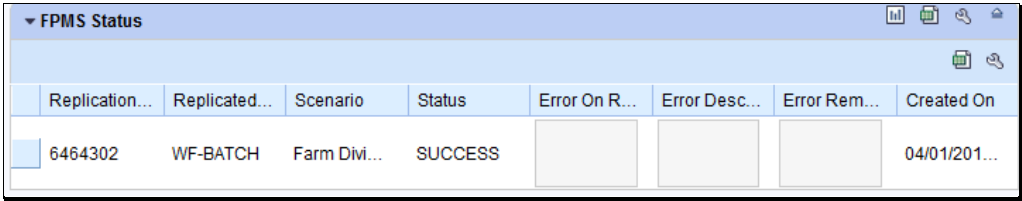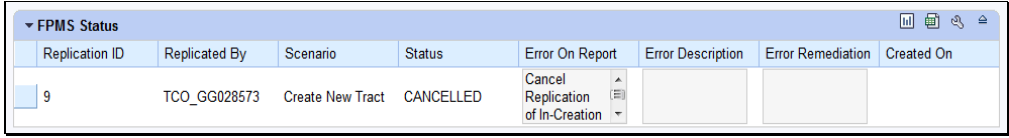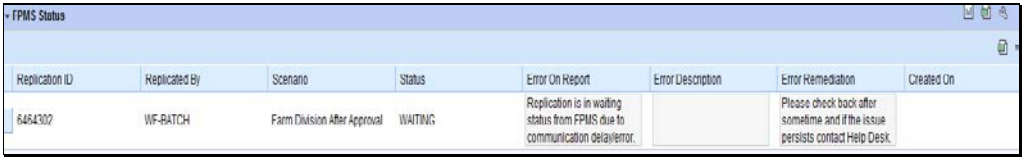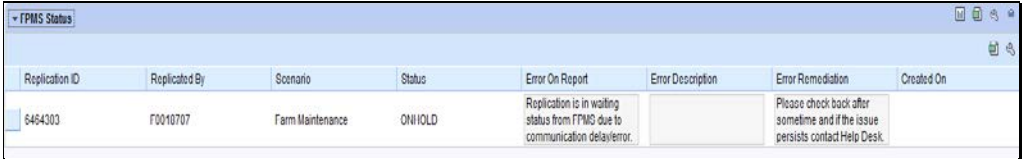
C Action

After any edit is saved to a farm, tract or field in CRM Farm Records, the user should return to the farm level to view the FPMS Status for replication errors:

Step	Action
1	After any edit is saved in CRM Farm Records, click the farm number in the Farm Hierarchy, to return to the farm level assignment blocks.
2	NAVIGATE to the FPMS Status assignment block. CLICK **"FPMS Status"** to expand the "FPMS Status" assignment block if it is not already expanded.
3	Review the Status field.
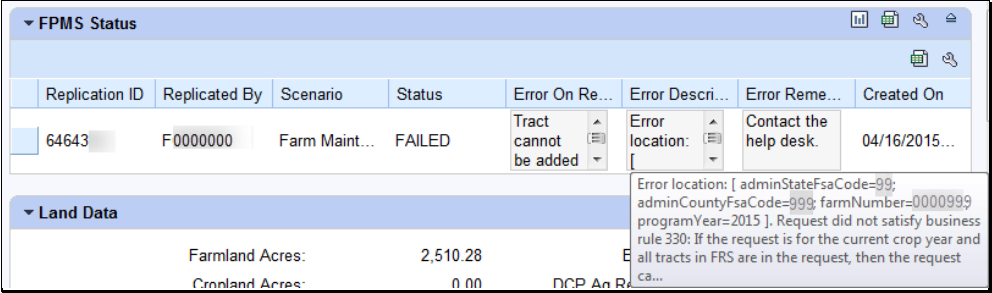
264   FPMS Status Assignment Block (Continued)

C   Action (Continued)

Step	Action
4	The Status field displays "SUCCESS" the replication between CRM Farm Records and the FPMS Farm Records system is successful.
	Notes: If the farm has not been edited within the last 60 days in CRM Farm Records the status will be blank. An edit must be saved before a status will be displayed.
	Replication messages are cancelled and not sent to FPMS for child farms of pending "Farm Level" reconstitutions and "In-Creation" status farms. The "FPMS Status" assignment block will display "CANCELLED" for these messages.
5	If the Status field displays "ONHOLD" or "WAITING" the replication between CRM Farm Record and the FPMS Farm Records system has not yet replicated and is waiting.
	In this example users should wait and check back later to ensure the communication replicates and the Status displays "SUCCESSFUL". If a farm remains "ONHOLD" or "WAITING" status for more than 1 hour, submit an incident report (Remedy ticket).

264   FPMS Status Assignment Block (Continued)
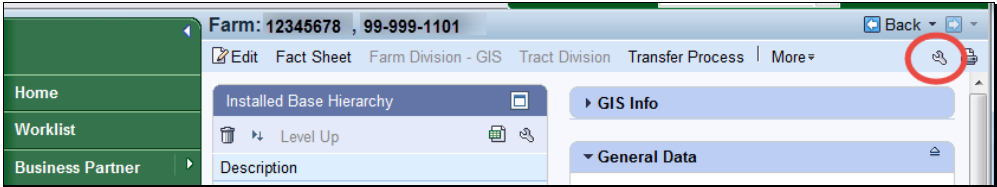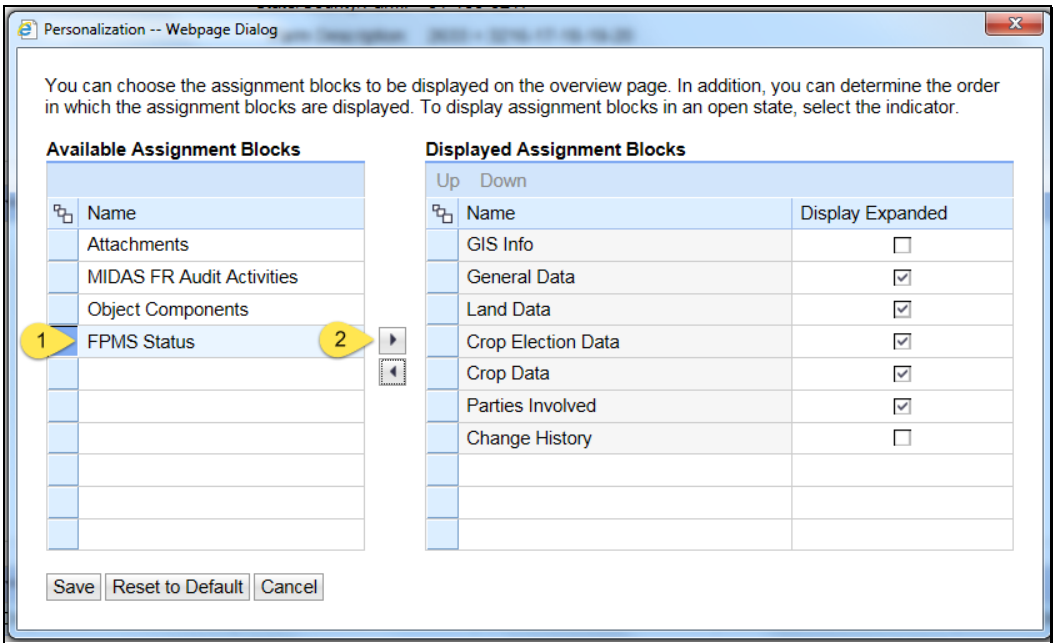
C   Action (Continued)

Step	Action
6	If the Status field displays "FAILED" the replication between CRM Farm Records and the FPMS Farm Records system has not yet replicated because of an error that needs to be resolved by the user. Review the Error on Report, Error Description, and Error Remediation field for more information on the reason the replication is not successful. Hover over the error description to display the full error message. The expanded error description will contain more details to assist the user in identifying the specific problem that needs to be corrected.
7	For farms receiving a "FAILED" error message in the "FPMS Status" assignment block, the user should: • access the Error Message Resolution table in Exhibit 22 • locate the same message in the Error Message Resolution table • follow the steps listed in column E, "Error Remediation" • if the error message does not display in the Error Message Resolution table, submit an incident report (Remedy ticket).

264   FPMS Status Assignment Block (Continued)
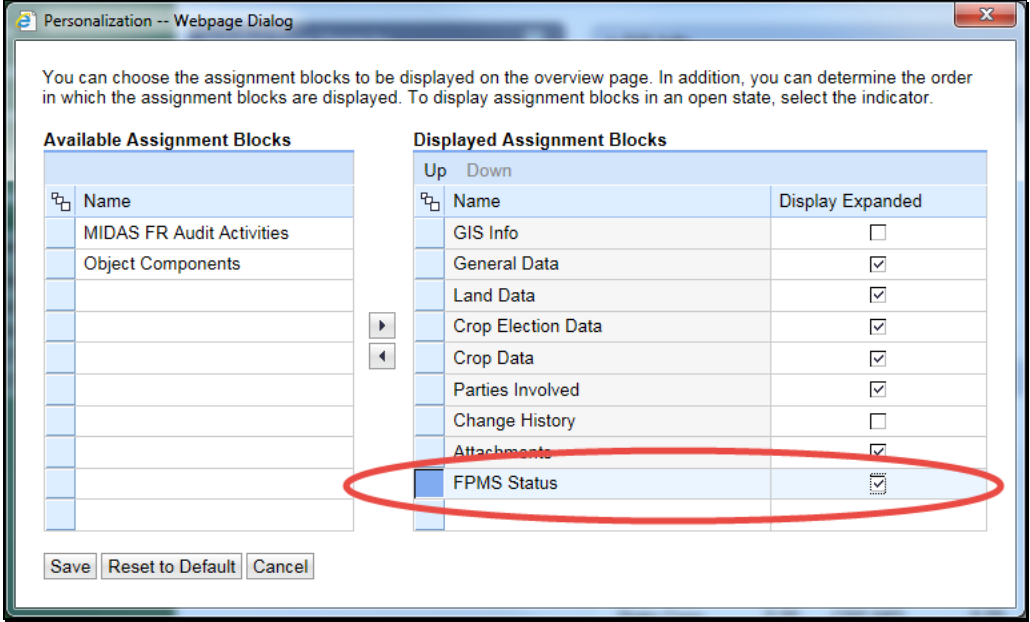
D   Instructions for Adding the "FPMS Status" Assignment Block

If the FPMS Status assignment block does not display when the farm level is selected in the hierarchy, the following table provides instructions on how to add the "FPMS Status" assignment block.

Step	Action
1	In the upper right corner of the screen, CLICK "**Personalize**" (looks like a wrench).
2	On the "Personalization --Webpage Dialog" window, under the "Available Assignment Blocks" section, CLICK "**FPMS Status**" (1) to select it and click the arrow pointing to the right (2). **Note:** To restore the default display settings for the assignment blocks at the selected hierarchy level, CLICK "**Reset to Default**".
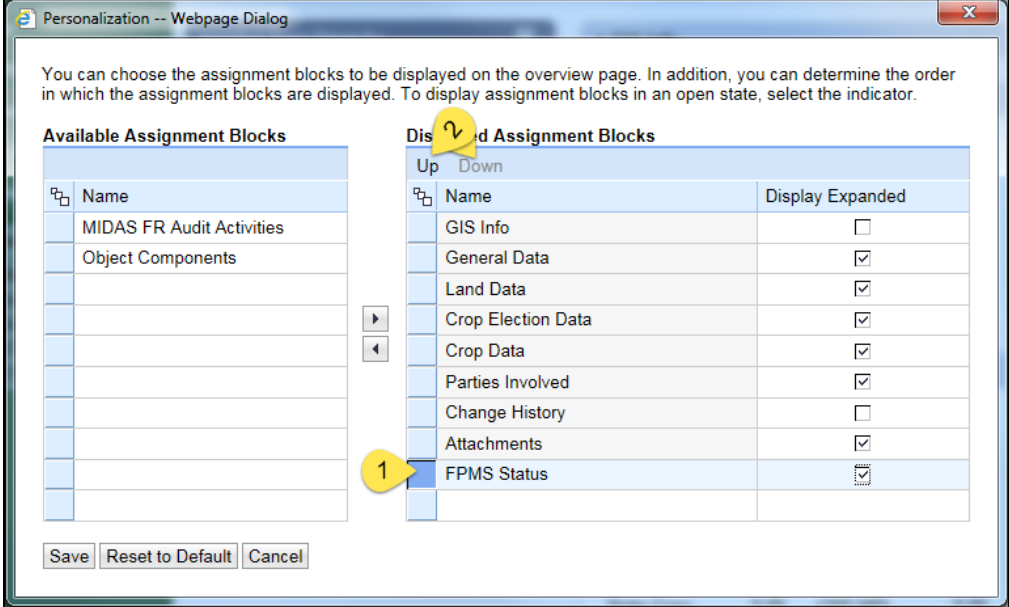
264   FPMS Status Assignment Block (Continued)

D   Instructions for Adding the "FPMS Status" Assignment Block (Continued)

Step	Action
3	"FPMS Status" will now be displayed under the "Display Assignment Blocks" section that allows users to specify whether the assignment block is automatically expanded in the view. This is a personal preference.

Note: On the "Personalization -- Webpage Dialog" window, in the "Displayed Assignment Blocks" section, under "Display Expanded" column, for each assignment block that the user checks (√), the assignment block will always expand on each farm accessed. If the user does not check (√) an assignment block, the user can manually expand the assignment block as desired.

264 FPMS Status Assignment Block (Continued)

D Instructions for Adding the "FPMS Status" Assignment Block (Continued)

Step	Action
4	In the "Displayed Assignment Blocks" section, to change the order that the assignment blocks are listed, select them by clicking the block to the left of the item (1) and click the up or down option (2) to rearrange user's view.
5	CLICK "**Save**" to retain changes. **Note**: Users can edit the "Personalization -- Webpage Dialog" menu any time.

265 Farm Change History Assignment Block

A Overview

The Farm Change History assignment block records information associated with each edit made in CRM Farm Records for the farm. The fields in this assignment block include the following:

- Component
- Field Name
- Old Value
- New Value
- Changed At
- Changed On
- Changed By.

265   Farm Change History Assignment Block (Continued)

B   Example (Continued)

Following is an example of the Farm Change History assignment block.

C   Description

The following table provides the data fields and descriptions displayed in the Change History assignment block.

System Generated Farm Change History Entries	Description
Component	System populated
Field Name	System populated
Old Value	System populated
New Value	System populated
Changed At	System populated time stamp indicating when the edit occurred.
Changed On	System populated date stamp indicating the month/day/year on which the edit occurred.
Changed By	System populated user ID or user name indicating the person responsible for the edit.

266   Attachments Assignment Block

A   Overview

CRM has the capability to attach documents to a farm record using the "Attachments" assignment block. The following documents are approved for attachment in CRM.

- Optional

    - FSA-156EZ can be attached prior to initiating a reconstitution or a farm transfer in CRM

    - Approved FSA-179

    - Proof of Ownership

    - Leases

    - Approved FSA-155.

The fields in this assignment block include the following:

- Actions
- Name
- Type
- Created By
- Created On.

B   Example
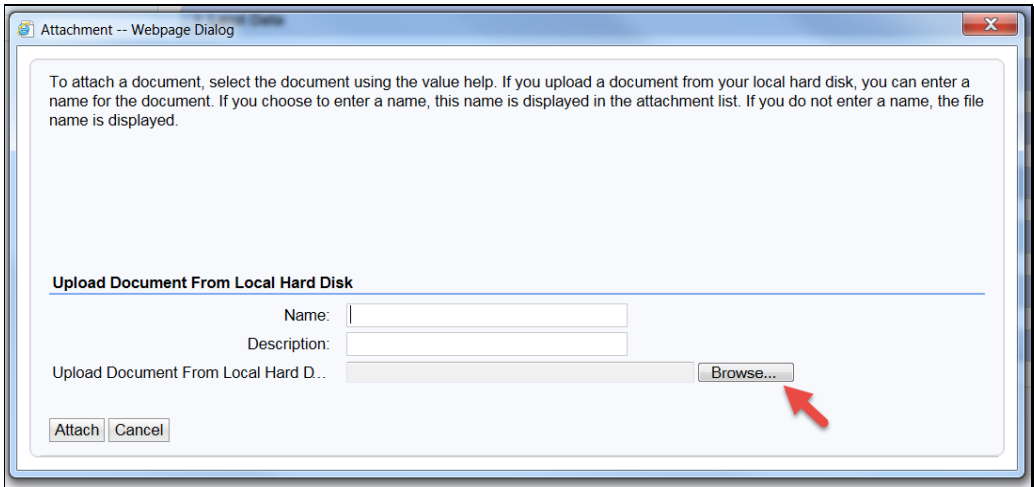
Following is an example of the Attachments assignment block.

Actions	Name	Type	Created By	Created On
Properties 🗑	Farm_99_999_1710_FSA_156EZ_11_03_2015	PDF File (Adobe Acrobat Exchange/Reader)	F0099999	11/03/2015 10:27

▾ **Attachments**   📄Attachment 📄URL 📄With Template | Advanced

266   Attachments Assignment Block (Continued)
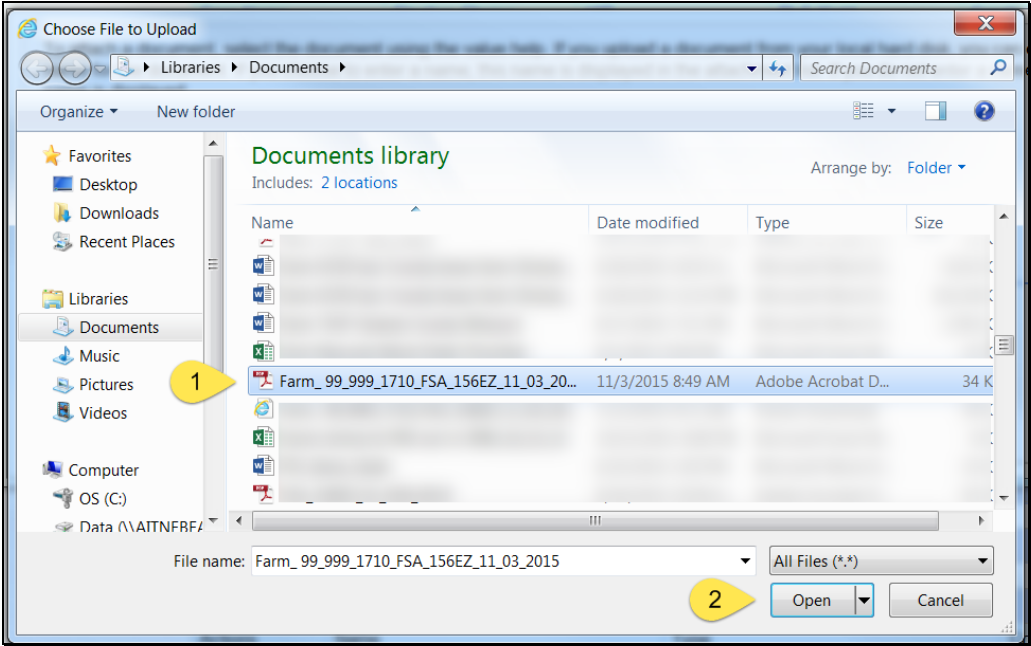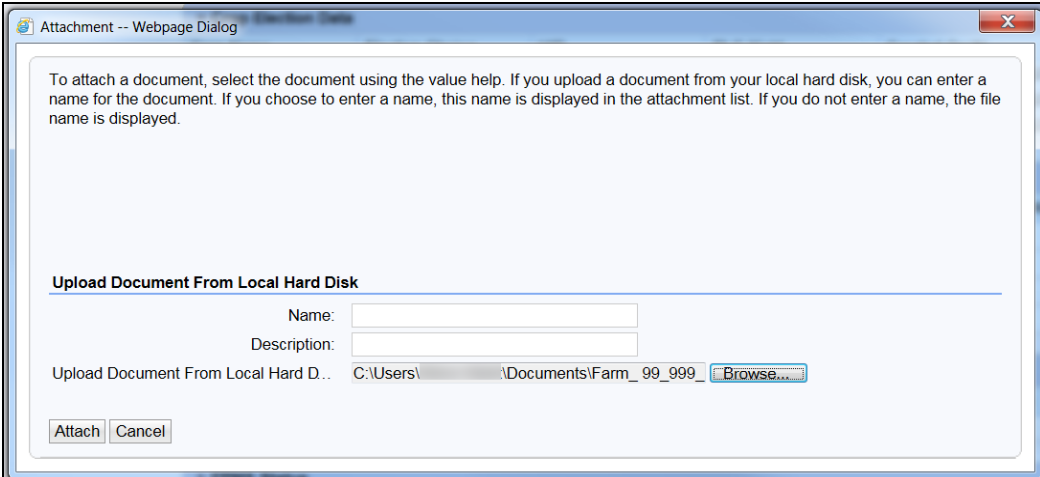
C   Action

The following table provides the steps for attaching a document to the farm record.

Step	Action
1	CLICK "**Attachment**" on the toolbar located at the top of the assignment block.
2	On the "Attachment --Webpage Dialog" window, CLICK "**Browse**".

266   Attachments Assignment Block (Continued)

C Action (Continued)

Step	Action
3	Navigate to the location of the document to be uploaded. Select the document from the list (1) and CLICK "**Open**" (2).
4	On the "Attachment --Webpage Dialog" window, CLICK "**Attach**".
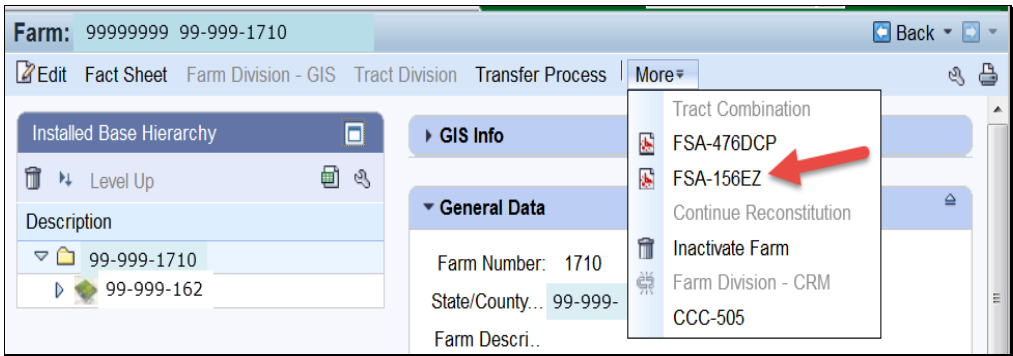
C   Action (Continued)

Step	Action
5	Click the "Name" (1) to display the document and "Properties" (2) to display the document properties
6	Within the "Properties" window it is recommended that the Farm IBase # be entered in the "Description" data field.
7	To remove an existing attachment CLICK "**Delete**" (trash can icon).

Note: Before completing a reconstitution or transfer attach a copy of FSA-156EZ to the farm record. See subparagraph D for instructions on saving FSA-156EZ as a pdf document to be used as the attachment.
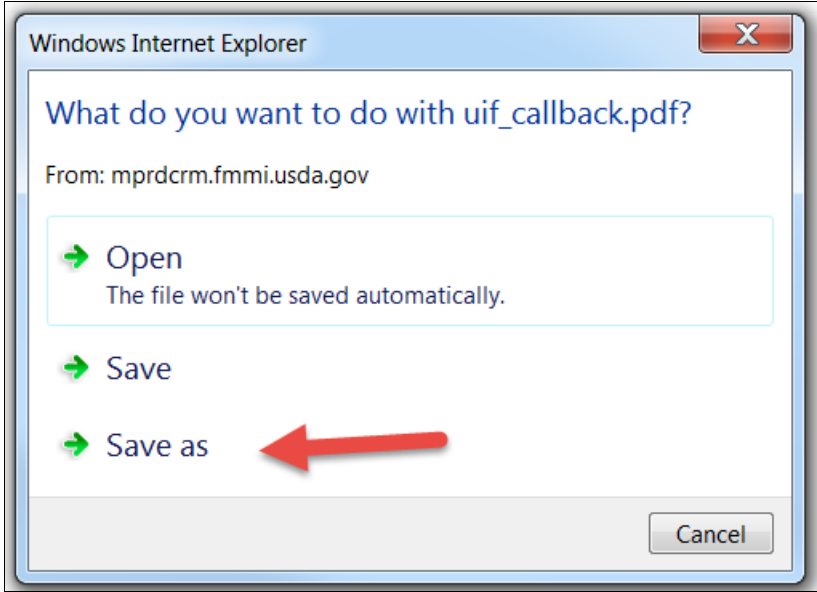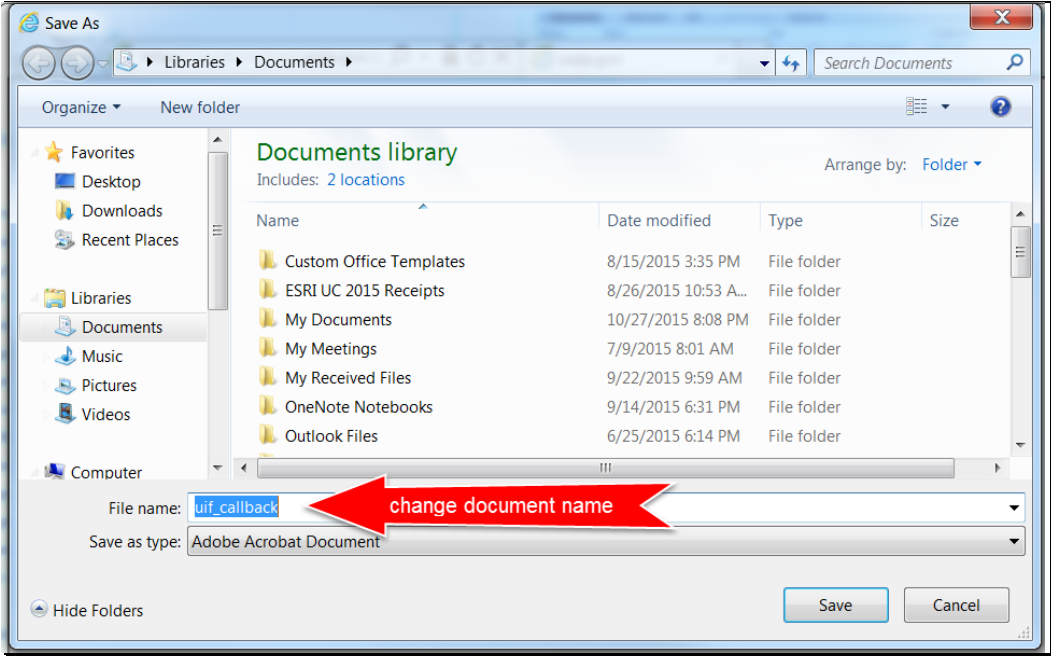
D   Instructions for Saving FSA-156EZ Prior to Reconstitution or Transfer

The following table provides the instructions for saving the FSA-156EZ prior to initiating a reconstitution or farm transfer.

Step	Action
1	Open the farm record of the farm that will be reconstituted or transferred.
2	With the farm level of the farm hierarchy selected hover the cursor over "More" on the CRM toolbar. CLICK "**FSA-156EZ**" in the dropdown list that is displayed.
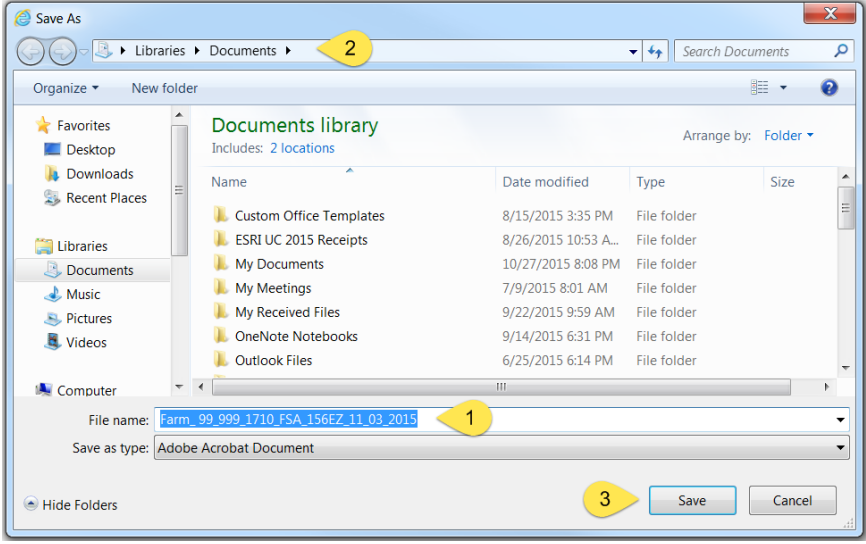
266   Attachments Assignment Block (Continued)

D   Instructions for Saving FSA-156EZ Prior to Reconstitution or Transfer (Continued)

Step	Action
3	CLICK "**Save As**" in the window that is displayed.
4	Type over the system assigned file name "uif_callback" to change the name.

266   Attachments Assignment Block (Continued)

D   Instructions for Saving FSA-156EZ Prior to Reconstitution or Transfer (Continued)

Step	Action
4 (cntd)	The saved file should be named as follows for reconstitutions: Farm_SS_CCC_FFFF_FSA_156EZ_MM_DD_YYYY where: • SS = two-digit numerical administrative state code • CCC = three-digit numerical administrative county code • FFFF = Farm Number • MM = two-digit numerical month of the date the file is being saved • DD = two-digit numerical day the file is being saved • YYYY = four-digit numerical year the file is being saved. The saved file should be named as follows for transfers: Transfer_20XX_SS_CCC_XXXX_NNNNNNNN where: • 20XX = Program Year • SS = transferring State Code • CCC = transferring County Code • XXXX = the current farm number • NNNNNNNN = the IBASE ID.
5	Type the new file name using the format described in Step 4 (1). After typing the new file name make note of the location where the document is being saved (2) so you can navigate to the document during the attachment process described in subparagraph C. CLICK "**Save**" (3).
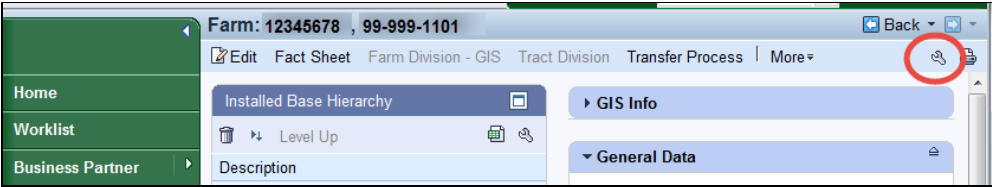
266   Attachments Assignment Block (Continued)

D   Instructions for Saving FSA-156EZ Prior to Reconstitution or Transfer (Continued)

Step	Action
6	After saving the document the window that appears at the bottom of the screen can be used to open the document for viewing or printing if desired, but it is not necessary to open the document. The window may be closed by CLICKING "**X**" in the upper right corner of the window.

E   Instructions for Adding the Attachments Assignment Block

If the Attachments assignment block does not display when the farm level is selected in the hierarchy, the following table provides instructions on how to add the "Attachments" assignment block.

Step	Action
1	In the upper right corner of the screen, CLICK "**Personalize**" button (looks like a wrench)
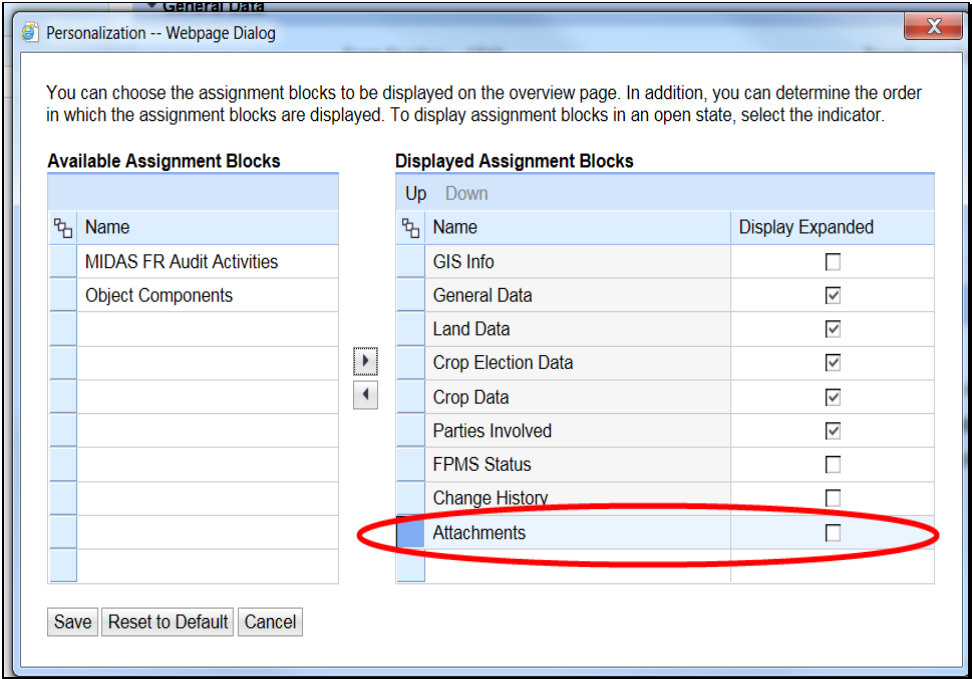
266   Attachments Assignment Block (Continued)

E   Instructions for Adding the Attachments Assignment Block (Continued)

Step	Action
2	On the "Personalization --Webpage Dialog" window, under the "Available Assignment Blocks" section, CLICK "**Attachments**" (1) to select it and click the arrow pointing to the right (2). **Note:** To restore the default display settings for the assignment blocks at the selected hierarchy level, CLICK "**Reset to Default**".
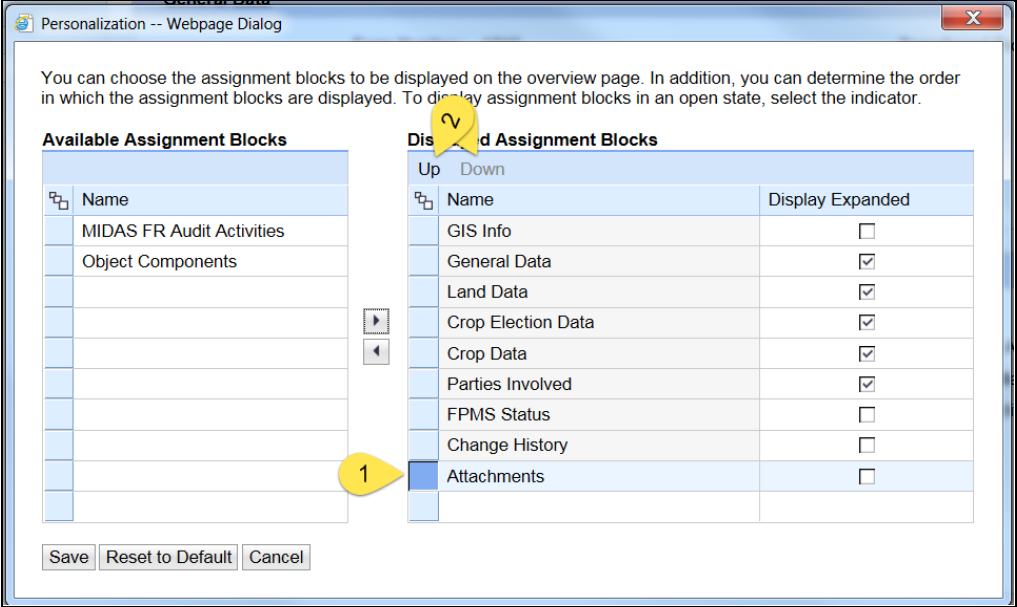
266   Attachments Assignment Block (Continued)

E   Instructions for Adding the "Attachments" Assignment Block (Continued)

Step	Action
3	Assignments will now be displayed under the "Display Assignment Blocks" section that allows users to specify whether the assignment block is automatically expanded in the view. This is a personal preference. **Note**: On the "Personalization -- Webpage Dialog" window, in the "Displayed Assignment Blocks" section, under "Display Expanded" column, for each assignment block that the user checks ($\sqrt{}$), the assignment block will always expand on each farm accessed. If the user does not check ($\sqrt{}$) an assignment block, the user can manually expand the assignment block as desired.

266   Attachments Assignment Block (Continued)

   E   Instructions for Adding the "Attachments" Assignment Block (Continued)

Step	Action
4	In the Displayed Assignment Blocks section, to change the order that the assignment blocks are listed, select them by clicking the block to the left of the item (1) and click the up or down option (2) to rearrange user's view.
5	CLICK "**Save**" to retain changes. **Note**: Users can edit the "Personalization -- Webpage Dialog" menu any time.

267-271 (Reserved)

272 HEL Determinations

A Overview

Field level HEL status determinations and tract level summary HEL status values will be maintained in CRM farm records.

B Field Level HEL Status Determination Example

Following is an example of the field level HEL Status display located in the Field Land Data assignment block. This block is automatically updated when the user records an HEL determination in the HEL Status Determination box.
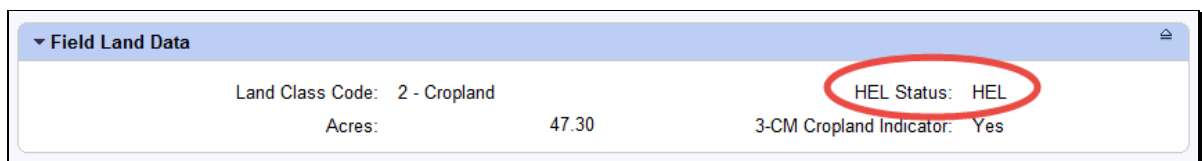
This block is automatically updated when the user records an HEL determination in the HEL Status Section of the Edit CLU Attributes window found within the GIS Info assignment block.
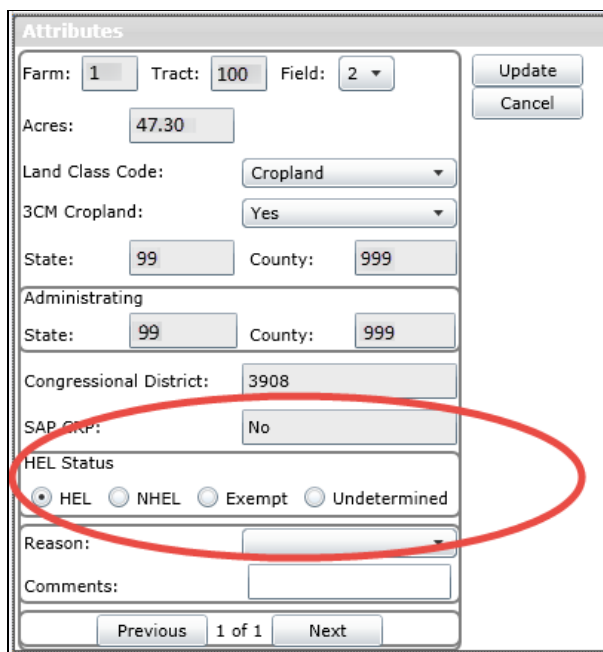
Note: Field level HEL status determinations are recorded as "Undetermined" until NRCS has provided the County Office with a written determination on NRCS-CPA-026E.

272   HEL Determinations (Continued)

C   Field Level HEL Status Action
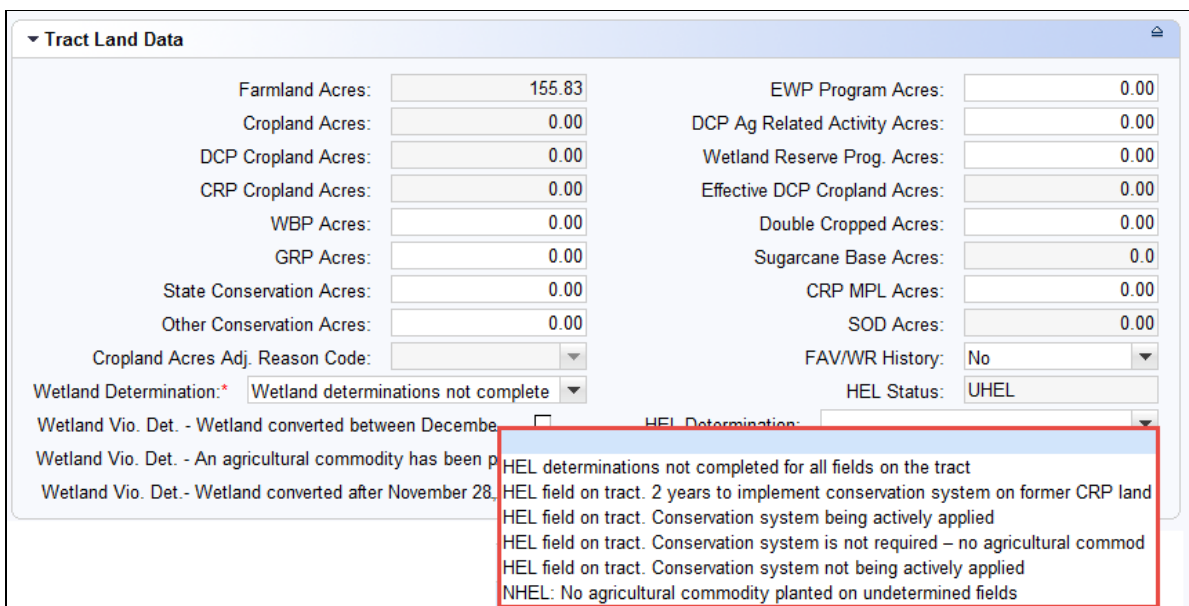
The following table provides steps for updating HEL Determination within the CLU attributes.

Step	Action
1	To enter or modify the field level HEL Status CLICK "**Edit**".
2	Click on the appropriate field in the Farm Hierarchy.
3	CLICK the **"GIS Info"** assignment block.
4	CLICK "**Edit CLU Attributes**" ✏️ on the Edit CLU Toolbar.
5	The CLU Attributes window will display.
6	Click the appropriate radio button in the HEL status box.
7	CLICK "**Update**" on the CLU Attributes window.
8	CLICK "**Save and Sync**" 🔄 to save the CLU Attribute entries.

Note: "EHEL" status applies only to CA, NV, AZ, and NM. EHEL fields are treated the same as NHEL for HEL compliance purposes.

D   Tract Level HEL Determination Example

Following is an example of the tract level HEL Determination drop-down menu.

Note: Tract level summary HEL determination values are automatically populated in the drop-down menu based on the varying combinations of field level HEL status values.

272   HEL Determinations (Continued)

E   Tract Level HEL Determination Action

The following table provides steps for updating the tract level HEL Determination

Step	Action
1	To enter or modify the tract level HEL Determination CLICK "**Edit**".
2	Click on the appropriate tract in the Farm Hierarchy.
3	CLICK the "**HEL Determination**" drop-down menu in the Tract Land Data assignment block.
4	Click the appropriate determination from the available selections in the drop-down menu.
5	CLICK "**Save**" to save the tract level HEL Determination entry.

Note: If the tract contains only NHEL fields and/or EHEL fields then the flag is automatically set to "NHEL: no agricultural commodity planted on undetermined fields".

See Paragraph 34 and 6-CP for additional information on HEL determinations.

273   Wetland Determinations

A   Overview

Wetland determinations are applicable to the tract level only. Selection of a wetland determination is required for each tract

B   Example

Following is an example of the Wetland Determination drop-down menu at the tract level.

Note: Determinations are recorded as "Wetland determinations not complete" until NRCS has provided the County Office with a written determination on NRCS-CPA-026E. Incomplete wetland determinations do not adversely affect a producer's eligibility to receive program benefits.

C   Action

The following table provides instructions for entering the tract level Wetland Determination.

Step	Action
1	To enter or modify the Tract Wetland Determination CLICK "**Edit**".
2	Click the appropriate tract in the Farm Hierarchy.
3	CLICK the "**Wetland Determination**" drop-down menu in the Tract Land Data Assignment Block.

273   Wetland Determinations (Continued)

C   Action (Continued)

Step	Action
4	Click the appropriate determination from the available selections.

IF NRCS…	AND CPA-026E…	WETLAND Determination is…
has not completed wetland determinations for all fields on the tract	indicates one or more fields contain a wetland or a farmed wetland	"tract contains a wetland or farmed wetland".
	does not indicate that any fields contain a wetland or farmed wetland	"wetland determinations not complete".
has completed wetland determinations for all fields	indicates one or more fields contain a wetland or a farmed wetland	"tract contains a wetland or farmed wetland".
	does not indicate that any fields contain a wetland or farmed wetland	"tract does not contain a wetland".

Step	Action
5	CLICK "**Save**" to save the Tract Wetland Determination entry.

See Paragraph 34 and 6-CP for additional information on wetland determinations.

274   Wetland Certification

A   Overview

Wetland certification is applicable to the tract level and is entered in the Tract General Data assignment block. See 6-CP for additional information on wetland certification.

B   Example

Following is an example of the Wetland Certified drop-down menu.

Note: The "Wetland Certified" drop-down menu defaults to "No". If certified wetland documentation is received from NRCS on NRCS-CPA-026E, the user must update the "Wetland Certified" field and enter the certification year in the "Year Wetland Certified" field in the Tract General Data assignment block following the guidance in subparagraph C.

Wetland certified will only be set to "Yes" if the tract contains a certified wetland and wetland determinations are complete for all fields on the tract. If the tract contains a certified wetland, but wetland determinations are not complete for all fields, the appropriate selection is "Partial".

Following is an example of the Year Wetland Certified field.

274   Wetland Certification (Continued)

   C   Action

   The following table provides instructions for entering or modifying the Year Wetland
   Certified data entry.

Step	Action
1	To enter or modify the "Year Wetland Certified" CLICK "**Edit**".
2	Click on the appropriate tract in the Farm Hierarchy.
3	CLICK the **"Wetland Certified"** drop-down menu in the Tract Land Data assignment block and select the appropriate certification status. **Note:** If "Partial" or "Yes" are selected, the "Year Wetland Certified" field is a required entry. If "No" is selected, go to Step 5 (the "Year Wetland Certified" field will not be available).
4	Enter the calendar year (YYYY) in which the wetland was certified. **Note**: If tract contains multiple wetlands with more than one certification year, enter the earliest certification year.
5	CLICK "**Save**" to save the Year Wetland Certified entry.

   D   Common Error Messages

   The following table identifies common error when entering wetland data.

Error Message	Action
Make an entry in field "Year Wetland Certified".	User must enter a year in the "Year Wetland Certified" field when "Yes" or "Partial" is selected from the "Wetland Certified" field.
Wetland Certified Year for Tract must be greater than 1978.	Correct the year in "Year Wetland Certified" field.

275   Wetland Violations

A   Overview

Wetland violations are applicable to the tract level. Multiple wetland violation determinations can exist for a tract. When wetland violations do not exist, entry is not required. The following wetland violation options exist in the Tract Land Data assignment block:

- Wetland Violation Determination – Wetland converted between December 23, 1985 and November 28, 1990

- Wetland Violation Determination – An agricultural commodity has been planted on a converted wetland

- Wetland Violation Determination – Wetland converted after November 28, 1990

B   Example

Following is an example of Wetland Violation Determination boxes at the tract level.

▾ Tract Land Data				
Farmland Acres:	155.83	EWP Program Acres:	0.00	
Cropland Acres:	0.00	DCP Ag Related Activity Acres:	0.00	
DCP Cropland Acres:	0.00	Wetland Reserve Prog. Acres:	0.00	
CRP Cropland Acres:	0.00	Effective DCP Cropland Acres:	0.00	
WBP Acres:	0.00	Double Cropped Acres:	0.00	
GRP Acres:	0.00	Sugarcane Base Acres:	0.0	
State Conservation Acres:	0.00	CRP MPL Acres:	0.00	
Other Conservation Acres:	0.00	SOD Acres:	0.00	
Cropland Acres Adj. Reason Code:	▼	FAV/WR History:	No	▼
Wetland Determination:*	Tract contains a wetland or farmed wetland. ▼	HEL Status:	UHEL	
Wetland Vio. Det. - Wetland converted between December 23, 1985 and November 28, 1990:	☐	HEL Determination:		▼
Wetland Vio. Det. - An agricultural commodity has been planted on a converted wetland:	☐			
Wetland Vio. Det.- Wetland converted after November 28, 1990:	☐			

Note: Selecting a wetland violation is NOT permitted unless the tract has been designated as "Tract contains a wetland or farmed wetland".

275 Wetland Violations (Continued)

C Action

The following table provides the steps for updating the tract level Wetland Violations.

Step	Action
1	To enter or modify the Tract Wetland Violation Determinations CLICK "**Edit**".
2	Click on the appropriate tract in the Farm Hierarchy.
3	CLICK the appropriate determination from the available "**Wetland Violation Determination**" selections on the Tract Land Data assignment block.
4	CLICK "**Save**" to save the Tract Wetland Violation Determination entries.

Note: If user selects, "An agricultural commodity has been planted on a converted wetland", then the user **must** also select, either of the following:

- wetland converted between December 23, 1985, and November 28, 1990
- wetland converted after November 28, 1990.

See paragraph 34 and 6-CP for additional information on wetland violations.

D Common Error Messages

Common error messages that prevent users from saving edits include:

Error Message	Cause
Tract should not have wetland violation of an ag commodity	Occurs when: - both "tract contains wetland/farmed wetland" and "an ag commodity has been planted on a converted wetland" are selected, but no wetland conversion is indicated in "wetland converted between December 23, 1985 and November 28, 1990" or "wetland converted after November 28, 1990". - - both "wetland determination not complete" and "an ag commodity has been planted on a converted wetland" are selected, but no wetland conversion is indicated in "wetland converted between December 23, 1985 and November 28, 1990" or "wetland converted after November 28, 1990".

264   Farm Producer Exceptions

A   Overview

The farm producer exceptions apply to the operator and will be selected in the "Parties Involved" assignment block at the farm level when an HEL or WL violation is indicated on a tract.

B   Example

Following is an example of the Farm Producer Exceptions boxes at the farm level.

Following is an example of the Farm Producer HEL Exceptions drop-down menu.

Note: HEL exceptions exist only if an HEL violation is indicated at the tract level in the Tract Land Data assignment block.

Following is an example of the Farm Producer CW (Converted Wetland) Exceptions drop-down menu.

Note: CW exceptions exist only if a wetland violation is indicated at the tract level in the Tract Land Data assignment block.

Following is an example of the Farm Producer PCW (Prior Converted Wetland) Exceptions drop-down menu.

276   Farm Producer Exceptions (Continued)

B   Example (Continued)

Operator HEL, CW, and/or PCW exceptions are set at the farm level. If the operator owns all tracts on the farm, the system will automatically select the exception based on the tract producer exceptions. See next section for adding owner and other producer exceptions at the tract level when the operator is also an owner on all tracts of the farm.

C   Action

The following table provides the steps for editing farm level producers exceptions for the associated operator.

Step	Action
1	To enter or modify the Farm Producer Exceptions CLICK "**Edit**".
2	CLICK on the farm in the Farm Hierarchy.
3	CLICK the appropriate exceptions drop-down menu and select the appropriate type of producer exception in the Parties Involved assignment block.
4	CLICK "**Save**" to save the Farm Producer Exceptions entries.

Note: When an HEL, CW, and/or PCW violation is indicated on a tract, **"**Has Appeal Rights" is automatically selected by the system. To change the selection the user must access the HEL, CW, or PCW exception at the farm level if the operator does not own the tract with the violation or at the tract level if the operator is an owner on the tract with the violation.

See paragraph 34 and 6-CP for further information on HEL, CW, and PCW exceptions.

277   Tract Producer Exceptions

A   Overview

The tract producer exceptions apply to owners and other producers and will be selected in the "Parties Involved" assignment block if an HEL, CW, and/or PCW violation is indicated on a tract. This includes Other Producers entered at the field level when the associated field is located on a tract with an HEL, CW, and/or PCW violation.

B   Example

Following is an example of the Tract Producer Exceptions drop-down menus at the tract or field level.
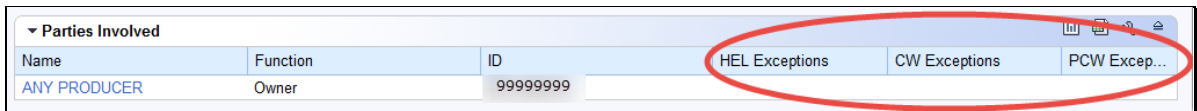
Following is an example of the Tract Producer HEL Exceptions drop-down menu.
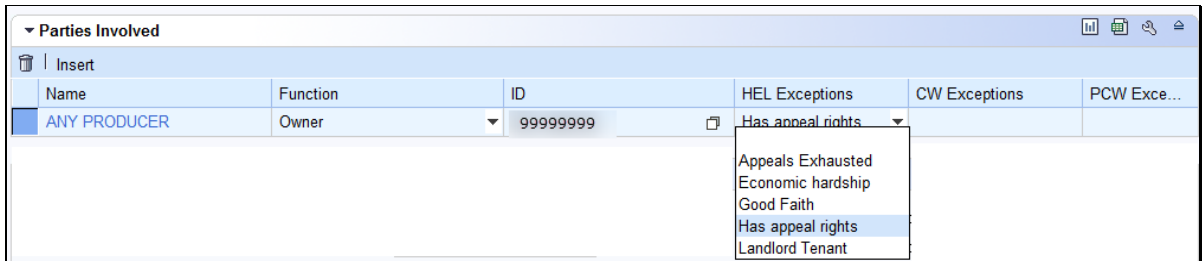
Following is an example of the Tract Producer CW (Converted Wetland) Exceptions drop-down menu.
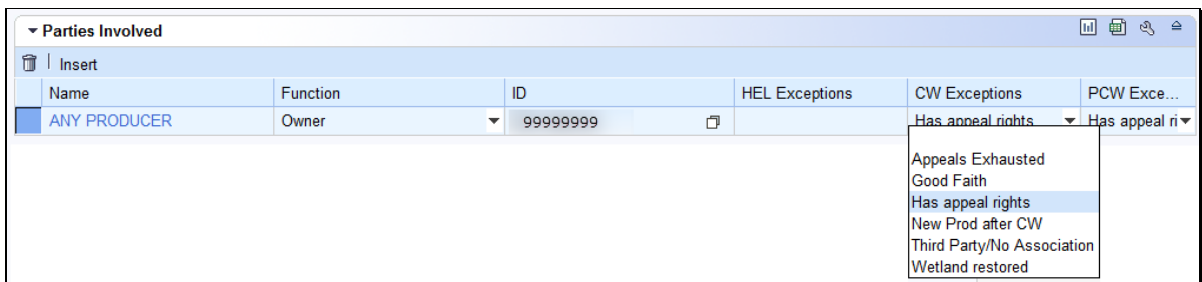
Following is an example of the Tract Producer PCW (Prior Converted Wetland) Exceptions drop-down menu.
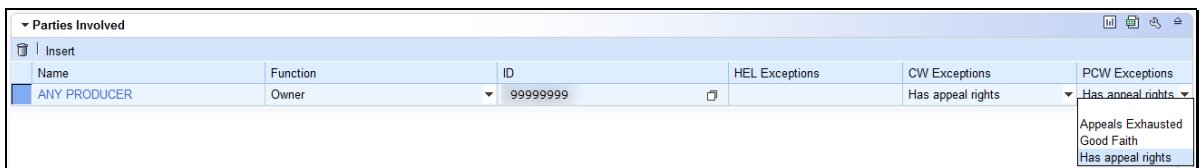
Note: The same options are available for Other Producers at the tract or field level.

277   Tract Producer Exceptions (Continued)

C   Action

The following table provides the steps for for editing tract level producer exceptions for owners and other producers.

Step	Action
1	CLICK "**Edit**" to enter or modify the Tract Producer Exceptions.
2	Click on the appropriate tract or field in the Farm Hierarchy. **Note:** When one or more field level Other Producers exist on a tract with an HEL, CW and/or PCW violation, navigation to the field level is necessary to enter the HEL, CW and/or PCW exception.
3	Click the appropriate box drop-down menu and select the appropriate type of producer exception in the Parties Involved assignment block.
4	CLICK "**Save**" to save the Tract Producer Exception entries.

Note: "Has Appeal Rights" is automatically selected by the system. The user must access the HEL, CW, or PCW exception for the Owner or Other Producer to change the selection.   See Paragraph 34 and 6-CP for further information on HEL, CW, and PCW exceptions.

278-282 (Reserved)

283   Create a Farm

A   Overview

New farms can only be added in CRM Farm Records in the current FY.

Exception: New farms created in the current FY may be replicated to a prior year in certain circumstances according to subparagraph 33 B.

Prior to creating a new farm, users must:

- ensure the operator, owners, and if applicable other producers are recorded in CRM Business Partner and have the needed associated county

- know the location of the new farm by identifying a:

  - neighboring farm and tract number
  - section-township-range number
  - physical address

- verify that no CLU's exist in the location of the new farm.

  Note: A farm may reside in another county CLU layer and may be difficult to determine in CRM, especially if the area is completely surrounded by boundaries. See paragraph 207 for using the Identification Tool to determine if the area is already delineated as a farm.

B   Example
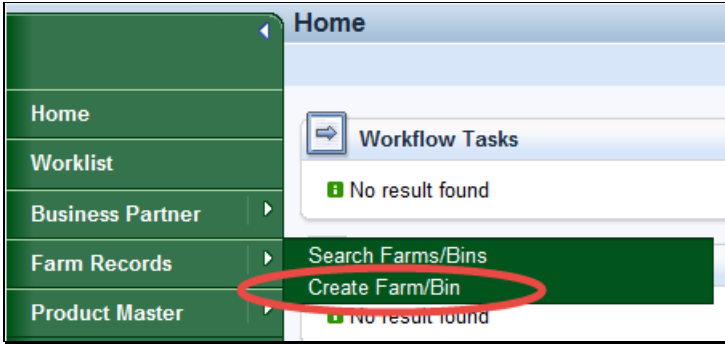
Following is an example of the GIS Assignment Block with an AOI delineated identifying land to be captured in a newly created farm.
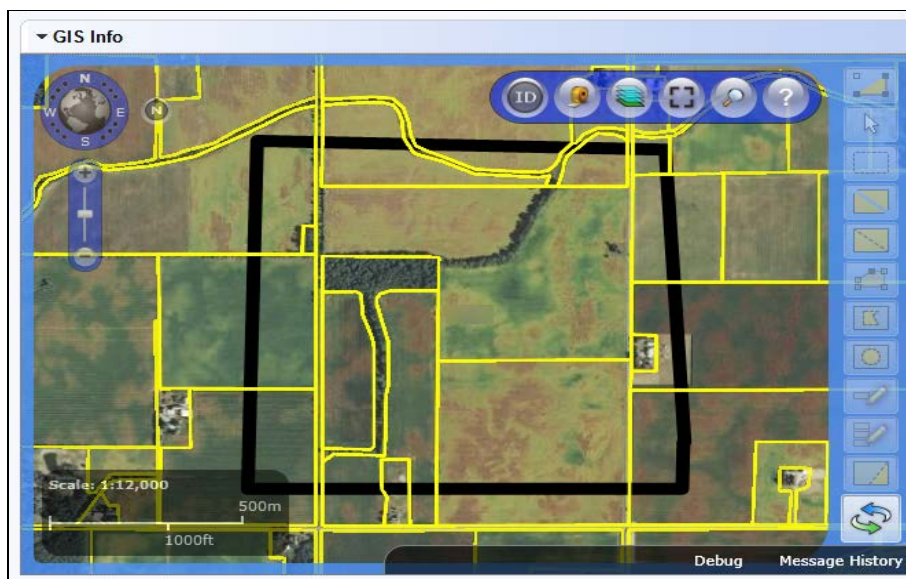
283   Create a Farm
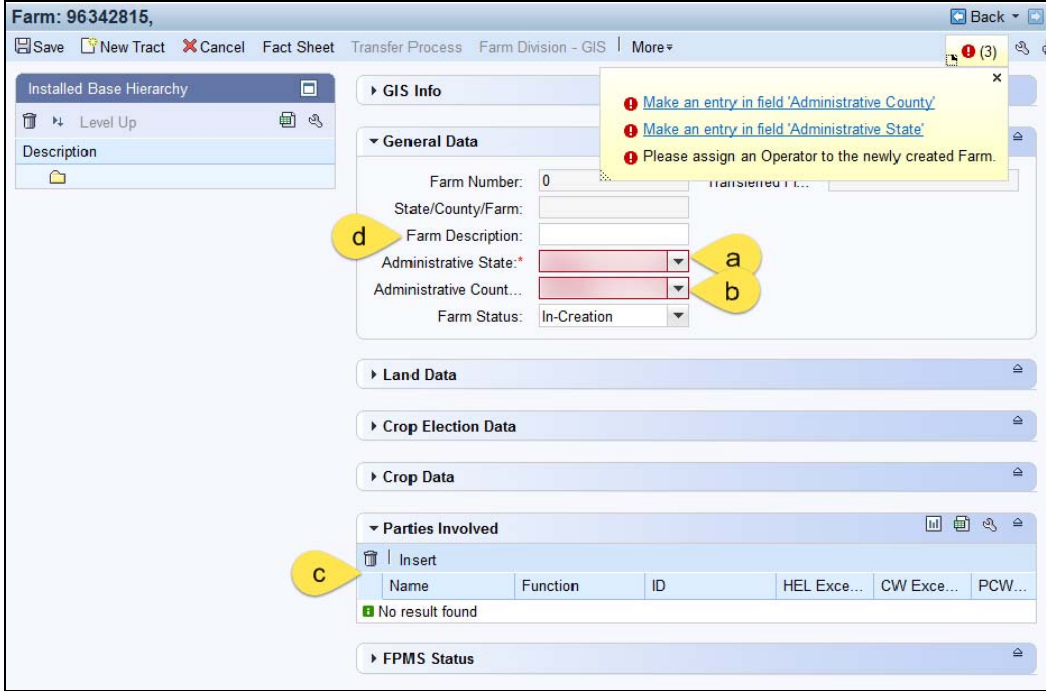
C   Action

The following table provides the steps for creating a new farm.

Step	Action
1	Verify that no CLU's exist in the location of the new farm. In the GIS Info assignment block: • use the "AOI Search" tool to find the location of the new farm. See Paragraph 207. • use the "Identification Tool" and click in the location of the new farm to determine if a CLU already exists in the location. If a CLU already exists in the location, the Create a Farm steps are not the correct action for the intended new farm.
2	From the CRM Homepage, CLICK "**Farm Records**" from the navigation bar. CLICK "**Create Farm/Bin**" from the second level navigation.
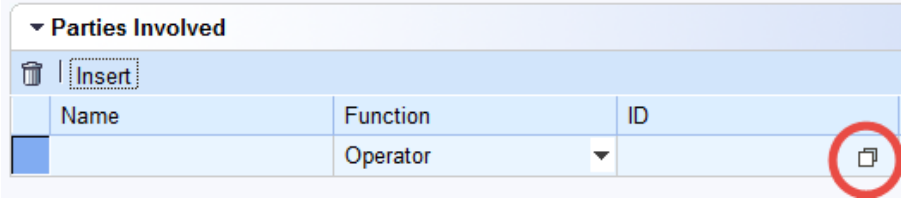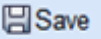
283   Create a Farm (Continued)

C   Action (Continued)

Step	Action
3	User must enter: • Administrative State • Administrative County • Farm Operator. The following identifies the data elements to be entered when creating a new farm. a. Click the drop-down for the Administrative State value to choose the state where this farm will be administered. **Note**: This value may default to the user's administrative state. b. Click the drop-down for the Administrative County value to choose the county where this farm will be administered. **Note**: This value may default to the user's administrative county. c. Add an operator to the newly created farm using the Parties Involved assignment block. See step 4 for detailed instructions. d. Farm Description is optional. If desired the user may enter a farm description. **Do NOT enter any PII data into this field.**
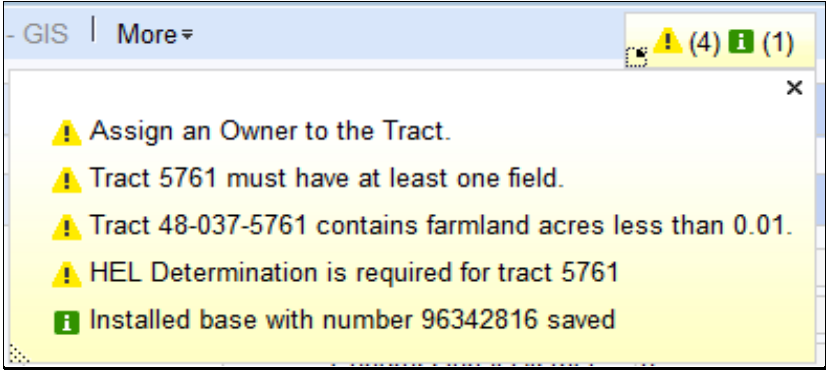
283   Create a Farm (Continued)

C   Action (Continued)

Step	Action
3 (cntd)	**Notes:** Farm Number is system assigned and will populate as the next available farm number for the county after clicking save. The initial Farm Status will be "In-Creation" when creating a farm. When finished with the creation process the user must change the Farm Status to "Active".
4	Add an Operator to the Newly Created Farm 1. CLICK "**Insert**" in the Parties Involved assignment block. 2. CLICK "**Input Help**". 3. The Search: Partners – Webpage Dialog window will display. Enter applicable information in the Search criteria entries. See **Display Business Partner Record Simulation** and/or **work instructions** for additional instructions. 4. CLICK "**Search**" in the Search: Partners – Webpage Dialog window. 5. Select the appropriate producer from displayed list by CLICKING on the "Common Customer Name".
5	CLICK "**Save**" on the CRM Toolbar to assign the new farm number.
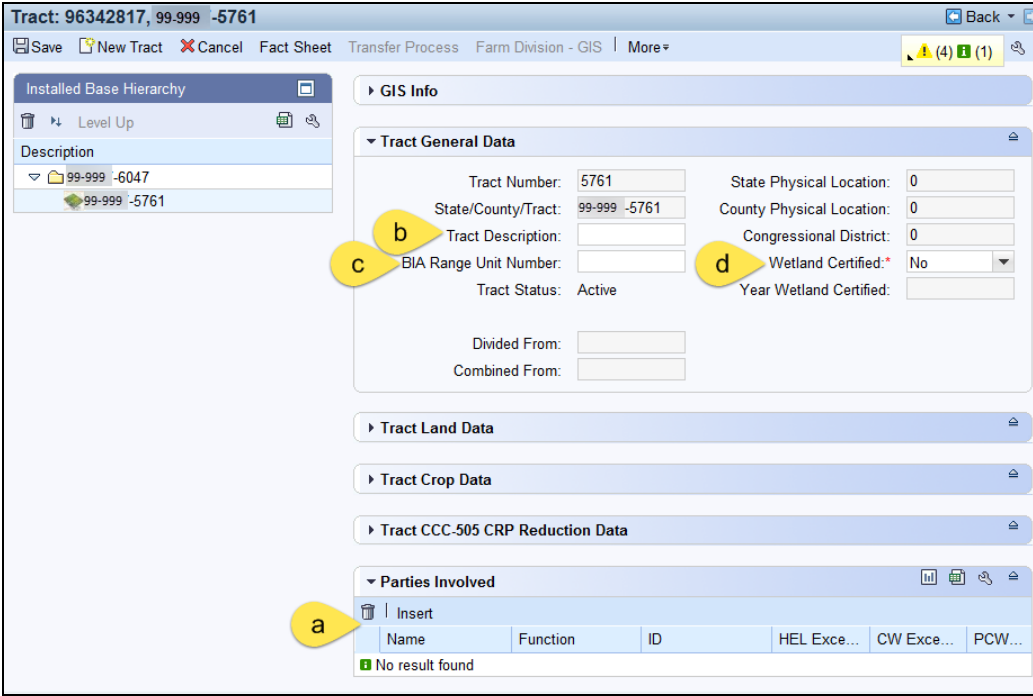
283   Create a Farm (Continued)

C   Action (Continued)

Step	Action
6	All Farms must consist of at least one tract. To add a tract to a farm CLICK "**New Tract**" [New Tract] on the CRM Toolbar to assign a new tract number and populate the new tract in the Farm Hierarchy. **Note:** Tract number is system generated and will populate as the next available tract number for the county.
7	User must: • enter tract Owner(s) • enter tract level HEL Determination as "HEL determinations not completed..." • add at least one field containing at least 0.01 acres of farmland.

283   Create a Farm (Continued)

C   Action (Continued)

Step	Action
7 (cntd)	

a. Add an owner to the newly created tract using the Parties Involved assignment block. See the next step for detailed instructions. An "other producer" can also be added when applicable to the tract.

b. Tract Description is optional. It is recommended to enter a tract description such as the legal description of the tract. **Do not enter any PII data into this field.**

c. The BIA Range Unit Number is a manual entry when applicable

d. The Wetland Certified value defaults to "No". **Do NOT update during tract creation.** Only update to "Yes" or "Partial" after receiving an official determination from NRCS on NRCS-CPA-026E.
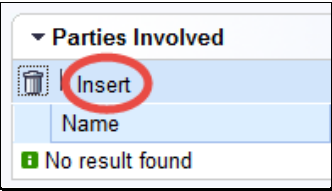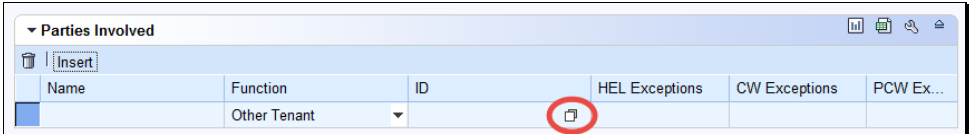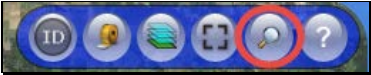
283   Create a Farm (Continued)

C Action (Continued)

Step	Action
8	Add an Owner to a Newly Created Tract CLICK "**Insert**" on the Parties Involved assignment block. CLICK "**Input Help**". **Note:** The Parties Involved Assignment Block at the tract level defaults to "Other Tenant". Use the drop-down menu to select "Owner". The Search: Partners – Webpage Dialog window will display. Enter applicable information in the Search criteria entries. See **Display Business Partner Record Simulation** and/or **work instructions** for additional instructions. CLICK "**Search**" in the Search: Partners – Webpage Dialog window. Select appropriate producer from displayed list.

283 Create a Farm (Continued)

C Action (Continued)

Step	Action
9	Adding an Other Producer to a Newly Created Tract or Field (if necessary)
	Navigate to the Parties Involved assignment block.
	CLICK "**Insert**" on the Parties Involved assignment block.
	CLICK "**Input Help**".
	The Search: Partners – Webpage Dialog window will display.
	Enter applicable information in the Search criteria entries. See **Display Business Partner Record Simulation** and/or **work instructions** for additional instructions.
	CLICK "**Search**" in the Search: Partners – Webpage Dialog window.
	Select appropriate producer from displayed list by clicking on the "Common Customer Name".
	CLICK "**Save**" on the CRM toolbar to complete transaction.
10	CLICK on "**GIS Info**" to expand the GIS Info assignment block.
11	On the GIS Standard Toolbar, CLICK the "**AOI Search**" area of interest tool.
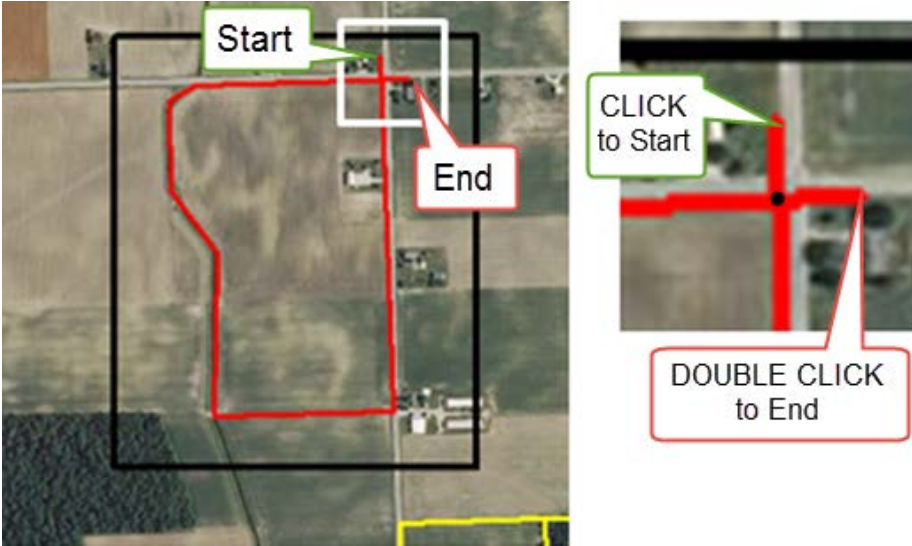
283   Create a Farm (Continued)

   C   Action (Continued)

Step	Action
12	The AOI Search window has three search options to find the location of the new farm: • CLU Search • PLSS Search • Address Search. Choose the most applicable search method. See to paragraph 211 for instructions on searching an area using the AOI Search tools. **Note:** See work instructions **PLSS Search** for more information on searching by Section-Township-Range to identify the location of the new farm. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.
13	In the GIS Info assignment block, use the navigation tools to locate the area to create the new farm. Refer to the paragraph 205 for further instructions on using the Navigation Compass tools.
14	CLICK "**Create New Tract**" Tool. **Note**: If this tool is not active, zoom in to 1:4800 scale.
15	The AOI defines the area where the tract will be created and is represented by a black line. This does not need to be precise. The AOI needs to be large enough to include the entire tract. Click outside the extent of the tract to begin delineating the AOI. When creating a very large tract it may be necessary to zoom out to be sure the AOI is larger than the actual tract size. Click at each corner needed to create a polygon shape. Double click to complete the area. **Note**: The AOI is **not** the tract boundary, it should include ample area to delineate the tract inside of the AOI without touching or crossing the AOI boundary.
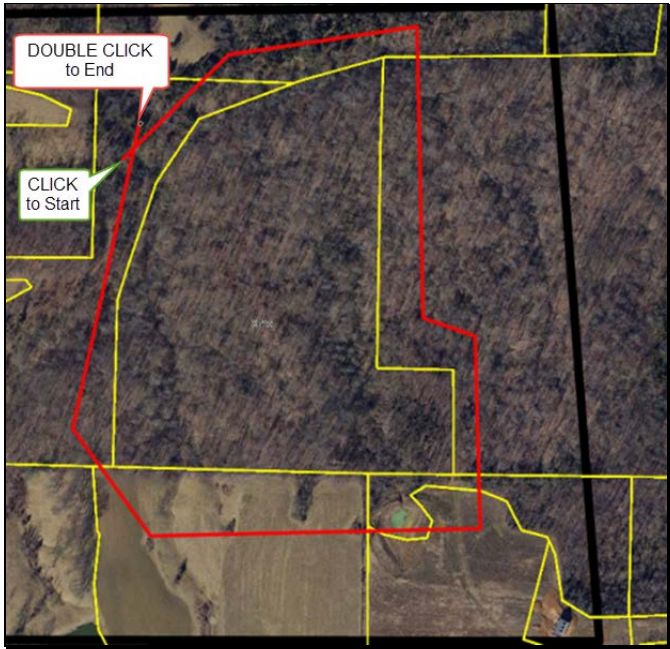
283   Create a Farm (Continued)

C   Action (Continued)

Step	Action
16	Read the following scenarios completely and choose the most applicable method before delineating the new tract. After completing the AOI boundary, the user will be able to immediately begin delineating the tract, no additional tool needs to be activated first. The initial tract boundary must include all land within the tract. See Exhibit 29 for creating a gap in the tract if the tract being created is divided by a road or a river. The area contained within the dividing road or river must be included in the initial representation of the tract. The gap for the road or river should be removed from the tract according to instructions in Exhibit 29 immediately after delineating and saving the initial tract boundary and before further dividing the tract into multiple fields. Specific fields within the tract will be delineated using a delineation tool in step 22. Ensure the GIS Info assignment block is zoomed to at least 1:4800.
16a	**Stand-alone Tract** - The new tract will reside in an open area not bordered by existing tracts. The starting and ending points must cross to complete the tract. Because the lines need to cross to complete the tract, the first and last point should be offset from the intended actual start and end location of the tract. The point where the two lines cross becomes the intended point as indicated below by the red boundary. Click to begin delineating the tract offset from the intended start location Click to add vertices where the tract boundary changes direction Double click to complete the tract offset from the intended end location after crossing the starting line. The point where the two lines cross becomes the intended point (as indicated by the black dot shown below).
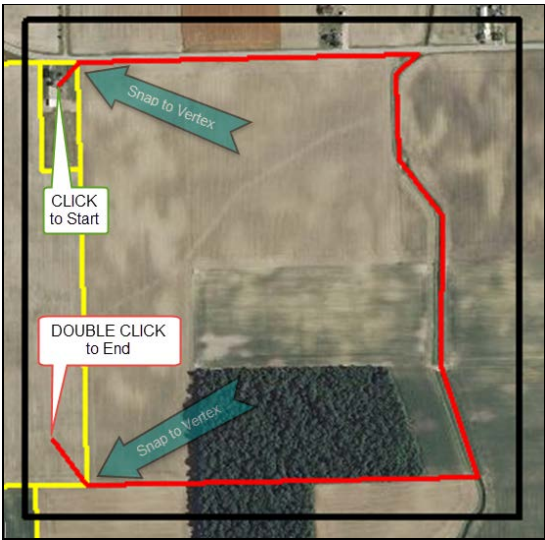
283   Create a Farm (Continued)

C   Action (Continued)

Step	Action
16a (cntd)	**Completely Enclosed Tract** - The empty area is completely surrounded by existing tracts. • For a completely enclosed tract, overdraw the boundary so the new tract CLU will clip to and share the boundaries of the existing tracts. See below red boundary. • Delineate an oversized boundary for the tract through the adjacent existing tracts as indicated below by the red boundary. • Boundaries delineated through existing tracts will clip to the existing tract boundary and will not split the existing tracts. • Do not delineate new boundaries by attempting to trace an existing boundary because voids can result. Click to begin the oversized boundary outside of the existing CLU boundaries. Click to add vertices where the tract boundary changes direction completely through existing tracts. Double-click to complete the oversized boundary, crossing the starting line.
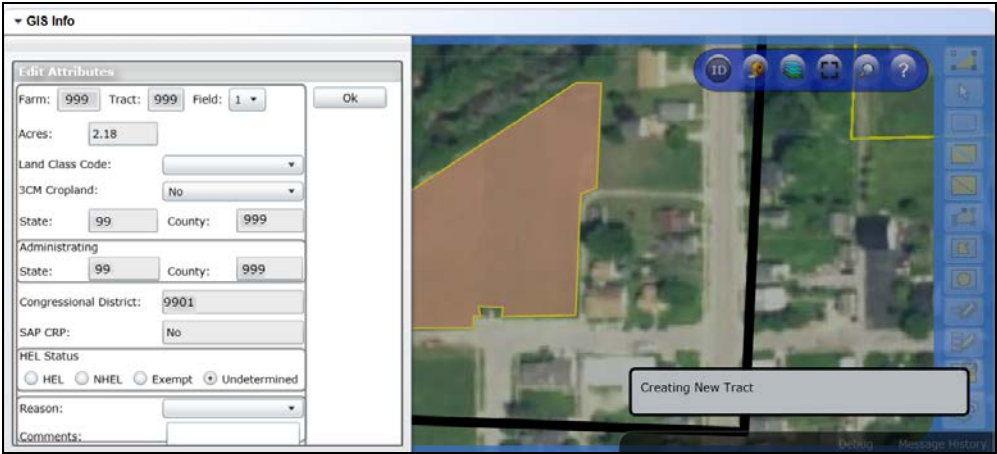
C   Action (Continued)

Step	Action
16a (cntd.)	**New Tract with a Single Shared Boundary** - The new tract needs to be appended to and share a boundary with an existing tract. • Only delineate the boundaries that are missing. • Boundaries delineated through existing tracts will clip to the existing tract boundary and will not split the existing tracts. • Do not delineate new boundaries by attempting to trace an existing boundary because voids can result. • This technique will append the new tract to the existing CLU(s). See below red boundary. Click to begin the tract within an existing tract near the corner vertex where the new boundary will begin appending it to the existing tract. If needed to snap to a corner vertex, hold the CTRL key and click the corner vertex to snap to the corner vertex. If no vertex is available to snap, cross the tract boundary without clicking on it. Click to add vertices where the tract boundary changes direction when the tract boundary will not be shared with an existing tract. For the final vertex, snap to a corner vertex if applicable, hold the CTRL key and click the corner vertex to snap to the corner vertex. If no vertex is available to snap, cross the tract boundary without clicking on it. Double-click inside of the same existing tract the starting point is in to complete the new tract.
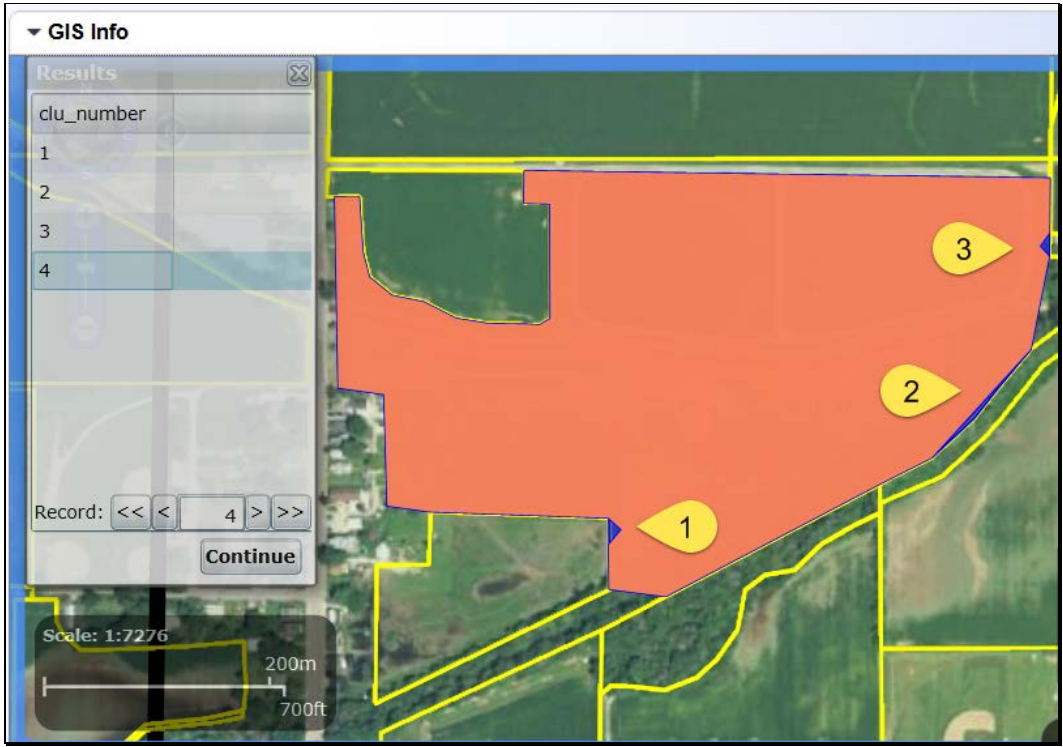
283   Create a Farm (Continued)

C   Action (Continued)

Step	Action
16b	If the tract boundary delineated is a single valid CLU, a message will appear indicating that a new tract is being created and the "Edit Attributes" window will display.
16c	**Multiple CLU's Created** If the user creates a new tract that results in multiple CLU's the following message will appear "Multiple CLU's created. Please select one or more CLU's to merge into one CLU and then click Continue Any CLU's not selected will be deleted. Close the selection window to cancel New Tract creation." The user must select at least one CLU from the "Results" window to continue new tract creation. To cancel out of a new tract creation CLICK "**X**" in the upper right corner of the "Results" window.

283   Create a Farm (Continued)

C   Action (Continued)

Step	Action
16c (cntd)	**Multiple CLU's Created (Continued)** Within the "Results" window CLICK on a row to select a CLU to keep. To select multiple CLU's, click one CLU, hold the CTRL key and select additional CLU's in the results window. The selected CLU's will flash alternating between blue and orange highlights. In the screen shot below CLU #4 is selected. **Note** Small CLU's created by imperfect drawing may be difficult to detect. In the example above as the selected CLU (4) flashes in orange the other 3 unselected CLU's (1, 2, and 3) remain in constant blue and become more noticeable.

283   Create a Farm (Continued)

C   Action (Continued)

Step	Action
0	**Selecting Multiple CLU's in the Message Window**
	Software does not permit creation of a multi-part CLU as the initial representation of a tract. See Exhibit 29 for creating a gap if a tract is divided by a river or road.
	If the user selects two non-adjacent CLU's from the "Results" list and clicks "Continue" the following error displays "No CLU's are adjacent. Please select at least two adjacent CLU's, and try again."
	No CLUs are adjacent. Please select at least two adjacent CLUs, and try again.
	If the user selects two or more adjacent CLU's, but not all CLU's selected are adjacent, and the user clicks "Continue" the following message appears.
	Not all selected CLUs are adjacent. Please select at least two adjacent CLUs, and try again.
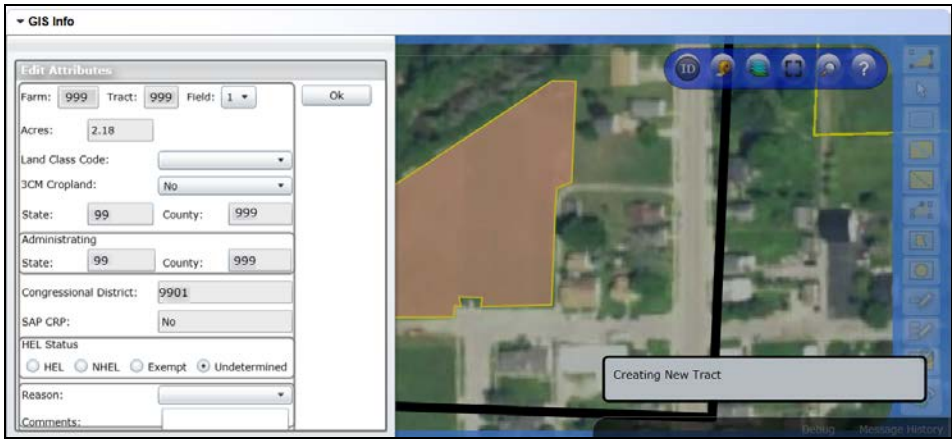
283   Create a Farm (Continued)

C   Action (Continued)

Step	Action
16d (cntd)	**Selecting Multiple CLU's in the Message Window (Continued)** If the user clicks "Continue" without selecting a CLU from the list, they get the error message shown below. No CLU's were selected. Please try again, or close the selection window to cancel New Tract creation If the user selects more than one resulting CLU from the multiple results and all of the selected CLU's share boundaries such that a continuous CLU can be created by merging, the software will merge all selected CLU's into one CLU. In the example below all four CLU's are selected from the multiple results. **Note**: CLU's begin to flash as soon as they are selected. Although all four CLU's are selected in the screen shot above not all four are orange at the same time as they alternate between blue and orange. After selecting all CLU's needed to properly represent the tract, CLICK "**Continue**". A message will appear indicating that a new tract is being created and the "Edit Attributes" window will display.
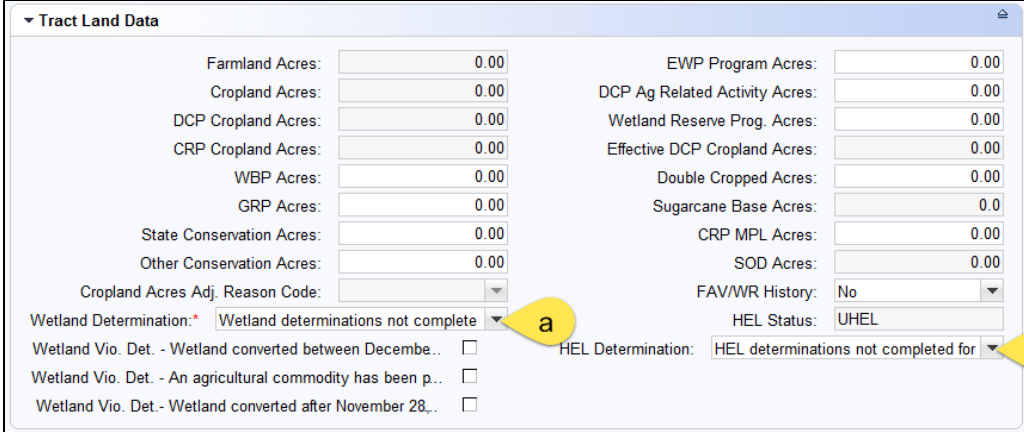
283   Create a Farm (Continued)

C   Action (Continued)

Step	Action
16d (cntd.)	**Selecting Multiple CLU's in the Message Window (Continued)** The shape of the resulting merged CLU created from the example above is shown below within the highlighted boundary
17	Select the applicable CLU attributes in the Edit Attributes window. Click the drop-down for "Land Class Code" and choose the correct entry for the new tract. **Note**: The Land Class Code is a required field and must be entered even if the CLU will later be split into multiple fields.
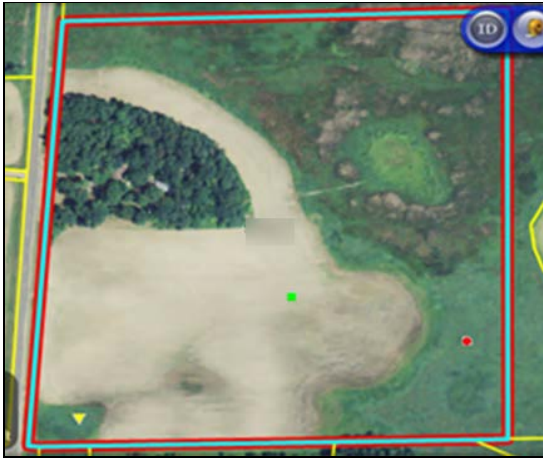
283   Create a Farm (Continued)

C Action (Continued)

Step	Action
17 (cntd)	If the final representation of the tract will only contain one field and the tract will not be split into multiple fields, the 3CM Cropland indicator and HEL Status must be verified and updated, if necessary, to accurately reflect the correct value. **Note**: Field level HEL status determinations are recorded as "Undetermined" until NRCS has provided the County Office with a written determination on NRCS-CPA-026E. If the tract will be split into multiple fields, the 3CM Cropland indicator and HEL Status can remain the default value until the fields are delineated into their final representation. Refer to paragraph 229 for entering CLU attributes. CLICK "**OK**" when completed.
18	NAVIGATE to the Tract Land Data assignment block and ENTER the Wetland Determination and the HEL Determination for the Tract. Refer to Part 7, Section 3. **Note**: Tract level HEL Determination is recorded as "HEL determinations not completed for all fields on the tract" until NRCS has provided the County Office with a written determination on NRCS-CPA-026E. Click the drop-down for Wetland Determination and choose the correct entry (1). Click the drop-down for tract HEL Determination and choose the correct entry (2).

283   Create a Farm (Continued)

C   Action (Continued)

Step	Action
19	CLICK "**Save and Sync**" to save the edits.
20	If additional tracts need to be added to the newly created farm, repeat steps 5-17.
22	If the tract needs to be divided into multiple fields, CLICK on the tract number then CLICK "**Edit**" to start an edit session. In the GIS Info assignment block, use the "Split Tool" or other delineating tool to further define the field boundaries. Use the "Edit CLU Attributes Tool" to attribute the fields in the tract with the correct attributes, including Land Class Code, 3CM Cropland, HEL Status, and Reason. See to Part 7, Section 2 for detailed instructions on use of the delineating tools. CLICK "**Save and Sync**" to finalize edits as needed.
23	If tracts created in error exist, they must be removed following instructions in subparagraph D "Removal of Erroneous Tracts" prior to changing the Farm Status to "Active" according to Step 24.
24	When creation of the farm is complete (all needed tracts are added and all fields are delineated and attributed), CLICK "**Edit**" to start an edit session. Navigate to the General Data assignment block and use the Farm Status drop-down menu to change the status from "In-Creation" to "Active".

Note: See work instructions Create Farm Record and Delineate CLU for more information on creating a new farm. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations

283 Create a Farm (Continued)
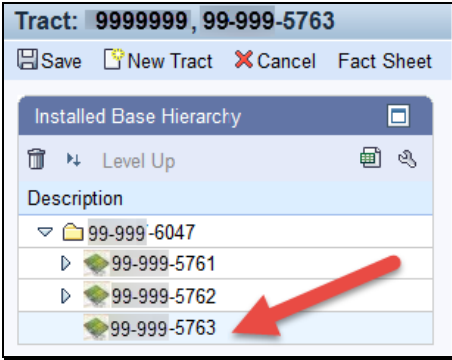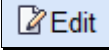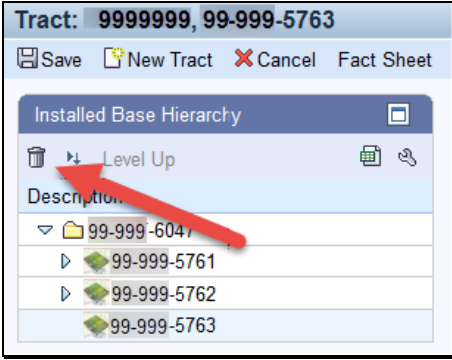
D Removal of Erroneous Tracts

If an unwanted tract has been added to a newly created farm in error and it is listed in the Farm Hierarchy but does not have GIS polygons added to it, the erroneous tract can be deleted.

Notes: Tracts cannot be removed if GIS polygon(s) are delineated for the tract.

Tracts cannot be removed after the farm status has been set to "Active".

The following table provides instructions for removing an incorrectly created tract on a farm with In-Creation status.

Step	Action
1	CLICK on the erroneous tract to select it. **Note**: Tracts without GIS representation do not contain an expand arrow in front of the the tract description.
2	CLICK "**Edit**".
3	CLICK "**Remove**". **Note:** If there is no GIS representation and "Remove" (trash can) doesn't work, contact the State GIS Specialist for submission to the National Office to have the tract deleted.

283   Create a Farm (Continued)

E   Common Error Messages

Common error messages that prevent users from saving edits include:

Message	Action
Assign an Owner to the Tract	Add an Owner at the tract level Parties Involved assignment block
HEL Determination is required for tract XXXX	Add an HEL Determination in the Tract Land Data assignment block

284   Inactivate a Farm

A   Overview

Farm inactivation removes a farm from "active" status in CRM farm records. Following are reasons for farm inactivation:

- All land on the farm has been retired from agricultural production
- As the result of a correction.

Note: When a single tract from a multiple tract farm is retired from agricultural production a farm division shall be completed and the resulting single tract farm shall be inactivated.

B   Example
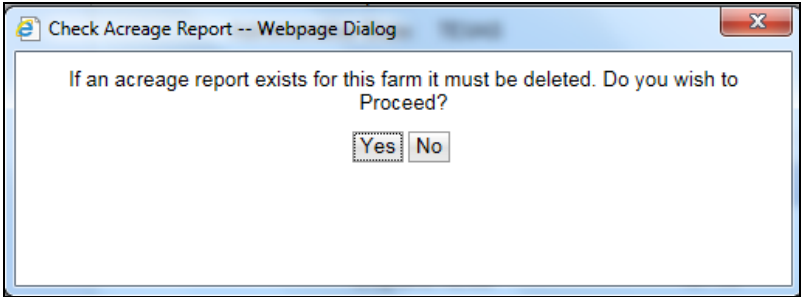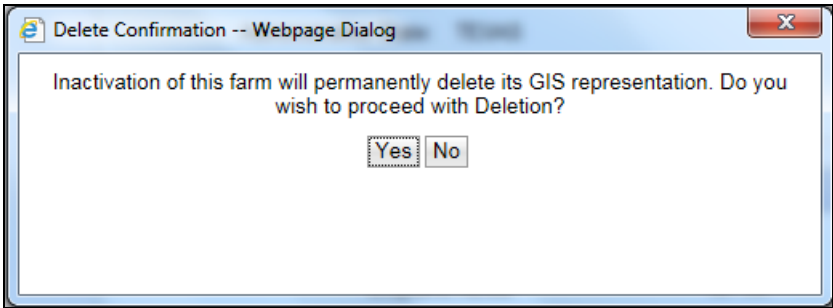
Following is an example of the farm inactivation tool, located under the "More" drop-down menu on the CRM Toolbar.
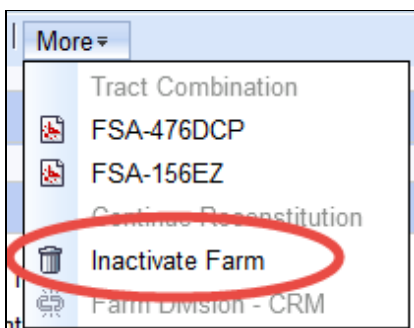
284   Inactivate a Farm

C Action

The following table provides the steps to in-activate a farm.

Step	Action
1	On the Farm Data Screen, CLICK the "**More**" drop-down menu on the CRM Toolbar.
2	CLICK "**Inactivate Farm"** tool.
3	The Check Acreage Report – Webpage Dialog window will display.
4	Click the applicable response. If "Yes" is selected, proceed to Step 4. If "No" is selected the process ends.
5	The Delete Confirmation – Webpage Dialog window will display.
6	Click the applicable response. If "Yes" is selected, proceed to Step 7. If "No" is selected the process ends.

284   Inactivate a Farm (Continued)

C   Action (Continued)

Step	Action
7	Farm is inactivated and Farm Status is updated to "In-Active" in the Farm Level General Data Assignment Block **Note:** Once a farm is inactivated, it cannot be returned to active status.

Note: See work instruction **Inactivate a Farm** for more information on inactivating a farm. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

272-274 (Reserved)

Section 5   Out-of-Balance Conditions and Adjustment Reports

290   Out-of-Balance Tracts

A   Overview

A tract is out of balance if tract base acres are in excess of the tract's Effective DCP Cropland plus Double Cropped acres. Corrective action shall be taken on all out-of-balance tracts. Refer to Paragraph 36.

B   Example

Following is an example of a tract that is out of balance at the tract level.

In this example, Tract 100 has 85.45 acres of base with 80.45 acres of Effective DCP Cropland. Tract 100 is out of balance due to the total base acres exceeding the total Effective DCP Cropland Acres plus Double Cropped acres.

290 Out-of-Balance Tracts (Continued)

C Action

The following table provides the steps for identifying if a tract is out of balance.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "**Farm Records**". Farm Records ▶
3	CLICK **"Search Farms/Bins"**.
4	Manually enter Farm number and CLICK **"Search"**.
5	From the resulting list, CLICK on the **"IBASE ID"**.
6	CLICK **"Edit"** to identify if a resulting notification message indicates an out-of-balance tract condition.

D Common Error Messages

When "Edit" is selected from the CRM Toolbar a warning message will be displayed alerting the user if a tract is out-of-balance. If the farm is out of balance an additional error message will display indicating the farm is also out-of- balance.

⚠ (2)

✕

⚠ Sum of Base Acres for all crops on farm 9999 exceed the sum of Effective DCP cropland acres and Double cropped acres

⚠ Sum of Base Acres for all crops on Tract 99-999-9999 exceed the sum of Effective DCP cropland acres and Double cropped acres
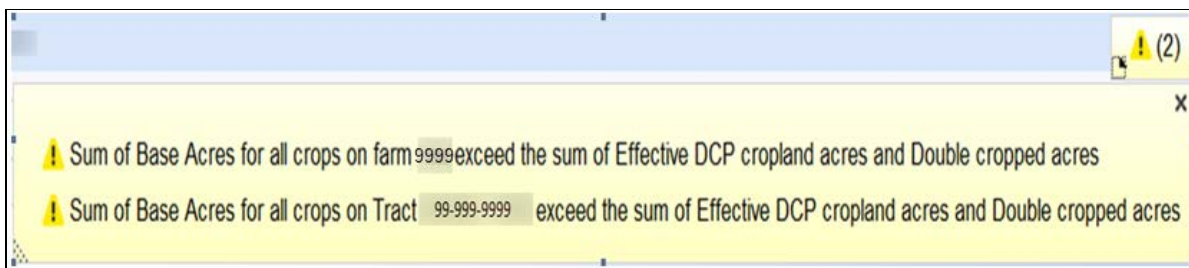
291 Correcting Out-of-Balance Tracts or Incorrect Yield Data

A Overview

Users must have an approved CCC-505 or properly executed CCC-517 or CCC-518 on file before completing edits to the Tract Crop Data assignment block. Refer to paragraph 249 and Part 2 for instructions on manually updating base and yields using the CCC-505 and CCC-517 and CCC-518.

Note: Users have the option to utilize a semi-automated redistribution worksheet located at **https://inside.fsa.usda.gov/program-areas/dafp/common-processes/farm-records/index**, though for all new base reductions or redistributions the automated processes in CRM should be the primary tools used.
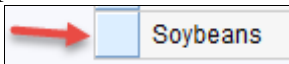
B Example

Following is an example of correcting the Tract Crop Data assignment block due to Out-of-Balance Tracts.

Crop Name	Crop Year	Base Acres	Base Acres Adj. Reason	CTAP Transitional Yield	CTAP Transitional Yield...	PLC Yield	PLC Yield Adj. Reason
Wheat	2015	20.07	CCC-517		0.0000	65.0000	
Corn	2015	19.91	CCC-517		0.0000	146.0000	
Soybeans	2015	39.57	CCC-505 permanent re...		0.0000	49.0000	

C Actions for Decreasing Base Acres or Yields

Once the out-of-balance tract has been selected, decrease base acres or yields according the following instructions.

Step	Action
	CLICK "**Edit**" on the CRM Toolbar.
Selection Box	Click the blue box located to the left side of a crop to select the crop and enable the Tract Crop data field entries to be edited. ▢ Soybeans
Crop Name	System populated. No action necessary.
Crop Year	System populated. No action necessary.
Base Acres	Base acres are decreased by manually adjusting the amount of base acres. Clicking "Enter" or "Save" after making the adjustment enables the dropdown for Base Acre Reason Adjustment Code. A reason code is required whenever base acres are adjusted.

291   Correcting Out of Balance Tracts or Incorrect Yield Data (Continued)

    C   Actions for Decreasing Base Acres or Yields (Continued)

Step	Action
Base Acres Adj. Reason	Select the appropriate reason code that applies to the situation: • Appeal • CCC-505 Permanent Reduction • CCC-505 Reduction Commercial • CCC-505 Reduction due to CRP Enrollment • CCC-505 Reduction Residential • CCC-517 • COC Redistribution • COC Reduction • CRP Expired/Terminated • Relief given to correct base and yield data. **Note**: A correction reason code will be added. Until this code is available use relief given to correct base and yield data when correction would be the most appropriate reason code.
CTAP Transitional Yield	CTAP yields are decreased by manually adjusting the yield value. Whenever an adjustment is made to the CTAP Yield an adjustment reason code is required. Clicking "Enter" or "Save" after making the yield adjustment activates the dropdown for CTAP Transitional Yield Adjustment Code. The CTAP Yield is only editable for Generic Base Acres.
CTAP Transitional Adj Reason	Select the appropriate reason code that applies to the situation: • Appeal • CCC-505 Permanent Reduction • CCC-505 Reduction Commercial • CCC-505 Reduction due to CRP Enrollment • CCC-505 Residential • CCC-517 • COC Redistribution • COC Reduction • CRP Expired/Terminated • Relief given to correct base and yield data. **Note**: A Correction reason code will be added. Until this code is available use Relief given to correct base and yield data when Correction would be the most appropriate reason code.

C   Actions for Decreasing Base Acres or Yields (Continued)

Step	Action
PLC Yield	PLC yields are decreased by manually adjusting the yield value. Whenever an adjustment is made to the PLC Yield an adjustment reason code is required. Clicking "Enter" or "Save" after making the yield adjustment activates the dropdown for PLC Yield Adjustment Code. The PLC Yield is editable for all crops **except** Generic Base Acres.
PLC Yield Adj. Reason	Select the appropriate reason code that applies to the situation: • Appeal • CCC-505 Permanent Reduction • CCC-505 Reduction Commercial • CCC-505 Reduction due to CRP Enrollment • CCC-505 Reduction Residential • CCC-517 • COC redistribution • COC reduction • Relief given to correct base and yield data. **Note**: CCC-518 and Correction reason codes will be added. Until they are available use Relief given to correct base and yield data when either CCC-518 or Correction reason codes would be the most appropriate entry.

Note: The tract yield for a crop can only be greater than zero if the crop base acres are greater than zero. Base and/or Yield Adjustment Reasons are only needed if either the base and/or yield have been updated.

291   Correcting Out of Balance Tracts or Incorrect Yield Data (Continued)

D   Actions for Increasing Base Acres or Yields

Once the tract has been selected, increase the base acres or yield according to the following.

Step	Action
	CLICK "**Edit**" on the CRM Toolbar.
Selection Box	Click the blue box located to the left side of a crop to select the crop and enable the Tract Crop data field entries to be edited.
Crop Name	System populated. No action necessary.
Crop Year	System populated. No action necessary.
Base Acres	Base acres are increased by manually adjusting the amount of base acres. Clicking "Enter" or "Save" after making the adjustment enables the dropdown for Base Acre Reason Adjustment Code. A reason code is required whenever base acres are adjusted**.**
Base Acres Adj. Reason	Select the appropriate reason code that applies to the situation • Appeal • CCC-517 • COC Redistribution • Increase due to CLU certification • Increase due to CRP expiration or termination • Relief given to correct base and yield data. **Note**: A correction reason code will be added. Until this code is available use relief given to correct base and yield data when correction would be the most appropriate reason code.

291   Correcting Out of Balance Tracts or Incorrect Yield Data (Continued)

D   Actions for Increasing Base Acres or Yields (Continued)

Step	Action
CTAP Transitional Yield	CTAP yields are increased by manually adjusting the yield value. Whenever an adjustment is made to the CTAP Yield an adjustment reason code is required. Clicking "Enter" or "Save" after making the yield adjustment activates the dropdown for CTAP Transitional Yield Adjustment Code. The CTAP Yield is only editable for Generic Base Acres.
CTAP Transitional Adj Reason	Select the appropriate reason code that applies to the situation. • Appeal • CCC-517 • COC Redistribution • Increase due to CLU certification • Increase due to CRP expiration or termination • Relief given to correct base and yield data. **Note**: A correction reason code will be added. Until this code is available use relief given to correct base and yield data when correction would be the most appropriate reason code.
PLC Yield	PLC yields are increased by manually adjusting the yield value. Whenever an adjustment is made to the PLC Yield an adjustment reason code is required. Clicking "Enter" or "Save" after making the yield adjustment activates the dropdown for PLC Yield Adjustment Code. The PLC Yield is editable for all crops **except** Generic Base Acres.
PLC Yield Adj. Reason	Select the appropriate reason code that applies to the situation. • Appeal • CCC-517 • COC Redistribution • Increase due to CLU certification • Increase due to CRP expiration or termination • Relief given to correct base and yield data. **Note**: CCC-518 and correction reason codes will be added. Until they are available use relief given to correct base and yield data when either CCC-518 or correction reason codes would be the most appropriate entry.

Note: The tract yield for a crop can only be greater than zero if the crop base acres are greater than zero. Base and/or Yield Adjustment Reasons are only needed if either the base and/or yield have been updated.

291   Correcting Out of Balance Tracts or Incorrect Yield Data (Continued)

E   Common Error Messages

Common Error Messages that prevent users from saving edits include:

Alert	Action
Base Acre Adj. Reason Code is required for the 2015 "crop name" change on Tract XX-XXX-XXXX	User must manually enter from the drop-down the applicable reason code.
CTAP Transitional Yield Adjustment Reason Code required for 2015 crop change on Tract XX-XXX-XXXX	User must manually enter from the drop-down the applicable reason code.
PLC Yield Adjustment Reason Code required for 2015 crop change on Tract XX-XXX-XXXX	User must manually enter from the drop-down the applicable reason code.
The YYYY Base Acres of Tract XX-XXX-XXXX exceed the sum of the Effective DCP acres and Double cropped acres	User must review and correct base acres prior to saving to ensure out-of-balance tracts do not result.

292   Automated CCC-505 Base Reduction Tool

   A   Overview

   The automated CCC-505 base reduction tool allows creation, tracking, and approval of
   CCC-505, Voluntary Permanent DCP Base Acreage Reduction. The tool allows the user to
   designate base acres to be reduced and reason codes for the reductions. Tract and farm
   over-based, fully-based, and under-based statuses are interactively updated as base acre
   reductions are entered in the tool.

   Note: The work instruction and/or simulation for the Automated CCC-505 Reduction Tool
   is available on the MIDAS Portal in the Bulletin Board assignment block. See
   Exhibit 20 for instructions on how to access the work instruction.

   B   Example

   Following is an example of the location of the CCC-505 Tool.
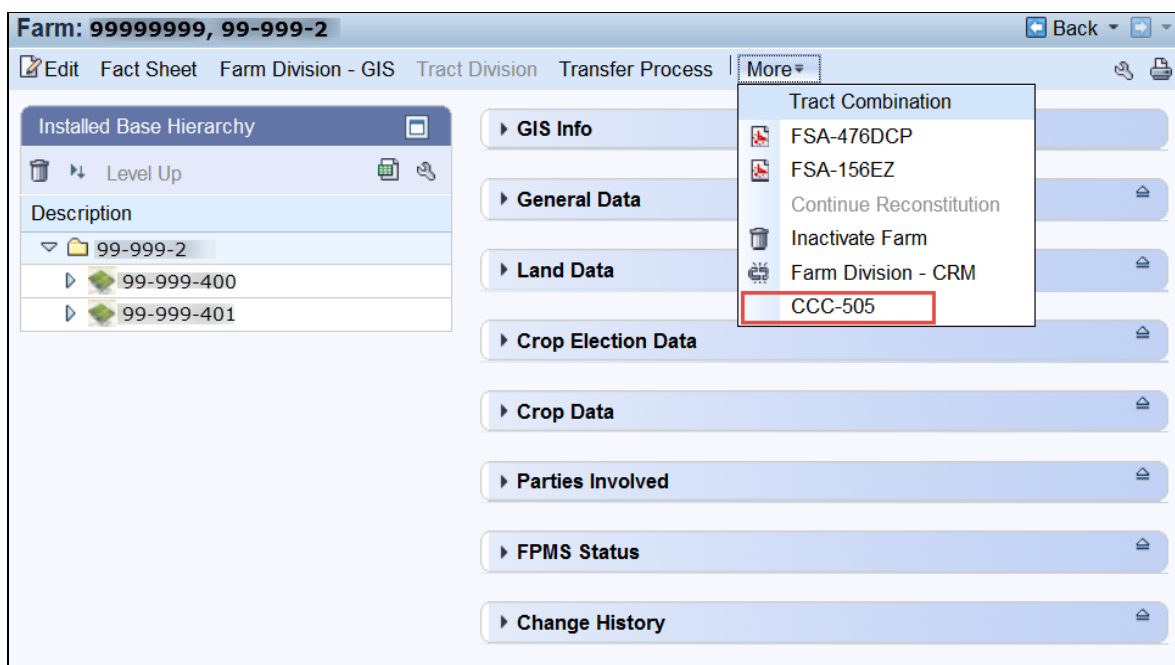
   The user must be at the farm level in the farm hierarchy to select "CCC-505" from the
   "More" drop-down menu. When at the tract or field level in the CRM hierarchy, "CCC-505"
   displays in the menu, but is not selectable.

B   Example (Continued)

Following is an example of the automated CCC-505.

A toolbar at the top of the page allows the user to save, print, cancel, and delete the form.

Data for the farm being edited is displayed in four sections within the wizard:

- Farm level summary
- Farm level detail
- Tract level summary
- Tract level detail.

The tract level summary and tract level detail sections are color coded according to their status as over-based (red), fully-based (green), and under-based (yellow).

A negative value in the (Effective DCP Cropland + Double Crop Acres) – Total Base acres column at the tract level indicates the tract is over-based. A negative value in the (Effective DCP Cropland + Double Crop Acres) – Total Base acres column at the farm level indicates the farm is over-based.

292   Automated CCC-505 Base Reduction Tool (Continued)

C   Action

After selecting the CCC-505 tool from the "More" drop-down menu, the CCC-505 wizard will display with the existing base records currently associated with the selected farm.

A reduction to the current base data on the farm is submitted through the CCC-505 wizard according to the following table.

CCC-505	Description and Action
1. Toolbar	**Save as Draft** The user may save a draft of the CCC-505 at any time. Saving a draft maintains the existing data in the tool without generating the printed form or a workflow to the approving official. The next time the user accesses the record additional edits may be made, the form may be completed and printed, or the form may be cancelled and deleted. **Note**: It is not possible to print a draft CCC-505 because draft forms are permitted to contain incomplete, potentially erroneous, data. The intent of the automated CCC-505 reduction tool is to generate and print completed CCC-505 forms, generate a workflow to the CED, and immediately begin tracking the 30-day time frame for obtaining signatures. If more than 30 days are required to obtain all necessary signatures on forms voluntarily initiated by the producer additional time may be allowed. Workflows do not expire and are not cancelled by the system until rollover at the end of the CCC-505's designated effective year.

C   Action (Continued)

CCC-505 Form	Description and Action
1. Toolbar (Cont.)	**Complete and Print** The user may complete and print CCC-505 at any time after at least one base reduction entry and associated reason code are entered. After CLICKING **"Complete and Print"** a paper CCC-505 is generated and is automatically populated with base reduction information along with the operator's name as the requestor and the owners of any tracts having base acres designated for reduction as required signatures. In addition, a workflow is generated and sent to the approving official. **Note:** Edits to the farm while a printed but unapproved CCC-505 is outstanding, cancel the approval workflow. However, the user may save a draft at the time edits are initiated and re-instate the approval workflow using the "complete and print" option after the farm edits are completed
	Cancel and Save as Draft The user may only cancel and save as draft existing CCC-505 forms that have previously been completed and printed. When an existing CCC-505 is cancelled and saved as draft the workflow to the approving official is deleted and the data in the tool remains the same as if the CCC-505 had originally been saved as a draft.
	Cancel and Delete The user may only cancel and delete existing CCC-505 forms that have previously been completed and printed. When an existing CCC-505 is cancelled and deleted the workflow to the approving official is deleted and all information previously entered in the tool is deleted.
	Reprint When an existing CCC-505 has been completed and printed the form may be reprinted at any time the unapproved CCC-505 workflow remains outstanding.
	Back The user may return to the farm record at any time by CLICKING **"Back"**. If entries have been made in the tool the user will be asked if they want to save their edits. CLICKING **"Yes"** saves a draft of the CCC-505. CLICKING **"No"** returns the user to the farm record without saving any existing entries.

292   Automated CCC-505 Base Reduction Tool (Continued)

C   Action (Continued)

CCC-505 Form	Description and Action
2. **(Effective DCP Cropland + Double Crop Acres) – Total Base Acres**	A negative value in this data field at the farm level indicates the farm is over-based. A negative value in this data field at the tract level indicates the tract is over-based.
3. **Color-coded tract level data**	Over-based tracts are color-coded as red in both the tract level summary and tract level detail sections of the tool. Fully-based tracts are color-coded as green. Under-based tracts are color coded as yellow.
4. **Over-based tract indicator**	Over-based tracts are shown in the tract level summary section both as color coded in red and with a negative entry in the "(Effective DCP Cropland + Double Crop Acres) – Total Base Acres" column to alert the user to the over-based condition.
5. **Base Acres to be Reduced**	The "Base Acres to be Reduced" column in the tract level detail section is editable to allow the user to select applicable tracts and crops that will have base acres reduced and to enter the amount of the reduction. As soon as an entry is made and the user PRESSES **"Enter"** on the keyboard or CLICKS **"Save"**, the status of the tract being edited as over-based, fully-based, or under-based is interactively updated. As a result, the amount in the "(Effective DCP Cropland + Double Crop Acres) – Total Base Acres" column is automatically updated in the tract level summary section and in the farm level summary section. Base acres may be reduced from any tract regardless of its status as over-based, fully-based, or under-based.

292   Automated CCC-505 Base Reduction Tool (Continued)

C   Action (Continued)

CCC-505 Form	Description and Action
6. Reason Code	When an entry is made in "Base Acres to be Reduced" for a specific tract and crop, the "Reason Code" column becomes editable when the user PRESSES "Enter" on the keyboard or CLICKS "Save". An error code will display in the upper right corner of the screen until a reason code is selected from the choices in the drop-down menu.

When multiple reductions are being made a mixture of reason codes is permitted.

Note: Reason code "CCC-505 due to CRP enrollment" is not permitted to be mixed with any other reason code.

When the reason code "CCC-505 reduction due to CRP enrollment" is selected, the user must select an effective year of either the current fiscal year or the subsequent fiscal year. If the subsequent fiscal year is selected the CCC-505 reductions are held in a pending status until after FY rollover. |
| **7.   Effective Year** | The "Effective Year" is automatically populated as the current year for all reason codes. When the selected reason code is "CCC-505 due to CRP enrollment", a drop-down menu is available to change the effective year to the subsequent year if necessary. |

Note: See work instruction **CCC-505_Base Reduction** for more information on completing the automated CCC-505 Base Reduction form. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

292   Automated CCC-505 Base Reduction Tool (Continued)

D Automated CCC-505 Approval

When "Complete and Print" is selected, a workflow is generated and sent to the approving official. Reminder messages are sent to the approving official for forms outstanding for more than 30 days and at designated intervals shortly before FY rollover. Pre-rollover notifications are sent on September 15 and September 25. Unapproved outstanding CCC-505's are deleted at rollover, except for those forms taken for CRP enrollment where the effective year is designated as the subsequent year.

Note: When base acres for a crop are reduced to zero on a tract the associated yield for the crop is not currently being automatically reduced to zero on that tract at approval. Until this defect is corrected, users must manually adjust the tract yield for the crop to zero **following approval of the automated CCC-505** using the same reason code as was used for the base acre reduction. See Paragraph 239 for instructions on manual yield adjustments.

For CCC-505 where the reason code is "CCC-505 due to CRP enrollment", CCC-505 CRP Reduction information must be manually loaded in the Tract CCC-505 CRP Reduction Data assignment block **after approval** of the CCC-505. See Paragraph 250 for instructions on entry of CCC-505 CRP Reduction Acres for a tract.

CCC-505 Workflow Tasks

The workflow tasks associated with a submitted CCC-505 are shown below in the Workflow Task assignment block for the approving official. Select any of the workflow tasks to review the information or act on the workflow.

292   Automated CCC-505 Base Reduction Tool (Continued)

D   Automated CCC-505 Approval (Continued)

CCC-505 Worklist Items

To see all items in the users' worklist, select "Worklist" [Worklist] from the Navigation Menu. On the screen below, CLICK **"Search"** to display items in the worklist.

Following is an example of the worklist.

292   Automated CCC-505 Base Reduction Tool (Continued)

E   Examples of CCC-505 Messages

Initial Workflow

The initial workflow sent to the CED when "Complete and Print" is selected is named "Action required: CCC-505 requested for a Farm".

Following is an example of the action required workflow message.
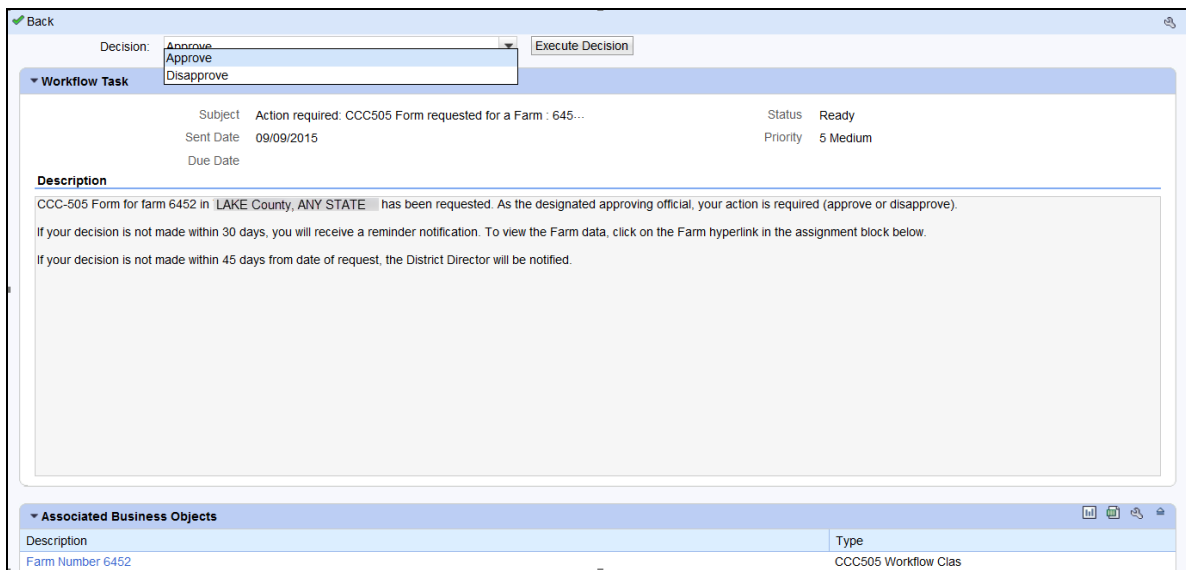
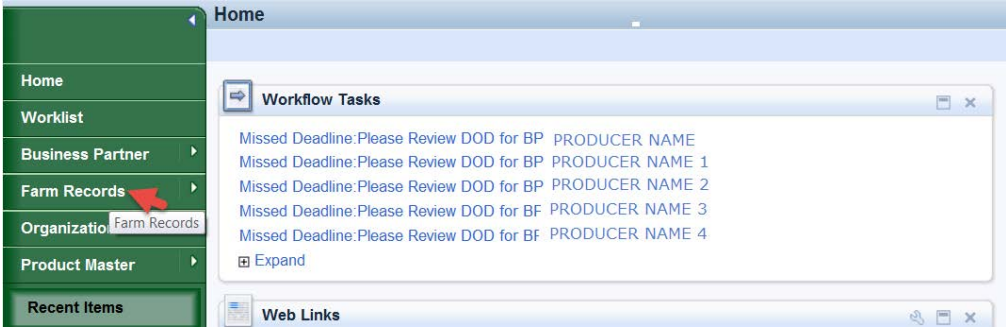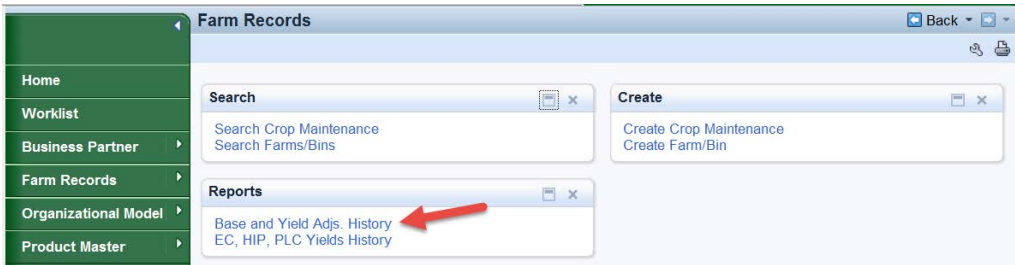When the approving official approves the automated CCC-505, changes to the base acres and associated reason codes for the changes are automatically updated in the farm record. The approving official shall not approve CCC-505 until all required signatures have been obtained. If "Disapprove" is selected, the CCC-505 is cancelled and deleted and no updates are made to the record.

292   Automated CCC-505 Base Reduction Tool (Continued)

E   Examples of CCC-505 Messages (Continued)

30-Day Notification

If the workflow remains unapproved, 30 days after the CCC-505 is generated, a reminder notification titled "Information to CED" is sent to the CED. For CCC-505's initiated by the County Committee according to subparagraph 36 C, the CCC-505 shall be approved if all required signatures have not been returned within 30 days. If action is not taken within 15 days of receiving the notification below, the DD-will be notified.

Following is an example of the 30-day reminder notification.
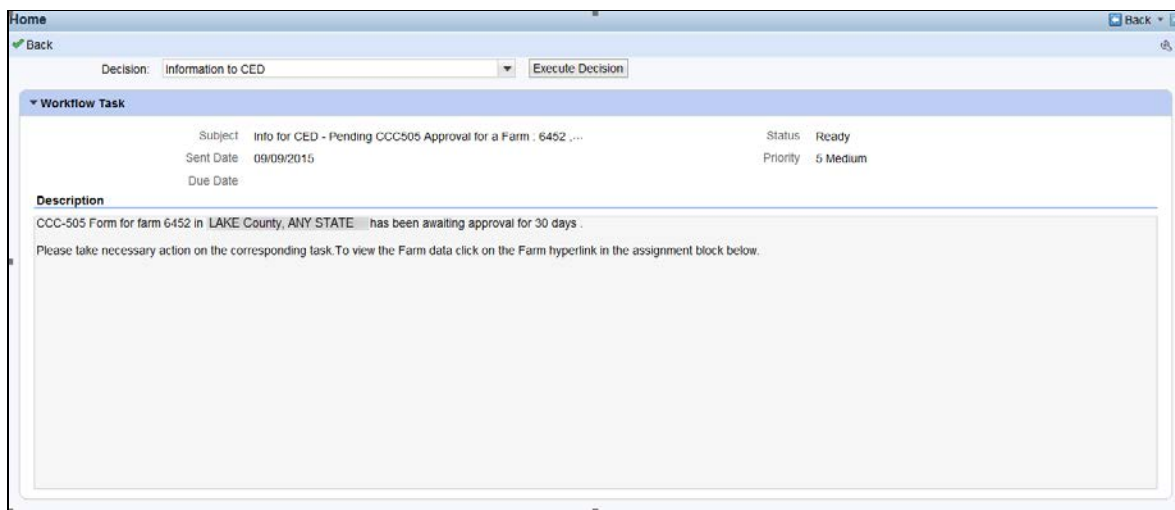
Note: CCC-505's approved without all required signatures after the 30 day timeframe has passed, must reflect a proportionate reduction from all crops with base acres on the out of balance tract(s).

292   Automated CCC-505 Base Reduction Tool (Continued)

E   Examples of CCC-505 Messages (Continued)

Pre-Rollover Notification

Regardless of when the CCC-505 is generated, if the workflow remains unapproved on September 15, a reminder notification titled "Information to CED, DD" is sent to the CED and the DD for any workflow applicable to the current FY that will be deleted if not approved prior to rollover to the next FY. An additional pre-rollover notification will be sent on September 25 if the workflow remains unapproved.

Following is an example of the pre-rollover notification.
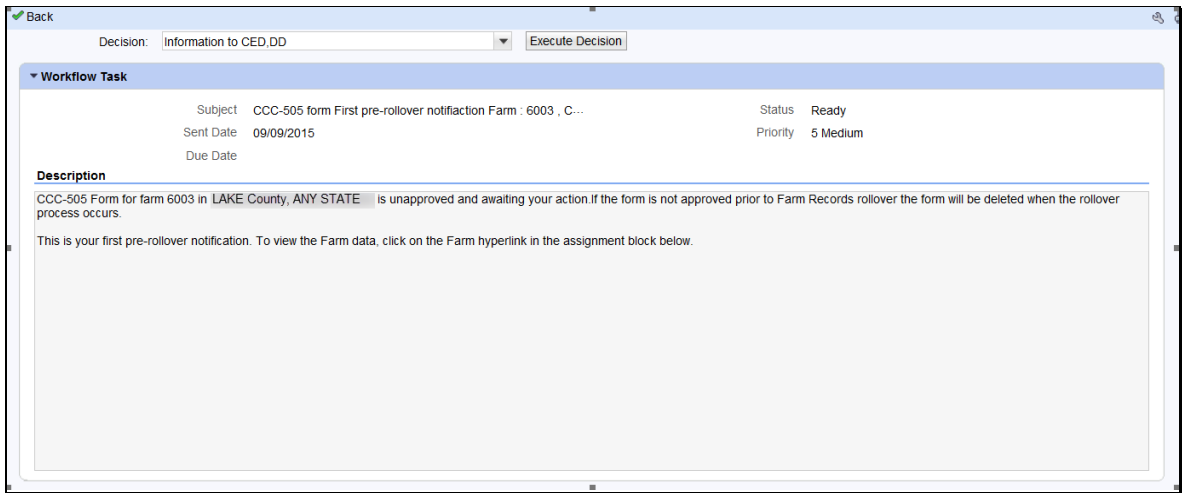
293   Automated CCC-517 Base Redistribution Tool

   A   Overview

   The automated CCC-517 base redistribution tool allows creation, tracking, and approval of CCC-517, Tract Base Acre Redistribution. The tool allows for the designation of base acres to be redistributed to available tracts and reason codes for the redistribution. Tract and farm over-based, fully-based, and under-based statuses are interactively updated as base acre redistributions are entered in the tool.

   There are two options within the automated CCC-517 tool available:

   - single farm option
   - multiple farm option.

   Very few differences exist between the single farm and the multiple farm versions of the CCC-517 tool. The redistribution process works the same in both versions. The differences in the multiple farm version are:

   - access the multiple farm version from the farm search results list
   - the multiple farm version contains tracts from multiple farms
   - there is one reason code in the multiple farm version and it is not editable.

   Note: If the farm has more base acres than effective DCP cropland plus double cropped acres, the farm is "over-based", and the CCC-517 tool will not be available. A red, hard-stop error message will be received in the top right corner that states, "Sum of Base Acres for all crops on Farm XXXX exceed the sum of Effective DCP Cropland acres and Double Cropped acres. Out-of-balance condition must be corrected before using CCC-517. CCC-505 must be processed to correct the over-based condition before the CCC-517 tool will become available.

   Current functionality does not allow a CCC-517 to be initiated with an unapproved/draft CCC-505 on the same farm. CCC-505 must be approved before initiating CCC-517. Selecting the CCC-517 tool while an unapproved/draft CCC-505 exists will result in a red, hard-stop error message. If the farm is not over-based and has an existing unapproved/draft CCC-505 that the user wants to replace with CCC-517, the unapproved/draft CCC-505 should be canceled and deleted by clicking the CCC-505 option on the "More" menu.

293   Automated CCC-517 Base Redistribution Tool (Continued)

   B   Examples

The following screen displays the location of the CCC-517 Tool accessed from the "More" drop-down menu on the CRM toolbar.
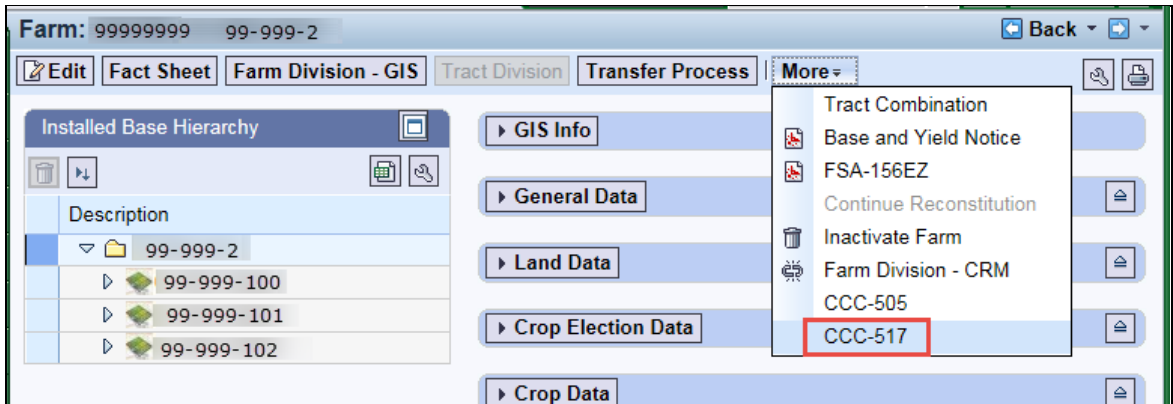
The following screen displays accessing the CCC-517 Tool from the farm search results when only one farm is searched.
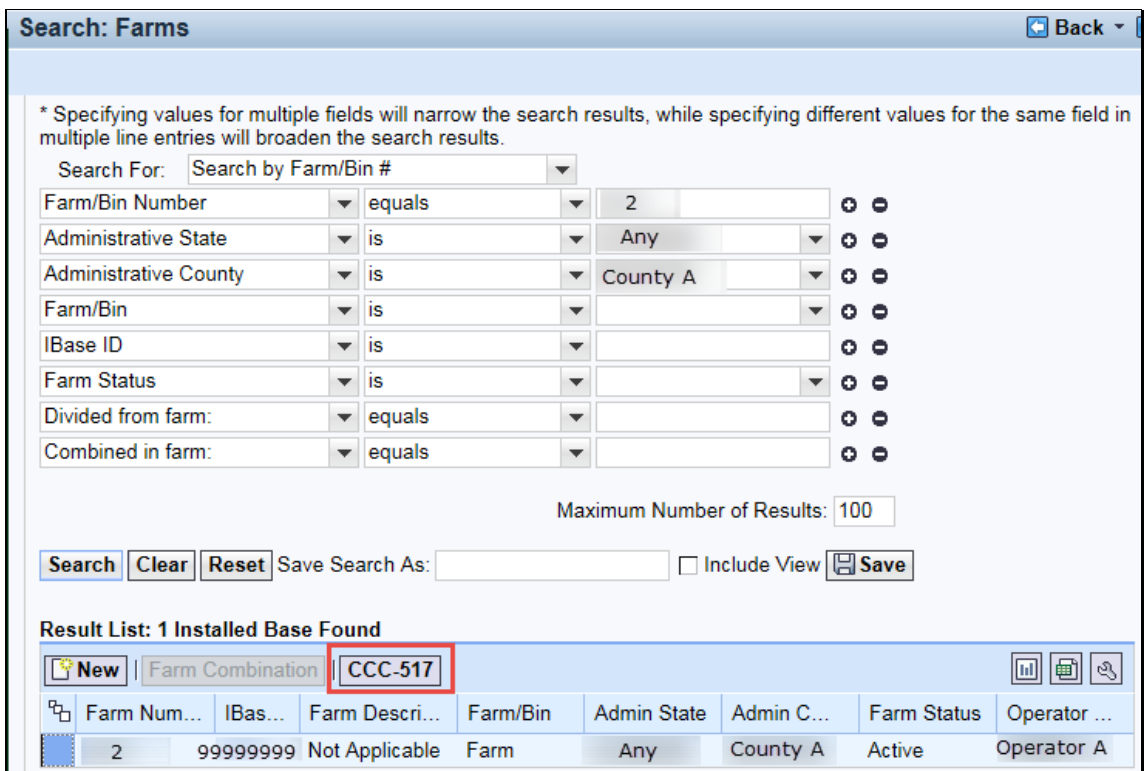
B   Examples (Continued)

The following screen displays accessing the CCC-517 tool from the farm search results when more than one farm is searched.

Search Criteria							Hide Search Fields

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Search For: Search by Farm/Bin #

Farm/Bin Number	equals	2	
Farm/Bin Number	equals	3	
Administrative State	is	Any	
Administrative County	is	County A	
Farm/Bin	is		
IBase ID	is		
Farm Status	is		
Divided from farm:	equals		
Combined in farm:	equals		

Maximum Number of Results: 100

Search Clear Reset Save Search As: _____ ☐ Include View 💾 Save

Result List: 2 Installed Bases Found

📋 New ‖ Farm Combination ‖ CCC-517

Farm Num...	IBas...	Farm Descri...	Farm/Bin	Admin State	Admin C...	Farm Status	Operator ...
2	99999999	Not Applicable	Farm	Any	County A	Active	Producer A
3	00000000	Not Applicable	Farm	Any	County A	Active	Producer B

Note: The multiple farm version is only authorized for use on resulting farms of a farm division performed using the default method. An error message will be displayed if the farms selected do not have the same "divided from" farm attribute.

293 Automated CCC-517 Base Redistribution Tool (Continued)

B Examples (Continued)

Following is an example of the automated CCC-517.

The toolbar at the top of the page allows the user to calculate default redistributions, save as draft, complete and print, cancel and save as draft, cancel, cancel and delete, and reprint the CCC-517.

Data for the farm being edited will be displayed in the following 4 sections within the tool:

- farm level summary
- farm level crop detail
- tract level summary
- tract level crop detail.

The tract level summary and tract level detail section are coded according to their status as over-based (red), fully-based (green), and under-based (yellow).

A negative value in the (Effective DCP Cropland + Double Crop Acres) - Total Base Acres column at the tract level indicates the tract is over-based.

293   Automated CCC-517 Base Redistribution Tool (Continued)

C   Action

Following is an explanation of the automated CCC-517.

293   Automated CCC-517 Base Redistribution Tool (Continued)

C   Action (Continued)

A base redistribution is completed in the CCC-517 wizard according to the following.

Number/Item	Explanation
1. Toolbar	**⊡ Calculate Default Redistributions** The user may select this button when choosing to redistribute base acres using the default method. The default method reduces excess base acres from over-based tracts proportionately from each existing crop on the over-based tract and redistributes those base acres to all under-based tracts on the farm in proportion to the amount of free acres available on each target tract. If the user has manually entered one or more redistributions, confirms the changes and then clicks the "Calculate Default Redistributions" button, the question below will pop up. *Override Existing Redistributions? -- Webpage Dialog* *Existing changes made within this form will be overwritten with default redistributions. Do you want to proceed?* *[Yes] No* Selecting "Yes" will clear the prior entries and replace them with the default values. Selecting "No" will return the user to the CCC-517 with the original manually entered values and will not calculate default values. When the default redistributions do not fully resolve the out-of-balance condition due to rounding, users must manually correct the issue by assigning an additional .01 acre to the tract/crop combination with the largest value for redistributed acres. To do this, use the trash can at the left end of the row to delete that entry from the "Active Base Acres Changes Summary" section and manually enter the same tract/crop combination with an additional .01 acres in the "Tract Level Crop Detail" section.
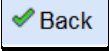
293   Automated CCC-517 Base Redistribution Tool (Continued)

C Action (Continued)

Number/Item	Explanation
1. Toolbar (cntd.)	**Example:** Target Tract/Crop combination 999-9999/corn has the largest value for redistributed acres field. The existing value for corn on Target Tract/Crop combination 999-9999/corn is 5.0. Users must delete this value using the trash can in the "Active Base Acre Changes Summary". Then at the "Tract Level Crop Detail" section enter a new value of 5.01 (5.0 + .01) for corn for Target Tract/Crop 999-9999/corn. **Note**: Default calculation of redistribution is not applicable to the multiple farm version of the automated CCC-517.
	[Save as Draft] The user may save a draft of a CCC-517 at any time. Saving a draft maintains the existing data in the CCC-517 tool without generating the printed form or a workflow to the workflow recipient. The next time the user accesses the record, the following actions may take place: additional edits may be made, the form may be completed and printed, or the form may be canceled and deleted.
	[Complete and Print] The user may complete and print CCC-517 at any time after at least 1 base redistribution entry and associated reason code is entered. CCC-517 is auto-populated with base redistribution information and affected owners that are required to sign the form. Saving and printing the form generates a workflow to the workflow recipient.
	[Cancel and Save as Draft] The user may only "cancel and save as draft" existing CCC-517's that have previously been completed and printed. When an existing CCC-517 is canceled and saved as draft, the workflow to the workflow recipient is deleted and the data in the tool remains the same as if the CCC-517 had originally been saved as a draft.
	[Cancel and Save as Draft] The user may only "cancel and save as draft" existing CCC-517's that have previously been completed and printed. When an existing CCC-517 is canceled and saved as draft, the workflow to the workflow recipient is deleted and the data in the tool remains the same as if the CCC-517 had originally been saved as a draft.

C Action (Continued)

Number/Item	Explanation
1. Toolbar (cntd)	**Reprint** When an existing CCC-517 has been completed and printed, the form may be reprinted at any time the unexecuted CCC-517 workflow remains outstanding.
	Back The user may return to the farm record at any time by clicking "Back". If entries have been made in the tool a message will ask the user if they want to save their edits. Answering "Yes" saves a draft of the CCC-517. Answering "No" returns the user to the farm record without saving any existing entries.
2. (Effective DCP Cropland + Double Crop Acres) – Total Base Acres	A negative value in this data field at the tract level indicates the tract is over-based.

A zero value indicates the tract is fully based.

A positive value indicates the tract is under-based, meaning it has free acres available to support additional base acres. |
| 3. Color-coded tract level data | Over-based tracts are color coded red in both the "Tract Level Summary" and Tract Level Detail" sections of the tool. Fully-based tracts are color coded green. Under-based tracts are color coded yellow. |
| 4. Over-based tract indicator | Over-based tracts are shown in the "Tract Level Summary" section both as color coded red and with a negative entry in the "(Effective DCP Cropland + Double Crop Acres) – Total Base Acres" column to alert the user to the over-based condition. |
| 5. Base Acres to be Redistributed | The "Base Acres to be Redistributed" column in the "Tract Level Crop Detail" section is editable to allow the user to select applicable tracts and crops that will have base acres redistributed and to enter the amount of the redistribution. The user selects the source tract and crop in "Tract Level Details" section.

Base acres may be redistributed from any tract regardless of its status as over-based, fully-based, or under-based. |

C   Action (Continued)

Number/Item	Explanation
6. Reason Code	The tool requires the user to designate a reason code to be applied for the redistributions in the "Tract Level Detail" sections. In the single farm version of the CCC-517 tool, available reason codes are "CCC-517" and "COC Redistribution". The reason code will default to "CCC-517" except in cases where the "Default Redistribution" button is used, in which case, the default reason code will be "COC Redistribution". The reason code can be updated by a user. A single reason code will apply to the entire form. In the multiple farm version of the CCC-517 tool, the reason code is not displayed in the tool but will print on the form and will always be "CCC-517".
7. Target Farm/Tract	Users select the target farm/tract to receive the base acres being redistributed for a specific crop by selecting the applicable "Target Farm/Tract" from the drop-down menu. If the same crop will be redistributed to multiple tracts, after entering the base acres to be redistributed and selecting the first target tract, CLICK "**Confirm Changes**". The specific source tract and crop will become available for another entry and the previously entered changes will be added to the "Active Base Acre Changes Summary" section.
8. Confirm Changes	As soon as an entry is made in the "target farm/tract data" field and the user clicks "Confirm Changes" the status of the tracts being edited as over-based, fully-based, or under-based is interactively updated and the amount in the "(Effective DCP Cropland + Double Crop Acres) – Total Base Acres" column is automatically updated in the tract level summary section and in the farm level summary section

D   CCC-517 Tool Printing Functionality

After selecting "complete and print", a paper CCC-517 is generated for signature for each owner on any tract affected by the redistribution. Owners of tracts not affected by the redistribution are not required to sign the CCC-517. A workflow is generated and sent to the workflow recipient.

Reminder messages are sent to CED and DD of any printed (not draft) CCC-517's that remain unexecuted on September 1 and again on September 15 to limit the number of unwanted automatic cancellations because of the fiscal year rollover.

293   Automated CCC-517 Base Redistribution Tool (Continued)

D   CCC-517 Tool Printing Functionality (Continued)

Outstanding automated CCC-517's that are not executed will be deleted at rollover.

Users may save a draft CCC-517 at any time. Edits to the farm while a printed, but unexecuted CCC-517 is outstanding, will cancel the workflow. However, the user may save a draft when the edits are initiated and re-instate the workflow using the "complete and print" option after completing the farm edits. Printed and saved automated CCC-517's may be cancelled and saved as draft, or cancelled and deleted at any time

E   Automated CCC-517 Workflow and Approval

When "Complete and Print" is selected, a workflow is generated and sent to the approving official. Reminder messages are sent to the approving official for forms outstanding for more than 30 days and at designated intervals shortly before FY rollover. Pre-rollover notifications are sent on September 15 and September 25. Unapproved outstanding CCC-517's are deleted at rollover.

When the workflow recipient executes the automated CCC-517 workflow, changes to the base acres and associated reason codes for the changes are automatically updated in the farm record.

294   Base and Yield Adjustment History Report

A   Overview

A report is available showing the current and previous values for base acres and yields on farms where those values have been adjusted.

B   Accessing the Report

The following table provides instructions for generating the Base and Yield Adjustment History Report.

Step	Action
1	From the CRM@FSA home page CLICK "**Farm Records**" on the left navigation bar. **Notes:** Do not click the fly-out arrow. Clicking on the fly-out arrow will result in the search options. The users will not be able to access the farm records reports from the resulting screen.
2	On the Farm Records home page CLICK "**Base and Yield Adjs. History**" in the "Reports" assignment block.

294   Base and Yield Adjustment History Report (Continued)

   C   Entering Selection Criteria

   By default the report is set to display adjustments to bases and yields for the current fiscal year for all states and all counties during the previous 90 days. It is critical that users enter selection criteria to limit the results to the desired State, county, and date range to ensure that the results are practical to work with.

   The report is customized by entering a specific State, county, and date range. Additional customization for a specific farm, tract, or specific program year can also be made. After selection criteria are entered, press **Enter** to generate the report.

   Following is an example of the Base and Yield Adjustment History Report customization screen.

   The following table provides the search criteria options and the required entries.

Customization Criteria	Results
State	A State must be selected. Selecting a State, without selecting a county, will return results for the selected State.
County	Selecting a State and County will return results for the selected county.
Year	Selecting the Program Year limits the results to the base and yield adjustments for the selected program year.
Farm	Entering a farm number limits the report to base and yield adjustments for the specific farm entered.
Tract	Entering a tract number limits the report to base and yield adjustments for the specific tract entered.

294   Base and Yield Adjustment History Report (Continued)

   C   Entering Selection Criteria (Continued)

Customization Criteria	Results
Date Range	Enter a start and end date for the desired date range of base and yield adjustments. The default end date value is the current date and the default start date value is 90 days prior to the current date. **Note**: It is not recommended to select the Program year in combination with a date range if the date range includes multiple program years. Selection of a Program Year will exclude edits to base acres made outside the selected program year.
Include current values (within the given period)	It is recommended that this box is always checked. If not checked the current values for the bases and yields will not be displayed in the report.
Maximum Number of Results	If expected results will exceed 100. The Maximum Number of Results must be increased to ensure all results are returned.

   D   Example

   Report of Base and Yield adjustments at Tract level contains the following data fields:

   - State
   - County
   - Farm
   - Tract
   - Crop
   - Crop Year
   - Base Acres
   - Base Acres Adjustment Reason
   - CTAP Transitional Yield
   - CTAP Transitional Yield Adjustment Reason
   - PLC Yield
   - PLC Yield Adjustment Reason
   - Farm Status
   - Changed by
   - Valid From
   - Valid To.

294   Base and Yield Adjustment History Report (Continued)

D   Example (Continued)

The following screen is an example of the Base and Yield Adjustment History Report that was run for County A in Any State using Program Year 2016 and date range of 09/26/2015 through 11/01/2015. The report shows adjustments were made to three unique farms (indicated by numbers 1, 2, and 3 in the image below).

E   Interpretation of Report Results

The following table provides a description of the report data fields and interpretation of the example Base and Yield Adjustment History Report.

Data Field	Description	Interpretation
State	Administrative State	This report has been customized to show farms administered in the fictitious state "Any".
County	Administrative County	This report has been customized to show farms administered by the fictitious "County A."
Farm	Farm Number	Three farms 1288, 1785, and 1837 are displayed in the report and identified by callouts 1, 2, and 3.
Tract	Tract Number	Each of the farms in the report had adjustments to base acres and/or yields on a single tract in the report: • Farm 1288, Tract 2516 • Farm 1785, Tract 245 • Farm 1837, Tract 3596.
Crop	Crop Name	Records for three crops, grain sorghum, soybeans, and wheat were adjusted on the farms and tracts displayed in the report.

294   Base and Yield Adjustment History Report (Continued)

E Interpretation of Report Results (Continued)

Data Field	Description	Interpretation
Crop Year	Program Year	All base and yield records displayed in the report are for program year 2016.
Base Acres	Crop Base Acres	A chronological listing of the base acres for the specific farm, tract, and crop are listed in this column. The oldest value is at the top with the most recent value at the bottom.
Base Acres Adjustment Reason	Descriptive reason code for the adjustment to base acres	Grain sorghum base acres for Farm 1288, Tract 2516 were reduced "CCC-505 Permanent Reduction". Soybean base acres for Farm 1785, Tract 245 were increased using reason code "Increase due to CRP expiration or termination". Wheat and grain sorghum base acres for Farm 1837, Tract 3596 were increased using reason code "Increase due to CRP expiration or termination".
CTAP Transitional Yield	Yield associated with generic base acres	No CTAP Transitional Yield exists for any of the farms listed.
CTAP Transitional Yield Adjustment Reason	Descriptive reason code for the adjustment to CTAP Transitional Yield	No adjustment to CTAP Transitional Yield occurred for any of the farms listed.
PLC Yield	Yield associated with any non-generic base acres	PLC Yields exist for all crops listed.
PLC Yield Adjustment Reason	Descriptive reason code for the adjustment to PLC Yield	Initial PLC yield for soybeans on Farm 1785, Tract 245 was zero because no soybean base acres existed on the tract until after base acres were restored due to CRP expiration or termination.

294   Base and Yield Adjustment History Report (Continued)

   E   Interpretation of Report Results (Continued)

Data Field	Description	Interpretation
Farm Status	Status of the specific farm at the time the base and yield adjustment report is run	All farms listed in the report were active at the time the report was run.
Changed by	Lists the user ID who made the adjustment	The initial entry for each farm/tract/crop listed is shown as being adjusted by the specified user. This indicates that the value for the program year listed was established by the rollover process. Subsequent entries for each farm/tract/crop entry show as being adjusted by user F0099999. This entry represents the CRM USER ID of the employee making the adjustment. The user name can be determined by conducting an Employee search in Business Partner. **Note**: User ID F0099999 is a fictitious employee used for demonstration only.
Valid From	Represents the first date that the specified value became effective (date of adjustment)	The first "valid from" value for each farm/tract/crop listed is 09/26/2015, the date that rollover from program year 2015 to 2016 occurred. Subsequent "valid from" entries for the same farm/tract/crop indicate the adjustment date for the revised value(s).

294   Base and Yield Adjustment History Report (Continued)

E   Interpretation of Report Results (Continued)

Data Field	Description	Interpretation
Valid To	Represents the last date that the specified value was effective. Rows with a "Valid To" date of 12/31/9999 indicate the base and yield values displayed are the current values	Grain sorghum base acres for Farm 1288, Tract 2516 were reduced on 10/07/2015 by .01 acres using reason code "CCC-505 Permanent Reduction". The old value of 0.60 ceased to be effective on that date. The current value of 0.59 acres is in effect indefinitely. Soybean base acres for Farm 1785, Tract 245 were increased on 10/13/2015 by 3.70 acres using reason code "Increase due to CRP expiration or termination". The old value of zero ceased to be effective on that date. The new value of 3.70 is in effect indefinitely. Wheat and grain sorghum base acres for Farm 1837, Tract 3596 were increased on 10/13/2015 by 2.30 and 2.60 acres respectively using reason code "Increase due to CRP expiration or termination". Old values ceased to be effective on that date. Current values became effective on that date and remain in effect indefinitely

F   Saving the Report

After generating the report, export the results to an Excel spreadsheet. CLICK "**Export to Spreadsheet**" on the toolbar at the top of the report results.
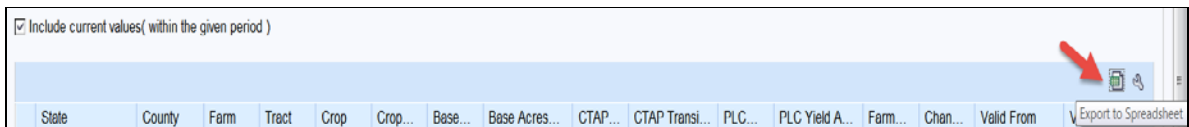
After exporting the report to Excel it can be saved and printed. Standard Excel functionality provides the ability to sort and filter the data as needed.

295   Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report

A   Overview

A report is available showing the current and previous values for ARCPLC Election Choice, HIP and farm-level PLC Yields on farms where those values have been adjusted.
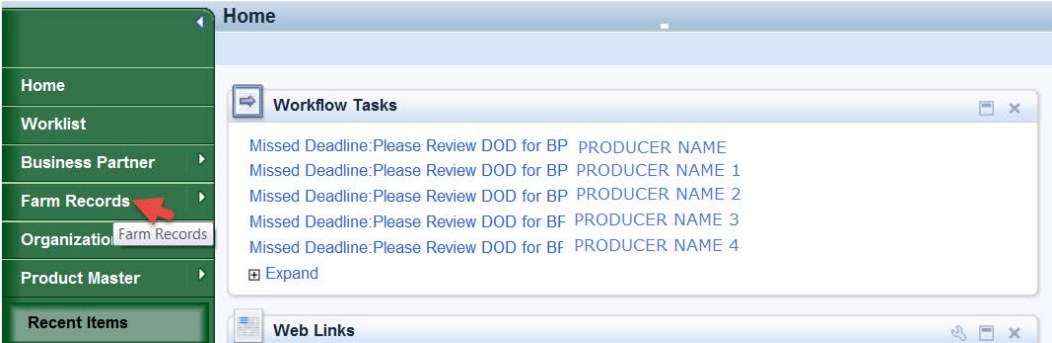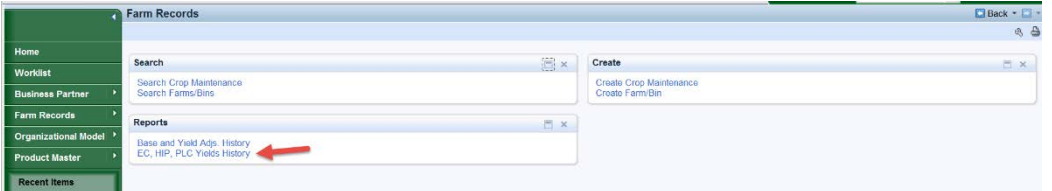
Note: Once an ARCPLC election is made for a covered commodity it cannot be changed. Requests for corrections of erroneously loaded ARCPLC elections must be submitted to the State office. State offices shall forward requests for ARCPLC election corrections to the National office for processing.

Adjustments made to farm-level PLC yields are reflected in this report. Farm-level PLC yields are applicable to covered commodities having zero base acres and an election of PLC on farms containing generic base acres, and are established when the covered commodity is reported as planted for the first time during years covered by the ARCPLC program (2014-2017). Adjustments to tract-level PLC yields for covered commodities with base acres are reflected in the Base and Yield Adjustment History Report.

295   Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)

B   Accessing the Report

The following table provides the steps to access the EC, HIP, PLC Yields Adjustment History Report.

Step	Action
1	From the CRM@FSA home page CLICK "**Farm Records**" on the left navigation bar. **Notes**: Do not click the fly-out arrow. Clicking on the fly-out arrow will result in the search options. The users will not be able to access the farm records reports from the resulting screen.
2	On the Farm Records home page CLICK "**EC, HIP, PLC Yields History**" in the "Reports" assignment block.

295 Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)

C Entering Selection Criteria

By default the report is
+ set to display adjustments to bases and yields for all states and all counties during the previous 90 days. Users should enter selection criteria to limit the results to the desired state, county, and date range to ensure that the results are practical to work with.

The report is customized by entering a specific State, County, and Date Range. Additional customization may be made to limit the report to a specific farm number or IBase ID #. After selection criteria are entered, CLICK "**Enter**" to generate the report.

Following is an example of the EC, HIP, PLC Yields Adjustment History Report customization screen.

The following table provides the search criteria options and required entries.

Customization Criteria	Results
State	A State must be selected. Selecting a State, without selecting a county, will return results for the selected State.
County	Selecting a State and County will return results for the selected county.
Farm	Entering a farm number limits the report to EC, HIP and farm-level PLC yield adjustments for the specific farm entered.
IBase ID	Entering an IBase ID limits the report to EC, HIP and farm-level PLC yield adjustments for the specific farm entered.

C Entering Selection Criteria (Continued

Customization Criteria	Results
Date Range	Enter a start and end date for the desired date range of EC, HIP and farm-level PLC yield adjustments. The default end date value is the current date and the default start date value is 90 days prior to the current date.
Include current values (within the given period)	It is recommended that this box is always checked. If not checked the current values for the bases and yields will not be displayed in the report.
Maximum Number of Results	If expected results will exceed 100. The Maximum Number of Results must be increased to ensure all results are returned.

D Example

Report of Base and Yield adjustments at Tract level contains the following data fields:

- State
- County
- Farm
- Crop
- Election Choice
- HIP
- PLC Yield
- Changed by
- Valid From
- Valid To.

The following screen is an example of the Base and Yield Adjustment History Report that was run for County A in Any State using date range of 08/03/2015 through 09/26/2015. The report shows adjustments were made to three unique farms (indicated by the numbers 1, 2, and 3 in the image below).

**295   Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History
Report (Continued)**

E   Interpretation of Report Results

The following table provides a description of the report data fields and interpretation of the
example report shown ins subparagraph D.

Data Field	Description	Interpretation
State	Administrative State	This report has been customized to show farms administered in the fictitious state "Any".
County	Administrative County	This report has been customized to show farms administered by the fictitious county "A".
Farm	Farm Number – **Note**: IBase ID is not displayed in the report. IBase ID is another way of identifying a farm. If IBase ID is used as a search criteria the corresponding FSA Farm Number will be displayed in the report results.	Three farms 372, 550, and 1011 are displayed in the report. **Note**: Tract number is not displayed because Election Choice, HIP, and farm-level PLC Yield are all farm-level data elements.
Crop	Crop Name	Records for three crops, oats, flax, and grain sorghum, were adjusted on the farms displayed in the report.
Election Choice	ARCPLC Election for the crop. Potential values are ARC Individual, ARC County, and Price Loss Coverage	Election of ARC County was entered for all three crops and farms on 08/31/2015. The election for oats on Farm 372 was corrected to Price Loss Coverage on 08/31/2015.
HIP	Historical Irrigated Percentage ranging expressed as a whole number ranging from zero to 100	HIP of 63 was entered for grain sorghum on Farm 1011 on 08/31/2015 indicating 63 percent of the planted and considered planted acres for grain sorghum during the years of 2009-2012 were irrigated on farm 1011.

295   Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History Report (Continued)

   E   Interpretation of Report Results (Continued)

Data Field	Description	Interpretation
PLC Yield	Farm-level PLC Yield is applicable only to crops with zero base acres and an election of Price Loss Coverage that have been planted on farms containing generic base acres.	A farm level yield of 50.0000 was entered for oats on Farm 372 on 08/31/2015 and was removed on the same day indicating it was entered in error.
Changed by	Lists the user ID who made the adjustment	All adjustments were made by user F0099999. This entry represents the CRM USER ID of the employee making the adjustment. The user name can be determined by conducting an Employee search in Business Partner. **Note:** User ID F0099999 is a fictitious employee used for demonstration only.
Valid From	Represents the first date that the specified value became effective (date of adjustment)	The first "Valid From" value for each farm/crop listed is 08/31/2015. Subsequent "Valid From" entries for the same farm/crop indicate the adjustment date for the revised value(s).

**295   Election Choice, Historical Irrigated Percentage, and PLC Yields Adjustment History
Report (Continued)**

E   Interpretation of Report Results (Continued)

Data Field	Description	Interpretation
Valid To	Represents the last date that the specified value was effective. Rows with a "Valid To" date of 12/31/9999 indicate the Election Choice, HIP, and farm-level PLC Yield values displayed are the current values	Four adjustments were made to oats Farm 372 on 08/31/2015 resulting in final (current) values of Price Loss Coverage ARCPLC Election, no HIP, and no farm-level PLC Yield. These most current values are effective indefinitely. A single adjustment was made to flax on Farm 550 on 08/31/2015 resulting in final (current) values of ARC County ARCPLC Election, no HIP, and no farm-level PLC Yield. The revised values are effective indefinitely. A single adjustment was made to grain sorghum on Farm Wheat and grain sorghum on 08/31/2015 resulting in final (current) values of ARC County ARCPLC Election, HIP of 63, and no farm-level PLC Yield. The revised values are effective indefinitely

F   Saving the Report

After generating the report export the results to an Excel spreadsheet. CLICK "**Export to
Spreadsheet**" on the toolbar at the top of the report results.
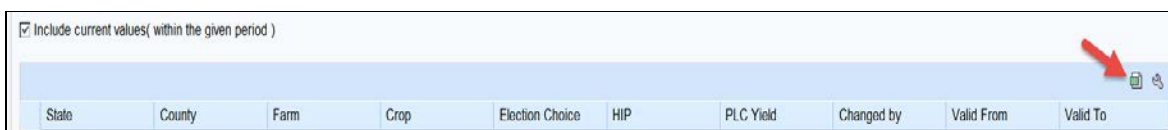
After exporting the report to Excel it can be saved and printed. Standard Excel functionality
provides the ability to sort and filter the data as needed.

296-300 (Reserved)

301   Transferring County Process

A   Overview

A farm transfer is a modification to the Administrative State and County of a Farm Record when requested by a producer, owners, or County Committee on an approved FSA-179. The transfer process will be completed in CRM Farm Records.

B   Example

The following screen displays the location of the Transfer Process tool.
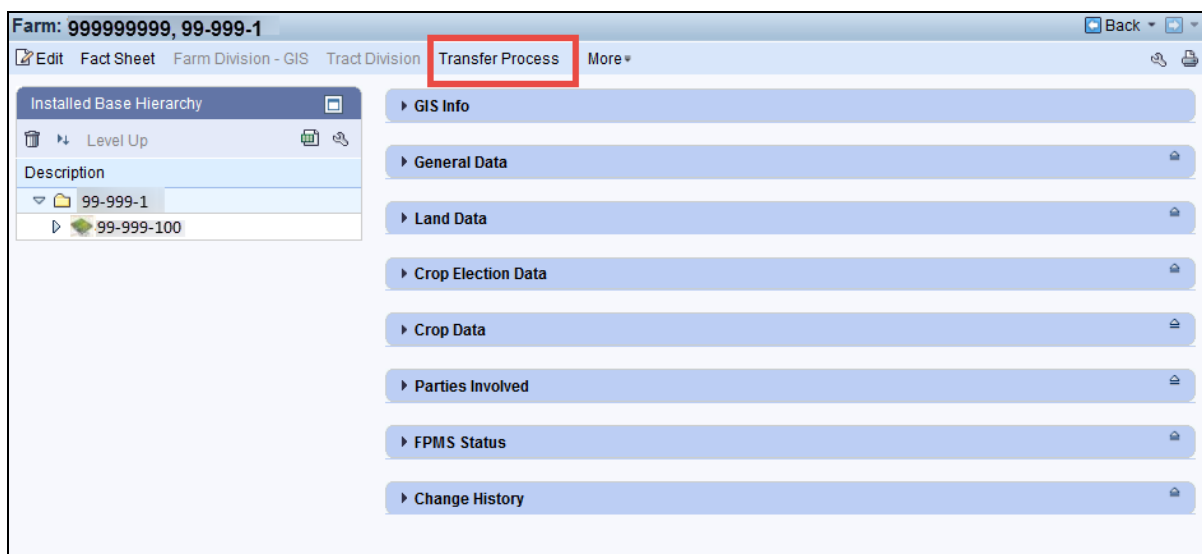
CRM Farm Records does not inactivate the transferred farm, but transfers the IBase record to the receiving county. The farm will no longer be identified in CRM Farm Records within the transferring county. A search by IBase number within CRM Farm Records will find the farm in the receiving county database.

Note: If the farm being transferred contains CRP acreage, do **not** cancel the CRP contract in CCMS. Follow the CCMS User Guide to transfer CRP contracts that are involved with a farm transfer.

301   Transferring County Process (Continued)

C Action

Users from the transferring county shall complete the following actions:

Prior to initiating a transfer in CRM Farm Records, GIS wetland point attributes must be updated using the CLU Maintenance Tool in Citrix to reflect the administrative State and county of the receiving county. See Exhibit 30 Transfer of Wetlands.

The following table provides the instructions for completing the farm transfer.

Step	Action
1	Access CRM Business Partner from the CRM Homepage and ensure that the Producers / Owners listed in items 1 and 2 of the FSA-179 have been loaded properly into Business Partner with associations to both the transferring and receiving counties.
2	Access CRM Farm Records from the CRM Homepage. **Farm Records** ▶
3	CLICK "**Farm Records**".
4	CLICK "**Search Farms/Bins**".
5	Manually enter the farm number to be transferred and CLICK "**Search**"
6	From the resulting list, CLICK on the "**IBASE ID**". **Note**: If the Transfer Process tool is not available, check the status of the Farm Record and verify if it is "Active".
7	Update all applicable operators, owners, and other producers according to the FSA-179. CLICK "**MORE**" to obtain and save a copy of the current FSA-156EZ. Attach the FSA-156EZ to the farm to be transferred in the Attachments assignment block using the naming convention of "Transfer_20XX_SS_CCC_XXXX_NNNNNNNN", where 20XX = Program Year, SS = transferring State Code, CCC = transferring County Code, XXXX = the current farm number, and NNNNNNNN represents the IBASE ID. See paragraph 266 for instructions on adding an attachment to a farm record.
8	CLICK "**Save**".
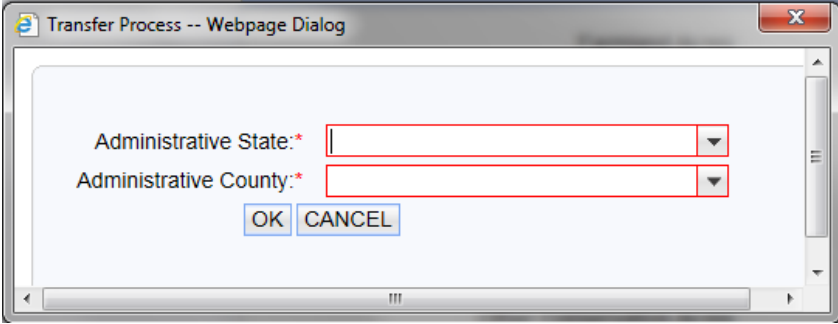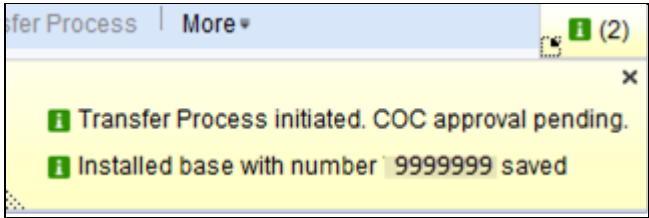
301   Transferring County Process (Continued)

C   Action (Continued)

Step	Action

9	If the farm contains CRP, the following actions need to be completed:
	
	• Remove all CRP attributes from the field level CRP Data assignment block.
	
	• If the transferring farm contains CRP MPL acres, users must remove all CRP attributes from the field level and from the tract level CRP MPL data field prior to initiating the transfer.
	
	• Update CCMS "Revise > Farm / Tract" with current Tract and CLU number if status shows "unknown" in CCMS.
	
	Notes: CCC-505 CRP Reduction acres do not need to be removed prior to the transfer. The contract number and suffix combination associated with the CCC-505 CRP Reduction acres must be updated by the receiving County Office when the new contract number is known.
	
	    Exception: If the specific contract number/suffix combination associated with the CCC-505 CRP Reduction acres in the transferring county already exists in the receiving county, the CCC-505 CRP Reduction acre entry in the transferring county must be changed by adding "XX" in front of the existing contract number/suffix. The transfer process performs a validation for CCC-505 CRP Reduction contract number/suffix and notifies the user if the contract number/suffix combination already exists in the receiving county.
	
	    To change or update the contract number/suffix for a CCC-505 CRP Reduction entry first reduce the acres for the entry to zero, then use the trash can that is populated at the left end of the row to delete the existing entry. Re-enter the information for the CCC-505 CRP Reduction entry with the revised contract number and suffix.

10	CLICK "**Transfer Process**". Transfer Process A transfer can be initiated at either the farm or tract level.

301   Transferring County Process (Continued)

C   Action (Continued)

Step	Action
11	CLICK "**Administrative State**" drop-down menu and select the receiving State. CLICK "**Administrative County**" drop-down menu and select the receiving county. Click "**OK**". _Transfer Process -- Webpage Dialog_ Administrative State:* [ ] Administrative County:* [ ] OK CANCEL
12	Verify that the status changed to "Pending" and "Expand message area" to determine if any error messages have occurred. ...fer Process | More ▾ (2) Transfer Process initiated. COC approval pending. Installed base with number 9999999 saved

301 Transferring County Process (Continued)

C Action (Continued)

Step	Action
13	In the case of a county to county transfer, the Transfer Process will generate a workflow task item that will appear in the transferring administrative county's County Executive Director's universal worklist. Once the workflow is approved by the transferring county, the workflow is transmitted to the receiving county's CED's worklist. **Note:** In the case of a transfer across State Lines, the transferring administrative State's SED, the receiving administrative State's SED, the transferring county's CED, and receiving county's CED must all approve. If any approving official disapproves a transfer, it will be canceled. For information on how to approve a Farm Transfer, see the work instruction, "Worklist Farm Transfer."

Note: See work instructions **Farm Transfer** and **Worklist_Farm_Transfer** for more information on completing a farm transfer. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

D Approval

Perform this procedure when a farm transfer workflow task is sent for approval.

Following is an example of a Farm Transfer workflow task.
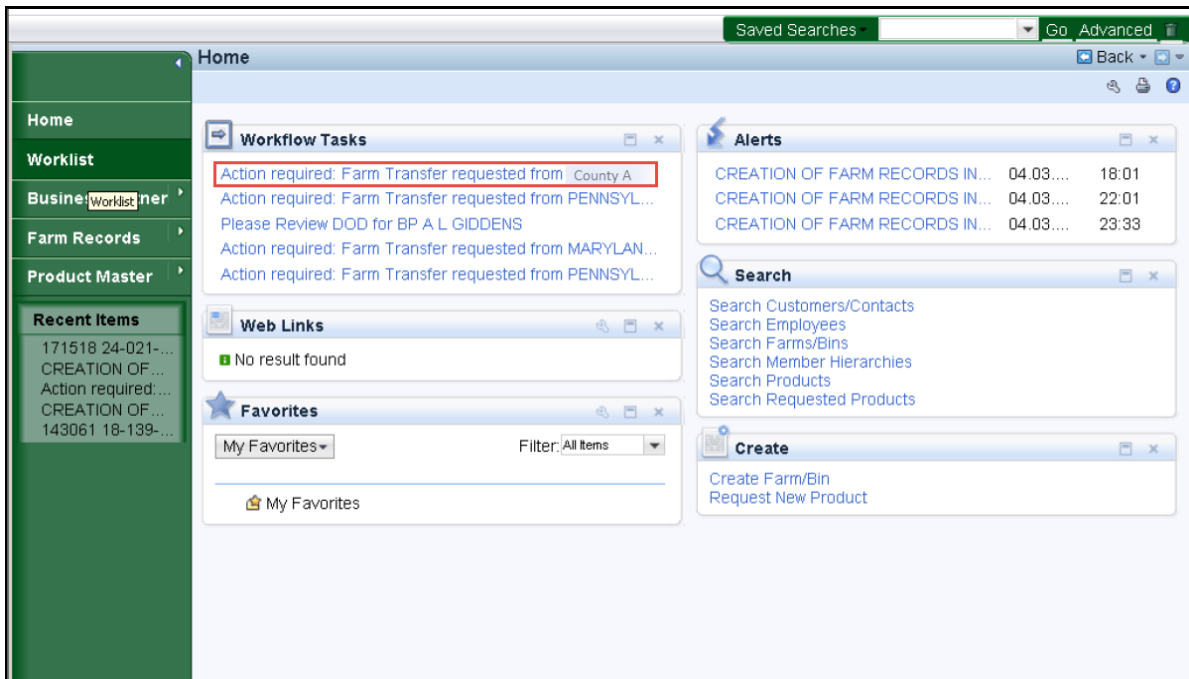
301   Transferring County Process (Continued)

D   Approval (Continued)

Clicking on a Farm Transfer workflow task will result in the opening the workflow to review the information and execute the approved decision from the FSA-179 by the COC. The following screen will be displayed with an opened Farm Transfer workflow.
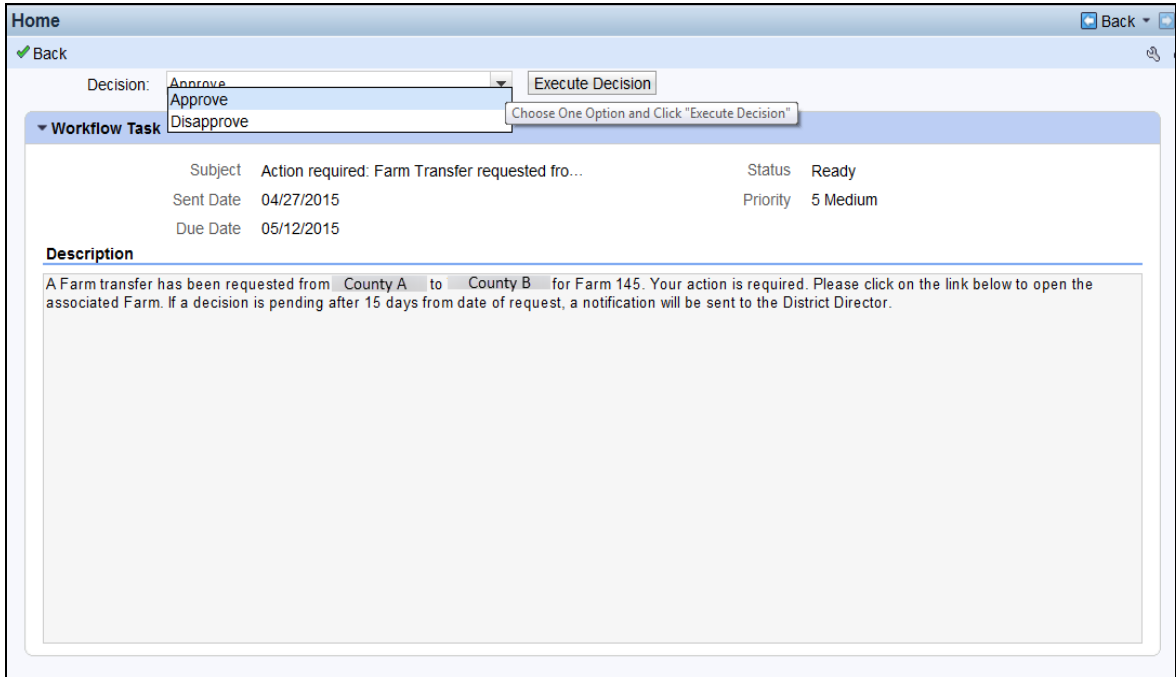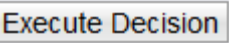
The CED or their substitute shall follow the steps in the table below to execute the decision made by the COC.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "**Worklist**".
3	In the Workflow Tasks select the appropriate hyperlink for the transfer needing approval.

301 Transferring County Process (Continued)

D Approval (Continued)

Step	Action
4	The CED or designee acting on behalf of the County Committee must approve or disapprove the workflow according to the COC decision. Once approval or disapproval is selected from the drop-down menu, Approve Disapprove CLICK **"Execute Decision".** Execute Decision
5	If the decision is "Approve", the farm status changes to "Active" in the receiving county and the parent farm status changes to "Inactive" in the transferring county. If the decision is "Disapprove", the transfer is abandoned and the farm status returns to "Active" in the transferring county.

E Common Error Messages

The following table provides common error messages that prevent users from saving edits.

Alert	Action
Business Partner XXXXXXXXXX is not authorized for the State : ANY and County: ANY.	Transfer process failed due to current operator, other producers, and/ or owners are not linked to both current and receiving county. User must follow step 1.
Election Choice is mandatory at Farm Level for Crop: CROP.	User must manually enter from the drop-down menu the applicable election choice by crop at the farm level.
Farm Transfer is not possible due to errors on farm XX-XXX-XXXX.	User must review and correct all error messages before transfer process will proceed.

302   Receiving County Process

A Overview

A county receiving a transferred farm must approve or disapprove the transfer request. Approval of the transfer updates the Administrative State and County of a Farm Record and assigns new farm and tract numbers. Disapproval of the farm transfer request ends the transfer process without changing the administrative state and county for the farm. The farm record in the transferring county returns to "Active" status with no changes.

B Receiving County Office Action

Receiving County Offices shall:

- Execute the decision of the workflow item
- Update CCMS if applicable
- Restore CRP field level attributes
- Restore tract level CRP MPL acres, if applicable
- Update CCC-505 CRP Reduction acre contract number/suffix if applicable
- Print FSA-156EZ
- Attach approved FSA-179 with all signatures to new farm attachment assignment block (optional).

Note: If the farm containing a HIP eligible covered commodity is transferred from a non-HIP-eligible county to a HIP-eligible county and the election for the covered commodity is ARC-County, a HIP must be calculated for the covered commodity. Refer to 1-ARCPLC Part 5.

303-307 (Reserved)

Section 7   Reconstitutions

308   Overview

A   Overview of Initiating a Reconstitution in CRM

A properly completed FSA-155, Request for Farm Reconstitution must be on file prior to initiating any reconstitution in CRM Farm Records.

B   Reconstitution Types in CRM

The following are 4 types of reconstitutions:

- tract division
- farm division
- farm combination
- tract combination.

309   Tract Division

A   Overview

The purpose of this process is to divide an existing parent tract into two or more child tracts. A properly completed FSA-155 must be on file prior to initiating any reconstitution in CRM Farm Records.

Note: If a reconstitution is completed, the FSA-578 Acreage Report will be deleted from CARS when the reconstitution is finished.

There are three methods a tract division can be completed by. Refer to Part 5, Section 2, Subsection 2, Methods of Division. They are:

- estate

- owner designation

- DCP Cropland (identified as Default within the tract division wizard and divides base acres according to the percentage of Effective DCP Cropland on each resulting tract).

309   Tract Division (Continued)

B   Example
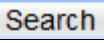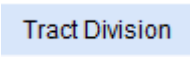
Following is an example of the screen for initiating the Tract Division Tool.

Note: The Tract Division option is enabled after clicking on the tract that will be divided in the farm hierarchy to select it.

C   Action

The following table provides the instructions to complete and submit a tract division.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "**Farm** Records".
3	CLICK "**Search Farms/Bins**".
4	Manually enter the farm number that contains the tract(s) to be divided.
5	CLICK "**Search**".
6	In the results list assignment block, CLICK the "**IBASE ID**".
7	In the farm hierarchy click on the tract that will be divided to select it.
8	In the CRM toolbar SELECT "**Tract Division**".
9	Open the GIS Info Assignment block, CLICK "**Perform Tract Division Tool**".
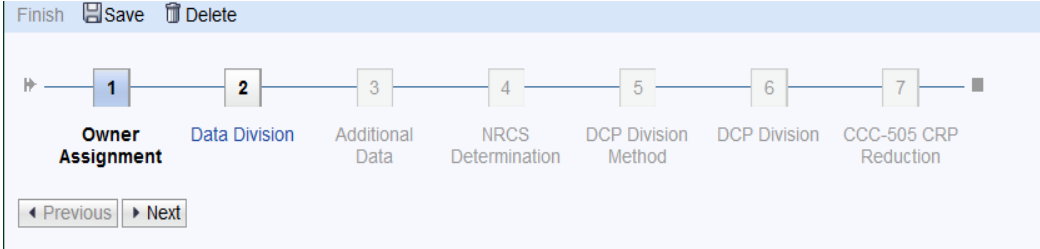
309   Tract Division (Continued)

C   Action (Continued)

Step	Action
10	Begin by establishing groups of CLU's that will represent the resulting tracts. Enter a Group ID to assign all CLU's that will result in the first child tract. CLICK **"New Group"**. User shall select the first CLU for the first tract. If additional CLU's are needed, CLICK "**Add to**" and select the next CLU until all CLU's are selected for the first tract. Multiple CLU's may be selected at the same time by clicking and dragging the cursor. Any CLU contained (entirely or partially) within the resulting box will be selected. Close attention must be paid to very small CLU's to insure they are assigned to the correct group. After being selected, the CLU's are shaded to match the color assigned to the group. Enter as many groups as necessary to create the desired number of resulting tracts If the "default" group option is utilized, the default group becomes the final group of CLU's. **Example**: To divide a single tract into three, the user can either: • create groups A, B, & C, or • create groups A, B, and allow the remaining CLU's to be assigned to the default group. Continue selecting CLU's until all named groups have the correct CLU's assigned. CLICK "**Finish**" to continue.

309   Tract Division (Continued)

C Action (Continued)

Step	Action
11	The following alert message will appear. Please verify that each tract resulting from this tract division consists of contiguous land as defined by FSA before final confirmation of all selection groups. User shall ensure all CLU's are assigned properly.
12	Review all tracts that are outlined in aquamarine. If the resulting tracts to be created are correct, CLICK "**Save and Sync**".
13	As required, users shall complete and review each of the following steps within the wizard. Finish Save Delete 1 2 3 4 5 6 7 Owner Assignment Data Division Additional Data NRCS Determination DCP Division Method DCP Division CCC-505 CRP Reduction ◄ Previous ► Next **Note**: Users can click "Save" at any time to hold all changes made as a saved (draft) reconstitution and return at a later time or users can click "Delete" to terminate this request.
13a	Wizard Step 1 - Owner Assignment: Begin by reviewing the number of resulting groups listed. If more groups appear than expected this is an indication that an unselected CLU resulted in the creation of an unplanned default group. If this occurs the reconstitution should be deleted and the user should begin again at Step 8. **Owner Assignment** Add Owner | Act...	Tract	Owner ID	Owner Name
🗑	Default Group	999999999	ANY PRODUCER 1
🗑	Default Group	999999998	ANY PRODUCER 2
🗑	Group a	999999997	ANY PRODUCER 3
🗑	Group a	999999996	ANY PRODUCER 4	

309   Tract Division (Continued)

    C   Action (Continued)

Step	Action
13a (cntd)	Users shall update the ownership for each resulting child tract as needed. To assign a new owner, CLICK **"Add Owner"**. Once the new owner is updated, delete the previous owner by using "Remove (trash can)". Users shall review all tract owners before proceeding. **Alternate Method for Loading a Producer:** If the 10-digit Business Partner ID for the new owner is known, the user may click in the ID field and manually enter the BP ID number or the user may click on "Input Help" in the row containing an existing owner and search for a business partner. When the new owner is selected from the search results the existing owner is replaced. If correct, CLICK **"Next"**.
13b	**Wizard Step 2 - Data Division:** ![Data Division table] As requried, review and/or assign acres to the applicable data fields to the appropriate child tracts. The sum of the acres of the child tracts, must equal the acres on the parent tract. See Part 5, Section 2 for further guidance. • DCP AG Related Acres - Ag Related Activity Acres should be manually entered for acreage that meets the definition of DCP Cropland but does not meet the definition of cropland as defined. Users must decide which child tract or tracts should receive DCP Ag related Acres and assign the acres to the tract(s) where they are actually located. • WBP Acres - Manual entry of WBP acres enrolled within the selected tract on DCP Cropland acres. Users must decide which child tract or tracts should receive WBP Acres and assign the acres to the tract(s) where they are actually located. • WRP Acres- Manual entry of WRP acres enrolled within the selected tract on DCP cropland acres. Users must decide which child tract or tracts should receive WRP Acres and assign the acres to the tract(s) where they are actually located.

309   Tract Division (Continued)

   C   Action (Continued)

Step	Action
13b (cntd)	**Wizard Step 2 - Data Division (Continued):** • EWP Acres - Manual entry of EWP acres enrolled within the selected tract on DCP cropland acres. Users must decide which child tract or tracts should receive EWP Acres and assign the acres to the tract(s) where they are actually located. • State Conservation Acres - Manual entry of state conservation acreage enrolled on DCP Cropland acres within the selected tract, where Federal payments are made in exchange for not producing an agricultural commodity on the acreage. Users must decide which child tract or tracts should receive State Conservation Acres and assign the acres to the tract(s) where they are actually located. • Other Conservation Acres - Manual entry of other conservation acreage for a federal conservation program enrolled on DCP Cropland acres, where payments are made in exchange for not producing an agricultural commodity on the acreage. Users must decide which child tract or tracts should receive Other Conservation Acres and assign the acres to the tract(s) where they are actually located. • FWP Acres - Cropland acres enrolled in CRP FWP are automatically allocated to child tracts by the tract division wizard as part of the CRP Cropland. Non-cropland FWP acres enrolled under practice CP39 must be manually entered for each resulting tract that contains non-cropland FWP acres. • CRP MPL Acres – CRP MPL Acres are aggregated from the field level from non-cropland fields with CRP data entered. Non-cropland fields are identified as fields with the 3-CM Indicator set to "No".
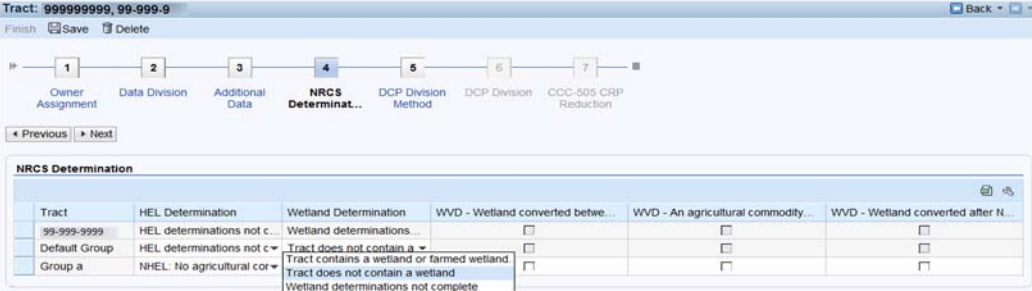
309   Tract Division (Continued)

   C   Action (Continued)

Step	Action
13b (cntd)	• GRP Acres- Manual entry of GRP acres enrolled within the selected tract on DCP Cropland acres. GRP acreage must be loaded in the GRP Acres data field. Users must decide which child tract or tracts should receive GRP Acres and assign the acres to the tract(s) where they are actually located. Parent tract acres are shown in the first row. Users must manually assign acres for these data fields to the resulting tracts shown in rows below the parent tract. The sum of the acres for the resulting tracts must equal the acres that existed on the parent tract. CLICK **"Next"**.
13c	**Additional Data – Wizard Step 3:** Users shall open the Expand message center to review any alerts. Users shall review all information in the Additional Data assignment block. User must manually enter the BIA Range unit if applicable to each tract. CLICK **"Next"**.
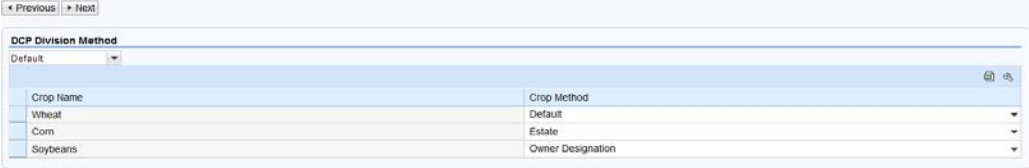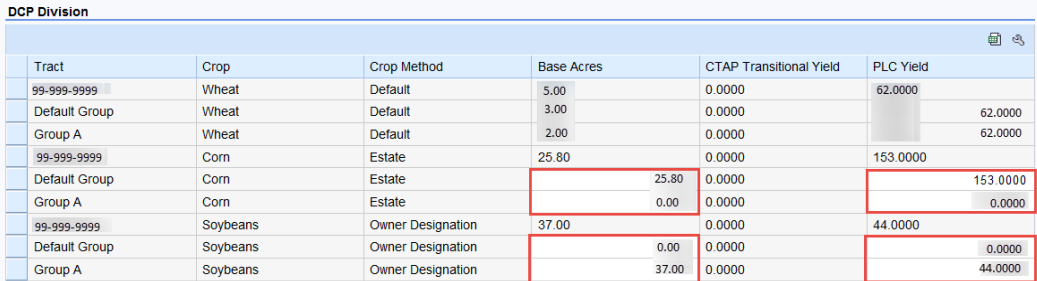
309   Tract Division (Continued)

C   Action (Continued)

Step	Action
13d	**Wizard Step 4 - NRCS Determination**: Tract: 999999999, 99-999-9 Back Finish Save Delete 1 2 3 **4** 5 6 7 Owner Data Division Additional **NRCS** DCP Division DCP Division CCC-505 CRP Assignment Data **Determinat...** Method Reduction ◄ Previous ► Next **NRCS Determination** Tract | HEL Determination | Wetland Determination | WVD - Wetland converted betwe... | WVD - An agricultural commodity... | WVD - Wetland converted after N... 99-999-9999 | HEL determinations not c... | Wetland determinations... | ☐ | ☐ | ☐ Default Group | HEL determinations not c▾ | Tract does not contain a ▾ | ☐ | ☐ | ☐ Group a | NHEL: No agricultural cor▾ | Tract contains a wetland or farmed wetland / Tract does not contain a wetland / Wetland determinations not complete | ☐ | ☐ | ☐ The system will populate a default value for each resulting tract. The user must review each value and change it to the correct value if the default value is incorrect. The choices available in the drop-down menu are dependent upon the HEL Status of the fields on the tract. See 6-CP, Part 4 for instructions on referring tract changes to NRCS for updated determinations of: • HEL Deteremination • Wetland Determination • WVD - Wetland Converted between December 23, 1985 and November 28, 1990. • WVD - An Agricultural commodity has been planted on a converted wetland. • WVD - Wetland Converted after November 28, 1990. Once all updates have been entered, CLICK **"Next".**

309   Tract Division (Continued)

C   Action (Continued)

Step	Action
13e	**Wizard Step 5 - DCP Division Method:** Users shall enter the method of division by crop according to the completed FSA-155. Users shall select one of the following methods from the Crop Method drop-down menu: • Default • Estate • Owner Designation. CLICK **"Next"**. **Note**: Selecting "Previous" will return the user to the prior screen if the selected division method needs to be changed.
13f	**Wizard Step 6 - DCP Divison:** **Default Method** When the Default method is selected for all crops, the user shall review all information on the DCP Division Assignment Block. No edits are allowed.

309   Tract Division (Continued)

C   Action (Continued)

Step	Action
13f (cntd)	**Estae of Owner Designation Methods** When the Estate or Owner Designation method is chosen, users must manually enter the correct allocation of base acres and yields as applicable according to the FSA-155. Base acres for each crop that exists on the parent tract are listed in the first row of crop data for the crop. The sum of the base acres allocated to the resulting tracts for each crop must equal the total base acres for the crop on the parent tract. If the data is correct, CLICK **"Next"**.
13g	**Wizard Step 7 - CCC-505 CRP Reduction** If there is an existing CCC-505 CRP reduction for the parent tract, users must manually enter the CCC-505 CRP Reduction acres to the correct resulting tract.

309   Tract Division (Continued)

   C   Action (Continued)

Step	Action
13g (cntd)	User will manually enter the following information from the approved CCC-505:
	• Update the CRP Contract number.
	• When the tract division results in CRP acres on more than one resulting tract revised CRP contract numbers are required. The new suffixes to be added to the existing CRP contract number will not be known until revised CRP contracts are created in CCMS. Temporary placeholder suffixes of "XX1, XX2, etc. shall be added to create unique contract numbers until the correct suffixes are known. After CCMS assigns the new CRP contract number and suffix , the user will need to review each child tract having CRP and enter the correct contract number and suffix.
	• CCC-505 CRP Reduction Acres
	• CTAP Transistional (Direct) and/or PLC (CC) Yield See Paragraph 240 for rules on when specific yields apply. Yields for resulting tracts must be equal to the yield for the parent tract.
	Notes: The CCC-505 CRP Reduction Acres assigned to a child tract cannot exceed the CRP contract acres for the specific contract number associated with the child tract. The total CCC-505 CRP Reduction acres entered for the resulting tracts must equal the parent tract CCC-505 CRP Reduction acres.
	When the DCP Cropland method is used for the tract division, CCC-505 CRP Reduction Acres shall be prorated manually according to the percentage of the total CRP acres for the specific contract located on that child tract.
	Example: CRP Contract 1 contains 20.00 acres of CRP located in two fields each containing 10.00 acres. Field 1 goes to child tract 2, field 2 goes to child tract 3. Of the 10.00 CCC-505 CRP Reduction Acres associated with CRP Contract 1, 5.00 CCC-505 CRP Reduction Acres shall be assigned to tract 2 and 5.00 CCC-505 CRP Reduction acres shall be assigned to tract 3.
	If the data is correct, CLICK "**Next**".

309 Tract Division (Continued)

C Action (Continued)

Step	Action
13h	Tract Division confirmation message will display. Tract Division -- Webpage Dialog Are you sure, you want to finish this Tract Division? Yes No CLICK **"YES"** to complete the tract division. Selecting "NO" will return the user to CCC-505 CRP reduction wizard step 7.

Notes: See work instruction Tract Division for more information on completing a tract division. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

Upon completing a Tract Division, enter an updated tract description as applicable in the General Data assignment block for each resulting tract.

D Approval

System approval is not required when tracts are divided. No workflow task will be generated.

310   Farm Division

A Overview

The purpose of this process is to divide an existing parent farm into two or more child farms. A properly completed FSA-155 must be on file prior to initiating any reconstitution in CRM Farm Records.

Note: If a reconstitution is completed, the FSA-578 Acreage Report will be deleted from CARS when the reconstitution is approved.

The resulting farms shall be administratively located in the county where the land is physically located. Once a farm division is complete, a subsequent transfer may be required. See Part 3 for additional information on determining the administrative county for a farm and farm transfers. See Part 7, Section 6 for automation instructions for farm transfers.

B Farm Division Process and Examples

The first step of a farm division is to establish groups of tracts that will be contained in the child farms resulting from the division. Two types of groups are possible; user-identified groups and default. There must be at least one user-identified group. Additional user-identified groups can be created as needed. The maximum number of user-identified groups is limited to the number of tracts that exist on the parent farm. A default group containing the remaining tracts will be established if all tracts that exist on the parent farm are not assigned to user-identified groups. Default Groups are useful when a large percentage of the parent farm's tracts will be on one resulting child farm. The user then only needs to select a few tracts to go to the new user-identified group or groups. All unassigned tracts will automatically be assigned to the Default Group as the last step of the tract selection process.

Note: When entering names for user-identified groups, the group ID field only accepts alpha characters and no spaces.

Users have two options to process a Farm Division depending on the method they choose for selection of tracts to be associated with the groups that will depict the resulting farms.

- Farm Division – CRM
- Farm Division - GIS

Note: The Farm Division tools are enabled when the selected farm has multiple tracts.

310   Farm Division (Continued)

B   Farm Division Process and Examples (Continued)

Farm Division – CRM

This method is helpful when the farm contains a large number of tracts and the use of GIS to select tracts to be assigned to groups is not practical.

The following screen will be displayed.
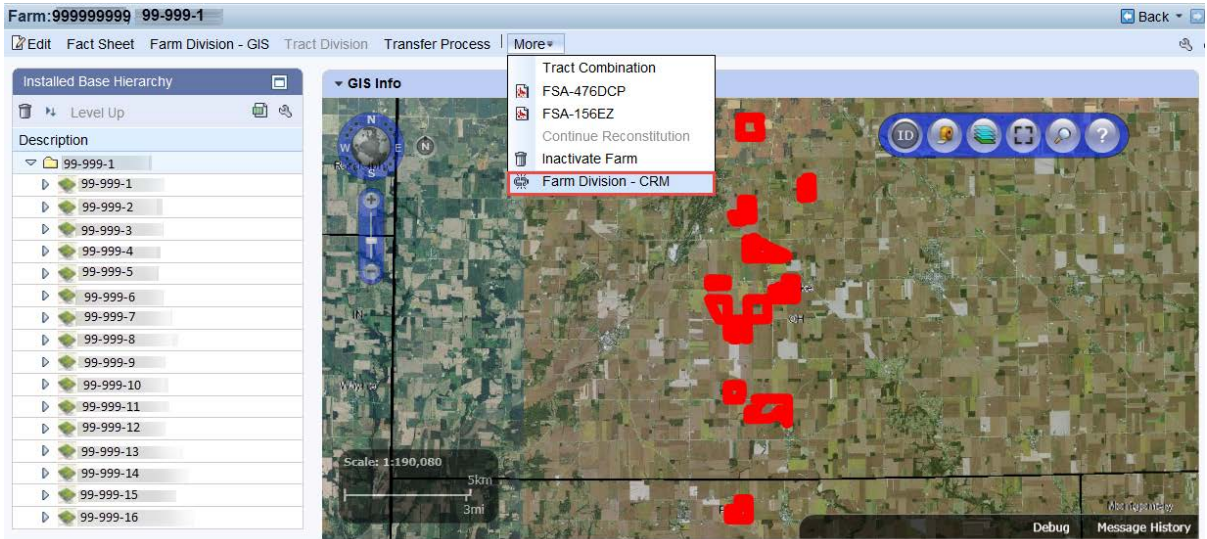
Farm Division – GIS

This method is helpful when the user wants to use the visual representation of the farm to select tracts to be assigned to groups. The following example displays how to access the Farm Division-GIS from the main menu.
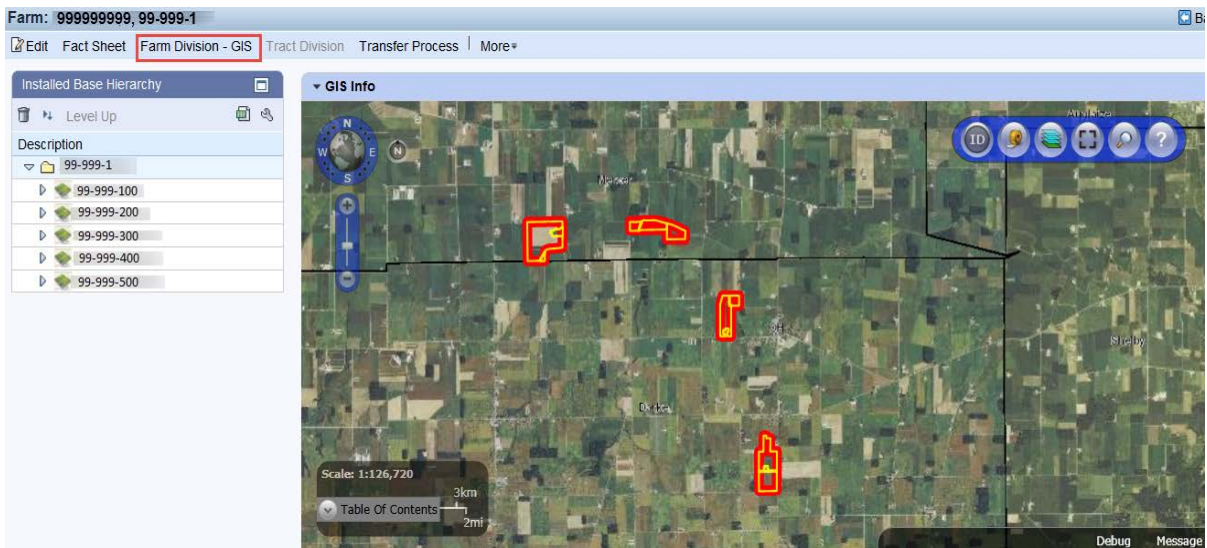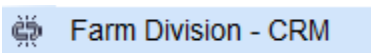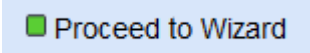
310   Farm Division (Continued)

C   Action

The following table provides the steps to complete the reconstitution depending on which division option is chosen to initiate the farm division. Depending on the division option chosen, follow the applicable steps 1-7. Steps 8- are the same regardless of the division option chosen.

Farm Division – CRM Method

The following table provides instructions for initiating a farm division through the Farm Division - CRM Method.

Step	Action
1	Access CRM farm records from the CRM Homepage.
2	CLICK "**Farm Records**".
3	CLICK **"Search Farms/Bins"**.
4	Manually ENTER the farm number that will be divided.
5	From the **"More"** tool on the CRM toolbar, CLICK **"Farm Division – CRM"**. ⚙ Farm Division - CRM
6	ENTER a Group ID to assign all tract(s) that will result in the first child farm. CLICK **"New Group"**. New Group Enter as many groups as necessary to create the desired number of resulting farms. If the **"default"** group option is utilized, the default group becomes the final group of tracts. **Example**: To divide a single farm into three, the user can either: • create groups A, B, & C, or • create groups A, B, and allow the remaining tracts to be assigned to the default group. Use the drop-down menu to assign each tract to its assigned group.
7	CLICK **"Proceed to Wizard"**. ▢ Proceed to Wizard

C Action (Continued)
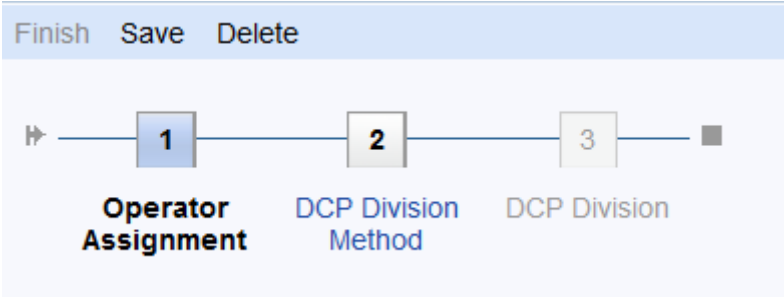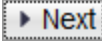
Farm Division – GIS Method

The following table provides

Step	Action
1	Access CRM farm records from the CRM Homepage.
2	CLICK "**Farm Records**".
3	CLICK **"Search Farms/Bins"**.
4	Manually ENTER the farm number that will be divided.
5	CLICK **"Farm Division – GIS**" located in the CRM Toolbar. Farm Division - GIS Open the GIS Info assignment block. CLICK **"Perform Farm Division"** tool.
6	CLICK **"New Group"** New Group to ENTER a Group ID to assign all tracts that will result in the first child farm. Enter as many groups as necessary to create the desired number of resulting farms If the **"default"** group option is utilized, the default group becomes the final group of tracts. **Example:** To divide a single farm into three, the user can either: • create groups A, B, & C, or • create groups A, B, and allow the remaining tracts to be assigned to the default group. Identify and click on any field within the first tract to select it. Repeat as needed to assign tracts to the named groups. Multiple Tracts may be selected at the same time by clicking and dragging the cursor. Any tract contained (entirely or partially) within the resulting box will be selected.
7	If the tracts selected are correct, CLICK **"Save and Sync"**.
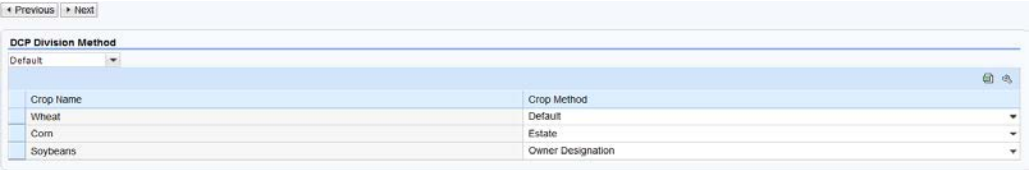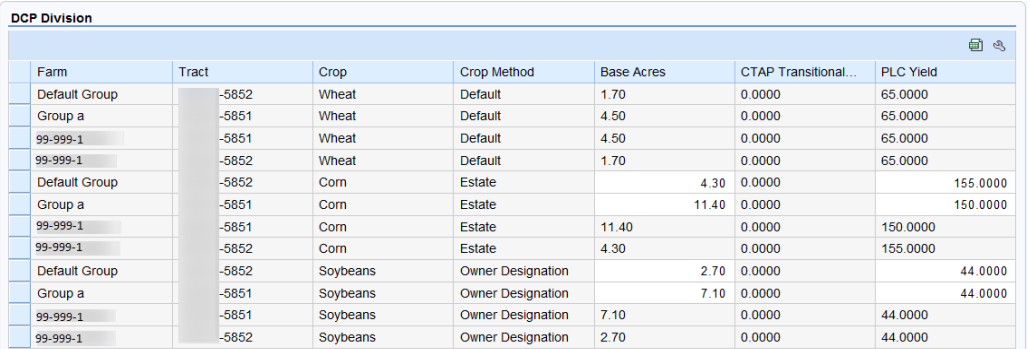
310   Farm Division (Continued)

C   Action (Continued)

Step	Action
Note: Beginning with Step 8 all remaining steps are the same regardless of which method was chosen.	
8	As required, users shall complete and review each of the following steps. Finish Save Delete 1 **Operator Assignment** 2 **DCP Division Method** 3 **DCP Division** **Note**: Users can CLICK **"Save"** to hold all changes made as a draft recon and return at a later time or users can click **"Delete"** to terminate this reconstitution request.
9	**Wizard Step 1 - Operator Assignment** Operator Assignment | Farm	Operator ID		Operator Name
Default Group	999999999		ANY PRODUCER
Group a	999999999		ANY PRODUCER	 Search using the "Input Help" tool to assign new Operators to the resulting child farms. **Alternate Method for Producer Selection:** If the 10-digit Business Partner ID for the new owner is known, the user may click in the ID field and manually enter the PB ID number or the user may click on "Input Help" in the row containing an existing operator and search for a business partner. When the new operator is selected from the search results the existing operator is replaced. CLICK **"Next"**. ▶ Next

310   Farm Division (Continued)

C   Action (Continued)

Step	Action
10	**Wizard Step 2 - DCP Division Method** Users shall enter the method of division by crop according to the completed FSA-155. Users shall select one of the following methods from the Crop Method drop-down menu: • Default • Estate • Owner Designation. CLICK **"Next"**. **Note**: Selecting "Previous" will return the user to the prior screen if the selected division method needs to be changed.
11	**Wizard Step 3 - DCP Division** **Default Method:** When the Default method is selected for all crops, the user shall review all information on the DCP Division Assignment Block. No edits are allowed.

310   Farm Division (Continued)

C   Action (Continued)

Step	Action
11 (cntd)	**Estate or Owner Designation Method(s):** When the Estate or Owner Designation method is chosen, users must manually ENTER the correct allocation of base acres and yields as applicable according to the FSA-155. For each crop on the parent farm the existing base acres are listed by tract as they exist on the parent farm (1). The sum of the base acres for each crop assigned to the tracts on the resulting farms must equal the sum of the base acres for the crop on the parent farm(2). DCP Division | Farm	Tract	Crop	Crop Method	Base Acres	CTAP Transitional...	PLC Yield
------	-------	------	-------------	-----------	---------------------	-----------
Default Group	-5852	Wheat	Default	1.70	0.0000	65.0000
Group a	-5851	Wheat	Default	4.50	0.0000	65.0000
99-999-1	-5851	Wheat	Default	4.50	0.0000	65.0000
99-999-1	-5852	Wheat	Default	1.70	0.0000	65.0000
Default Group	-5852	Corn	Estate	4.30	0.0000	155.0000
Group a	-5851	Corn	Estate	11.40	0.0000	150.0000
99-999-1	-5851	Corn	Estate	11.40	0.0000	150.0000
99-999-1	-5852	Corn	Estate	4.30	0.0000	155.0000
Default Group	-5852	Soybeans	Owner Designation	2.70	0.0000	44.0000
Group a	-5851	Soybeans	Owner Designation	7.10	0.0000	44.0000
99-999-1	-5851	Soybeans	Owner Designation	7.10	0.0000	44.0000
99-999-1	-5852	Soybeans	Owner Designation	2.70	0.0000	44.0000	
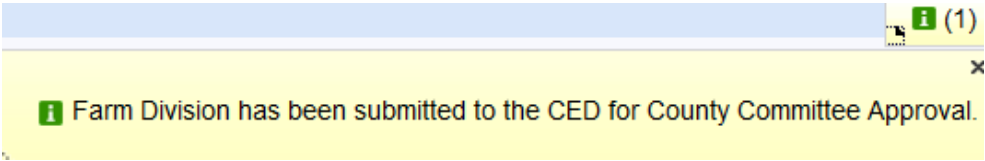
310 Farm Division (Continued)

C Action (Continued)

Step	Action
11 (cntd)	The sum of the yield extensions for the child farms must be equal to the sum of the yield extensions for the for the parent farm. See Paragraph 37 for yield extension calculations. Enter yields for the child farm to four decimal places. **Parent Farm:** Tract 5852, 4.30 acres * 155.0000 bushels/acre = 666.5000 bushels; Tract 5851, 11.40 acres * 150.0000 bushels/acre = 1,710.0000 bushels. Total yield extension = 2,376.5000 bushels. **Child Farm:** Tract 5852, 15.70 acres *151.3694 bushels/acre = 2,376.5000 total yield extension. The sum of the rounded whole bushel yield extension (2,376.50000+0.0000) for the child farms is equal to the rounded whole bushel yield extension for the parent farm. If the data is correct, CLICK **"Next"**.
12	Farm Division confirmation message will display. Users shall CLICK **"Yes"** to complete the farm division. Status of the parent and child farms is set to "Pending". By clicking **"No"**, users return to the wizard, Step 3.

310   Farm Division (Continued)

C   Action (Continued)

Step	Action
13	 When the Farm Division is finished a workflow is submitted to the CED for review and approval/disapproval based on the COC determination on the FSA-155. CLICK **"Expand message area"** to review the system message(s).

> **Note:** See work instructions **Farm Division-CRM** and **Farm Division-GIS** for more information on completing a farm division. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

D   Approval

Perform this procedure when a farm division workflow task is sent for approval.

Following is an example of CED workflow tasks.
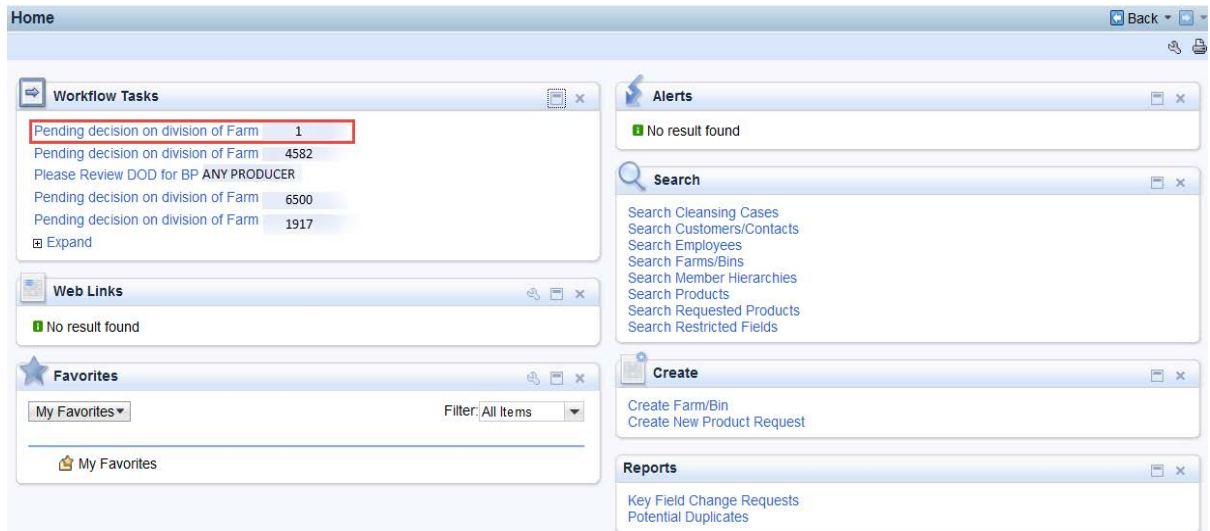
Click on the applicable workflow task to open the display and execute the applicable COC decision to approve or disapprove the pending reconstitution.
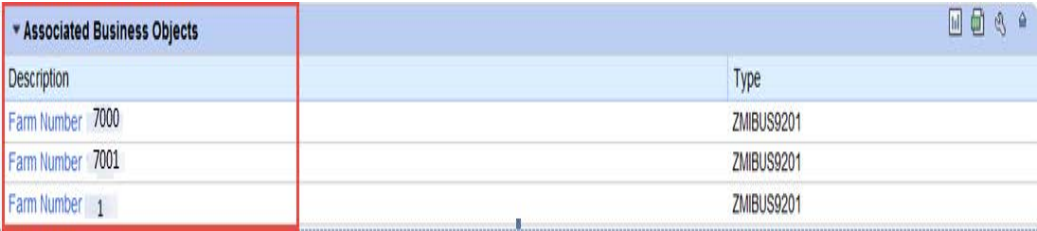
310   Farm Division (Continued)

D   Approval (Continued)

Following is an example of opened reconstitution workflow task:
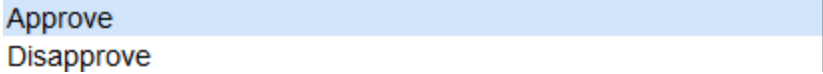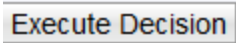
The CED or their Substitute shall follow the steps in the table below to execute the decision made by the COC.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "**Worklist**".
3	In the Workflow Tasks select the appropriate hyperlink for the farm division needing approval. Pending decision on division of Farm : 99-999-1
4	To review the results of the farm division prior to executing decision, a hyperlink of the parent and child farms is listed in the Associated Business Objects assignment block.

310 Farm Division (Continued)

    D Approval (Continued)

Step	Action
5	The CED or designee acting on behalf of the County Committee must approve or disapprove the workflow according to the COC decision. Once approval or disapproval is selected from the drop-down menu, Approve Disapprove CLICK **"Execute Decision".** Execute Decision
6	If the decision is "Approve", the child farms' statuses change to "Active" the parent farm's status changes to "Inactive". If the decision is "Disapprove", the child farms are abandoned and the parent farm status returns to "Active".
7	If the reconstitution is approved the CED will receive an email containing Forms FSA-156EZ and FSA-476DCP for the new farms. These forms shall be used to notify the operators and owners associated with the farms of the results of the reconstitution. See Part 5, Section 2, Subsection 3 for approval and notification requirements.

311   Farm Combinations

A Overview

The purpose of this process is to combine two or more farms into one resulting farm. The farms being combined must be located in the same administrative state and county, and have the same ARCPLC program elections for any common crops that exist on more than one farm involved in the farm combination. Farms containing generic base acres must have the same ARCPLC program election for all crops regardless of whether base acres exist for the crop or not.

ARCPLC farms and farms with no base acres and no CCC-505 CRP Reduction acres may be combined.

HIP farms can be combined with non-HIP farms, however, counties must recalculate the HIP after the combination takes place. See 1-ARCPLC, Part. 5.

Note: If a reconstitution is completed, the FSA-578 Acreage Report will be deleted from CARS when the reconstitution is approved.

B Example

To initiate a Farm Combination search for all farms to be combined. When more than one farm is displayed in the search results the ability to select "**Farm Combination**" becomes enabled.

Following is an example of initiating a Farm Combination from the Results Lit of the Search Criteria screen.

311   Farm Combinations (Continued)

   C   Action

The following table provides instructions to search for multiple farms and initiate a farm combination.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "**Farm Records**". **Farm Records** ▶
3	CLICK "**Search Farms/Bins**". Search Farms/Bins
4	CLICK the "**Copy Line**" tool ⚙ at the end of the Farm/Bin entry line, to search for additional farms that will be combined. Depending on the number of farms being combined, multiple lines may need to be added using the "Copy Line" tool.
5	Manually ENTER the farm numbers to be combined in the search options
6	CLICK "**Search**". Search
7	In the Results window, all farms searched will be listed. CLICK the "**Select All**" tool.
8	CLICK "**Farm Combination**". Farm Combination

Follow steps 9 and 10 when the defaulted operator is correct.

In this example, once "Farm Combination" is selected in Step 8, the resulting farm will display with the combined farm records data. The farm operator must be reviewed and updated according to the following table.

311   Farm Combinations (Continued)

C   Action (Continued)

Step	Action
9	Review the Operator in the Operator Assignment window. If the operator is correct, CLICK "**Finish and Send for Approval**". If the operator needs to be updated, update according to steps 12 - 16. □ Finish and send for Approval
10	When the Farm Division is Finished a workflow is submitted to the CED for review and approval/disapproval based on the COC determination. CLICK **"Expand message area"** to review the system message(s). **i** Farm Combination has been submitted to the CED for County Committee Approval.

Follow Steps 11 and 11a when the defaulted Operator must be changed or no operator is defaulted. The following provides the steps to updated the operator on the resulting farm and submit the farm combination for approval.

Farm: 999999999, 99-999-4459

□ Finish and send for Approval | ← 15
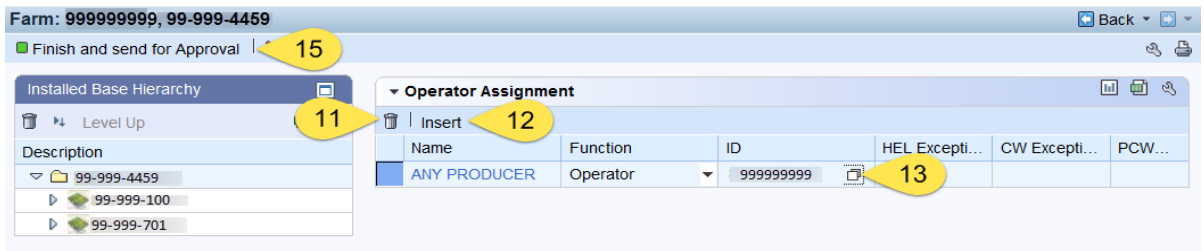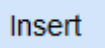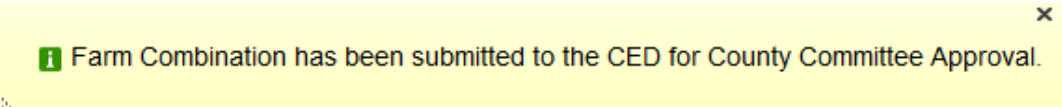
Step	Action
11	If the operator is not defaulted because all farms being combined do not have the same operator, CLICK **"Expand error message"** and the following error will display. ❶ (1) ❶ Assign an Operator to the Farm.
11a	CLICK **"Remove"** (trash can) in the Operator Assignment window to remove the existing operator. This step is not needed if no operator is defaulted.

311   Farm Combinations (Continued)

C   Action (Continued)

Follow all remaining steps to complete the farm combination.

Step	Action
12	CLICK **"Insert"**. Insert
13	CLICK **"Input Help"** in the Business Partner ID field.
14	Search for Business Partner that will be assigned as the farm operator.
15	CLICK **"Finish and Send for Approval".** **Note:** The status of the parent and child farms is set to "Pending".
16	When the Farm Combination is Finished a workflow is submitted to the CED for review and approval/disapproval based on the COC determination. CLICK **"Expand message area"** to review the system message(s). ❌ ℹ Farm Combination has been submitted to the CED for County Committee Approval.

Note: See work instruction **Farm Combination** for more information on completing a farm combination. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

D   Approval

The CED or authorized substitute will perform this procedure when a farm combination workflow task is sent for approval. See subparagraph 310 D for further guidance on approving a reconstitution workflow.

Note: A hyperlink to the parent and child farms is provided in the Associated Business Objects assignment block to allow the approving official to review the results of the farm combination prior to executing the decision.

E   Common Error Messages

Common error messages that prevent users from saving edits include the following.

Alert	Action
Crop election choices do not match. Farm Combination cannot be done.	User is trying to combine unlike farms. User cannot complete farm reconstitution. Farms must maintain separate farm numbers.
ARC Individual Farms can only be combined with other ARC Individual farms.	User is trying to combine unlike farms. User cannot complete farm reconstitution. Farms must maintain separate farm numbers.

312   Common Ownership Tract Combinations

A   Overview

The purpose of this process is to combine two or more contiguous tracts with the same ownership into one tract. Tracts being combined must be administered in the same county and must be contained within the same farm. A properly completed FSA-155 must be on file prior to initiating any reconstitution in CRM Farm Records.

Note: If a reconstitution is completed, FSA-578 Acreage Report will be deleted from CARS when the reconstitution is finished.
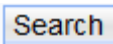
B   Example

To initiate a Tract Combination, CLICK **"Tract Combination"** on the "More" drop-down menu. "Tract Combination" will not be enabled if the farm contains only one tract.
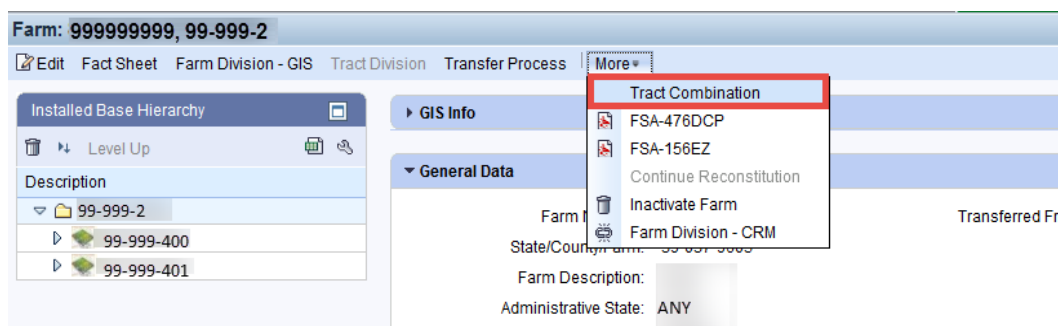
C   Action

The following table provides instructions to a complete a tract combination.

Step	Action
1	Access CRM Farm Records from the CRM Homepage.
2	CLICK "**Farm Records**".
3	CLICK **"Search Farms/Bins"**.
4	Manually enter the farm number that contains the tracts to be combined
5	CLICK **"Search"**.

312   Common Ownership Tract Combinations (Continued)

C   Action (Continued)

Step	Action
6	In the results list assignment block, CLICK the **"IBASE ID"**
7	Locate the **"More"** menu in the CRM toolbar and SELECT **"Tract Combination"**. Tract Combination
8	OPEN the GIS Info Assignment block, and CLICK the **"Select Tool"**.
9	Identify and click on any field within the first tract to select it. **Note:** When searching for tracts to combine in the GIS Info Assignment Block, hovering over a tract with the Select Tool will display the tract information.
10	Identify and click on any field within the next tract to be combined to select it. **Repeat this step if more than two tracts are being combined.**
11	Review all tracts that are outlined in aquamarine. If the tracts selected are correct, CLICK **"Save and Sync".**
12	The Tract Combination confirmation message will display. CLICK **"OK"** if all selected tracts meet the FSA Definition of contiguous. Tract Combination All selected tracts must meet FSA definition of contiguous. Click 'Ok' to proceed or 'Cancel' to go back and check. OK Cancel
13	CLICK "**Expand message area"** and review all CRM Alerts.
14	The old tract numbers are now removed from the Farm Hierarchy and the new tract number is displayed. Duplicate field numbers will be renumbered.
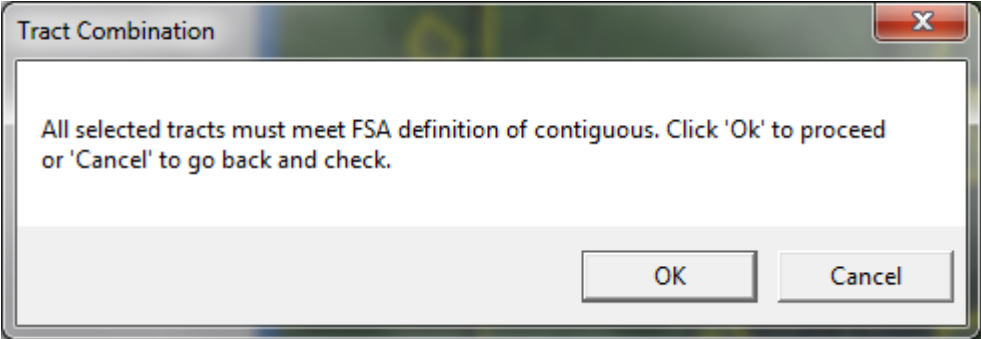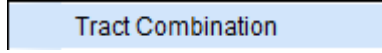
Note: See work instruction **Tract Combination** for more information on completing a tract combination. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

312   Common Ownership Tract Combinations (Continued)

D   Approval

System approval is not required when tracts are combined. No workflow task will be generated.

Exhibit 1

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		65, 248
CCC-452	NAP Production and Yield Report		65
CCC-471	Non-Insured Crop Disaster Assistance Program (NAP) Application for Coverage (2015 and Subsequent Crop Years)		65
CCC-502A	Farm Operating Plan for Payment Eligibility Review for an Individual		65
CCC-502B	Farm Operating Plan for Payment Eligibility Review for a Joint Venture or General Partnership		65
CCC-502C	Farm Operating Plan for Payment Eligibility Review for Corporations, Limited Partnerships or Other Similar Entities		65
CCC-502D	Farm Operating Plan for Payment Eligibility Review for an Estate or Trust		65
CCC-502EZ	Farm Operating Plan for Payment Eligibility Review for an Individual		65
CCC-503A	County Committee Worksheet for "Actively Engaged In Farming" and "Person" Determinations		65
CCC-505	Voluntary Permanent Base Acre Reduction		Text
CCC-517	Tract Redistribution Form (need to find this)		Text, Ex. 8
CCC-518	Tract Price Loss Coverage (PLC) Yield Redistribution Form	41	Text
CCC-576	Notice of Loss and Application for Payment Noninsured Crop Disaster Assistance Program for 2013 and Subsequent Years		65
CCC-857	Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Program Election		65

Exhibit 1

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-858	Base Reallocation and Yield Update Decision for Agriculture Risk Coverage (ARC) and Price Loss Coverage (PLC) Program		65
CCC-859	Price Loss Coverage (PLC) Yield Worksheet		65
CCC-860	Socially Disadvantaged, Limited Resource and Beginning Farmer Rancher Certification		65
CCC-861	Agricultural Risk Coverage – County Option (ARC-CO) and Price Loss Coverage (PLC) Contract		65
CCC-862	Agricultural Risk Coverage – Individual Option (ARC-IC) Contract		65
CCC-863	Agricultural Risk Coverage – Individual (ARC-IC) Yield Certification		65
CCC-1245	Practice Approval and Payment Application		65
CRP-1	Conservation Reserve Program Contract		25, 26, 36, 37, 170, 236, 250,
FSA-155	Request for Farm Reconstitution	94	Text
FSA-156EZ	Abbreviated 156 Farm Record and Tract Listing	Ex. 11	Text
FSA-179	Transfer of Farm Records Between Counties	Ex. 10	Text
FSA-211	Power of Attorney		65
FSA-578	Report of Acreage		66, 90, 239, 309, 310, 311
FSA-658	Record of Production and Yield		65
FSA-848A	Cost-Share Agreement		65
FSA-848B	Cost-Share Performance Certification and Payment		65
NRCS-CPA-026	Highly Erodible Land and Wetland Conservation Determination		34, 65
NRCS-CPA-026E	Highly Erodible Land and Westland Conservation Determination (electronic)		65, 229, 247, 272, 273, 274, 283,
NRCS-CPA-027	Certification of Highly Erodible Land Conservation Plan(s) and System(s)		65
Base and Yield Notice	Notice of Acreage Bases, Payment Yields and CRP Reduction	151	150, 151, 189, 191

Exhibit 1

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AOI	area of interest	Part 7
BP	business partner	Text
CC	counter-cyclical	Text
CRM BP	CRM Business Partner	22, 33, Ex. 26
CTAP	Cotton Transitional Assistance Program	3, 37, Ex. 26
FPMS	Farm Program Management System	Text, Ex. 26
FR	farm records	Part 7
FAV/WR	fruits and vegetables or wild rice	Text
FRS	Farm Records System	Text
FWP	Farmed Wetland Program	Part 7
HIP	historical irrigation percentage	Text
PCW	planted converted wetland	3, 34. 263
PLC	price loss coverage	Text
PLSS	public land survey systems	Part 7
TOC	table of contents	206, 209
WVD	wetland violation determination	Part 7

Redelegations of Authority

This table lists the redelegations of authority for this handbook.

Redelegations	Reference
DAFP has delegated authority to STC's to approve requests for selecting a new servicing County Office in cases where County Offices have closed and an operator and owners request a servicing County Office other than the 1 designated by FSA to be responsible for the administrative county. STC may redelegate this authority to SED.	53
DAFP has delegated its authority to STC's to approve requests for selecting a new servicing County Office in cases where County Offices have reduced hours of operation and/or reduced staffing. STC may redelegate this authority to SED	54
COC may redelegate to CED the authority to approve in and out transfers of land between counties	63, Ex. 10
COC may redelegate authority to CED to approve in and out transfers between States.	67
DAFP has delegated its authority to STC's to approve requests for selecting a new administrative County Office in cases where the transfer request is from one state to another. STC may redelegate this authority to SED.	67
COC may redelegate to CED the authority to approve or disapprove FSA-155's for reconstitutions.	150

Exhibit 2

Definitions of Terms Used in This Handbook

Acreage Report

Acreage Report is the annual report of acreage taken on a form FSA-578.

Administrative County Office

Administrative County Office is the County Office designated by FSA to:

- make determinations
- handle official records
- issue payments to producers.

Alert

An alert in CRM Farm Records an alert is a notification received in a user's worklist that an action needs to be taken or an update to a farm record has occurred.

ARCPLC Election

An ARCPLC Election was a decision made to elect either the Average Crop Revenue (ARC) County or Individual Program or Price Loss Coverage (PLC) Program by farm.

Assignment Blocks

Assignment Blocks are logical groups of data fields found within CRM Farm Records that contain different data that is applicable to the farm and the tracts and fields contained within the farm.

Attribute

An attribute is descriptive data attached to selected data that is either geospatial or tabular.

Examples:

- A type of geospatial attributes would be data associated with each CLU in the CLU dataset.

- Tabular attributes would be data associated at the farm, tract, or field level assignment blocks of a selected record.

Exhibit 2
Definitions of Terms Used in This Handbook (Continued)

Base Acres

[7 CFR 1412.3] <u>Base acres</u> means, with respect to a covered commodity on a farm, the number of acres in effect on September 30, 2013, as defined in the regulations in 7 CFR Part 1412, subpart B that were in effect on that date, subject to any reallocation, adjustment, or reduction. Unless specifically stated otherwise, the term "base acres" includes any generic base acres when P&CP to a covered commodity or are eligible subsequently planted crop acreage.

Business Partner

<u>Business Partner</u> is a customer, contact or employee. A customer can be an individual or organization.

CCC-505 CRP Reduction Acres

<u>CCC-505 CRP Reduction Acres</u> is a record of base acres reduced due to participation in CRP.

Child (Farm or Tract)

A farm or a tract is referenced as a <u>child farm or tract</u> when it is created as a result of a reconstitution.

CLU Layer

A <u>CLU</u> layer is a geospatial layer made up of CLU's (Common Land Units). A spatial representation of the fields', tracts', and farms' boundaries.

Common Land Unit (CLU)

A <u>CLU</u> or <u>Common Land Unit</u> is the smallest unit of land that has a permanent, contiguous boundary, common land cover and land management, common owner, and common producer association (subject to certain exceptions for native sod, CRP, HEL status, or county boundary). For the purpose of FSA farm records, the area within the lines drawn to represent the boundaries of the field, is referred to as a CLU.

Common Ownership Unit

A <u>common ownership unit</u> is a distinguishable part of a farm, consisting of 1 or more tracts of land with the same owners, as determined by FSA.

Conservation Contract Maintenance System (CCMS)

<u>CCMS</u> is the FSA application software that is used to complete CRP contract revisions, divisions, transfers, and terminations.

Exhibit 2

Definitions of Terms Used in This Handbook (Continued)

Contiguous

Contiguous is touching at a point or along a boundary. For the purposes of defining an FSA tract; an undelineated river or a road may split a tract and all CLU's will be assigned to the same tract.

Contiguous County

Contiguous county is a county that is touching at a point or along a boundary to another county.

Contiguous County Office

Contiguous County Office is a county that is touching at a point or along a boundary to another county where an FSA County Office currently exists.

CRM (Customer Relationship Management)

CRM, or Customer Relationship Management, refers to the system which houses master data for Farm Records, Business Partner, and Product Master. CRM is designed to offer solutions to improve management of important customer-focused issues and provide superior operational efficiencies.

CRM@FSA

CRM@FSA refers to a tab in the CRM Portal that offers access to the CRM homepage where Farm Records, Business Partner, and Product Master processes occur.

Crop Acreage Reporting System (CARS)

The Crop Acreage Reporting System (CARS) is the current web-based system that provides the capability to record and edit acreage reports.

Cropland

Cropland is land that COC determines meets any of the following conditions:

- currently being tilled to produce a crop for harvest

- not currently tilled, but has been tilled in a prior year and is suitable to be tilled for crop production

  Note: Land that is seeded by drilling broadcast or other no-till planting practices shall be considered tilled.

- currently devoted to 1 or 2-row shelterbelt planting, orchard, vineyard, or other related crops

Exhibit 2
Definitions of Terms Used in This Handbook (Continued)

Cropland (Continued)

- in terraces that, according to FSA records, were cropped in the past even though they are no longer capable of being cropped

- in sod waterways or filter strips planted to perennial cover

- under CRP-1, including alternative perennials, until CRP-1 expires or is terminated

  Note: See 2-CRP, paragraph 327 for alternative perennials.

- under GRP, when land was classified as cropland before being enrolled as GRP

- under WRP, when land was classified as cropland before being enrolled as WRP

- new land broken out if both of the following conditions are met:

  - land is planted to a crop to be carried through to harvest

  - tillage and cultural practices in planting and harvesting the crop must be consistent with normal practices in the area.

Land classified as cropland shall be removed from this classification upon a determination by COC that the land is:

- no longer used for an agricultural use

- no longer suitable for producing a crop

- subject to a restrictive or permanent easement that prohibits the planting of an annual crop

  Note: This does not include land under CRP-1, WRP, or land that is hayed and/or grazed.

- converted to ponds, tanks, or trees.

  Note: This does not include trees planted under CRP-1 or currently devoted to 1- to 2-row shelterbelt planting, orchard, or vineyard.

  Note: Violations of HELC or WC provisions do not affect cropland classification.

CTAP Transitional Yield

Cotton Transitional Assistance Program (CTAP) is the transitional program for cotton producers. The Cotton program was removed with the passing of the 2014 Farm Bill. The CTAP yield is the old cotton base program yield associated with the DCP Program.

Exhibit 2

Definitions of Terms Used in This Handbook (Continued)

Current Year

Current year is the present FY.

Customer

A customer is any individual or any type of organization that has business with USDA.

DCP

DCP references the Direct and Counter-Cyclical Program implemented with the 2002 and 2008 farm bills.

DCP Ag Related Activity Acres

DCP Ag Related Activity acres are acres that:

- the land met the definition of cropland at the time it was enrolled in PFC and the land is currently being used for an agricultural or related activity

- the land met the definition of cropland on or after April 4, 1996, and the land continues to be devoted to an agricultural or related activity.

Note: See 1-ARCPLC, Part 9, Section 1 for a list of agricultural uses.

DCP Cropland

DCP cropland is land for which 1 or more of the following apply:

- the land currently meets the definition of cropland

- the land met the definition of cropland at the time it was enrolled in PFC and the land is currently being used for an agricultural or related activity

- the land met the definition of cropland on or after April 4, 1996, and the land continues to be devoted to an agricultural or related activity.

DCP Cropland Method

The DCP cropland method is the division of bases in the same proportion that the DCP cropland for each resulting tract relates to the DCP cropland on the parent tract.

Note: Reconstitution software divides base acres according to the ratio of effective DCP cropland on each resulting tract when the DCP cropland method is selected.

Exhibit 2
Definitions of Terms Used in This Handbook (Continued)

Default Method

The default method is the division of bases for a parent farm with each tract maintaining the bases attributed to the tract level when the reconstitution is initiated in the system.

Delineation

Delineation means to trace or sketch an outline to indicate the position of a border or boundary.

Designation by Landowner Method

The designation by landowner method is the division of base acres in the manner agreed to by the parent farm owner and purchaser or transferee.

Double-Cropped Acreage

For the purpose of Farm Records, Double Cropped acreage refers to acres established according to 5-PA under a provisions of a previous Farm Bill.

Effective DCP Cropland

Effective DCP cropland is the amount calculated by subtracting from DCP cropland, cropland acres of the following:

- CRP
- GRP
- WBP
- WRP
- EWP
- State conservation
- Other conservation.

Estate Method

The estate method is the division of base acres for a parent farm among heirs in settling an estate.

Excess DCP Cropland

Excess DCP cropland is the result of subtracting the tract's base acres, CRP-1 acres, and outstanding WBP, WRP, GRP, State conservation, and other conservation acres from the tract's DCP cropland acres.

EWP Acreage

EWP acreage is land enrolled in EWP administered by NRCS according to 7 CFR Part 624. This land **cannot** be DCP cropland.

Exhibit 2

Definitions of Terms Used in This Handbook (Continued)

Farm

A <u>farm</u> is made up of tracts that have the same owner and the same operator.

Land with different owners may be combined if all the land is operated by 1 producer with all of the following elements in common and substantially separate from that of any other tracts:

- labor
- equipment
- accounting system
- management.

Note: Land on which other producers provide their own labor and equipment, but do not meet the definition of an operator, shall not be considered a separate farm.

The minimum size required for land to be considered a "farm" for FSA program purposes is $1/100^{th}$ of an acre. However, the land must be part of a farming operation, a business enterprise engaged in the production of agricultural products, commodities, or livestock, operated by a person, legal entity, or joint operation that is eligible to receive payments, directly or indirectly, under one or more USDA programs.

Farm Combination

A <u>farm combination</u> is the consolidation of 2 or more farms, having the same operator, into 1 farm.

Farm Division

A <u>farm division</u> is the dividing of a farm into 2 or more farms because of a change in ownership or operation.

Farm Hierarchy

The <u>farm hierarchy</u> includes all the levels associated with the farm in a hierarchical structure

Example: The farm, tract, and field.

Farm Level PLC Yield

<u>Farm Level PLC Yield</u> is a yield established when generic base acres are attributed to a crop (covered commodity) with an election of PLC that does not have base acres and the crop is planted on the farm. The yield is established in the first year of PLC participation in which it is planted.

Exhibit 2
Definitions of Terms Used in This Handbook (Continued)

Farm Records

Farm Records is the location for all land data including the farm, field, tract, and producers associated with specific farm. Current year farm records are referred to as CRM Farm Records. Prior year farm records are maintained on the Web Farm Records System. Web Farm Records are sometimes referred to as Farm Record System (FRS) or Farm Records Management System (FRMS).

Farmland

Farmland is the sum of all land delineated on the tract or farm and consists of the following:

- DCP cropland
- forest
- acreage planted to an eligible crop
- other land on the farm.

Field

Field or CLU is the smallest unit of land that has a:

- permanent, contiguous boundary
- common land cover and land management
- under one common owner
- common producer association.

Generic Base Acre

Generic base acres mean the number of base acres for upland cotton in effect as of September 30, 2013, subject to any adjustment or reduction under **[7 CFR Part 1412].** Generic base acres are always the same as upland cotton base acres. Generic base acres cannot be reallocated.

Geographic Information System (GIS)

GIS is a system that:

- stores, analyzes, and manipulates spatial or geographically referenced data
- computes distances and acres using stored data and calculations**.**

Geospatial

Geospatial is data that is associated with a particular location.

Exhibit 2

Definitions of Terms Used in This Handbook (Continued)

Global Positioning System (GPS)

GPS is a positioning system using satellites that continuously transmit coded information. The information transmitted from the satellites is interpreted by GPS receivers to precisely identify locations on Earth by measuring distance from the satellites.

Grassland Reserve Program (GRP) Acres

GRP acres are DCP cropland acres enrolled in GRP according to 16 U.S.C. 3838.

Group ID

Group ID is used during the reconstitution processes. It is a name assigned to a grouping of tracts (farm division) or CLU's (tract division) that depict a single resulting farm (farm division) or single resulting tract (tract division).

Historical Irrigation Percentage (HIP)

HIP means the percentage of the covered commodity that was irrigated (P&CP, including subsequent acres) divided by the total acreage of the covered commodity (P&CP, including subsequent acres) between years of 2009 and 2012 on the farm.

Hyperlinks

A hyperlink is an icon, graphic, or word in a file or on a webpage that, when clicked on, opens another file for viewing or takes the user to another location in the file.

IBase ID

A IBase ID is a system generated unique identifier for each farm that is prominently displayed in the CRM header in front of the admin state, county, and farm number information.

Land Cover

Land cover is the physical material at the surface of the earth. Land covers include grass, asphalt, trees, bare ground, water, etc. Following are the 2 primary methods for capturing information on land cover:

- field survey
- analysis of remotely sensed imagery.

Land Use

Land use is the human use of land. Land use involves the management and modification of natural environment or wilderness into built environment such as fields, pastures, and settlements. It has also been defined as "the arrangements, activities and inputs people undertake in a certain land cover type to produce, change or maintain it.

Exhibit 2

Definitions of Terms Used in This Handbook (Continued)

Marginal Pasture Land (MPL)

Marginal Pasture Land is non-cropland that enrolled in CRP. For Farm Records purposes MPL and CRP Grassland acres enrolled in CRP are maintained at the tract level as CRP MPL acres and displayed at the tract and farm levels.

MIDAS Portal

The MIDAS Portal is a single point of access to CRM@FSA and Universal Worklist services across the organization. The MIDAS Portal also contains hyperlinks to other FSA Applications and information.

Native Sod

Native Sod means land on which the plant cover is composed principally of native grasses, grass-like plants, or shrubs for grazing and browsing that has never been tilled, and the producer cannot substantiate that the ground has ever been tilled, for the production of an annual crop before February 7, 2014.

Navigation Bar

The Navigation Bar, located at the left-side of the screen, is the section on the MIDAS CRM Homepage designed to aide users in navigating through the system by providing useful hyperlinks and pathways to information and tools.

Nonagricultural, Commercial, or Industrial Use Land

Nonagricultural, commercial, or industrial use land is land that is no longer suitable for producing:

* annual or perennial crops, including conserving uses
* forestry products.

Noncropland

For farm record purposes noncropland is any field that does not meet the definition of cropland.

Operator

An operator is an individual, entity, or joint operation who is determined by COC as being in general control of the farming operations on the farm for the current year.

Other Conservation Acres

Other conservation acres are DCP cropland acres on the farm enrolled in a Federal conservation program other than CRP, WRP, EWP, WBP, and GRP for which payments are made in exchange for not producing an agricultural commodity on the acreage.

Exhibit 2
Definitions of Terms Used in This Handbook (Continued)

Other Producers (OT)

Other producers are producers who are:

- associated with a farm
- **not** owners or operators.

Note: Other producers may also be referred to as Other tenants.

Out-of-Balance Tract

An out-of-balance tract is a tract that has base acres in excess of the tract's effective DCP cropland acres plus double-cropped acres.

Owner

An owner is an individual or entity who has legal ownership of farmland, including individuals or entities that are any of the following:

- buying farmland under a contract for deed

- retaining a life estate in the property

- purchasing a farm in a foreclosure proceeding and both of the following apply:

  - the redemption period has not passed
  - the original owner has not redeemed the property

- a spouse in a community property State

- spouses owning property jointly.

Parent (Farm or Tract)

A parent farm or tract is a farm used in a reconstitution that is:

- divided, or
- combined with another parent farm or tract.

PLC Yield

The PLC yield is used for PLC program under ARCPLC. Prior to the 2014 Farm Bill, this was known as the CC Yield.

Exhibit 2
Definitions of Terms Used in This Handbook (Continued)

Point

A <u>point</u> is a geometric element defined by a pair of x,y coordinates.

Polygon

A <u>polygon</u> is a closed shape having multiple line segments connected to form a plane. Polygons are the GIS term for a CLU's boundary.

Process

A <u>process</u> is a systematic series of actions directed to some end.

Public Land Survey System (PLSS)

<u>Public Land Survey System (PLSS)</u> is the surveying method used historically over the largest fraction of the United States to survey and spatially identify land parcels by section, township, and range.

Range

<u>Range</u> (Rng, R): A measure of the distance east or west from a referenced principal meridian, in units of six miles. Applies to PLSS states.

Section

A <u>section</u> is one-square mile block of land. There are 36 sections in a survey township. Applies to PLSS States.

Servicing County Office

<u>Servicing County Office</u> means the service center location of the FSA County Office designated by FSA to administer FSA programs and loans for an administrative county or counties.

Example: Contiguous counties A and B are each servicing County Offices located in counties A and B, respectively, and are administrative counties. The servicing County Office in County B is closed. FSA designates servicing County Office A to serve as administrative county B as well as administrative county A.

Shapefile

A GIS <u>shapefile</u> is a file format used for storing geographic information data in GIS computer programs and databases, such as ArcGIS and ArcCatalog. A shapefile consists of multiple files including a .shp, .dbf, .prj, and .shx, all with the same file name. All these file extensions are needed to compose one shapefile.

Exhibit 2

Definitions of Terms Used in This Handbook (Continued)

Spatial Data

Spatial data is information about the location, shape, and relationships of map features, such as roads, fences, barns, feed lots, and other details contained on maps. Spatial data stores the geographic location of features, usually in a longitude and latitude numbering system, with attribute information describing what these features represent.

State Conservation Acres

State conservation acres are DCP cropland acres on the farm enrolled in a Federal conservation program administered by the State for which payments are made in exchange for not producing an agricultural commodity on the acreage.

Tabular Data

Tabular data is the numerical and text representation of data.

Township

A Township (Twp, T) is a measure of the distance north or south from a referenced baseline, in units of six miles or a synonym for survey township. A township is a square parcel of land of 36 square miles. Applies to PLSS States.

Tract

A tract is a unit of contiguous land that is both of the following:

- under 1 ownership
- operated as a farm or a part of a farm.

Tract Combination

A tract combination is the optional consolidation of 2 or more tracts because of common ownership unit and contiguous land.

Tract Division

A tract division is the dividing of a tract into 2 or more tracts because of a change in ownership or operation. A tract division does not always require a subsequent farm division.

Vertex

A vertex is a special kind of point that represents the corners or intersections of geometric shapes. An ordered group of vertices (plural) defines the shape of a line or polygon feature.

Void

A void is an area inside of a delineated GIS CLU that is not delineated as part of a farm.

Exhibit 2

Definitions of Terms Used in This Handbook (Continued)

WBP Acres

WBP acres are DCP cropland acres enrolled in WBP according to 7 CFR Part 752.

Workflow / Workflow Tasks

Workflow Tasks are internal messages/alerts/triggers initiated in the CRM system which require action. An item that requires verification or approval to complete a process.

Example: A workflow task is sent to the County Office approving official after a farm reconstitution has been submitted for approval.

Worklist

The worklist is an inbox in CRM that allows access to system generated Workflow tasks and alerts.

Wetland Reserve Program (WRP) Acres

WRP acres are DCP cropland acres enrolled in WRP administered by NRCS according to 16 U.S.C. 3837, et seq.

Wetland Violation Determination

A wetland violation determination (WVD), CRM acronym used during the reconstitution process for tract level wetland violations.

Yield Extension

The yield extension for a crop on a tract equals:

- the crop's original base acres multiplied times the original yield for the crop,

- and in cases where base acres are being moved from one tract to another using CCC-517 the yield extension includes the crop's base acres that are being moved multiplied times the yield for the crop on the tract where the base acres originally existed.

Exhibit 5
(Par. 21)

Farm Operator Change Notification

A   Example of Notification Letter About Farm Operator Change

This is an example of the letter notifying owners when farm operator changes.

Exhibit 5
(Par. 21)

Farm Operator Change Notification (Continued)

B   Example of Notification Letter About Controlling Operator Change

This is an example of the notification letter informing operators added as general control operators.

USDA
United States Department of Agriculture

Farm Production
and Conservation

Farm Service
Agency

Any County Office
FSA Office
P.O. Box XXX
Anytown, ST
Zip Code

Date

Full Name
Street Address
City, State Zip Code

Dear Mr. Xxxx:

This office has recently updated farm xxxx to show you as farm operator in general control of the farming operations on the farm.

The prior operator has been removed and you have been added. Enclosed with this letter is an FSA-156 indicating the update.

This office will be providing a copy of this notification of change of farm record to the prior and current operator and all farm owners. All producers who choose to participate in Farm Service Agency programs are responsible for updating their operating plan and all other applicable forms with FSA to reflect this change.

If you have any questions regarding this letter or if you believe this notification is incorrect, please do not hesitate to contact this office.

Sincerely,

Full Name
Title

USDA is an equal opportunity provider, employer, and lender.

Exhibit 5
(Par. 21)

Farm Operator Change Notification (Continued)

C   Example of Notification Letter About the Removal of Prior Operator

This is an example of the notification letter informing prior operators of their removal from the farming operation.

Exhibit 7
(Par. 35)

Manual Redistribution Worksheet for Out-of-Balance Tracts

County Offices shall use these instructions for completing the redistribution worksheet for out-of-balance tracts.

Item	Instruction
Header	Enter farm number and tract number or numbers for the farm.
1	Enter DCP cropland acres for each tract and total DCP cropland acres for the farm.
2	Enter CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acres for each tract and for the farm. This will include all CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acreage currently under contract.
3	Determine the effective DCP cropland acreage for each tract and the farm by subtracting item 2 from item 1.
4	Enter the double-cropped acres for each tract and total double-cropped acres for the farm.
5	Determine the effective DCP cropland plus double-cropped acres for each tract and the farm by adding item 4 to item 3.
6	Enter the base acres by crop for each tract on the farm.
7	Enter the total base acres for each tract and the farm.
8a, 8b, and 8c	Subtract the base acres for each tract in item 7 from the effective DCP cropland plus double-cropped acres for each tract in item 5. This will determine whether a tract is out of balance or has excess DCP cropland acres plus double-cropped acres. After subtracting item 7 from item 5, negative values shall be entered in item 8a for each tract and are considered out of balance. Positive values shall be entered in item 8b for each tract and represent values with excess DCP cropland plus double-cropped acres. Item 8c is the total of all amounts in item 8b.
9	For each tract with excess DCP cropland plus double-cropped acres in item 8b, determine the redistribution factor. Divide the excess DCP cropland plus double-cropped acres for each tract in item 8b by the total excess DCP cropland plus double-cropped acres in item 8c. Round to 4 decimal places.
10	Enter by tract and by crop the base acres in item 8a to be redistributed. Base acres shall be redistributed proportionately from each crop (including generic) according to the percentage of the total base acres on the tract that each crop represents or, if applicable, the owner(s) of the out-of-balance tract(s) may select the crop(s) to be redistributed.
11	Determine the acres of each crop to be redistributed to each tract with excess DCP cropland plus double-cropped acres (receiving tracts.) Calculate the base acres to redistribute to receiving tracts by multiplying each tract's redistribution factor in item 9 times each crop's acreage in items 10a through 10d.
12	Determine the resulting base acres for each crop and tract using either of the following: • subtract item 10 acreage from item 6 acreage • add item 11 acreage plus item 6 acreage.
	Employee shall initial and date the worksheet.

Exhibit 7
(Par. 35)

Manual Redistribution Worksheet for Out-of-Balance Tracts (Continued)

Farm:	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Farm Total
(1) **DCP Cropland Acres**									
(2) **CRP, WBP,** **WRP/EWP, GRP,** **St. Consrv., and** **Other Consrv. Acres**									
(3) **Effective DCP Cropland** (Item 1 - Item 2)									
(4) **Double-Cropped Acres**									
(5) **Effective DCP Cropland** **plus Double-Cropped** **Acres** (Item 3 + Item 4)									
(6) **Base Acres** Crop 1:_____ Crop 2:_____ Crop 3:_____ Crop 4:_____	In this section, list the base acres by crop for each tract on the farm.								
(7) **Total Base Acres** (sum of crops in item 6)									
(8) **Excess DCP Cropland** **plus Double-Cropped** **Acres** (Item 5 - Item 7)	Subtract the base acres for each tract from the effective DCP cropland plus double-cropped acres for each tract. Negative values shall be listed in 8a and represent out-of-balance tracts. Positive values shall be listed in 8b and represent tracts with excess DCP cropland acres plus double-cropped acres (receiving tracts).								
8a-Excess Base Acres Out of balance Tracts									
8b-Excess DCP Cropland plus double-cropped acres Receiving Tracts									**8c - Total:**
(9) **Redistribution Factor** **for Receiving Tracts** (Item 8b / 8c) round dec. to 4 places									**1.0000**

Exhibit 7
(Par. 35)

Manual Redistribution Worksheet for Out-of-Balance Tracts (Continued)

Farm:	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Farm Total
(10) **Acres to Redistribute From Out-of-Balance Tracts**	List the acres of each crop or crops to be redistributed to the tracts with excess DCP cropland plus double-cropped acres. The only tracts that will have data in this section are those with values in item 8a. Base acres (including Generic) shall be reduced proportionately from each crop according to the percentage of the total base acres on the tract that each crop represents or, if applicable, the owner(s) of the out-of-balance tract(s) may select the crop(s) to be redistributed.								
Crop 1:_____									**(10a) Total:**
Crop 2:_____									**(10b) Total:**
Crop 3:_____									**(10c) Total:**
Crop 4:_____									**(10d) Total:**
Tract Totals Note: Should equal 8a for the tract									
(11) **Acres to Redistribute to Receiving Tract(s)**	This section will determine the acres of each crop that will be redistributed to each tract with excess DCP cropland plus double-cropped acres. The only tracts that will have data in this section are those with values in item 8b.								
Item 9 x Item 10a-10d Crop 1:_____ Item 9 x item 10a									
Crop 2:_____ Item 9 x Item 10b									
Crop 3:_____ Item 9 x Item 10c									
Crop 4:_____ Item 9 x Item 10d									

Exhibit 7
(Par. 35)

Manual Redistribution Worksheet for Out-of-Balance Tracts (Continued)

Farm:	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Tract	Farm Total
(12) **Tract Base Acres After Redistribution** Crop 1:_____	Determine the resulting base acres for each crop and tract by subtracting item 10 from item 6 or by adding Item 11 to item 6.								
Crop 2:_____									
Crop 3:_____									
Crop 4:_____									
Total Tract Base Acres									**Total**

Employee initials: _____ Date: _____

Exhibit 8
(Par. 35)

Semi-Automated Redistribution Spreadsheet for Out-of-Balance Tracts

A Introduction

The spreadsheet shall **not** be completed for farms with any of the following conditions.

- Farm level CRP acres are **not** equal to tract level CRP acres. This situation will cause incorrect redistribution factors.

- Base acres are in excess of the effective DCP cropland plus double-cropped acres on the farm. The base acres must be reduced to get the farm in-balance according to 1-DCP.

- Tracts with double-cropped acres exceeding the effective DCP cropland acres.

County Offices shall use the instructions in subparagraphs B and C to complete the semi-automated redistribution spreadsheet for out-of-balance tracts.

B Instructions

Following are instructions for completing the semi-automated redistribution spreadsheet.

Item	Instructions
Header	Enter the farm number and tract number(s).
1	Enter the DCP cropland for each tract.
2	If applicable, enter the CRP, WBP, WRP/EWP, GRP, State conservation, and other conservation acres for each tract.
3	
4	If applicable, enter the double-cropped acres for each tract.
5	
6	Enter the base acres by crop for each tract.
7	
8a	
8b	
9	
10	Enter the acres of each crop to be redistributed to the tracts with excess DCP cropland. The only tracts that will have data in this section are those with values in item 8a. Base acres (including Generic) shall be redistributed proportionately from each crop according to the percentage of the total base acres on the tract that each crop represents or, if applicable, the owners of the out-of-balance tracts may select the crops to be redistributed.
11	
12	

Note: This spreadsheet is only a tool. Some results may need to be adjusted because of rounding.

Exhibit 8
(Par. 35)

Semi-Automated Redistribution Spreadsheet for Out-of-Balance Tracts (Continued)

C Final Action

After completing subparagraph B, County Offices shall:

- print the semi-automated redistribution spreadsheet

- initial and date the spreadsheet

- if applicable, have the owners complete CCC-517 according to paragraph 36.5showing the new tract level base acres that were determined by the spreadsheet in item 12

 Note: CCC-517 shall be completed only if the requirements in subparagraph 35 B were met **and** the owners are requesting the redistribution.

- enter the new tract level base acres from item 12 on the spreadsheet into farm maintenance according to Part 7, Subsection 2.2.

  Note: Some results may need to be adjusted because of rounding.

- file the spreadsheet in the farm folder.

Exhibit 9
(Par. 53)

Example of Letter to Producers About Closed County Offices

This is an example of the letter to producers about closed County Offices.

Dear Producer:

The FSA County Office in (county name) County will be officially closed as of_____ (month, day, year). This will result in your farm records in _____county and _____servicing County Office being transferred to the _____servicing County Office. The _____ County FSA Office is located at _____ (address) in _____(town) and the phone number is _____(phone). The administrative county will remain the same as it has been.

Operators on farms that are transferred to a servicing County Office because of closure may request a different servicing County Office, which may necessitate a change in administrative county. You may select one of the following servicing County Offices contiguous to _____(closing county name) County as an alternative:

(List the alternative County Offices and addresses)

If you have a direct or guaranteed loan with FSA, please contact your loan officer to discuss where you would like to have your loan file located and serviced.

NRCS client files will remain with the NRCS field staff servicing those files.

You may also select a servicing County Office that is not contiguous to _____(closing county name) if that servicing County Office is more convenient for you. This may necessitate a change in administrative county. You may select one of the following servicing County Offices as an alternative:

(List the alternative County Offices and addresses)

Your selection will apply for all programs for the next crop year and subsequent crop years.

Please contact the _____County FSA Office within 30 calendar days of this letter to request the servicing County Office that will be more convenient for you. Your request is subject to State committee approval. If we do not hear from you within 30 calendar days of this letter, your farm records will continue to be serviced from the (county) County Office. The more convenient option is a one-time choice for producers.

Sincerely,

_____, CED

..

Exhibit 10
(Par. 62)

FSA-179, Transfer of Farm Records Between Counties

A Preparing FSA-179

Prepare FSA-179 according to the following instructions.

Item Number	Instructions
Part A – Request for Transfer	
1	Enter name and address of operator for the current year.
2	Enter name and address of owner for the current year.
3	Indicate who initiated the transfer request.
4A and 4B	Enter name of county and State to which transfer is requested.
5	Indicate the reason for transfer. If "DAFP Approval" is selected as the reason for transfer, specify the reason that the transfer is being submitted to DAFP for approval.
6	Have all owners and the operator sign and date. **Note:** If transfer was initiated by COC, no signature is required. ENTER "COC initiated" for operator signature.
Part B – Action by Transferring County	
7	Indicate the name of the transferring county.
8	Indicate the farm number of the farm being transferred. Also include the IBase number of the farm being transferred. The IBase number of the farm will remain the same in the receiving county as it was in the transferring county and provides a method to search for the newly created farm without knowing the new system-assigned farm number.
9	Enter legal description, location, or other description necessary to positively identify the tract or farm to be transferred. If transfer is initiated in receiving county, location shall be entered by receiving county and corrected where necessary by transferring county. In case of proposed combination, also enter any pertinent factors about operation of a single farming unit.
10	List all forms and documents being transferred. See paragraph 66.
11A and 11B	Indicate whether transferring COC recommends approval or disapproval. If disapproval, enter reason
12A and 12B	A member of the transferring COC shall sign and date. **Note:** COC may redelegate to CED the authority to approve in and out transfers of land between counties.
Part C – Action by Receiving County	
13A and 13B	Indicate whether receiving COC recommends approval or disapproval. If disapproval, enter reason.
14	Enter the receiving county farm number assigned to the transferred farm.
15	Enter the crop year for which the transfer is effective.
16A and 16B	A member of the receiving COC shall sign and date. **Note:** COC may redelegate to CED the authority to approve in and out transfers of land between counties.

Exhibit 10
(Par. 62)

FSA-179, Transfer of Farm Records Between Counties (Continued)

   A   Preparing FSA-179 (Continued)

Item Number	Instructions
Part D – Action by Representative of State Committee	
17A and 17B	Use for transfers between States. Indicate whether transferring STC recommends approval or disapproval. If disapproval, enter reason.
17C and 17D	A member of the transferring STC shall sign and date. **Note:** STC may redelegate to SED the authority to approve in and out transfers of land between counties.
18A and 18B	Use for transfers between States. Indicate whether receiving STC recommends approval or disapproval. If disapproval, enter reason.
18C and 18D	A member of the receiving STC shall sign and date. **Note:** STC may redelegate to SED the authority to approve in and out transfers of land between counties.
Part E – Action by Representative of DAFP	
19A, 19B, 19C, and 19D	For use by a DAFP representative only.

Exhibit 10
(Par. 62)

FSA-179, Transfer of Farm Records Between Counties (Continued)

B Example of FSA-179

Following is an example of FSA-179.

Exhibit 10
(Par. 62)

FSA-179, Transfer of Farm Records Between Counties (Continued)

B   Example of FSA-179 (Continued)

FSA-179 (08-03-16)   Page 2

NOTE:	The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 718 and Farm Security and Rural Investment Act of 2002 (Pub L. 107-171). The information will be used to determine eligibility for farm owners/operators to elect to transfer farm records between FSA county offices. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for farm owners/operators to elect to transfer farm records between FSA county offices.
	According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0253. The time required to complete this information collection is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Exhibit 11
(Par. 66, 67)

Data Elements on FSA-156EZ

A FSA-156EZ Data Elements Farm Land Data Section - Page 1:

The following lists the data elements on FSA-156EZ at the farm level.

Farm Land Data
Crop Year.
Date Prepared.
State and County.
Farm Number.
Operator Name.
Farms Associated with Operator.
CRP Contract Number(s).
Farmland.
Cropland.
DCP Cropland.
WBP.
WRP.
CRP.
GRP.
Sugarcane.
Farm Status.
Number of Tracts.
State Conservation.
Other Conservation.
Effective DCP Cropland.
Double Cropped.
MPL.
FAV/WR History.
Acre Election.
EWP.
DCP Ag Related Activity.
Total(s) for Base Acres and Reduction Acres.
Crop Election Choice
ARC Individual.
ARC County.
Price Loss Coverage.
DCP Crop Data
Crop Name.
Base Acres.
CCC-505 CRP Reduction.
CTAP Yield.
PLC Yield.
HIP.
Notes
Manual entry after printing.

Exhibit 11
(Par. 66, 67)

Data Elements on FSA-156EZ (Continued)

A FSA-156EZ Data Elements Farm Land Data Section - Page 1: (Continued)

Example of FSA-156EZ Farm Land Data Section - Page 1

STATE		USDA	United States Department of Agriculture		FARM : 5062
COUNTY			Farm Service Agency		Prepared : Oct 20, 2015
Form: FSA-156EZ					Crop Year : 2016
See Page 2 for non-discriminatory Statements.			**Abbreviated 156 Farm Record**		

Operator Name   : ANY PRODUCER
Farms Associated with Operator : 99-999-5062, 99-999-9999
CRP Contract Number(s)   : 99999A

Farm Land Data

Farmland	Cropland	DCP Cropland	WBP	WRP	CRP	GRP	Sugarcane	Farm Status	Number Of Tracts
22.37	9.80	9.80	0.00	0.00	4.54	0.00	0.00	Active	1

State Conservation	Other Conservation	Effective DCP Cropland	Double Cropped	MPL	FAV/WR History	Acre Election	EWP	DCP Ag. Related Activity	
0.00	0.00	5.26	0.00	0.00	No	No	0.00	0.00	

Crop Election Choice

ARC Individual	ARC County	Price Loss Coverage
None	CORN, SOYBN	None

DCP Crop Data

Crop Name	Base Acres	CCC-505 CRP Reduction Acres	CTAP Yield	PLC Yield	HIP
Corn	5.26	1.26	0	127	
Soybeans	0.00	3.28	0	0	
TOTAL	5.26	4.54			

NOTES

Exhibit 11
(Par. 66, 67)

Data Elements on FSA-156EZ (Continued)

B FSA-156EZ Data Elements Tract Land Data Section - Page 2

The following lists the data elements on FSA-156EZ at the tract level:

Tract Land Data
Tract Number.
Description.
FAV/WR History.
BIA Unit Range Number.
HEL Status.
Wetland Status.
Wetland Violations.
Owners.
Other Producers.
Farmland.
Cropland.
DCP Cropland.
WBP.
WRP.
CRP.
GRP.
Sugarcane.
State Conservation.
Other Conservation.
Effective DCP Cropland.
Double Cropped.
MPL.
EWP.
DCP Ag. Related Activity.
Total(s) for Base Acres and Reduction Acres.
DCP Crop Data
Crop Name.
Base Acres.
CCC-505 CRP Reduction.
CTAP Yield.
PLC Yield.
Notes
Manual entry after printing.
Page Number – printed as page X of X.

Exhibit 11
(Par. 66, 67)

Data Elements on FSA-156EZ (Continued)

    B FSA-156EZ Data Elements Tract Land Data Section - Page 2 (Continued)

      Example of FSA-156EZ Tract Land Data Section - Page 2

Tract Number	:	9999						

Description	:	B12/1A S1 T18N R9W		FAV/WR History : No
BIA Unit Range Number	:			
HEL Status	:	HEL field on tract.Conservation system being actively applied		
Wetland Status	:	Tract does not contain a wetland		
WL Violations	:	None		
Owners	:	ANY PRODUCER 1, ANY PRODUCER 2		
Other Producers	:	None		

Tract Land Data

Farm Land	Cropland	DCP Cropland	WBP	WRP	CRP	GRP	Sugarcane
22.37	9.80	9.80	0.00	0.00	4.54	0.00	0.00

State Conservation	Other Conservation	Effective DCP Cropland	Double Cropped	MPL	EWP	DCP Ag. Related Activity
0.00	0.00	5.26	0.00	0.00	0.00	0.00

DCP Crop Data

Crop Name	Base Acres	CCC-505 CRP Reduction Acres	CTAP Yield	PLC Yield
Corn	5.26	1.26	0	127
Soybeans	0.00	3.28	0	0
TOTAL	5.26	4.54		

NOTES

Page: 1 of 2

Exhibit 13
(Par. 150)

Reconstitution Checklist

Farm(s)/Tract(s) _____   County___ _____

Step	Pre-Reconstitution Action	Initial & Date		
		Yes	No	NA

1	Has FSA-155 been completed properly and all required signatures obtained? Method of Division (circle the method used)
	
	    Estate DCP Cropland (Tract Division only)*
	    Landowner Default (Farm Division only)
	
	    *Manually calculate bases prior to recon if necessary.			

2	Check CARS for current year acreage report(s).
	
	• If any, make a copy for use when re-entering the data for new farm or tract number.
	
	    • After the tract level reconstitution is finished.
	    • After the farm level reconstitution is approved.			

3	Check for current ARCPLC Program contract(s). • Tract Level reconstitutions – verify if 1-ARCPLC Part. 2 conditions are met and contract(s) information will need to be re-entered. • Farm Level reconstitutions – System will cancel the current contract at the time the reconstitution is approved and the child farm(s) contracts will need to be processed.			
4	For tract division reconstitutions - Has all GIS work been completed first? Field splits, etc. Complete in the GIS Data assignment block with the GIS Editing tools.			
5	Ensure all applicable producers on the child farms and/or tracts are loaded and are associated with the county in CRM Business Partner/ Farm Records.			
6	Ensure Farm Records information is correct for all tracts: • owners and OT's • Correct any out of balance tract conditions.			
7	Print parent FSA-156EZ for file copy, and save .pdf file for step 9.			
Step	Reconstitution Action	Yes	No	NA
8	Complete Reconstitution in CRM Farm Records. • Change Operator on child farm(s), if necessary • Add any additional producers to the applicable tract as the reconstitution is completed in the reconstitution wizard.			
9	Electronically attach parent FSA-156EZ file (from step 7) to the child farm. (recommended).			
10	Verify the FSA-155 contains correct resulting information.			
11	Has COC/CED signed FSA-155?			
11a	For Farm Division reconstitutions, manually recalculate yields if the COC determined adjustments are necessary.			

Exhibit 13
(Par. 150)

Reconstitution Checklist (Continued)

Step	Reconstitution Action	Yes	No	NA
12	Has CED/substitute executed the reconstitution decision in the CRM worklist based on the FSA-155?			
13	Has CED received email containing reconstitution results (FSA-476DCP & FSA-156EZ) and forwarded to Program Technician for producer notification?			
Step	**Post-Reconstitution Approval Action**	**Yes**	**No**	**NA**
14	Insert farm and/or tract description in CRM Farm Records.			
15	Print a copy of the resulting FSA-156EZ and FSA-476.			
16	Has the new map been created and printed?			
17	Have the FSA-476, FSA-156EZ, letter and maps been mailed to resulting owners and operators as applicable?			
18	File all reconstitution documentation in recon folder. (FSA-155, Parent/child FSA-156EZ, deed/survey, FSA-476, letters, etc.)			
19	Inactivate parent farm files: • mark parent farm folder inactive (Inactive 20xx Recon) • mark parent farm program folder inactive			
20	Is there CRP on the resulting farm/tract? • If yes, give copy of FSA-156EZ to CRP PT for contract revision. • Update field level CRP Data in CRM Farm Records with the revised CRP contract data. • Verify that tract level CRP Cropland, MPL Acres, and CCC-505 CRP Reduction acres are loaded correctly for the child farm/tract. **Note:** Update the field level CRP data after the revision is completed in CCMS.			
21	Notify NRCS of tract/field divisions. • Bring NRCS HELC/WC records forward to the new tract HELC/WC file. • If field boundary(s) change, has a new determination been requested?			
22	Reload applicable acreage report(s).			

File this document with the reconstitution documentation.

Exhibit 20
(Part 7)

Accessing CRM Work Instructions and Simulations

A Overview

CRM Farm Records work instructions have been created to provide users with step by step instructions on completing tasks and functions in the CRM application. All work instructions can be found by clicking MIDAS Training Documents under the Bulletin Board on the MIDAS Portal page.

Exhibit 20
(Part 7)

Accessing CRM Work Instructions and Simulations (Continued)

B Farm Records Work Instructions and Links

The following Farm Records and GIS Editing work instructions have been created. Users can access either the written step by step work instructions or participate in a simulation to walk through the steps.

Work Instruction	Link to Written Work Instructions
Allocate CRP Acreage	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_31_Allocate_CRP_Acre_Wrkflw.pdf
Base Reduction for New CRP_Tract Level	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_129_Base_Reduction.pdf
CCC-505_Base Reduction	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_CCC505_Base_Reduction.pdf
Create Farm Record	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_37_Create_Farm.pdf
CRP – Updating CRP Cropland	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_CRP_Updating_CRP_Cropland.pdf
Delineate CLU	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_38_Delineate_New_CLU.pdf
Edit Tract	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_26_Edit_Tract.pdf
Farm Combination	https://mprdep.fmmi.usda.gov/irj/go/km/docs/documents/MIDAS/Bulletin%20Board/MIDAS%20Training%20Documents/Farm%20Records/Work%20Instructions/Farm%20Combination.pdf
Farm Division –CRM	https://mprdep.fmmi.usda.gov/irj/go/km/docs/documents/MIDAS/Bulletin%20Board/MIDAS%20Training%20Documents/Farm%20Records/Work%20Instructions/Farm%20Division%20-%20CRM.pdf
Farm Division – GIS	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_36_Execute_Farm_Div.pdf
Farm Hierarchy	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_30_Display_Farm_Hierarchy.pdf
Inactivate a Farm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/101_Inactivate_a_Farm.pdf
PLSS Search	https://mprdep.fmmi.usda.gov/irj/go/km/docs/documents/MIDAS/Bulletin%20Board/MIDAS%20Training%20Documents/Farm%20Records/Work%20Instructions/PLSS%20Search.pdf
Search for Farm Records	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_33_Search_Farm_Rec.pdf
Substitutions – CRM	https://www.fsa.usda.gov/Internet/FSA_MIDAS/127_FN_Create_Mng_Sub_Rules_CRM.pdf
Substitutions – UWL	https://www.fsa.usda.gov/Internet/FSA_MIDAS/126_FN_Create_Sub_Rules_Portal_UWL.pdf
Tract Combination	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_29_Tract_Combo.pdf
Tract Division	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_35_Execute_Tract_Div.pdf
Transfer Farm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_28_Execute_Farm_Transfer.pdf
Worklist_Farm_Transfer	https://www.fsa.usda.gov/Internet/FSA_MIDAS/WI_Worklist_Farm_Transfer.pdf

Exhibit 20
(Part 7)

Accessing CRM Work Instructions and Simulations (Continued)

C   Farm Records Work Instruction Simulations and Links

Work Instruction	Link to Simulation Work Instructions
Allocate CRP Acreage	https://www.fsa.usda.gov/Internet/FSA_MIDAS/31_Alloc_CRP_Wfl/Alloc_CRP_Wfl/sim/html/index.htm
Base Reduction for New CRP_Tract Level	https://www.fsa.usda.gov/Internet/FSA_MIDAS/129_Base_Reduction/Base_Reduction/index.htm
CCC-505_Base Reduction	https://www.fsa.usda.gov/Internet/FSA_MIDAS/131_CCC505_Base_Reduc/CCC505_Base_Rdtn/index.htm
Create Farm Record	https://www.fsa.usda.gov/Internet/FSA_MIDAS/37_Create_Farmt/Create_Farm/sim/html/index.htm
CRP - Updating CRP Cropland	https://www.fsa.usda.gov/Internet/FSA_MIDAS/130_CRP_Update_CRP/CRP_Update_CRP/html/index.htm
Delineate CLU	https://www.fsa.usda.gov/Internet/FSA_MIDAS/38_Delin_New_CLU/Delin_New_CLU/sim/html/index.htm
Edit Tract	https://www.fsa.usda.gov/Internet/FSA_MIDAS/26_Edit_Tract/26_Edit_Tract/sim/html/index.htm
Farm Combination	https://www.fsa.usda.gov/Internet/FSA_MIDAS/27_Ex_Farm_Combo/27_Ex_Farm_Combo/html/index.htm
Farm Division – CRM	https://www.fsa.usda.gov/Internet/FSA_MIDAS/128_FR_Farm_Div_CRM/FR_Farm_Div_CRM/html/index.htm
Farm Division – GIS	https://www.fsa.usda.gov/Internet/FSA_MIDAS/36_Div_Farm/Div_Farm/html/index.htm
Farm Hierarchy	https://www.fsa.usda.gov/Internet/FSA_MIDAS/30_Farm_Hierarch/30_Farm_Hierarch/sim/html/index.htm
Inactivate a Farm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/101_Inactivate_a_Farm/Inactive_Farm/html/index.htm
PLSS Search	https://www.fsa.usda.gov/Internet/FSA_MIDAS/125_FR_PLSS_Search/FR_PLSS_Search/html/index.htm
Search for Farm Records	https://www.fsa.usda.gov/Internet/FSA_MIDAS/33_Srch_for_FarmRec/Srch_FarmRec/sim/html/index.htm
Substitutions – CRM	https://www.fsa.usda.gov/Internet/FSA_MIDAS/127_FN_Crt_Sub_Rules_CRM/FN_Crt_Rule_CRM/index.htm
Substitutions – UWL	https://www.fsa.usda.gov/Internet/FSA_MIDAS/126_FN_Crt_Sub_Rule_Port_UWL/FN_Crt_Sub_Rule/index.htm
Tract Combination	https://www.fsa.usda.gov/Internet/FSA_MIDAS/29_Ex_Tract_Combo/Ex_Tract_Combo/html/index.htm
Tract Division	https://www.fsa.usda.gov/Internet/FSA_MIDAS/35_Divide_Tract/Divide_Tract/sim/html/index.htm
Transfer Farm	https://www.fsa.usda.gov/Internet/FSA_MIDAS/28_Xfr_Farm/28_Xfr_Farm/sim/html/index.htm
Worklist Farm Level Transfer	https://www.fsa.usda.gov/Internet/FSA_MIDAS/50_Wrklst_Frm_Xfr/Wrklst_Frm_Xfr/sim/html/index.htm

Exhibit 20
(Part 7)

Accessing CRM Work Instructions and Simulations (Continued)

D   GIS Work Instructions and Links

Work Instruction	Link to Written Work Instructions
Add a New Shapefile	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/40_Add_shapefile.pdf**
Display GIS Assignment Block	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/39_Display_GIS_Assign _Block.pdf**
Display the GIS Standard Toolbar	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/41_Display_GIS_St_Too lbar.pdf**
Edit a CLU Boundary with Vertex Editor	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/42_Edit_CLU_Bound_V ertex_Ed.pdf**
Edit Shared Boundary with Snap Feature	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/58_GIS_Edit_Shared_C LU_Bound_w_Snap_Feature.pdf**
Merge CLU	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/34_Merge_CLU.pdf**
Orphan and Merge	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/46_Orphan_Merge.pdf**
Perform Circle Inclusion	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/44_Perform_Circle_Incl .pdf**
Perform Polygon Inclusion	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/43_Perform_Polygon_In clusion.pdf**
Select Multiple CLUs and Edit Attributes	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/45_Select_Mult_CLUs_ Edit_Attrib.pdf**
Split CLU	**https://www.fsa.usda.gov/Internet/FSA_MIDAS/32_Split_CLU.pdf**

Exhibit 20
(Part 7)

Accessing CRM Work Instructions and Simulations (Continued)

E GIS Work Instructions Simulations and Links

Work Instruction	Link to Simulation Work Instructions
Add a New Shapefile	https://www.fsa.usda.gov/Internet/FSA_MIDAS/40_Add_shapefile/Add_shape/sim/html/index.htm
Display GIS Assignment Block	https://www.fsa.usda.gov/Internet/FSA_MIDAS/39_Dsp_GIS_Block/Dsp_GIS_Blk/sim/html/index.htm
Display the GIS Standard Toolbar	https://www.fsa.usda.gov/Internet/FSA_MIDAS/41_Disp_GIS_Std_Tool/GIS_Std_Tool/sim/html/index.htm
Edit a CLU Boundary with Vertex Editor	https://www.fsa.usda.gov/Internet/FSA_MIDAS/42_Edit_CLU_Bound_Vertex_Ed.pdf
Edit Shared Boundary with Snap Feature	https://www.fsa.usda.gov/Internet/FSA_MIDAS/58_GIS_Edit_CLU_Feat/Edit_CLU_Bnd/html/index.htm
Merge CLU	https://www.fsa.usda.gov/Internet/FSA_MIDAS/34_Merge_CLU/Merge_CLU/sim/html/index.htm
Orphan and Merge	https://www.fsa.usda.gov/Internet/FSA_MIDAS/46_Orph_Merge/Orph_Merge/sim/html/index.htm
Perform Circle Inclusion	https://www.fsa.usda.gov/Internet/FSA_MIDAS/44_Perf_Crl_Inc/Prf_Crl_Incl/sim/html/index.htm
Perform Polygon Inclusion	https://www.fsa.usda.gov/Internet/FSA_MIDAS/43_Perf_Plygn_Incl/Prf_Plygn_Inc/sim/html/index.htm
Select Multiple CLUs and Edit Attributes	https://www.fsa.usda.gov/Internet/FSA_MIDAS/45_Sel_Mltpl_CLUs/Sel_Mltpl_CLUs/sim/html/index.htm
Split CLU	https://www.fsa.usda.gov/Internet/FSA_MIDAS/32_Split_CLU/Split_CLU/sim/html/index.htm

Exhibit 21
(Par. 188)

Personalizing the Farm Hierarchy Assignment Block to Scroll Tracts
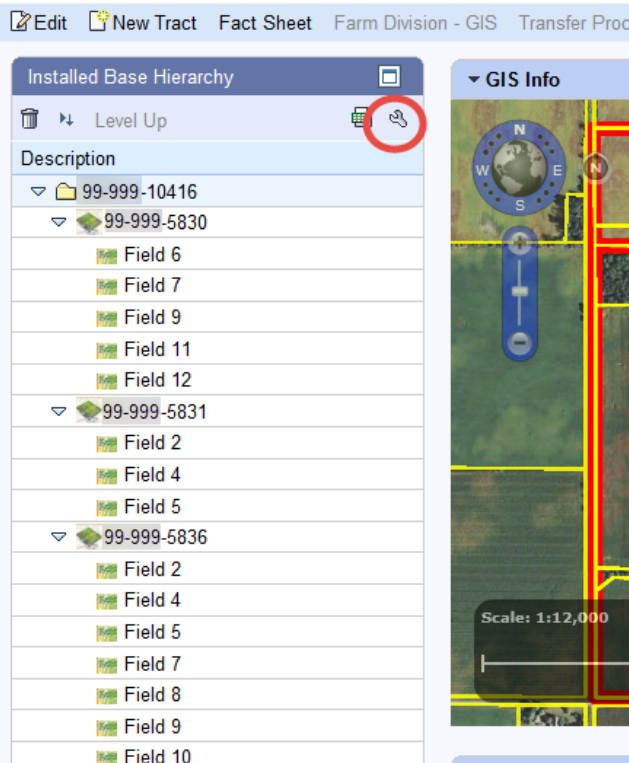
A Overview

The Hierarchy assignment block can be personalized to increase the personal satisfaction of the CRM experience.

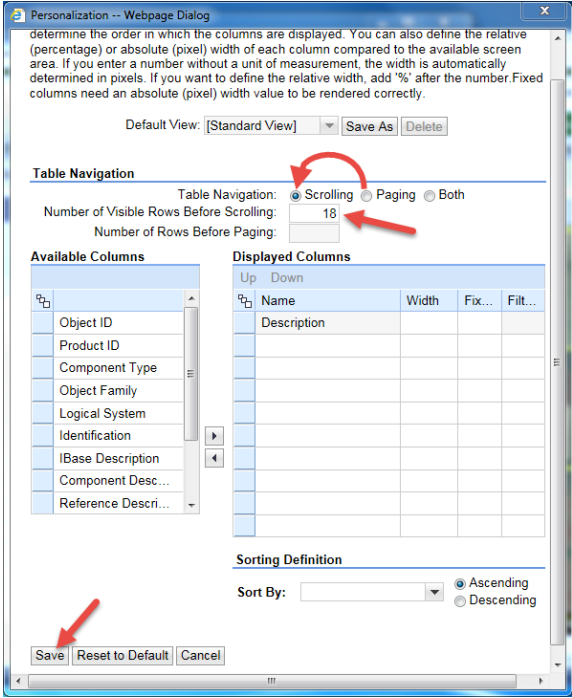### B Action to Personalize the Farm Hierarchy Assignment Block to Scroll

For farms with many tracts and fields that default to a second page or more it may be more useful to personalize the Hierarchy assignment block to add a scroll bar.

The following table provides the instructions to add a scroll to the hierarchy.

Step	Action
1	On the Installed Base Hierarchy assignment block, locate and CLICK the "**Personalize**" tool.

Exhibit 21
(Par. 188)

Personalizing the Farm Hierarchy Assignment Block to Scroll Tracts (Continued)

B   Action to Personalize the Farm Hierarchy Assignment Block to Scroll (Continued)

Step	Action
2	On the "Personalize" window, change the "Table Navigation" to "**Scrolling**". Choose a "**Number of Visible Rows Before Scrolling**". The height of the GIS Info assignment block is approximately 18 rows high. 18 rows is the suggested setting, but users can adjust to meet their needs. CLICK "**Save**".

Exhibit 21
(Par. 188)

Personalizing the Farm Hierarchy Assignment Block to Scroll Tracts (Continued)

B   Action to Personalize the Farm Hierarchy Assignment Block to Scroll (Continued)

Step	Action
3	A scroll bar will appear on the right side of the "Installed Base Hierarchy" assignment block. The scroll bar is only visible if the hierarchy has more rows expanded than the number chosen in step 2.
4	If the user needs to modify this personalization or reset to default, return to the "Personalize" window.

Exhibit 22
(Par. 193, 219, 264)

Replication Error Message Resolution

A Overview

When a farm record is edited in CRM Farm Records, a replication message is sent to FPMS. If an invalid condition exists within CRM Farm Records, the replication will fail and users are provided the replication error message. If a replication error message exists, the CRM Farm Record and the FPMS Farm Record are out-of-sync.

B Error Message Resolution List

Farm Level:

The following table provides replication error messages associated with farm level errors and the associated resolution.

Error	Resolution
Error.farmrecords.farm. ccid.notLinked	The farm operator is not linked to the farm's administrative county. Add a link to the administrative county in CRM BP.
Error.farmrecords.farm.crop.hip. baseAcres.greaterThanZero	A non-generic crop with zero base acres on a farm without generic base acres cannot have a HIP value. Click "Edit" and "Save" to remove the invalid HIP entry.
Error.farmrecords.farm.crop.election. missingOrInvalid	Initiate edit session and enter missing ARCPLC election(s).
Error.farmrecords.farm.crop.election. nonGenericCrop.missing	Initiate an edit session and enter missing ARCPLC election(s).
Error.farmrecords.farm.producer. status.invalid	Farm operator has a status of something other than active. Remove/replace the producer identified in the error message or edit the business partner as necessary in BP to resolve the error.
Error.farmrecords.farm. sodAcres.mismatch	There is an incorrect validation in the software that requires Native Sod acres to be less than the Cropland acres for the tract. If the field has not yet been planted and is therefore correctly identified as non-cropland. Temporarily change the 3-CM indicator to indicate that it is cropland to allow replication of edits to occur. Mark the folder so that the 3-CM indictor can be returned to "no" after software is corrected.

Exhibit 22
(Par. 193, 219, 264)

Replication Error Message Resolution (Continued)

B   Error Message Resolution List (Continued)

HEL:

The following table provides the possible error message and the resolution that could occur for the entered HEL Determinations.

Error	Resolution
Error.farmrecords.helExceptionCode. mismatchhighestpriorityhelcode Resolution	Farm contains a tract with a determination that "conservation system is not being actively applied'. Owner of that tract is also the farm operator and the HEL Exception for the producer is inconsistent between the tract and farm level. Enter the correct HEL Exception code for that producer consistently between farm and tract level. If multiple violations exist on multiple tracts and the operator is not an owner on all tracts the highest priority tract violation should be entered at the farm level. **Note**: If the producer owns all tracts of the farm the correct value must be entered at the tract level and the farm level (operator) will be updated with a consistent value automatically.

Exhibit 22
(Par. 193, 219, 264)

Replication Error Message Resolution (Continued)

B   Error Message Resolution List (Continued)

Tract:

The following table provides the potential errors and associated resolution for issues occurring within the tract level data.

Error	Resolution
Error.farmrecords.tract. ccid.notLinked	A tract (or tracts) on the farm contains a producer that is not linked to the county. CLICK "**Edit**" to identify the producer causing the issue. Use Business Partner to establish a link for the producer to the farm's administrative county.
Error.farmrecords.tract. Crop. contract.multipleTracts	A specific CCC-505 CRP Reduction entry for any given contract number/contract suffix/crop may exist on only one tract. CLICK "**Edit**" to generate the error message identifying the duplicate tract where the specific contract/suffix/crop combination exists. Remove any incorrect entries by reducing base acres to zero and then deleting that entry using the trash can that appears on the left side of the row. Re-enter the CCC-505 CRP Reduction for that tract if necessary using the correct contract/suffix/crop entry for the tract.
Error.farmrecords.tract.crop.dcp BaseAcres.mismatchacres.equalzero Resolution	PLC yield exists in CRM (MIDAS) farm records for at least one crop where the base acres for that crop have been reduced to zero. Reduce the PLC yield for the tract(s) with the issue to zero and save the edit.
Error.farmrecords.tract. croplandAcres.inconsistent	There is a tract on the farm where the sum of CRP Cropland, WBP, GRP, State Cons., Other Cons., EWP and WRP for that tract exceeds the Cropland for the tract. CLICK "**Edit**" to identify the tract causing the issue. Correct errors if necessary by either adjusting the 3CM Cropland indicator for fields in the GIS Info assignment block or adjusting the various conservation program acres. If no error condition is apparent initiate an edit session and CLICK "**Save**". Check FPMS status for the farm to determine if replication is successful.

Exhibit 22
(Par. 193, 219, 264)

Replication Error Message Resolution (Continued)

B   Error Message Resolution List (Continued)

Error	Resolution
Error.farmrecords.tract. dcpCroplandAcres.inconsistent	The sum of CRP Cropland, WBP, GRP, State Cons., Other Cons., EWP and WRP for a tract exceeds the DCP Cropland for the tract. Click edit to identify the tract where the error condition exists. Correct errors if necessary by either adjusting the 3CM Cropland indicator for fields in the GIS Info assignment block, adjusting the DCP Ag Related Activity, or adjusting the various conservation program acres. If no error condition is apparent initiate an edit session and CLICK "**Save**". Check FPMS status for the farm to determine if replication is successful.
Error.farmrecords.tract. dcpDoubleCropAcres.mismatch	Verify Effective DCP Cropland Acres are correct for all tracts on the farm. If they are, reduce double crop acres so they don't exceed the Effective DCP Cropland.
Error.farmrecords.tract. farmlandAcres.invalid	Farmland acres for a tract are equal to zero on an active farm. Contact the help desk.
Error.farmrecords.tract. farmlandAcres.mismatch	Sum of DCP Cropland plus MPL acres exceeds the farmland for a tract. CLICK "**Edit"** to determine the tract(s) causing the problem from the error message. Ensure that the 3CM Cropland indicator is set to "N" for all fields enrolled in MPL on the tract(s) causing the problem.
Error.farmrecords.tract. helCode.required	HEL determination is missing for a tract. Click edit to determine the tract(s) causing the problem from the error message and add the correct HEL determination to that tract.
Error.farmrecords. tract.nosimpleaddition	A tract was added to a farm through CRM Farm Records when that farm already existed as an active farm in FRS without the tract. Contact the state GIS Specialist to work through them with the national office to resolve the problem.
Error.farmrecords. tract.nosimpledeletion	A tract was deleted from a farm through CRM Farm Records when that farm already existed as an active farm in FRS with the tract included. Contact the state GIS Specialist to work through them with the national office to resolve the problem.
Error.farmrecords.tract. otherProducer.duplicate	One or more producers exist as an OT at both the tract and field level on a tract. Either remove the producer as an OT from the tract level, or remove the producer as an OT from all fields where they are shown as an OT so they exist only at one level or the other.

Exhibit 22
(Par. 193, 219, 264)

Replication Error Message Resolution (Continued)

B   Error Message Resolution List (Continued)

Error	Resolution
Error.farmrecords.tract.ownerProducer.required	A tract exists that does not have an associated owner. Add a valid owner to the tract
Error.farmrecords.tract.producer.status.invalid	A tract contains a producer that has a status of something other than "active". Remove, replace, or correct the producer having the status of something other than "active".
Error.farmrecords.tract.tractNumber.notAvailable	A tract on the farm either already exists on another active farm in FRS, or has been deleted in FRS in a previous year. Contact the help desk.

Wetland:

The following table provides the potential errors and associated resolution for the issues occurring with the Wetland data.

Error	Resolution
Error.farmrecords.wetlandcertificationyear.extraneous	Farm contains a tract with "wetlands certified" data field indicating "no", but a "year wetland certified" is designated. Update the "wetlands certified" data field to either "yes" or "partial" or remove the "year wetland certified" entry as appropriate. **Note**: The "year wetland certified" will not display until the "wetlands certified" is set to "yes" or "partial". If the correct "wetlands certified" value is "no", this value will need to be temporarily changed to "yes" or "partial" to display the "year wetland certified" value so it can be deleted.

Exhibit 22
(Par. 193, 219, 264)

Replication Error Message Resolution (Continued)

B   Error Message Resolution List (Continued)

Yield:

The following table provides the potential errors and the associated resolution for issues occurring within the Yield data.

Error	Resolution
Error.farmrecords.nongeneric. crop.paymentYield.extraneous	A CTAP Transitional (Direct) yield exists in the CCC-505 CRP Reduction data for a non-generic crop with a start year of 2014 or greater for the CCC-505 CRP Reduction data. CLICK "**Edit**" and "**Save**" for the software to automatically remove the yield and successfully replicate the farm to FPMS.
Error.farmrecords.generic. crop.alternatePaymentYield. extraneous	A PLC (CC) yield exists in the CCC-505 CRP Reduction data for a generic crop with a start year prior to 2002 or after 2013 for the CCC-505 CRP Reduction data. CLICK "**Edit**" and "**Save**" for the software to automatically remove the yield and successfully replicate the farm to FPMS.

Exhibit 23
(Par. 224, 226)

Overlap Correction

A Overview

When delineating fields within a tract in the GIS Info assignment block, overlaps may be found. Overlaps are areas where a field boundary extends into an adjacent field past the boundary for the adjacent field. The GIS Info assignment block has built in validation to prevent overlaps from being created. However, overlaps may still exist from previous GIS editing tools. The area contained within the overlaps is counted twice in the farmland acreage for the tract and for the farm.

Note: Contact a state GIS specialist if assistance is needed.

B Examples of Overlap Errors in the GIS Info Assignment Block

Overlaps will be difficult to detect in the GIS Info assignment block. The State GIS specialist can run a report of overlaps that exist and can distribute, as needed, for resolution.

Overlaps become apparent when a field is selected in aquamarine and it includes a yellow field boundary. The two fields below overlap in the triangle shaped area in the center of the screen.
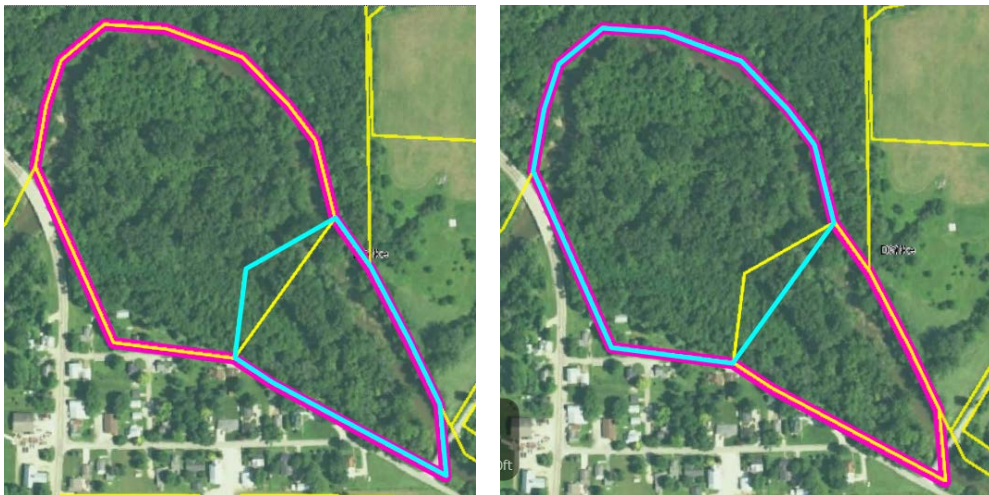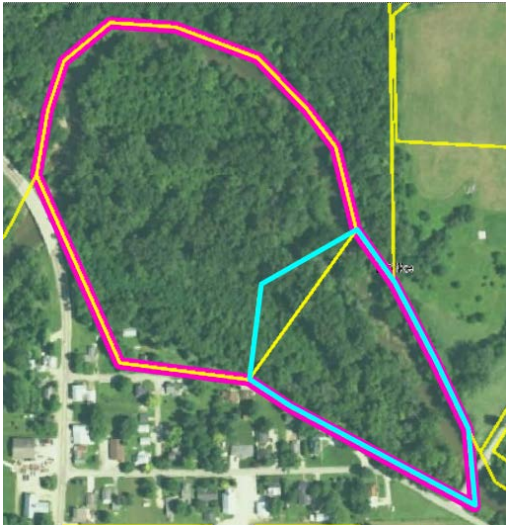
Exhibit 23
(Par. 224, 226)

Overlap Correction (Continued)

C   Correcting Partial Overlaps Using "Edit Vertices of Selected CLU"

The following table provides instructions for resolving partial overlaps using "Edit Vertices of Selected CLU"
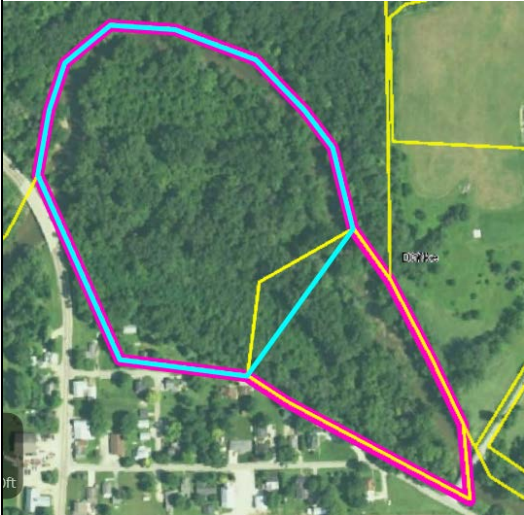
Overlaps involving partially overlapping CLU's can quickly be resolved using the "Edit Vertices of Selected CLU" tool. See subparagraph D for instructions for resolving full overlaps where an entire CLU overlaps another CLU.

Note: Do not use this technique if the overlapping CLU is administered in a different county. Contact a state GIS Specialist if assistance is needed.

Step	Action
1	Identify the overlap and determine the correct placement of the boundary. In the following example the field highlighted in aquamarine has the correct boundary.
2	At the tract level in the Farm Hierarchy, CLICK "**Edit**".
3	CLICK "**GIS Info**" to expand the assignment block and zoom in to the overlap area using the navigation compass.

Exhibit 23
(Par. 224, 226)

Overlap Correction (Continued)

C   **Correcting Partial Overlaps Using "Edit Vertices of Selected CLU" (Continued)**

Step	Action
4	Select the overlapping field with the incorrect boundary.
5	CLICK "**Edit Vertices of Selected CLU**".
6	Within the overlapping boundary, hover the cursor over the boundary of the CLU at the midpoint between two existing vertices. Click the shadow point that displays to add a vertex to the CLU boundary.
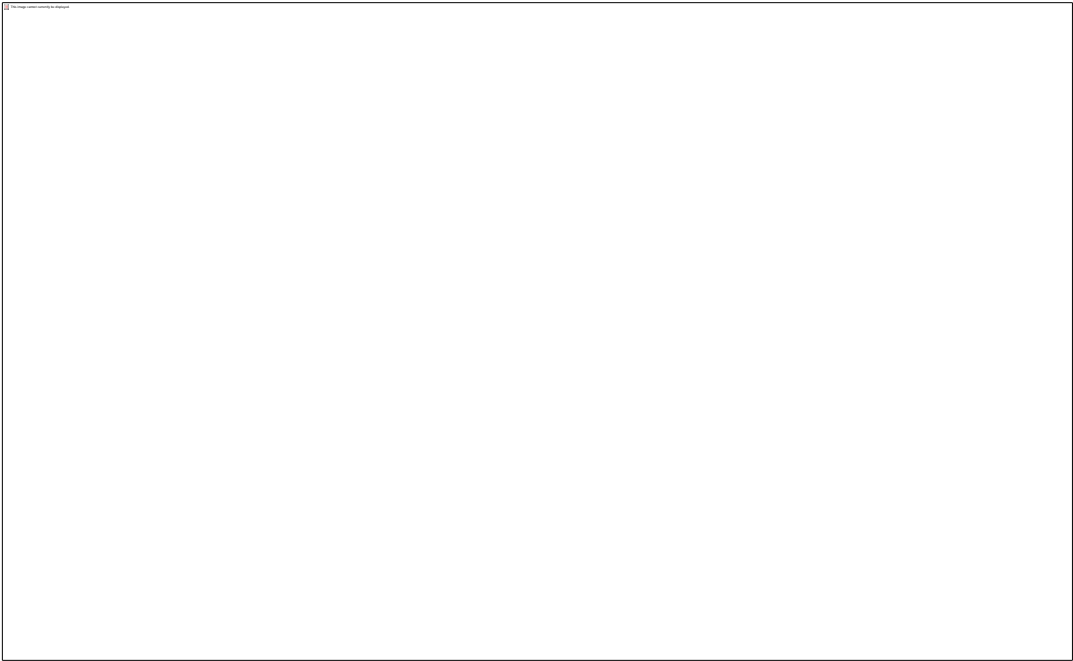
Exhibit 23
(Par. 224, 226)

Overlap Correction (Continued)

C   Correcting Partial Overlaps Using "Edit Vertices of Selected CLU" (Continued)

Step	Action
7	Hover the cursor over the vertex that was just added. The cursor changes to a hand shape and a "Move this Point" label displays. Double click on the vertex that was just added to delete the vertex. **Note:** The addition of the vertex to the CLU followed by the immediate deletion of the same vertex has no impact on the shape of the CLU, but it registers as an edit which enables the save process for use in subsequent steps.
8	Click inside the CLU that is being edited to finish the vertex edits.
9	The system to automatically trim the boundaries of the CLU being edited to match the boundaries of the adjacent CLU(s).

Exhibit 23
(Par. 224, 226)

Overlap Correction (Continued)

C Correcting Partial Overlaps Using "Edit Vertices of Selected CLU" (Continued)

Step	Action
10	The "Edit Attributes" window is displayed. The user may change CLU attributes if necessary. CLICK "**OK**" to close the "Edit Attributes" window. The CLU with its adjusted boundaries flashes as highlighted.
11	CLICK "**Save & Sync**" to finalize the edits.
12	The resulting field boundary is updated and the overlap is removed:

Exhibit 23
(Par. 224, 226)
Overlap Correction (Continued)

    D Correcting Full Overlaps Using "Merge"

        Overlaps where one CLU overlaps another CLU entirely can be quickly resolved using "Merge". The following steps provide instructions for identifying resolving full overlaps using "Merge".

        Note: Partial overlaps may also be resolved by merging the partially overlapping CLUs. However, the user will need to split the resulting merged CLU to re-establish separate CLUs. For this reason use of "Edit Vertices of Selected CLU" is recommended as the most efficient method for resolving partially overlapping CLUs. See subparagraph C for instructions for resolving partially overlapping CLUs using "Edit Vertices of Selected CLU".

    Identifying Full Overlaps

    There several ways that a user may become aware of a full overlap.

    1. The most obvious and easily detectable full overlap is the scenario when the selected CLU is outlined in aquamarine and another CLU outlined in yellow is displayed inside the selected CLU (Diagram 1). This appearance differs slightly from the similar scenario where an inclusion is properly delineated and no overlap exists (Diagram 2).

Diagram 1. Example of a Full Overlap	Diagram 2. Example of an Inclusion
In this diagram the selected Field 1 consists of the entire rectangular shape outlined in aquamarine with no area deducted. Field 2 is oblong shaped and is outlined in yellow because Field 2 is not selected and is located either underneath or on top of Field 1.	In this diagram the selected Field 2 is rectangular in shape but has the oblong area of Field 2 deducted as an inclusion. Both the exterior (rectangular) boundary of Field 1 and the interior (oblong) boundary of Field 1 are highlighted in aquamarine. The yellow boundary of non-selected Field 2 is not visible because it is covered by the aquamarine boundaries of the selected Field 1.

Exhibit 23
(Par. 224, 226)

Overlap Correction (Continued)

D   Correcting Full Overlaps Using "Merge" (Continued)

2. More difficult to detect scenarios where an overlap exists are scenarios where an exact geometrical duplicate exists. Indications that an exact geometrical duplicate exists are demonstrated in the following four scenarios. Depending upon the specific circumstances the user may become aware of the exact geometrical duplicate in different ways.

Scenario A
When a tract contains just a few fields an easy way to determine that an exact geometrical duplicate is present is a visual comparison of the number of fields in the CRM hierarchy to the number of CLU's in the GIS Info assignment block. When the count of the fields in the CRM hierarchy does not match the number of CLU's that are visible in GIS and the discrepancy remains with no error messages after CLICKING "**Edit**" on the CRM toolbar this is an indication that an exact geographical duplicate exists. This diagram is an example of a farm that shows three fields in the CRM hierarchy for tract 4444 but only two CLU's are visible in GIS meaning an exact geometrical duplicate exists for one of the fields.
Note: It is important that the user CLICKS "**Edit**" to verify that the discrepancy between the number of fields in the CRM hierarchy and the number of CLUs in GIS is not due to an unprocessed message between GIS and CRM. If the discrepancy is due to an unprocessed message the health check that occurs when "**Edit**" is CLICKED will cause a full extract to occur and the number of fields in the CRM hierarchy will be synchronized with the number of CLUs in GIS.

Exhibit 23
(Par. 224, 226)

Overlap Correction (Continued)

D   Correcting Full Overlaps Using "Merge" (Continued)

Scenario B
When selecting different fields from the hierarchy the user may become aware that the same CLU is highlighted in aquamarine as the selected CLU for more than one field. In these diagrams the same CLU shows as the selected CLU in GIS when either Field 1 or Field 5 is selected from the hierarchy indicating an exact geometrical duplicate exists.

Scenario C
When the GIS "Select" tool is used to select what appears to be a single CLU, "Merge the Selected CLUs" is immediately highlighted as an available tool. This is an indication that the selected area contains exact geometrical duplicates stacked upon each other. The single click in the area outlined in aquamarine selected multiple stacked CLU's as shown in the diagram below.

Exhibit 23
(Par. 224, 226)

Overlap Correction (Continued)

D Correcting Full Overlaps Using "Merge" (Continued)

Scenario D

Use the Identification Tool to confirm the existence of an overlap. CLICK "ID" tool, click within the CLU, then expand the dropdown menu at the top of the dialog window that appears. If an overlap is present the dropdown menu will contain more than one CLU number.

Note: Selecting and reviewing each specific CLU from the dropdown list provides details of the specific CLU's and is helpful to identify the administrative state, administrative county, farm number, and tract number of CLU's that are not selectable because they are covered by another CLU. Do not attempt to merge CLUs from different administrative states and/or counties. Contact the GIS state specialist for assistance if the overlapping CLUs are not in the same administrative state and county.

Exhibit 23
(Par. 224, 226)

Overlap Correction (Continued)
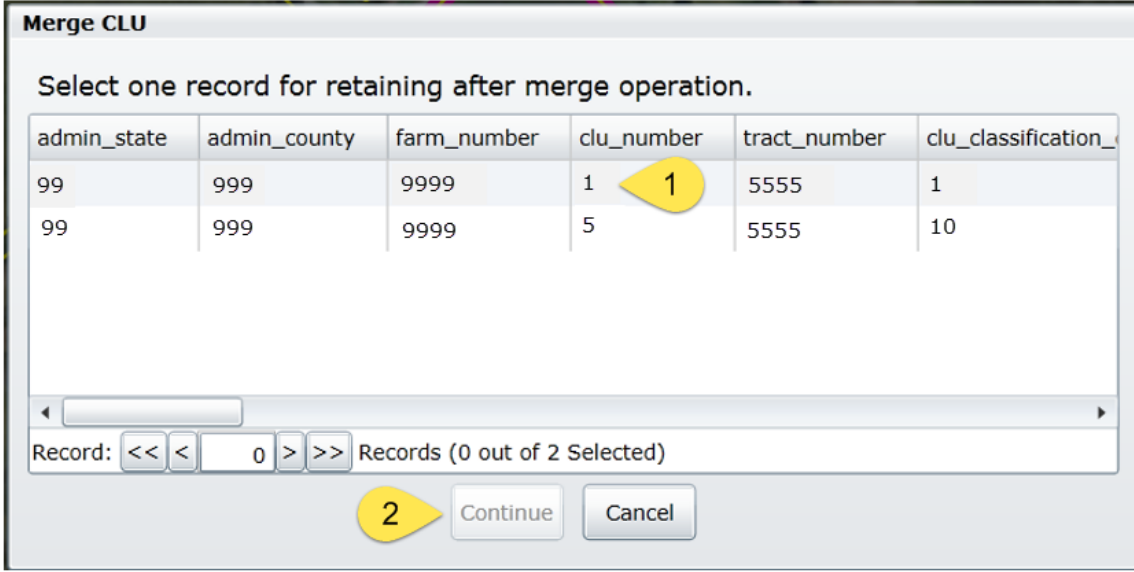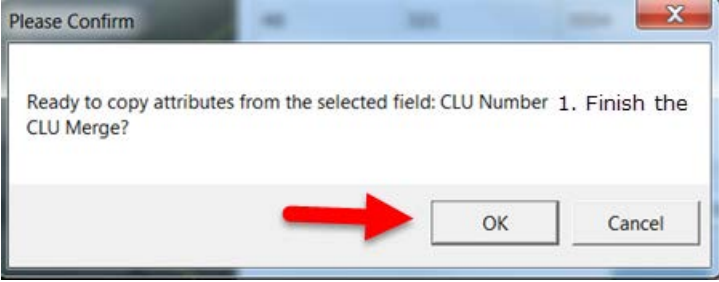
D   Correcting Full Overlaps Using "Merge" (Continued)

The following table provides the steps to correct full overlaps using the "Merge" tool.

Step	Action
1	At the tract level in the Farm Hierarchy, CLICK "**Edit**". ▨Edit
2	CLICK "**GIS Info**" to expand the assignment block.
3	CLICK "**Select**" ▢ and click inside the area containing the stacked exact geometrical duplicates. "Merge the Selected CLUs" becomes enabled.
4	CLICK "**Merge the Selected CLUs**". ◰

Exhibit 23
(Par. 224, 226)

Overlap Correction (Continued)
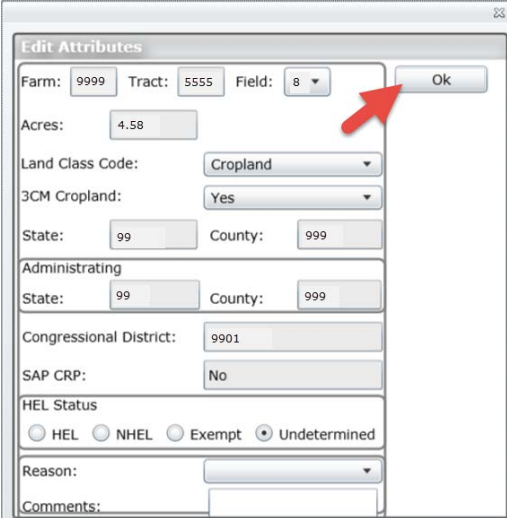
D Correcting Full Overlaps Using "Merge" (Continued)

Step	Action
5	In the "Merge CLU" window select a CLU which will have its attributes retained for the newly merged CLU (1) and CLICK "**Continue**" (2).
6	CLICK "**OK**" to confirm and finish the CLU merge.

Exhibit 23
(Par. 224, 226)

Overlap Correction (Continued)

    D Correcting Full Overlaps Using "Merge" (Continued)

    Resolving Full Overlaps (Continued)

Step	Action
7	In the "Edit Attributes" window adjust attributes if needed and CLICK "**Ok**". **Note**: Do not attempt to renumber the newly created merged field until after the "Save and Sync" has been performed to establish the newly created field.
8	CLICK "**Save and Sync**" to complete the merge and resolve the overlapping exact geometrical duplicate CLU's. **Note**: The newly merged CLU may now be renumbered to one of the original field numbers that was involved in the merge if desired using "Edit CLU Attributes".

Exhibit 24
(Par. 225, 226)

Void Correction

A Overview

When delineating fields within a tract in the GIS Info assignment block, voids can occur. Voids are areas that are not delineated as part of a farm. Voids located within a tract boundary will need to be resolved to accurately reflect the acreage included in the tract and farm. The area contained within the void is not included in the farmland acreage for the tract and for the farm.

Notes: Contact a state GIS Specialist if assistance is needed.

Do NOT attempt to correct a void by merging all surrounding fields together, this will not correct the void.

Do NOT attempt to correct a void by snapping all the vertices to a single vertex, this will make the surrounding field disappear.

Exhibit 24
(Par. 225, 226)

Void Correction (Continued)

B   Examples of Void Errors in the GIS Info Assignment Block

When viewing the tract that is selected in the CRM hierarchy a void can be identified by a pink tract boundary surrounding a small area within the larger pink tract boundary.

Void in a selected tract (pink boundary)

Tract boundaries for tracts on a farm that are not selected in the CRM hierarchy display as red boundaries in the GIS Info assignment block. Voids in non-selected tracts will display as a red tract boundary surrounding a small area within the larger red tract boundary.

Voids in non-selected tracts (red boundaries)

Exhibit 24
(Par. 225, 226)
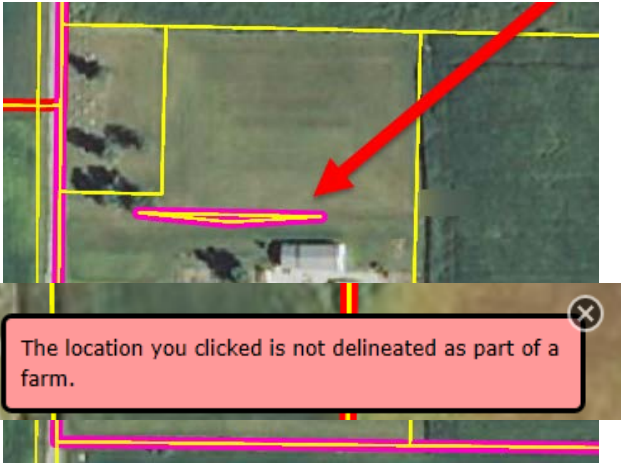
Void Correction (Continued)

C Correcting a Void Inclusion
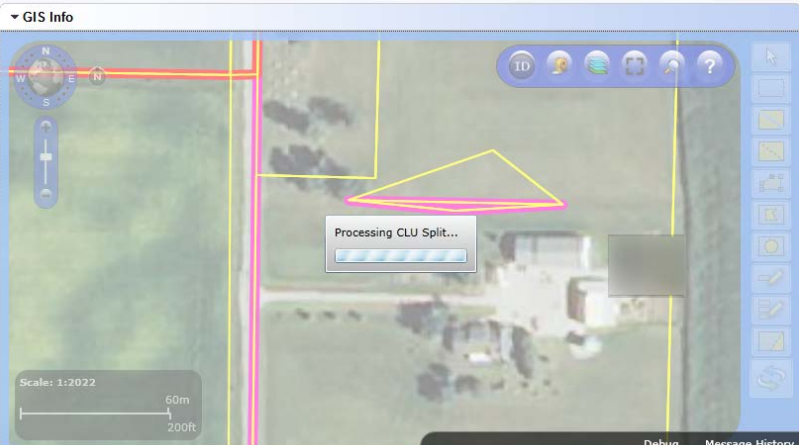
The following table provides instructions to correct a void inclusion.

Note: A void inclusion is a void that is fully surrounded by a CLU and does not touch any of the outside boundaries.

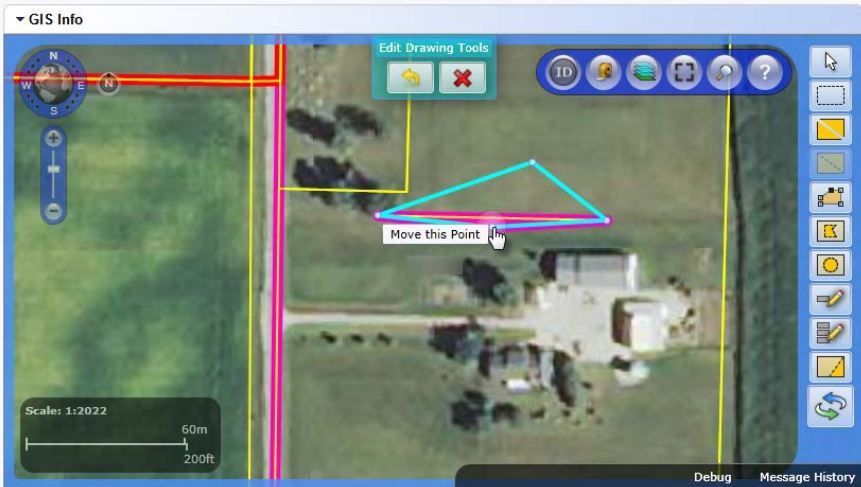| Step	Action
1	Identify the void. CLICK the "**Identification Tool**" then CLICK within the suspected void area. If a void exists, an error message will appear "The location you clicked is not delineated as part of a farm."
2	At the tract level in the Farm Hierarchy, CLICK "**Edit**".
3	CLICK "**GIS Info**" to expand the assignment block (if necessary) and zoom in to the void area using the navigation compass.

Exhibit 24
(Par. 225, 226)
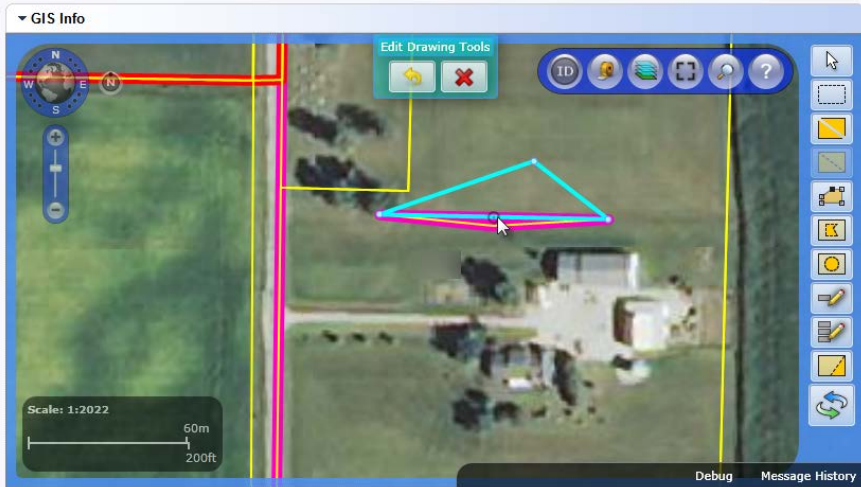
Void Correction (Continued)

C Correcting a Void Inclusion (Continued)

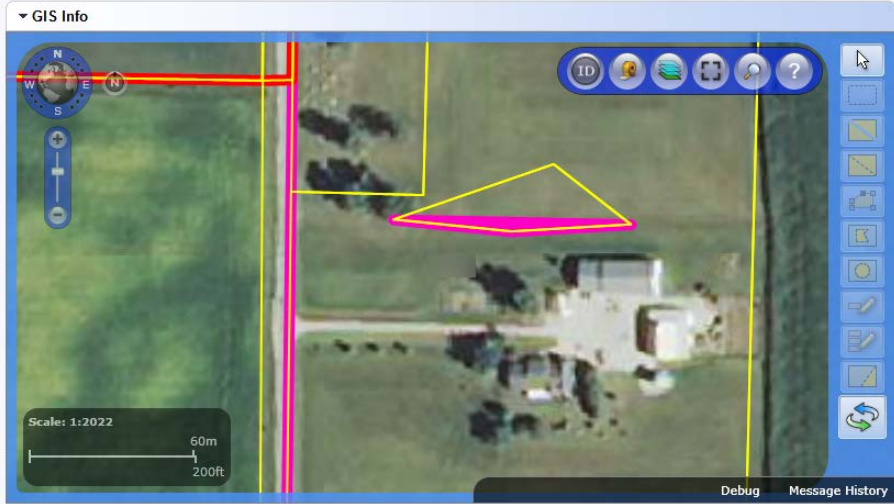| Step	Action
4	Use the "**Split Tool**" to delineate a CLU that is adjacent to the void. Snap to existing vertices where possible to ensure the new CLU shares a boundary with the void. Hold down the Ctrl key to activate snapping. DOUBLE CLICK to complete the new CLU. The "Edit Attributes" window will appear. Adjust attributes as necessary, CLICK "**OK**".

Exhibit 24
(Par. 225, 226)

Void Correction (Continued)

C   Correcting a Void Inclusion (Continued)

Step	Action
5	Use the "**Edit Vertices Tool**" to expand the new CLU into the void area, by dragging and snapping all vertices along the boundary shared with the void. If additional vertices are needed to create a one to one match, click on the shadow vertex that appears when you hover over the midpoint between two existing vertices to add a vertex. Use the Ctrl key to activate snapping.

Exhibit 24
(Par. 225, 226)

Void Correction (Continued)

C   Correcting a Void Inclusion (Continued)

Step	Action
5 (cntd)	If an extra vertex exists on the CLU that is being expanded, double-click the vertex to delete it to create a one to one match of vertices. When finished, click inside the selected CLU to end the vertex edit session. The "Edit Attributes" window will appear. Adjust attributes as necessary, CLICK "**OK**". Refer to Part 7, Subsection 2.1, Field Maintenance for further instructions for using the "Edit Vertices Tool" and the snapping function.
6	CLICK "**Save and Sync**". The void is now eliminated. Follow steps 7-10 to restore the CLU that previously encompassed the void back to a single CLU.
7	At the tract level in the Farm Hierarchy, CLICK "**Edit**".
8	CLICK the "**Select Tool**" and select the new CLU that now fills the void and the surrounding CLU.

Exhibit 24
(Par. 225, 226)

Void Correction (Continued)

C Correcting a Void Inclusion (Continued)

| Step	Action
9	CLICK the "**Merge Tool**" to merge the two CLU's together.
10	The "Edit Attributes" window will open. Adjust attributes as necessary, the user can now renumber the field to its original number, CLICK "**OK**".
11	CLICK "**Save and Sync**"

Note: See work instruction **Edit a CLU Boundary with Vertex Editor** for more information on using the Vertex Edit tool to adjust boundaries. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

Exhibit 24
(Par. 225, 226)

Void Correction (Continued)

D Correcting a Void on a Field Boundary

The following table provides the instructions for correcting a void along a field boundary.

Note: Voids can be created along a field boundary when using the "**Edit Vertices**" tool.

Step	Action
1	Identify the void. CLICK the "**Identification Tool**" then CLICK within the suspected void area. If a void exists, an error message will appear "The location you clicked is not delineated as part of a farm." The location you clicked is not delineated as part of a farm.
2	At the tract level in the Farm Hierarchy, CLICK "**Edit**". Edit
3	CLICK "**GIS Info**" to expand the assignment block and zoom in to the void area using the navigation compass.

Exhibit 24
(Par. 225, 226)
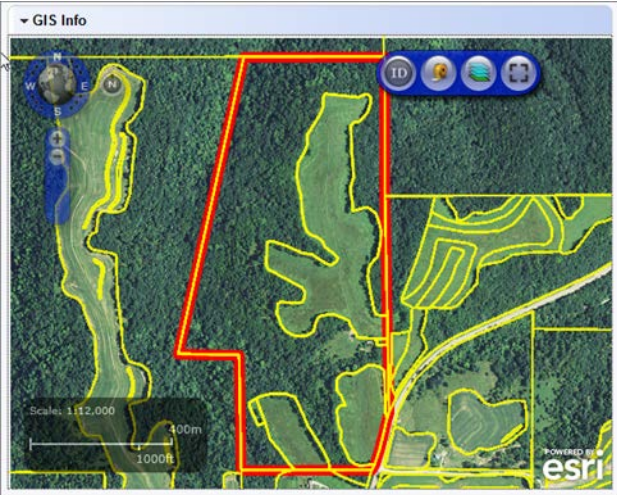
Void Correction (Continued)

D   Correcting a Void on a Field Boundary (Continued)

Step	Action
4	Use the "**Select**" tool to select the CLU on one side of the void, CLICK "**Edit Vertices**" tool to see the vertices of that CLU. Do the same for the CLU on the other side of the void. Look for vertices that do not match one side to the other. **Note**: In this example the "Edit Vertices" tool has indicated that there is an extra vertex on the west side of the void (there are three vertices on the west boundary and two vertices on the east boundary).
5	Use the "**Edit Vertices**" tool to match the vertices from one side of the void to the vertices on the other side, use the Ctrl key to activate snapping. If an extra vertex exists, double-click the vertex to delete it. Refer to Part 7, Subsection 2.1, Field Maintenance for further instructions for using the "Edit Vertices" tool.
6	When finished matching up the vertices, click inside the selected CLU to complete vertex editing. If the user has created an overlap the system will automatically snap the boundary to eliminate the overlap. If a pre-existing overlap was present elsewhere on the CLU, this overlap will not be corrected, though the users will be notified that an overlap still exists.

Exhibit 24
(Par. 225, 226)

Void Correction (Continued)

D   Correcting a Void on a Field Boundary (Continued)

Step	Action
7	If the vertex editing was successful, the "Edit Attributes" window will appear. Adjust attributes as necessary, CLICK "**OK**".
8	CLICK "**Save and Sync**".
9	The void is successfully resolved if the small pink or red tract boundary is no longer visible within the tract.

Exhibit 25
(Par. 236)

Add Shapefile to CRM Farm Records

A Overview

Shapefiles can be added to CRM to assist in delineating field boundaries. The shapefiles may come from a variety of sources including; TERRA scenario, GPS data, tax parcel shapefile, or PLSS layer.

Shapefiles must be:

- a point, line, or polygon shapefile
- less than 2.0 MB in size
- projected in WGS84 Web Mercator (auxiliary sphere)
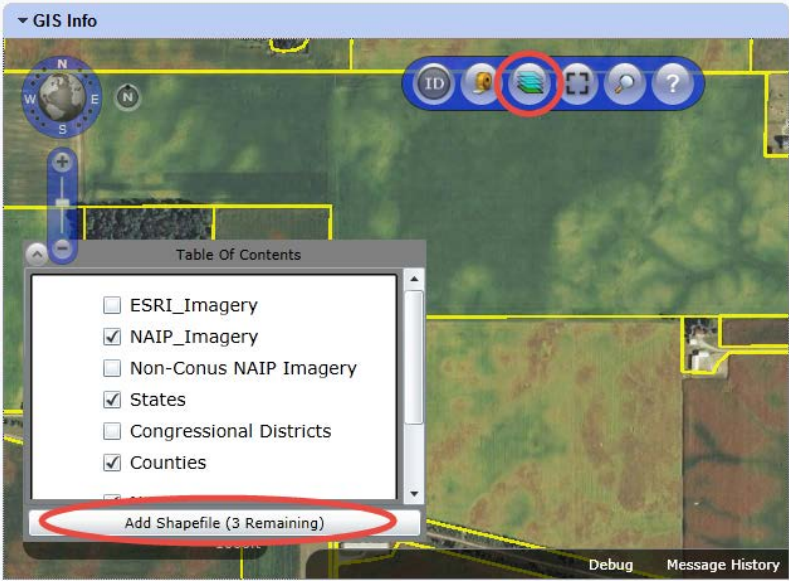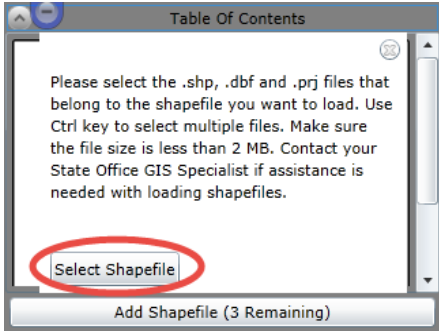- stored on a local drive.

B Example

Following is an example of a shapefile that has been added. The GIS Info display will zoom in to the added shapefile. Added shapefile polygons will have blue lines.

Exhibit 25
(Par. 236)
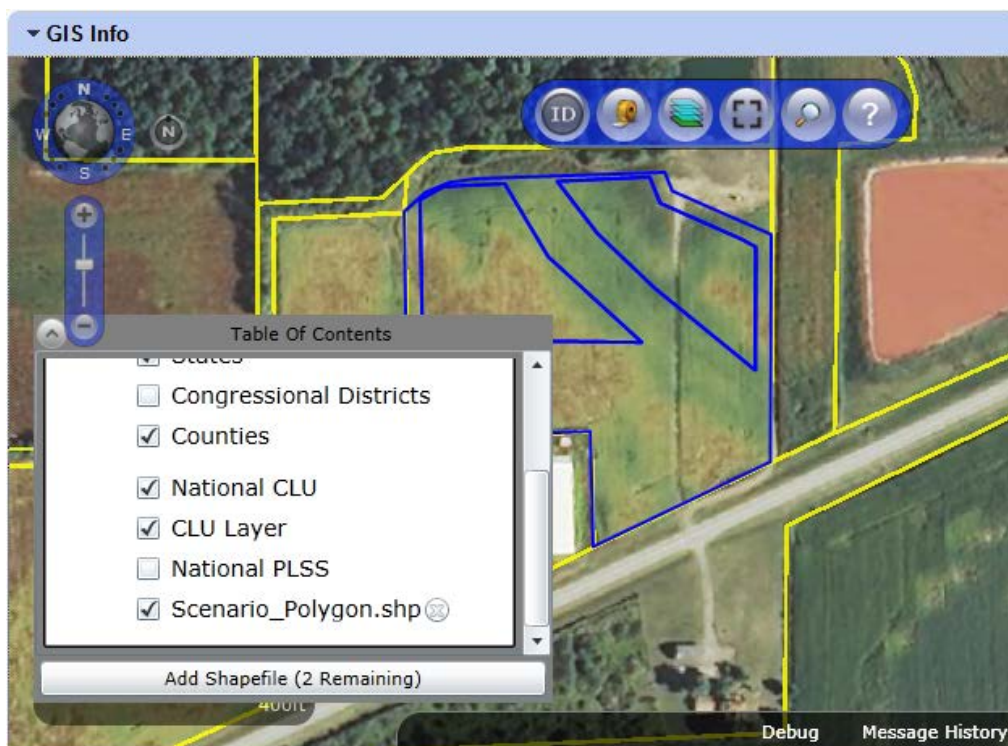
Add Shapefile to CRM Farm Records (Continued)
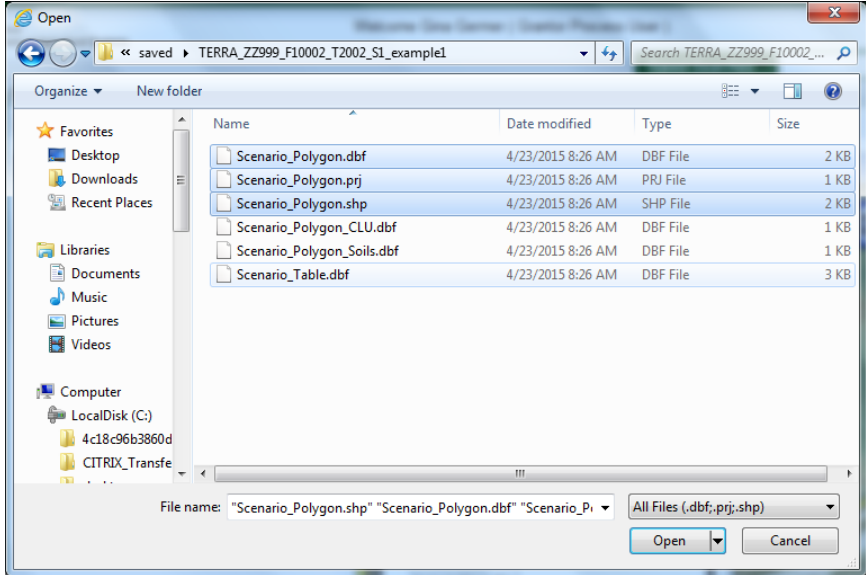
C   Action

Note: Contact a state GIS Specialist if assistance is needed.

Step	Action
1	At the tract level in the Farm Hierarchy, CLICK "**Edit**". ✎Edit
2	CLICK "**GIS Info**" to expand the assignment block.
3	CLICK "**Layers TOC**" in the upper right corner of the "GIS Info" assignment block to show the table of contents. At the bottom of the Table of Contents, CLICK "**Add Shapefile**".
4	CLICK "**Select Shapefile**".

Exhibit 25
(Par. 236)

Add Shapefile to CRM Farm Records (Continued)

  C   Action (Continued)

Step	Action
5	In the "Open" window, navigate to the location of the stored shapefile. CLICK on the .dbf file, then hold the CTRL key and CLICK on the .prj and .shp files. All the files must have the same file name. Note: A GIS shapefile is a file format used for storing geographic information data in GIS computer programs and databases, such as ArcGIS and ArcCatalog. A shapefile, when viewed in a file explorer, consists of multiple files including a .shp, .dbf, .prj, and .shx, all with the same file name. All these file extensions are needed to compose one shapefile. Even though the .shx file does not display, selecting the .shp, .prj, and .dbf files will add the necessary .shx file. CLICK "**Open**".
6	The shapefile is now available for use in CRM as an additional layer that overlays the CLU layer. Adding the shapefles does not create a CLU. Users can use these added shapefiles for reference. They can also be used to trace, if applicable, using the snapping function to snap the CLU boundary to the vertices within the added shapefile.

  Note: See work instruction **Add a New Shapefile** for more information on adding layers into the GIS Info assignment block. Exhibit 20 contains a complete listing of all Farm Records and GIS work instructions and simulations.

Exhibit 29
(Par. 283)

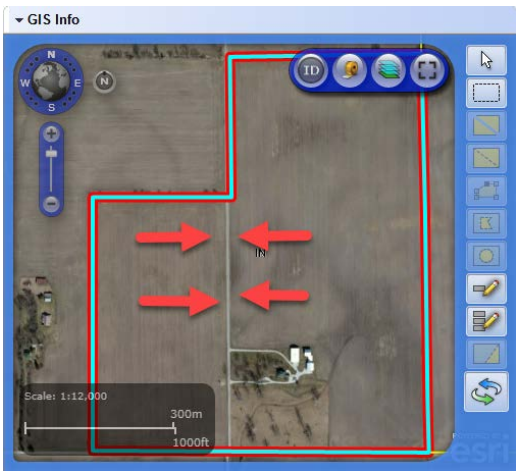**Creating a Gap Area in the CLU Layer**

A Overview

When creating a new tract, users must create a tract boundary with a single polygon. If a tract boundary crosses a road, river, or other area requiring a gap (and resulting in multiple polygons), the tract boundary must initially be delineated to include the gap area.

B Action to Create a Gap Area in the CLU Layer

After delineating and saving the entire tract boundary, complete the following steps to remove the gap area from the delineated boundary. For the purpose of these instructions, a road will be used to represent the gap area in a tract.
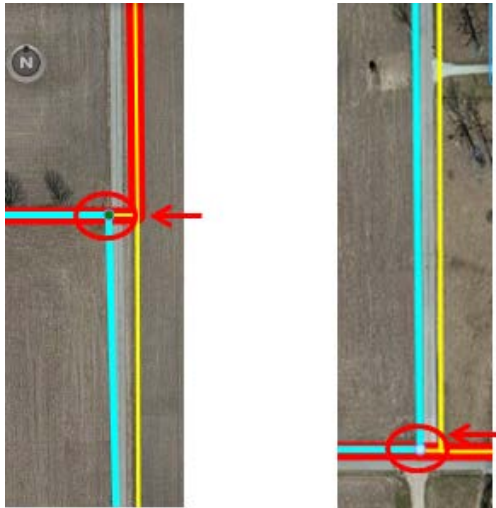
Note: The same steps should be used to create a gap in any existing CLU, not only a tract boundary.

The following table provides instructions for creating a gap in an existing CLU.

Step	Action
1	CLICK **"Edit"** on the CRM Toolbar.
2	Click on the desired tract in the farm hierarchy.
3	CLICK **"GIS Info"** to expand the assignment block, if needed.
4	CLICK **"Select"** [cursor icon] then click inside the CLU requiring a gap area.
5	Zoom to at least 1:4800 to enable the GIS Editing Tools, as needed.
6	CLICK **"Split"** [split icon] and delineate one edge of the gap area using the Split Tool. See Part 7, Subsection 2.1 for Field Level Editing Split Tool instructions
7	The Edit Attributes window will open.
8	Review CLU attributes and make any necessary changes.
9	CLICK **"OK"** on the Edit Attributes window.

Exhibit 29
(Par. 283)

Creating a Gap Area in the CLU Layer (Continued)

B   Action to Create a Gap Area in the CLU Layer (Continued)

Step	Action
10	CLICK **"Save and Sync"**.
11	CLICK **"Edit"**.
12	CLICK **"GIS Info"** to expand the assignment block, if needed.
13	CLICK **"Select"** and click in the CLU **containing** the road.
14	Zoom to at least1:4800 to enable the GIS Editing Tools, as needed.
15	CLICK **"Vertex Edit"** See Part 7, Subsection 2.1 for Field Level Editing Vertex Tool instructions.
16	Click and drag each vertex on the split line along the edge of the road to the opposite side of the road to create a space where the road is located.

Exhibit 29
(Par. 283)

Creating a Gap Area in the CLU Layer (Continued)

B   Action to Create a Gap Area in the CLU Layer (Continued)

Step	Action
17	When finished moving vertices, click inside the selected polygon to initiate validations and end vertex editing.
18	The Edit CLU Attributes window will open.
19	Review CLU attributes and make any necessary changes.
20	CLICK **"OK"** on the Edit CLU Attributes window.
21	CLICK **"Save and Sync"**.
22	CLICK **"GIS Info"** to expand the GIS Info assignment block and review the gap area.

Exhibit 30
(Par. 301)

Transfer of Wetlands

A Overview

Prior to a farm transfer, CRM users should check the farm for associated wetlands in Citrix. Wetlands points must be maintained in the Citrix environment. If not maintained in Citrix, maps printed will not include the correct wetland points.

If wetlands are located on the farm intended for transfer, the Administrative State and Administrative County attributes of the wetland points must be updated to match the Administrative State and Administrative County for the receiving county PRIOR to initiating the farm transfer in MIDAS CRM.

B Example

Wetland points in Citrix are indicated with green squares, yellow triangles, or red circles.

C Action

The following table provides instructions to assign a new administrative county to an associated wetland points when a farm transfer is completed.

Note: Contact a state GIS Specialist if assistance is needed.

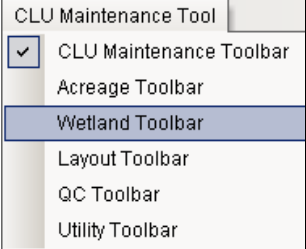| Step	Action
1	Login to Citrix using the most current Citrix instructions.
2	Open an ArcMap project for the transferring county.

Exhibit 30
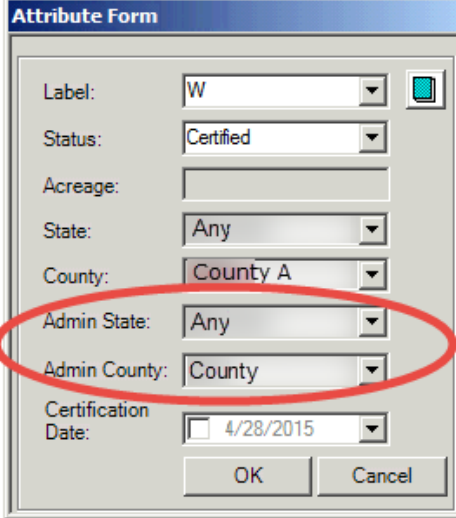**(Par. 301)**
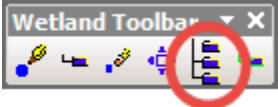
Transfer of Wetlands (Continued)

C Action (Continued)

Step	Action
3	CLICK "**Search CLU and PLSS**" 🔍 on the "CLU Maintenance Toolbar" to search for the transferring farm: 1. CLICK "**Farm**" 2. Enter the farm number of the transferring farm 3. Ensure the "Select Wetland Points" option is checked 4. CLICK "**New Set**". While the farm is selected, the wetland points will also be selected and will appear as aquamarine points, as shown below: **Note**: If you have cleared the selection set, visually inspect the farm for wetland points, indicated with a green square, yellow triangle, or red circle. Repeat step 3 to search for the farm again if wetlands are present and proceed.

Exhibit 30
(Par. 301)

Transfer of Wetlands (Continued)

C   Action (Continued)

Step	Action
4	If no wetland points are present, no additional action is needed in Citrix and the farm transfer may proceed in MIDAS CRM.
5	If wetland(s) are present, CLICK "**CLU Maintenance Tool**" drop-down menu and select the "**Wetland Toolbar**".
6	CLICK "**Bulk Attribute Wetland Points**".
7	After validating that the number of wetland points on the farm match the number of wetland points noted in the message below, CLICK "**Yes**".
8	Use the drop-down menus to change the "Admin State" and "Admin County" information to the correct state and county of the receiving county. **Note**: **Do NOT** change the "State" and "County" values, these values reflect the state and county where the farm is physically located. CLICK "**OK**."
9	Proceed with the farm transfer in MIDAS CRM according to Paragraphs 65 and 282.