

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Agricultural Resource
Conservation Program
2-CRP (Revision 5)**

Amendment 24

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

This handbook has been amended to:

- remove references to AD-245's and AD-862 and add references to FSA-848, 848A, and FSA-848B, as applicable
- add references to 5-PL for eligibility, as applicable
- reference 10-CM, MIDAS BP, and MIDAS Farm Records, as applicable
- remove references to 4-CP
- update CRP-1 approval authority to include CED and COC on all pages
- correct references to automation handbooks and user guides.

B Specific Changes

Subparagraph 4 A has been amended to update related handbooks.

Subparagraph 7 A has been amended to update policy on CCC-770 checklists.

Subparagraph 31 A has been amended to include additional examples of supporting documentation and practices.

Subparagraph 33A has been amended to provide DD responsibility of oversight of FSA-848 expiring practices.

Subparagraph 35A has been amended to clarify that all CRP-1 and CRP-1R approvals shall be reviewed and documented in COC minutes.

Amendment Transmittal (Continued)

B Specific Changes (Continued)

Subparagraph 126 A has been amended to clarify eligible participants.

Paragraph 183 has been added to incorporate policy for Highly Erodible Land Initiative (HELI).

Subparagraph 197 A has been amended to clarify when SIP is authorized.

Subparagraph 197 B has been amended to provide reference to current cost share forms and to clarify the examples of when PIP is not issued.

Subparagraph 341 C has been amended to provide that CRP-26 shall include appeal rights to COC according to 1-APP.

Subparagraph 369 F has been amended to add additional examples of supporting documents considered part of the conservation plan.

Subparagraph 463 B has been amended to correct guidance for division of rental payments between previous and new owners.

Subparagraph 491 has been amended to add an eligible practice.

Subparagraph 496 A has been amended to update reference for establishing automated components.

Subparagraph 496 B has been removed because it is no longer applicable.

Paragraph 499 has been amended to provide guidance for issuing FSA-848A's.

Paragraph 500 has been amended to include guidance for issuing and completing FSA-848A's and FSA-848B's.

Subparagraph 501 has been amended to provide guidance for notifying participants.

Subparagraph 502 B has been amended to update monitoring requirement for expiring practices.

Subparagraph 504A has been amended to correct actions for reinstating FSA-848A.

Subparagraph 507 A has been amended to provide instructions for reporting completion of practice on FSA-848B.

Subparagraph 507 B has been amended to clarify requirements for reporting multiple contributors who shared in the cost of practice installation.

Subparagraph 509 A has been amended to update policy for C/S increase before payment.

Amendment Transmittal (Continued)

B Specific Changes (Continued)

Subparagraph 509 B has been amended to clarify requirements to notify the producer and provide a copy of revised FSA-848 B and conservation plan.

Subparagraph 509 E has been amended to update steps for increasing C/S after payment.

Subparagraph 511 B has been amended to add an example of cost share for water development.

Subparagraph 511 D has been amended to correct maximum eligible cost share for water facilities.

Subparagraph 511 F has been amended to correct maximum eligible cost share for pipelines.

Subparagraph 511 J has been amended to clarify that all waiver requests must be in writing and initiated by the participant.

Subparagraph 513 C has been amended to update instructions for recording cost of performance on FSA-848B.

Subparagraph 514 A has been amended to clarify that FSA-848 B must have been received and completed before C/S computation.

Subparagraph 514 C has been amended to clarify requirement to exclude ineligible costs.

Subparagraph 515 B has been amended to update reference to ineligible contributor.

Subparagraph 520 B has been amended to remove references to Exhibit 41 and FSA-18.

Subparagraph 601 C has been amended to add guidance for additional spot checks.

Subparagraph 602 A has been amended to add policy for continuous certification for CRP.

Subparagraph 603 D has been added to incorporate policy previously included in 4-CP.

Paragraph 604 has been amended to clarify standard payment reduction policy and incorporate policy previously provided in 4-CP.

Exhibit 5 has been amended to include the revised CRP-26 (06-09-16).

Amendment Transmittal (Continued)

B Specific Changes (Continued)

Exhibit 11 has been amended to:

- include that documentation of needed and feasible determination is required in the case file for practice CP15B
- add technical practice code 533 as eligible for C/S under practice CP21
- clarify that pipelines and watering facilities or developments constructed outside of the filter strip are eligible for cost share if the justification is providing a water source for livestock away from practice CP21, CP22, CP29, CP30 and the adjacent stream or water body
- add technical practice code 533 as eligible for C/S under practice CP22
- provide reference to national acreage allocation for practices CP23 and CP23A
- add technical practice codes 342, 533, and 642 as eligible for C/S under practice CP29
- add technical practice codes 533 and 642 as eligible for C/S under practice CP30.

Exhibit 35 has been amended to include the revised CCC-770-CRP2.

Exhibit 41 has been withdrawn because FSA-18 is no longer required for CRP.

Exhibit 48 has been amended to add provisions of the 2014 Farm Bill for routine grazing for beginning farmers.

Exhibit 52 has been amended to remove references to payment reductions for emergency haying and grazing.

Amendment Transmittal (Continued)

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4 Related Handbooks, Manuals, and Forms

A Related Handbooks and Manuals

The following provides handbooks and manuals related to CRP.

Handbook or Manual	Purpose
1-APP	Appeals
1-ARCPLC	Agriculture Risk Coverage and Price Loss Coverage Program
1-AS	Supplementing CRP provision.
3-AS	Clearing forms
25-AS	Records management
1-CM	Common management and operating provisions
3-CM	Farm, tract, and crop data
8-CM	Common land unit
9-CM	Common Payment System
10-CM	Farm records and reconstitutions for 2013 and subsequent years
1-COR	Quality control
2-CP	Acreage compliance determinations
***	***
6-CP	Highly erodible land conservation and wetland conservation provisions
7-CP	Finality rule and misaction/misinformation
1-EQ	Environmental Quality Programs
1-FI	Making CRP payments
3-FI	Handling receipts and deposits
50-FI	Prompt payment interest rates
58-FI	Handling claims
61-FI	Prompt payment provisions
62-FI	Nonresident alien income tax
63-FI	Assignments and joint payments
64-FI	National Receipts and Receivables System collections and receivables

4 Related Handbooks, Manuals, and Forms (Continued)

A Related Handbooks and Manuals (Continued)

Handbook or Manual	Purpose
2-IC	Internal review and control
2-INFO	Providing information to the public
3-INFO	Privacy Act
1-PL	Common payment limitation provision for CRP-1's approved after July 31, 1988, and before October 1, 2008
3-PL (Rev. 1)	Web-based subsidiary files for 2009 and subsequent years
4-PL	Common payment limitation provision for CRP-1's approved after September 30, 2008
5-PL	Payment eligibility, payment limitation, and average adjusted gross income - Agricultural Act of 2014
***	***
National Planning Procedures Handbook	Conservation planning requirements
National Food Security Act Manual	Highly erodible land and wetland determinations and delineations
General Manual 180, Part 409	Conservation planning
General Manual 190, Part 401	National Environmental Policy Act
General Manual 300, Part 405	Conservation planning assistance
General Manual 450, Part 407	Quality assurance
Field Office Technical Guides	Technical criteria

*--The following SharePoint site contains links to guides related to CRP software:
<https://sharepoint.fsa.usda.net/states/cepd/userguides/default.aspx>.*

6 Restrictions on Lobbying Activities

A Applicability

--The disclosure requirements apply to all FSA-848 applications for C/S payments filed and-- disbursed since December 23, 1989.

B Complying With Lobbying Disclosure Requirements

To comply with lobbying disclosure requirements, applicants for and recipients of a CRP C/S payment exceeding \$100,000 **must** file, with the County Office, either of the following for **each** C/S payment that exceeds \$100,000:

- CCC-674 (Exhibit 6), if they have not used or will not use monies received for lobbying purposes
- SF-LLL (Exhibit 6), if they have used or will use monies received for lobbying purposes.

Note: Complete SF-LLL-A (Exhibit 6) if needed.

C Providing Forms

Each time a single CRP C/S payment exceeds \$100,000, County Offices shall:

- send a copy of CCC-674, SF-LLL, and SF-LLL-A to the recipient with instructions to complete and return the applicable form or forms to the County Office within 10 workdays
- if a response is not received within 10 workdays, request a refund of payment according to 58-FI.

Note: If an amount less than the C/S amount was repaid, send a demand letter, according to 58-FI, to collect the difference between full C/S repayment and the amount repaid.

6 Restrictions on Lobbying Activities (Continued)

D Forwarding and Filing Forms

County Offices shall:

- forward a copy of the completed forms to OAS, through State Offices and DAFO
- file the original of the completed forms in the County Office in folder entitled “CRP4 Contract Folders”.

E Disbursing Payments

County Offices shall not:

- disburse CRP C/S payments exceeding \$100,000 until the applicant has returned the completed applicable form to the County Office
- issue multiple payments to avoid the requirements in subparagraph B.

F Unusual Situations

County Offices shall contact FMD, through State Offices and DAFO, for assistance if situations arise that are not covered in this paragraph.

7 CCC-770 Checklists Policy

*--A Policy on Use of CCC-770 Checklists

CCC-770 checklists:

- are **not** required based upon policies and procedures issued previously by the National--* Office
- shall be considered as management tools to help address deficiencies identified by a review or spot check of whether program policies or procedures are being followed before issuing CRP payments

Note: A National Report providing for a State's summary of the applicable CCC-770 *--checklists completed within the State is **not** required to be submitted to the--* National Office.

This policy does not negate STC, SED, State Office, DD, COC, and County Office responsibility for administering all provisions applicable before disbursing a program payment.

B Action

SED, STC or designee, DD, or CED shall determine:

- when County Offices are to complete CCC-770 checklists if apparent internal control deficiencies are found during CED, STC representative, or DD reviews
- whether the applicable CCC-770 checklist is necessary to avoid findings indicated by CORP reviews
- when additional internal controls are necessary to reduce improper payments.

8-17 (Reserved)

Section 2 FSA Administrative Responsibilities

31 STC Administrative Responsibilities

A STC Responsibility

Within the authorities and limitations in this handbook, STC shall:

- direct the administration of CRP
- document actions taken in minutes or other written records
- approve State research projects
- determine whether meritorious relief is applicable on a case-by-case basis

Note: All cases submitted to DAFP for relief shall contain the following:

- copy of participant's written request for relief
- copy of COC and STC minutes thoroughly documenting request and justification
- copy of all applicable forms and documents in the case file, including but not limited to CRP-1's, CRP-2's, copy of digital imagery, conservation plans, *-FSA-848's, cost share receipts, land deeds, etc.--*
- all documentation used by COC and STC during review
- narrative of the case in chronological order.
- upon recommendation from the County Office, designate areas of the State where the use of tree shelters, netting, plastic tubes, or other animal damage control devices are *-warranted and cost-effective on CP3A, CP5A, CP16A, CP22, CP23, CP25, CP27, *-CP28, CP30, CP39, CP40, or CP41

Notes: Incomplete case files may delay response.

See paragraph 491 and Exhibit 11.

- establish the primary nesting season for birds in the local area that are economically significant, in significant decline, or conserved according to Federal or State law in consultation with the State Technical Committee. See subparagraph 664 A.

Note: Establishment of the primary nesting season for birds in the local area that are economically significant, in significant decline, or conserved according to Federal or State law shall not be delegated to COC's or County Offices.

31 STC Administrative Responsibilities (Continued)

A STC Responsibility (Continued)

If STC does not establish dates as recommended by the State Technical Committee, STC **must:**

- submit dates to CEPD for approval
- include justification to support the dates not recommended by the State Technical Committee.

B STC Delegating Responsibility

STC may delegate an official representative to sign documents.

C Retaining Easement Forms

Although useful life easements are not required after the tenth CRP signup, State Offices shall retain all versions of easement forms on file.

32 SED Responsibilities for CRP

A SED Responsibilities

SED's shall:

- ensure that all County Offices follow provisions in this handbook
- require reviews to ensure that County Offices comply with requirements established by the National and State Office
- ensure that County Offices publicize CRP provisions
- review 7-CP for equitable relief provisions.

33 DD Responsibilities for CRP

A DD Responsibilities

DD's shall:

- ensure that COC's and CED's follow provisions in this handbook
- review County Office procedures to ensure that County Offices comply with requirements established by the National and State Office
- provide SED with a written report of all reviews
- review and approve CRP-1's according to paragraphs 401 and 519
- *--review "FSA-848A Report - Expiring Within in 30 days" and "FSA-848A - practices with Expiration date Exceeded" on a monthly basis.

Note: These automated reports are available from the CSS reports menu.--*

34 COC Policies and Responsibilities

A Establishing and Maintaining Policy

COC shall establish local policies that conform to national and State CRP policies.

National practices **shall** be offered in the State CRP unless STC determines that the practice is not applicable to the State. See Exhibit 11.

Practice specifications shall be maintained for all practices.

B COC Responsibilities

COC shall:

- fully comply with national and State CRP policies
- document actions taken in COC minutes
- document recommendations for relief to STC according to this handbook * * *
- ensure that successors-in-interest to CRP-1's meet requirements in 1-PL, 4-PL, or *--5-PL, as applicable--*
- ensure that County Office employees adhere to provisions and instructions in this handbook
- ensure that participants are taking necessary actions to establish scheduled conservation practices

34 COC Policies and Responsibilities (Continued)

B COC Responsibilities (Continued)

- ensure that producers receive complete, accurate, and timely program information about CRP by providing information through:
 - program leaflets, newsletters, and print media
 - meetings
 - radio, television, and video
- document actions taken in COC minutes and include the following:
 - all factors considered
 - justification of all determinations
 - reference to applicable handbook procedures
- *--review CED approvals of CRP-1's and CRP-1R at each COC meeting and record contract numbers in COC minutes.--*

Note: See paragraph 603 for noncompliance.

35 CED Responsibilities for CRP

A CED Responsibilities

CED's shall:

- *--approve FSA-848A for the following:--*
 - conservation practices
 - changes in extent and C/S, including increases if supported by NRCS or TSP
- extend the time to complete practice or report performance
- determine the following:
 - sufficiency of signatures
 - authority of persons signing in a representative capacity
 - contributions of individual or individuals sharing in establishing the practice
 - estimate for report of accomplishment
 - eligible cropland acres
 - eligible marginal pastureland acres
 - reviewing and verifying documentation submitted to determine cropping history
- approve conservation plans

35 CED Responsibilities for CRP (Continued)**A CED Responsibilities (Continued)**

- approve CRP-1 and CRP-1R, except for CRP-1's involving lands owned by STC, COC, CED, or other County Office employees
- *--review CRP-1 and CRP-1R's (including revisions) with COC and document review (including contract numbers) in the COC minutes in the same manner as delegated authorities according to 16-AO--*
- approve CRP-1G Addendum
- ensure that County Offices follow provisions issued by COC, DD, State Offices, and this handbook
- ensure that all automated processes are completed in a timely manner
- report incorrect software calculations, discrepancies, and problems to SED, through DD
- report to SED and the State Office Program Specialist, through DD, incomplete or incorrect procedures in this handbook
- ensure that all pertinent information and program deadlines are publicized
- ensure that signature deadlines are carefully monitored for reconstituted farms, designating payment shares, and necessary supporting documentation, such as AD-1026, CCC-502, CCC-526, CCC-901, CCC-926, CCC-931, CCC-933, or CCC-941, as--* applicable.

36 PT Responsibilities for CRP**A PT Responsibilities**

PT's shall:

- follow the provisions in this handbook
- report the following to CED:
 - incorrect software calculations and discrepancies
 - incomplete or incorrect procedures in this handbook.

37 Written Documentation**A COC Actions**

COC shall document determinations by recording in the COC minutes and completing any of the following as applicable:

- having a member sign the form
- making a note on the document
- attaching COC member's signed statement to the document
- ensuring a statement is in COC minutes.

B County Office Employee Action

County Office employees shall ensure that facts obtained, or actions taken, are made a matter of written record by:

- recording the facts or actions on either of the following:
 - the document
 - a statement attached to the document
- signing or initialing and dating the document.

38 Redelegations of Authority**A Prohibited Redelegations**

COC shall **not** redelegate the following:

- actions and determinations involving lands owned by STC, COC, CED, or other County Office employee
- determining violations of CRP-1's
- determining violations of landlord and tenant provisions
- hearing appeals
- appeal decisions.

39 (Withdrawn--Amend. 2)**40 CED Responsibilities****A Nondelegated Responsibilities**

Without formal delegation, and as part of the daily office operations, CED or program assistant designee shall:

- *--issue FSA-848A to participants
- send referrals for conservation planning to TSP or NRCS
- approve FSA-848B for payment--*
- prepare forms for C/S payments
- compute C/S and rental payments
- *--maintain and update changes in land ownership in MIDAS BP and MIDAS Farm--*
Records file
- renumber fields redefined for CRP according to 2-CP
- maintain cropland classification for acres devoted to trees for the life of CRP-1
- determine value of refunds, interest, and liquidated damages, when applicable, and according to the provisions of this handbook
- inform landowners that CRP-1 expiration does not terminate the easement on the land under CRP-1. The landowner is responsible for removing the easement from the deed after the easement expires and written approval has been obtained from COC. COC shall **not** incur any expenses for removing the easement.

41-51 (Reserved)

52 NRCS Responsibilities (Continued)

E NRCS Field Offices

The following provides the responsibilities of the District Conservationist.

Activity	Responsibility
Coordination and Representation	Coordinates responsibilities and represents NRCS with: <ul style="list-style-type: none"> • FSA • FSA COC • State Forestry Agency • State Wildlife Agency • Conservation Districts • other agencies, as appropriate.
Reporting and Records Management	Reports the following to FSA COC promptly: <ul style="list-style-type: none"> • findings that may affect an applicant’s eligibility, including changes in cropping history or management • cases of apparent noncompliance with program requirements.
Planning and Application	Assists producers with the following: <ul style="list-style-type: none"> • developing a conservation plan that NRCS has technical responsibility for that contains all appropriate practices, including operation and maintenance • *--servicing at least 10 percent of FSA-848B for which NRCS has--* technical responsibility for the assigned practices identified in the conservation plan • applying NRCS-assigned conservation practices for which NRCS has technical responsibility for ensuring that they meet FOTG standards • obtaining conservation district approval of conservation plans • coordinating planning of tree planting with the producer and State Forestry Agency representative for development of the tree planting plan to be referenced in the conservation plan (other approved electronic form).

52 NRCS Responsibilities (Continued)

E NRCS Field Offices (Continued)

Activity	Responsibility
Certification	Certifies on approved forms that the conservation plan meets minimum requirements before obtaining the Conservation District review and approval.
Completes Status Reviews	Completes status reviews, as applicable on up to 10 percent of all CRP-1's, according to paragraph 601.

F NRCS Employee Prohibitions

NRCS employees are prohibited from servicing CRP-1's on land that they, or their immediate family, own or lease. The Area or State Conservationist shall designate another NRCS employee to service such CRP-1's.

53-65 (Reserved)

Part 4 Total County Cropland

81 Cropland Limitation

A All CRP/ACEP-WRE and CRP General Signup

The Food Security Act of 1985, as amended, requires that USDA not enroll more than 25 percent of the total cropland in a county in CRP, including continuous and CRP grassland, ACEP-WRE, CREP, and FWP.

The following are 2 types of waivers to this limit.

- The Secretary may authorize a waiver to increase the limit above 25 percent if the Secretary determines **both** of the following:
 - the action would not adversely affect the local economy of the county
 - producers in the county are having difficulties complying with conservation plans.

Note: Counties with no or minimal cropland with an EI of 15 or greater are **not** eligible for a this type of waiver.

- The Secretary may authorize a waiver to exclude acres enrolled under continuous CRP from total CRP enrollment if local county government concurs with the request to exclude the acres. See subparagraphs K and L

B Total Cropland

A county's total cropland acreage is based on the cropland **physically** located within the *--county boundaries. See 10-CM for determining the physical location of a tract and its--* associated cropland, as well as for assigning a physical location county for tracts that cross county boundaries.

Total cropland is maintained in the web-based Farm Records Database.

For counties that are divided into 2 or more subcounty areas, the physical location of cropland is based on the subcounty acres. The physical location of CRP acres will continue to be based on the subcounty area.

81 Cropland Limitation (Continued)

***--C Acreage Subject to All CRP/ACEP-WRE Limit**

The 25 percent cropland limit is applied to the **physical** location of CRP/ACEP-WRE acres. For CRP-2's, CRP-2C's, and CRP-2G's completed in the automated COLS, the physical location of CRP acreage is determined by COLS.--*

Acreage subject to the applicable cropland limits, and included in cropland limit reports, includes the following:

- CRP active cropland acreage on contracts projected to be active October 1 of the current year and all later years, according to the * * * web-based contract management applications, such as SAFE
- CRP useful easement acreage under active easement periods but under expired CRP-1 contracts
- *--ACEP-WRE cropland acreage as reported by NRCS and recorded by County Office--* staff.

D Acreage Not Subject to the Applicable Cropland Limits

Acreage **not subject** to the applicable cropland limits and excluded from cropland limit reports includes the following:

- any land enrolled in EWRP administered by NRCS
- *--pastureland or other noncropland enrolled in ACEP-WRE administered by NRCS
- cropland in ACEP-WRE that is designated as subclass W in the land capability classes IV through VIII because of severe use limitations because of soil saturation or inundation--*
- CRP marginal pasture land
- *--CRP grasslands noncropland--*
- CRP land enrolled in field wind breaks (CP5) and shelterbelts (CP16)
- CRP cropland acreage on active contracts scheduled to expire September 30 of the current year.

Part 6 Eligibility Requirements

Section 1 Producer Eligibility Requirements

126 Eligible Person

A Eligible Participants

Eligible participants can include:

- *--individual
- general partnership
- joint venture
- corporation
- limited liability company
- limited partnership
- limited liability partnership
- limited liability limited partnership
- estate
- trust - revocable
- federal-owned
- State and local government
- churches, charities, and non-profit organizations
- public school
- BIA or Indian represented by BIA
- trust - irrevocable
- individual operating a small business
- Indian tribal venture.

Note: See 1-PL, 4-PL, or 5-PL, as applicable, for payment limitation and AGI payment--* eligibility requirements.

B Eligibility Criteria for Owners

An owner is eligible to offer land for enrollment in CRP if the owner meets 1 of the following requirements:

- owned the land for 12 months before the close of signup for general signup offers
- owned land for 12 months before submitting the offer for continuous signup

Note: See paragraph 127 for ownership waivers.

Exception: Owners of land under expiring CRP-1 may reoffer such land for enrollment regardless of the length of ownership if all other eligibility requirements are met.

126 Eligible Person (Continued)

B Eligibility Criteria for Owners (Continued)

- acquired the land by will or succession as a result of death
- acquired the land under circumstances other than for placement in CRP, as determined by DAFP.

Notes: Ownership eligibility requirements shall be satisfied if there is any combination of continuously leasing and owning by the same “person” according to 1-PL or person *--or legal entity according to 4-PL or 5-PL, during the 12-month period before the--* close of the current signup period.

When new land is acquired and added to a farm that meets the requirements of this subparagraph, the new land may only be offered when it also meets the ownership eligibility requirements of this subparagraph.

C Eligibility Criteria for Operators

An operator is eligible to offer land for enrollment in CRP when the operator meets all of the following requirements:

- operated the land for 12 months before the close of current of signup for general signup
- operated the land for 12 months before submitting the offer for continuous, CREP, and FWP signups
- provides satisfactory evidence, as determined by COC, that control of the land will continue uninterrupted for the CRP-1 period.

Note: Satisfactory evidence may include any of the following:

- statement signed by the owner
- written lease for the appropriate time period
- owner’s signature on CRP-1.

Operator eligibility requirements shall be satisfied if there is any combination of leasing and owning by the same “person” according to 1-PL or person or legal entity according to 4-PL *--or 5-PL, during the 12-month period before the close of the current signup period.--*

182 Infeasible to Farm (Continued)**C Payment Rate**

Cropland enrolled as a filter strip or riparian buffer under infeasible-to-farm criteria shall be calculated according to paragraph 196.

Note: Continuous signup incentives do not apply.

--183 HELI*A Purpose**

HELI offers a continuous signup to establish long-term cover on highly erodible cropland that has a weighted EI greater than or equal to 20 that will reduce:

- erosion to below the soil loss tolerance level which will assist in maintaining the long-term productivity of the land
- off-site adverse impacts to water quality
- adverse impacts to hydrology by changing the land use, including reducing potential adverse flood impacts associated with severe storm events
- adverse impacts commonly associated with wind borne soil, including impacts to human health and property damage associated with severe dust storms.

B Eligible Land

Eligible cropland for HELI must:

- be cropland according to paragraph 151
- have a weighted EI of 20 or greater for the offered acreage
- be needed and feasible to solve the resource concern, as determined by NRCS or TSP according to subparagraph 181 A.

Notes: The producer may enroll a field(s) or a portion of a field provided the weighted average EI (wind or water) for all land offered is greater than or equal to 20 based on the 3 predominant soils (determined by TERRA).

Existing grass stands that are **not** currently enrolled in CRP are **not** eligible.

Consistent with the statute and criteria for all other continuous signup practices, expiring CRP acreage is eligible for re-enrollment and therefore, automatically meets the needed and feasible eligibility requirements.--*

--183 HELI (Continued)*C Eligible Practices**

The following practices are eligible for HELI:

- CP1
- CP2
- CP3
- CP3A
- CP4D
- CP25.

Note: CP12 is not an eligible practice associated with any HELI practice. Covers on new offers or expiring CRP land must meet the minimum N1A EBI point value listed in Exhibit 26 for the applicable practice. Expiring CP10 or CP11 may be offered as the appropriate practice provided the cover meets the N1A EBI point value.

Example: An applicant has land that has a weighted average EI of 22. The land is not currently enrolled in CRP. The land meets the cropping history requirements of paragraph 151. The practice is determined needed and feasible by NRCS or TSP. The producer is offering to install a CP1. The cover must be a minimum of 2 to 3 species of an introduced grass.

D Incentives

SIP's, PIP's, and per acre rental rate incentives are **not** authorized.

E Contract Duration and Effective Date

The CRP-1 period for CRP contracts under HELI is 10 years.

The effective date of CRP-1 is the first day of the month following the month COC approves the contract, or it may be deferred up to 6 months according to paragraph 213.

See paragraph 213 for an example of expiration date for a 10-year continuous contract.--*

***--183 HELI (Continued)**

F Continuous Signup Number

For acreage enrolled in CRP under HELI, County Offices shall use the current continuous signup number.

Note: Continuous signup numbers change the beginning of every FY.

G State Allocations

Total enrollment in this initiative shall not exceed 750,000 acres. State enrollment allocations were based on the total non-irrigated cultivated cropland in a State that has an EI greater than or equal to 20 based on the 2007 National Resources Inventory survey.

Each State had at least 500 acres allocated; the maximum initial State allocation was 50,000 acres. States may submit a request for additional acres, if the initial allocations are obligated.

Current allocations can be found at

<https://sharepoint.fsa.usda.net/states/cepd/autogis/default.aspx>--*

184-195 (Reserved)

197 One-Time Payments**A CRP-SIP**

CRP-SIP is a one-time incentive payment made to participants that enroll certain practices **after all** of the following are met:

- CRP-1 is approved
- AD-1026 has been completed and signed
- *--certification of compliance with 1-PL, 4-PL, or 5-PL, as applicable.

Exception: CRP-SIP is **not** authorized for any re-enrolled continuous signup practice or any general signup practice re-enrolled under continuous signup, or infeasible to farm acres.--*

Note: Land that is currently under contract or has expired, and the cover has been maintained, is not eligible for SIP.

Important: CRP-SIP's shall **not** be made until **all** eligibility determinations have been *--made according to 1-PL, 4-PL, or 5-PL, as applicable.--*

Participants that enroll practices CP5A, CP8A, CP16A, CP17A, CP21, CP22, CP23, CP23A, CP27, CP28, CP29, CP30, CP31, CP33, CP36, CP37, CP38A-E, CP39, CP40, CP41, or CP42 (continuous signup only) may receive CRP-SIP.

Important: CRP-SIP is **not** applicable to any other practice.

197 One-Time Payments (Continued)

A CRP-SIP (Continued)

CRP-SIP is a one-time payment of \$10 for each eligible acre enrolled for each full year of CRP-1. CRP-SIP is calculated by multiplying the number of eligible acres enrolled times the number of full years, **not to exceed 10 years**, of CRP-1 multiplied times \$10.

Exception: For practices CP23, CP23A, CP33, and CP42, CRP-SIP is calculated by multiplying the number of eligible acres enrolled times the number of full years, not to exceed 10 years, of CRP-1 multiplied times \$15.

Note: CREP related maintenance incentives are governed by approved CREP agreements.

Examples: If CRP-1 is:

- 10 years and 7 months in length, CRP-SIP is calculated using only 10 years
- 12 years and 3 months in length, CRP-SIP is calculated using only 10 years.

The following provides additional information and examples for calculating CRP-SIP's.

Step	Action
1	<p>Determine the number of acres enrolled that are eligible for CRP-SIP. Only certain practices are eligible for CRP-SIP.</p> <p>Example: Producer enrolls 5 acres to be devoted to CP22 and 10 acres to be devoted to CP18B on the same tract. The duration of CRP-1 will be 10 years and 7 months. CRP-SIP is applicable only to the 5 acres of CP22.</p>
2	<p>Determine the number of full years of CRP-1. CRP-SIP is made for full years of CRP-1 only.</p> <p>Important: Always truncate part years of CRP-1's.</p> <p>Example: Using the CRP-1 in step 1, there are 10 full years in the approved CRP-1. Therefore, 10 years will be used to calculate CRP-SIP.</p>
3	<p>Multiply the result of step 1 times the result of step 2 times \$10.</p> <p>Example: Using the results of the examples in steps 1 and 2, the one-time CRP-SIP is \$500 = 5 acres x 10 years x \$10.</p>

197 One-Time Payments (Continued)**A CRP-SIP (Continued)**

CRP-SIP shall be:

- a one-time payment only
- rounded to the nearest whole dollar, see paragraph 462
- subject to the prompt payment provisions, see paragraph 462
- divided among participants according to the shares on CRP-1
- subject to the CRP \$50,000 FY payment limitation, see paragraph 461
- issued according to 1-FI * * *
- refunded if CRP-1 is terminated, see paragraph 571
- offset, if applicable, see paragraph 465
- assigned, if applicable, see paragraph 465
- based on a 10-year contract only.

Note: The revision to SIP applies to all new offers except for CREP. CREP-related * * * incentives are governed by approved CREP agreements.

CRP-SIP is a separate payment from all of the following:

- annual rental payment
- C/S payment
- PIP
- CP23 one-time incentive payment for CRP-1's approved before November 3, 2008.

197 One-Time Payments (Continued)

B PIP

PIP is a one-time incentive payment made to participants that enroll land in CRP to be devoted to continuous signup practices **after all** of the following are met:

- CRP-1 is approved
- AD-1026 has been completed and signed
- *--participant signs FSA-848B and reports completion of practice
- technical agency or producer certifies performance on FSA-848B
- all necessary documents to calculate total C/S amount are obtained
- certification of compliance with 1-PL, 4-PL, or 5-PL, as applicable.--*

PIP is:

- authorized for re-enrolled continuous signup practices only if new C/S is approved
- **not** authorized for infeasible to farm acres.

Important: PIP's shall **not** be made until **all** eligibility determinations have been made
--according to 1-PL, 4-PL, or 5-PL, as applicable.--

PIP is a one-time incentive payment:

- applicable to all continuous signup practices, except CP15B and CP42, including re-enrolled continuous signup practices where C/S is authorized

Notes: See subparagraph 66 D for eligible practices for continuous signup.

CREP related incentives are governed by approved CREP agreements.

- equal to 40 percent of the total **eligible** cost of practice installation.

Important: Do **not** include ineligible costs when calculating PIP.

Notes: Partial PIP payments are not authorized.

--Once a PIP is issued for a contract, no additional PIP's are authorized. This includes additional C/S activities such as follow up weed control or required management.--

197 One-Time Payments (Continued)

B PIP (Continued)

Determine the total **eligible** cost of practice installation. Do **not include** ineligible costs when calculating PIP. The following table provides additional information and examples for calculating PIP's.

Note: PIP cannot exceed 100 percent of the producer's out-of-pocket cost.

Example No. 1	
Step	Action
1	Bob Smith enrolled 10 acres as CP22. The average cost to establish hardwood trees is \$150 per acre for the needed components. Bob Smith submits an invoice that totals \$200 per acre to establish the required components for the practice. The eligible cost used to determine C/S cannot exceed \$150 per acre. The difference between the \$200 per acre invoice and the \$150 average cost is considered ineligible cost . Bob Smith received C/S of \$750 (10 ac. x \$150 = \$1,500 cost x .50 = \$750). *--FSA-848B, column item 12J, total eligible installation cost, is \$1,500 and column 12K, cost-share, is \$750. Bob Smith receives 100 percent shares on CRP-1.
2	Multiply the total of FSA-848B, column 12K, cost-share, times 80 percent--* (\$750 x 80 = \$600). PIP is \$600.
Example No. 2	
Step	Action
1	John Jones and Bob Smith enroll 5 acres to be devoted to CP22 and 10 acres to be devoted to CP18B on the same tract. John Jones total eligible cost to install CP22 and CP18B was \$5,500. John Jones received \$4,000 from the State Department of Natural Resources. John Jones' out-of-pocket cost was \$1,500. Bob Smith did not have any out-of-pocket cost. The value of the contribution from the State Department of Natural Resources plus John Jones out-of-pocket cost did not exceed the established eligible cost. John Jones received \$1,500 C/S assistance (\$5,500 x .50 = \$2,750, limited to \$1,500, John Jones out-of-pocket cost). *--FSA-848B, column 12J, total eligible installation cost, is \$5,500 and column 12K, cost-share, is \$1,500. John Jones and Bob Smith shares on CRP-1 are 50/50.
2	Multiply FSA-848, item 12K, cost-share, times 80 percent (\$1,500 x .80 = \$1,200). John Jones out-of-pocket cost was \$1,500. PIP is limited to \$1,200. John Jones' PIP is limited to \$600. Bob Smith is ineligible for PIP since he had no out-of-pocket cost.--*

197 One-Time Payments (Continued)**B PIP (Continued)**

PIP shall be:

- a one-time payment only, regardless if C/S is paid for reestablishment
- rounded to the nearest whole dollar, see paragraph 462
- subject to the prompt payment provisions, see paragraph 462
- divided among participants according to the shares on CRP-1
- subject to the CRP \$50,000 FY payment limitation, see paragraph 461
- issued according to 1-FI * * *
- refunded if CRP-1 is terminated, see paragraph 571
- offset, if applicable, see paragraph 465
- assigned, if applicable, see paragraph 465.

PIP is a separate payment from all of the following:

- annual rental payment
- C/S payment
- CRP-SIP
- *--CP23 one-time incentive payment for CRP-1's approved before November 3, 2008, or according to approved CREP agreements.--*

269 Notifying Producers (Continued)

D Offer Acceptable and Clearly Eligible (Continued)

- that a conservation plan must be developed by NRCS or TSP and approved by the *--Conservation District before CRP-1 can be approved by COC or CED--*

Note: County Offices must provide to NRCS or TSP all documents necessary to complete the conservation plan, including, but not limited to, the following:

- CRP-1
 - CRP-2G
 - maps.
- of provisions for starting practices. See Part 11.

E Rescoring Offers Where the Grass Cover Does Not Support the Ranking Score

For acceptable CRP grassland offers where NRCS is unable to verify the number of grasses claimed by the producer, allow the offer to be re-ranked based on the information NRCS provides and if the score is:

- still acceptable continue to CPO development and contract
- **not** acceptable based on the national batching period acceptable score, do either of the following:
 - allow the offer to be ranked in the next batching period
 - allow the producer to voluntarily withdraw the offer without liquidated damages.

270 Payments and Payment Limitation

A CRP Grassland Payments

CRP grassland practices are not eligible for SIP and PIP incentive payments. CRP grassland participants will receive annual rental payments.

B C/S Payments

CCC will pay up to 50 percent of the eligible cost of establishing CRP grassland practices.

Note: C/S is ineligible for grass establishment on provisional offers.

***--271 Contract Activities**

A CRP Grassland Permitted Activities

For CRP grasslands, the following activities are permitted if specified in the conservation plan:

- common grazing practices, including maintenance and necessary cultural practices, on and in a manner that is consistent with maintaining the viability of grassland, forb, and shrub species appropriate to that locality
- haying, mowing, or harvesting for seed production, subject to appropriate restrictions during the nesting season for birds in the local area that are economically significant, in significant decline, or conserved according to Federal or State law, as determined by the Secretary in consultation with the State Technical Committee
- fire presuppression, fire-related rehabilitation, and construction of fire breaks
- grazing-related activities, such as fencing and livestock watering facilities.--*

272-285 (Reserved)

335 Signature Requirements (Continued)**C Requirement Exceptions**

The requirements for signatures apply unless:

- a trustee of BIA representing the native Americans owning the land signs on their behalf

Note: All CRP-1's signed by BIA representative on behalf of Native Americans owning
--the land shall be reviewed by RA. COC or CED shall not approve CRP-1 until--
RA determines that the required signatures have been obtained.

- a native American has a restrictive 5-year BIA farm lease that has been extended according to BIA provisions.

Exception: If the land has non-Native American owners who are unknown, CRP-1 may be approved without the non-Native American owners' signatures if the total non-Native American owner share is 25 percent or less.

--See 10-CM for recording unknown owners or operators in MIDAS Farm--
Records.

336 Submitting Offers After Signup Deadline

A Register of Offers

County Offices shall complete a register of producers at the County Office as of COB on the final date for submitting offers. If all offers cannot be processed by the final date, the producers listed on the register shall be:

- assisted as soon as possible after the final date for submitting offers
- considered to have submitted their offers on time.

B Late-Filed Offers

Only offers filed before the deadline for submitting offers are eligible.

Using CRP-36 (Exhibit 5), advise producers who submit offers after the deadline that late-filed offers are not eligible.

Note: Producers listed on the register are not considered late-filed offers.

341 Notifying Producers

A Eligibility Review

COC or CED shall:

- review the list of acceptable offers to ensure that all eligibility criteria have been met for all offers listed as **acceptable** by the National or State Office
- **not** approve CRP-1 if producer or the offered acreage does not meet eligibility criteria even though the offer is listed as acceptable by the National or State Office.

B Offer Not Acceptable

If the offer is not acceptable, advise the producer that:

- offer was not acceptable
- eligible land may be reoffered in a later signup.

C Procedure for Notifying Producers

COC or CED shall notify producers, using CRP-23, CRP-24, and CRP-26 (Exhibit 5), of the status of their offer as soon as the list of acceptable offers is received and an eligibility review was conducted.

***--Note:** Decisions issued through use of CRP-26 shall include appeal rights to COC according to 1-APP.--*

Provide NRCS or TSP a list of acceptable offers.

341 Notifying Producers (Continued)

D Offer Acceptable and Clearly Eligible

If the offer is determined acceptable, advise the producer:

- to notify the County Office if the producer wants the offer approved

Note: The producer's notification to the County Office is not required to be in writing. The County Office shall notate the producer's notification and include the notation in the producer's CRP folder.

- that a conservation plan **must** be developed by NRCS or TSP and approved by the *--Conservation District before CRP-1 can be approved by COC or CED--*

Note: County Offices must provide to NRCS or TSP all documents necessary to complete the conservation plan, including, but not limited to the following:

- CRP-1
 - CRP-2
 - maps.
- of provisions for starting practices. See Part 11.

342-365 (Reserved)

368 NRCS Conservation C/S Agreement (Continued)**D Required Signatures for Conservation Plan**

For CRP, NRCS-approved electronic forms **must** be signed by all of the following:

- CRP producers listed on CRP-1
- designated conservationist
- conservation district representative.

***--Note:** See paragraph 366 for requirements before COC or CED approves the conservation plan.

FSA COC or CED shall have concurrence with the Contract Support Document for CRP--* acreage. If CRP acreage is not in a conservation district or the conservation district refuses to sign the conservation plan, the State Conservationist shall delegate authority to approve the conservation plan.

E Conservation Plan/Contract Support Document Requirements

An approved conservation plan includes:

- all of the eligible acres offered for CRP
- required maintenance for weeds, insects, pests, or other undesirable species for the life of CRP-1
- only those practices requested in CRP-1
- application rates that are consistent with practice specifications.

Note: Any other changes in regard to the above items may void CRP-1.

--369 Assembling and Filing CRP Documents--**A Overview**

Many of the documents needed for CRP case files are available electronically. However, a few of the required documents, such as CRP-1 and CRP-2, are not available electronically and **must** be filed manually. CRP documents shall be filed according to State policy.

Note: County FSA Offices shall:

- maintain the original CRP-1, CRP-1 Appendix, and CRP-2
- provide NRCS with a copy of any documents needed for NRCS CRP case files.

Historically, CRP documents have been contained in a 6-part folder. The following subparagraphs provide suggestions for assembling and filing CRP documents.

B Standard File Folder

If a standard file folder is used, the arrangement of the contents of the first cover should be:

- conservation plan map and legend
- tree planting plan provided by the State Forestry Agency
- job sheets referenced from the conservation plan
- soil map
- interpretative information containing HEL designations
- CRP-2
- erosion and predominant soil worksheets.

The contents of the second cover should be:

- NRCS-approved forms
- CRP-1
- *--FSA-848A/B--*
- other support data.

Note: Each document should be filed with the latest version in front.

--369 Assembling and Filing CRP Documents (Continued)--**C First Cover of Six-Part Folder**

If a six-part folder is used, the following arrangement is specified for continuity and uniformity. The arrangement of the documents for each cover from front to back should be:

- CRP-1
- letters to and from the producer
- location map, if used
- *--SIP + annual payment date.--*

D Second Cover of Six-Part Folder

The following is the order for the second cover:

- NRCS-LTP-013, latest on top
- NRCS-CPA-06.

E Third Cover of Six-Part Folder

The following is the order for the third cover:

- conservation plan map and legend
- soil map
- soil interpretive information containing HEL designations.

F Fourth Cover of Six-Part Folder

The following is the order for the fourth cover:

- NRCS-CPA-1156, latest on top
- NRCS-CPA-1155
- job sheet
- tree planting plan, if applicable
- engineer design, if applicable
- *--NRCS-CPA-052.--*

--369 Assembling and Filing CRP Documents (Continued)--

G Fifth Cover of Six-Part Folder

The following is the order for the fifth cover:

- job sheets referenced from the Conservation Support Document
- CRP-2
- National/State ranking forms.

H Sixth Cover of Six-Part Folder

The following is the order of the sixth cover:

- FSA-848A/B, latest on top
- *--C\S and PIP records--***
- other support data.

I Assistance Notes

Appropriate documentation shall be included in the conservation assistance notes in the FOCS data base. Do not duplicate this information on NRCS-LTP-013.

J Disposition of Completed or Terminated CRP-1's

Record the termination or expiration date on each CRP-1. NRCS shall follow the Records Management Guide (120 GM, Part 408) for records maintenance and disposal.

370-400 (Reserved)

401 Approving and Numbering CRP-1's (Continued)

C COC Responsibilities

--COC or CED shall:--

- sign and date each eligible CRP-1 if:
 - listed as an acceptable offer
- requirements in this paragraph have been met
- not approve CRP-1's for persons listed in subparagraph D
- follow conflict of interest provisions in 22-PM, Part 9.

Note: This is not applicable to continuous signup contracts.

D Approval Responsibilities

An STC or DAFP representative shall review certain CRP-1's before approval. The following shows required reviews, persons responsible for review, and persons responsible for approval or disapproval.

CRP-1's for...	MUST be reviewed by...	BEFORE approval or disapproval by...
<ul style="list-style-type: none"> • COC members • County ES employees • FSA County Office employees • other County USDA employees • Conservation District board members 	DD	DD.
State Office employees	STC	STC.
STC members	DAFP	SED.
SED's	DAFP	STC.
Other FSA employees	DAFP	STC.

Note: Reviews **must** be completed for any entity for which the employees, who are subject to a required review, have a substantial beneficial interest, according to 1-PL or 4-PL, as applicable.

401 Approving and Numbering CRP-1's (Continued)

D Approval Responsibilities (Continued)

Persons making the required reviews shall ensure that all:

- eligibility requirements are met
- required entries on CRP-1, CRP-2, and CRP-2C are completed.

SED or STC, as applicable, shall not approve CRP-1's unless authorized by DAFP in writing.

* * *

E County Office Action

After requirements in subparagraphs A through C have been met, notify producer of approval using CRP-24 (Exhibit 5).

* * *

427 Maintaining Approved Cover**A Practice Maintenance**

CRP cover maintenance is the participant's responsibility. Participants shall maintain practices, according to the conservation plan and this paragraph, without additional C/S assistance. The maximum payment rate calculation considers the cost of maintenance, if applicable, for the participant throughout the CRP-1 period.

NRCS or TSP shall work with participants to plan appropriate maintenance practices, such as mowing, spraying, or prescribed burning in a logical and practical manner. All practices necessary for the successful establishment and maintenance of the approved cover shall be included in the conservation plan and agreed to by the participant. Maintenance practices shall meet CRP and participant objectives. NRCS or TSP, in consultation with COC or CED, shall determine when maintenance practices can be rescheduled. For CRP-1's where maintenance was not scheduled, the conservation plan shall be modified to include appropriate maintenance.

Except as provided in paragraph 492, participants shall ensure:

- that adequate approved vegetative cover is maintained to control erosion for the CRP-1 period
- compliance with State noxious weed laws, if applicable, as determined by the State or local noxious weed commission

Note: Neither STC nor COC or CED has the authority to determine whether a CRP participant has failed to comply with State noxious weed laws. Upon a finding of failure to comply with State noxious weed laws, by the appropriate authority, STC and COC shall assess appropriate payment reductions or terminate CRP-1, as applicable, according to paragraph 571 * * *.

- control of other weeds that are not considered noxious, as determined by COC or CED, for CRP-1's entered into after November 28, 1990
- that undesirable vegetation, weeds (including noxious weeds), insects, rodents, etc., that pose a threat to existing cover or adversely impact other landowners in the area are controlled

427 Maintaining Approved Cover (Continued)

A Practice Maintenance (Continued)

- after an NRCS or TSP final status review or after the CRP participant certifies completion of the practice, all CRP maintenance activity, such as mowing, burning, and spraying, is conducted outside the primary nesting season of birds in the local area that are economically significant, in significant decline, or conserved according to Federal or State law for wildlife and according to the conservation plan, except that spot treatment of the acreage may be allowed during the primary nesting season of birds in the local area that are economically significant, in significant decline, or conserved according to Federal or State law if **all** of the following are met:--*

- if untreated, the weeds, insects, or undesirable species would adversely impact the approved cover
- COC or CED, in consultation with NRCS or TSP, determines such activity is needed to maintain the approved cover

Note: CRP participants shall receive COC or CED approval before beginning spot treatment of acreage.

- the spot treatment is limited to the affected areas of the field.

Note: For purposes of maintenance activity, CRP participant certification of completing the practice will be considered the end of the maintenance period.

When spot treatment is determined necessary, COC or CED shall approve a method that results in the least damage to the nesting wildlife and habitat.

Note: Spot treatment includes spot spraying and spot mowing, and is limited to the immediate area of infestation.

Periodic mowing and mowing for cosmetic purposes is prohibited at all times, even if this activity is included in the conservation plan.

Annual mowing of CRP for generic weed control is prohibited.

Note: Beyond the primary nesting season, occasional mowing for control of weeds, insects, or pests is permissible if included in the conservation plan.

Part 14 CRP Funds

461 Maximum Annual Non-C/S Payment Limitations**A Payment Limitation Attributed to Year Earned**

The maximum annual non C/S payment limitation that an eligible person or entity can receive under CRP is \$50,000 per FY based on the FY the payment is **earned**.

--4-PL/5-PL rules defining a person or legal entity apply to CRP contracts approved on or-- after October 1, 2008. 1-PL rules defining a “person” apply to CRP contracts approved before October 1, 2008.

This limitation does not apply to a State, political subdivision, or agency approved under a special enhancement program. Annual rental payments made to a State under a State CRP enhancement agreement shall be credited against the payment limitation of the producer who entered into the State CRP enhancement agreement with the State.

Important: State CRP enhancement agreements are **not** CREP agreements.

The Finality Rule does not apply to CRP annual rental or incentive payments. See paragraph 465.

B Calculating Maximum Annual Payment Limitations for Non-C/S Payments

The maximum annual non-C/S share payment a person or legal may receive is equal to the lesser of:

- (annual rental payments) + (CRP-SIP’s) + (PIP’s) + applicable CREP incentive payments
- \$50,000.

When the sum of the (annual rental payments) + (CRP-SIP’s) + (PIP’s) + applicable CREP incentive payments exceeds \$50,000, the:

- the payment shall be reduced to \$50,000
- the amount exceeding \$50,000 shall never be paid.

Important: All incentive payments made by CCC under a CREP agreement shall be included when calculating the FY annual payment limitation. States with approved CREP agreements shall provide procedure for calculating applicable incentive payments and ensuring the FY annual payment limitation is not exceeded.

461 Maximum Annual Non-C/S Payment Limitation (Continued)

C Attribution of Payments to Year Earned

Payments are attributed based on the year the payment is **earned**.

For payment limitation purposes, a payment is attributed for:

- the annual rental payment in the FY program performance occurs
- *--CRP-SIP in FY COC or CED approves CRP-1
- PIP in FY the participant completes the practice, as evidenced by the producer's signature date on FSA-848B.--*

Example 1: A producer's CRP-1 continuous contract (300 acres at \$90 per acre annual payment for 10 years) is approved on September 1, 2013. The contract becomes effective on October 1, 2013. The first annual payment is due October 2014. SIP is \$30,000. CRP-PIP is \$40,000.

For payment limitation purposes, a payment is attributed for:

- the annual rental payment in FY 2014 (performance occurs in FY 2014)
- CRP-SIP in FY 2013 (the year the contract is approved)
- PIP in FY 2015 (assuming the practice is completed in FY 2015).

Note: This means for payment limitation purposes, the CRP-SIP is attributed to FY 2013, the first annual rental payment is attributed to FY 2014, and the CRP-PIP is attributed to FY 2015.

Event	Date	Fiscal Year		Pay Limit Year		
		Issued	Earned	2013	2014	2015
Contract Approved	September 1, 2013					
SIP Payment Issued	October 20, 2013	2014	2013	\$30,000		
1st Annual Rental	October 1, 2014	2015	2014		\$27,000	
Practice Completed/PIP Payment Issued	January 15, 2015	2015	2015			\$24,000
2 nd Annual Rental	October 1, 2015	2016	2015			\$27,000
Total Paid				\$30,000	\$27,000	\$50,000
Total Reductions due to Payment Limitation				\$0	\$0	\$1,000 on Annual Rental

Note: \$27,000 in annual rental payments is attributed in subsequent FY's for the remaining 8 payments.

462 Making CRP Payments

A Rounding CRP Payments

Each of the following CRP payments shall be rounded to the nearest whole dollar using normal rules of rounding:

- annual rental payments
- CRP-SIP
- PIP
- CP23 one-time WRI payment for CRP-1's approved before November 3, 2008
- C/S payments.

B Annual Rental Payments

Provided the participant is in compliance with the terms and conditions of CRP-1, disburse annual rental payments as designated on CRP-1.

CRP annual rental payments shall be made, when authorized:

- after:
 - certification of compliance has been received
 - certification of compliance with adjusted gross income limitation has been received
*--according to 1-PL, 4-PL, or 5-PL, as applicable
 - AD-1026 has been completed and signed
 - certification of compliance with 1-PL, 4-PL, or 5-PL, as applicable, when applicable
 - October 1, for each effective year
 - receiving notice from DAFP authorizing payments to be made

Note: CRP annual rental payments shall **not** be made until all eligibility determinations have been made according to 1-PL, 4-PL, or 5-PL, as applicable.--*

- according to 1-FI and 1-CRP.

Note: See paragraph 465 for finality rule.

462 Making CRP Payments (Continued)**C CRP-SIP**

CRP-SIP is a one-time incentive payment made to participants that enroll certain practices under continuous signup provisions. See paragraph 197.

Provided the participant is in compliance with the terms and conditions of CRP-1, disburse CRP-SIP's according to the shares on approved CRP-1.

CRP-SIP's shall be made, when authorized:

- after:
 - CRP-1 is approved
 - certification of compliance with adjusted gross income limitation has been received
*--according to 1-PL, 4-PL, or 5-PL, as applicable
 - AD-1026 has been completed and signed
 - certification of compliance with 1-PL, 4-PL, or 5-PL, as applicable

Note: CRP-SIP's shall **not** be made until all eligibility determinations have been made according to 1-PL, 4-PL, or 5-PL, as applicable.--*

- according to 1-FI.

Note: See paragraph 465 for finality rule.

462 Making CRP Payments (Continued)

D PIP

PIP is a one-time incentive payment made to participants that enroll land in CRP to be devoted to continuous signup practices. See paragraph 197.

Provided the participant is in compliance with the terms and conditions of CRP-1, disburse PIP's according to the shares on approved CRP-1.

PIP's shall be made, when authorized:

- after:
 - CRP-1 is approved
 - certification of compliance with adjusted gross income limitation has been received
*--according to 1-PL, 4-PL, or 5-PL, as applicable
 - AD-1026 has been completed and signed
 - participant signs FSA-848B and reports completion of practice
 - NRCS or TSP certifies performance on FSA-848B
 - all necessary documents to calculate total C/S amount are obtained
 - certification of compliance with 1-PL, 4-PL, or 5-PL, as applicable
 - partial PIP's are not authorized; see subparagraph 197 B

Note: PIP's shall **not** be made until all eligibility determinations have been made according to 1-PL, 4-PL, or 5-PL, as applicable.--*

- according to 1-FI.

Note: See paragraph 465 for finality rule.

462 Making CRP Payments (Continued)

E CP23 and CP23A One-Time WRI Payment for CRP-1's Approved Before November 3, 2008

CP23 and CP23A one-time WRI payment is an incentive payment to encourage the restoration of cropped wetlands. See Exhibit 11.

Provided the participant is in compliance with the terms and conditions of CRP-1, disburse CP23 and CP23A one-time WRI payment according to the shares on approved CRP-1 only for CRP-1's approved before November 3, 2008.

Exception: Payments for CREP CRP-1 participants must adhere to the written CREP agreements. Changes made in PIP/SIP/WRI for CRP's general and continuous signup do not automatically apply to CREP's unless those agreements indicate that these payments shall be made "according to 2-CRP" or "consistent with National CRP directives" or similarly worded reference. CREP agreements which include specific payment provisions such as "25% WRI hydrology restoration payments shall be paid for practices CP23 and CP23A" must be adhered to as written.

CP23 and CP23A one-time WRI payment shall be made, when authorized:

- after:
 - CRP-1 is approved
 - certification of compliance with adjusted gross income limitation has been received *--according to 1-PL, 4-PL, or 5-PL, as applicable
 - AD-1026 has been completed and signed
 - participant signs FSA-848B and reports completion of practice
 - technical agency certifies performance on FSA-848B
 - all necessary documents to calculate total C/S amount are obtained
 - certification of compliance with 1-PL, 4-PL, or 5-PL as applicable

Note: CP23 and CP23A one-time WRI payments shall **not** be made until all eligibility determinations have been made according to 1-PL, 4-PL, or 5-PL, as--* applicable.

- according to 1-FI.

Notes: See paragraph 465 for finality rule.

See Exhibits 35.5 and 35.6 for WRI payments.

462 Making CRP Payments (Continued)***--F CRP Tree Thinning Incentive**

Incentive payments authorized to encourage tree thinning, prescribed burning, and other eligible customary forestry activities that improve resource condition may be made at any time during the CRP contract following the implementation of an approved component practice described in paragraph 627 consistent with the CRP conservation plan and CRP-1.

Regional incentive rates have been established based on average cost to implement the practice.

Note: Actual incentive payment made to a CRP participant must not exceed 150 percent of the actual cost to install the practice.

Tree thinning incentive payments are limited to those CRP contracts where trees have been established and the use of tree thinning and prescribed burning component practices are integrated to enhance habitat for savannah or early successional species and promote healthy forests.--*

G Prompt Payment

CRP participants who are issued CRP payments more than 30 calendar days after payments are authorized shall receive interest under the Prompt Payment Act according to 61-FI. See 50-FI for prompt payment interest rates.

H Authorized Payments for 2012 and Prior Years

The Conservation Payment software for 2012 and prior year CRP and related payments was disabled on September 5, 2013. Any outstanding payments for 2012 or a prior year must be issued through the authorized payment process. See Exhibit 35.7 for additional information for handling authorized payments.

463 Dividing Payments Among Participants for Successor-in-Interest CRP-1's**A CRP Rental Payments**

Earned CRP annual rental payments **shall** be paid according to the division of shares agreed to by the participants on CRP-1.

B Dividing CRP Payments Among Predecessor and Successor Participants

Annual rental payments shall be divided between predecessors and eligible successors as agreed to among the participants if both of the following are met:

- COC determines there is no scheme and device to defeat or circumvent the purpose of any program provision, including payment limitation and permitted entity provisions

463 Dividing Payments Among Participants for Successor-in-Interest CRP-1's (Continued)

B Dividing CRP Payments Among Predecessor and Successor Participants (Continued)

- eligible successors-in-interest sign a revised CRP-1 within 60 calendar days of notification by COC or CED.

If there is no agreement among predecessors and eligible successors, annual rental payments shall be divided based on the earlier of the date the:

- deed is recorded on the land records
- successor acquired right of occupancy, through foreclosure proceedings, of the land under CRP-1.

Note: This provision only applies to land acquired through foreclosure proceedings. See paragraph 555 for succession-in-interest provisions.

CRP participants shall be responsible for either:

- refunding any payments that may become due if CRP-1 is not assumed
- ensuring that the successor-in-interest agrees to and signs, if applicable, the version of CRP-1 Appendix in effect when the preceding CRP-1 was signed.

If acreage under CRP-1 is sold to a successor and the successor sells the acreage before the County Office becomes aware of the initial sale, the newest owner may be allowed to succeed to CRP-1.

Note: If the original owner received payments earned after the sale of the land, refunds of that amount, plus interest, shall be collected from the original owner. Issue applicable payments to new owner.

If a successor terminates CRP-1 and the predecessor has earned part of the annual rental payment, the successor shall be responsible for refunds, including the amount earned by the predecessor.

Note: Ensure that the payment is issued to the predecessor even though CRP-1 is terminated. No interest will be paid.

When dividing CRP annual rental payments between previous owners and new owners,

--see the CCMS User Guide for contract effective date and division of payment agreement.--

464 Recording Payments

A Forms to Use

Record payments according to the following.

Form	Payment
--FSA-848B--	Record C/S payments.
FSA-695	Record annual rental payments. <ul style="list-style-type: none"> • See Exhibit 36. • File FSA-695 according to 25-AS. <p>Note: Using FSA-695 is optional.</p>

See 1-FI for signature, mailing, and filing requirements for Disbursement Transaction Statements.

465 Refunds, Offsets, and Assignments

A Preparing Payments

Use the following handbooks and procedures to process refunds, offsets, assignments, and joint payments:

- for refunds, see 3-FI
- for offsets, see 1-FI and 6-FI
- *--for receivables, see 64-FI--*
- for claims, see 58-FI and 64-FI
- for assignments:
 - prepare CCC-36 according to 63-FI
 - assign only cash payments
- for joint payments, prepare CCC-37 according to 63-FI.

B Finality Rule

The Finality Rule does **not** apply to any of the following CRP payments:

- annual rental payments
- CRP-SIP's
- PIP's
- CP23 and CP23A one-time incentive payments for CRP-1's approved before November 3, 2008.

C Assigning CRP Cash Payments

CRP cash payments may be assigned to secure or pay pre-existing debts.

Prepare CCC-36 and determine priority for honoring assignments according to 63-FI.

491 General C/S Policy (Continued)

D C/S Not Authorized (Continued)

- streambank stabilization
- CP12
- *--CP11, except for tree thinning within open areas for contracts approved before March 14, 2011--*

Note: See Exhibit 11.

- splitting practices on the same land for C/S purposes between different Federal programs
- establishing required practice on CRP if any other Federal C/S has been, or is being, made to establish that practice
- drilling wells

Exception: C/S may be authorized for establishing drilled wells on filterstrips and riparian buffers, if needed.

- developing water facilities

Exceptions: C/S may be authorized for establishing:

- livestock water facilities outside filterstrips and riparian buffers, if needed

Note: See paragraph 511.

- a permanent water source for wildlife, when developed on certain acreage enrolled in CRP and according to a conservation plan. See Exhibit 11.

- installing irrigation systems
- improving or reorganizing existing irrigation systems
- purchasing and planting vegetative cover for certain practices exceeding 50 percent of the agricultural market value of the land

Note: See subparagraph B.

491 General C/S Policy (Continued)

D C/S Not Authorized (Continued)

- fencing CRP land

Exception: C/S may be authorized for fencing around filterstrips and riparian buffers.

- re-establishing practice because of damage from emergency haying or grazing
- establishing practices for unacceptable offers
- practice not meeting specifications
- practices not included in the approved conservation plan
- plastic mulch or supplemental irrigation water, except where CP5, CP5A, CP16, CP16A, CP17, CP17A, CP22, and CP25 (only if devoted to trees) will be established in areas where the average annual precipitation is 25 inches or less
- tree shelters, netting, plastic tubes, or other animal damage control devices, except in *--areas designated by STC for use only on CP3A, CP5A, CP16A, CP22, CP23, CP25,--* CP27, CP28, CP30, CP39, CP40, or CP41

Notes: C/S is not approved for such devices for other practices.

See paragraph 31 and Exhibit 11.

- re-enrolled practices.

Exception: C/S is authorized **only** if additional work/activity is required for the practice to meet current practice standards according to paragraph 366 and Exhibit 11. C/S is **not** otherwise authorized for re-enrollments.

495 State Program and C/S Policy (Continued)

E Establishing Rates for State CRP

STC's that establish C/S rates for the State shall establish rates within the National C/S levels, expressed as either a:

- flat rate
- percent of cost, not to exceed \$ ____ per unit of measure
- percent of cost.

Notes: Base flat rate or limitations on documented average costs.

Do not use arbitrary holddowns.

Use percent of cost levels only if there is no data or there is considerable variation in actual cost of practices across the State.

F Reviewing and Approving County C/S Rates

STC's that do not establish C/S rates for the State may authorize COC's to establish C/S rates for the county.

STC shall establish State guidelines for COC's to follow when establishing county C/S rates.

STC, or representative, shall review and approve all C/S rates established by COC to ensure that:

- C/S rates are consistent across county boundaries
- C/S rates are consistent across district and State boundaries

Important: State Office shall **not** delegate this responsibility.

- C/S rates established are within the National and State C/S levels, if applicable
- all flat C/S rates established represent the applicable percentage of cost specified
- cost estimates used by COC's to establish flat C/S rates are accurate and acceptable
- C/S rates are set at the minimum incentive needed to encourage producer participation and implement the approved practice.

If discrepancies exist across county boundaries or between county practice specifications and State and National guidelines, STC's shall not approve COC's C/S rates until the problem is resolved.

STC, or representative, shall notify COC in writing when C/S rates are approved. COC shall document approval in COC minutes.

496 Establishing Standardized Components

A State-Developed Components

State Offices shall establish and maintain a list of standardized components applicable for practices under CRP to be used within the State.

- Components shall represent different items that are required as part of a practice.

Examples: Materials, seed types, seed mixtures, tree types, labor, etc.

- The State Office shall develop the coding system. See subparagraph B.

***--Note:** Components shall be established in the automated system according to the Program Provisioning User Guide.--*

* * *

497 County Program and C/S Policy**A Establishing Rates**

COC's are authorized to establish county C/S rates:

- if authorized by STC
- according to State and National guidelines
- with NRCS concurrence.

COC's that establish C/S rates for the county shall establish rates within the State and National C/S levels, expressed as 1 of the following:

- flat rate
- percent of cost, not to exceed \$ ____ per unit of measure
- percent of cost.

B County Practice Requirements and Specifications

COC shall include all CRP practice provisions, requirements, and specifications issued in the State program.

The County CRP practice requirements and specifications shall:

- be incorporated by reference to a standard publication
- not be less restrictive than State or National policy
- not require performance beyond that which is needed to ensure that the practice functions properly
- be recorded in a County Office handbook or in some other manner

Note: Include the following information:

- list of practices
- approved C/S rates
- reference to the general provisions in the State guidelines.
- not be effective until approved by STC according to subparagraph C.

Maximum and minimum specifications shall be included only if practice is included in the County program.

497 County Program and C/S Policy (Continued)

C STC Approval

STC, or designee, shall ensure that the requirements, specifications, and C/S rates established by COC are consistent across county boundaries before approval.

STC shall ensure that **all** C/S rates established by COC are consistent across district and State boundaries.

Important: STC shall **not** delegate this responsibility.

D Establishing Flat C/S Rates

Flat C/S rates established by COC shall apply to the entire county. Variations of flat C/S rates within a county are not authorized.

Express flat C/S rates as follows:

- \$ ____ per acre
- other unit of measure, such as cubic yard, linear foot, ton, or pound.

Note: Base flat rates or limitations on documented average costs. Do not use arbitrary holddowns. Use percent of cost levels only if there is no data or there is considerable variation in actual cost of practices across the county.

E Supporting Data for Flat C/S Rates

COC shall:

- use existing FSA and NRCS average cost lists as supporting data to establish flat C/S rates
- if average C/S rates are not established, base flat rates on current data from:
 - NASS
 - *--NIFA through the State Extension service--*
 - applications for payment
 - quotations from dealers or contractors
 - other available sources.

497 County Program and C/S Policy (Continued)

E Supporting Data for Flat C/S Rates (Continued)

--File the cost data used to establish flat rates with the Cost Share Plan files according to 25-AS.--

Note: Supporting evidence and proof of payment for completed practices paid on a flat rate method are not required to be maintained by the producer for 1 year.

F Adjusting Previously Established Flat C/S Rates and Documentation

COC's shall **not** increase or reduce flat C/S rates or limitations based on isolated changes in costs during the FY.

If the average cost of performance:

- changes substantially during FY, COC's shall revise the rate
- decreases so the rate is materially greater than the established State or National level, COC's shall reduce the rate.

COC's shall:

- document the reason or basis for any changes to C/S rates in COC minutes
- amend county CRP C/S data indicating the revised rates.

C/S earned shall be computed based on the average cost of carrying out the practice, as *--determined by COC using rates in effect when C/S is approved on FSA-848A.--*

Exception: When the average cost of performance changes substantially for reasons beyond the producer's control, COC or CED may compute C/S based on the average cost of carrying out the practice using the rates in effect when the practice is performed. These exceptions shall be documented in COC minutes.

*--**Note:** FSA-848B shall not be approved until CRP-1 is approved.--*

--499 Issuing and Processing FSA-848A's--

A Approval

When CRP-1 is approved, the practices scheduled on the approved conservation plan are automatically approved. By approving CRP-1, COC or CED is committing funds for completing the practices.

*--The FSA-848 is not required for CRP. Information from CRP-1 and the Conservation Plan must be used to complete the C/S application according to the CSS User Guide. Enter the CRP-1 “signature approval date” and “submitted date” before submitting the C/S applications in CSS.

500 FSA-848A and FSA-848B

A FSA-848A, Cost Share Agreement

Process initial FSA-848A for all practices, C/S, non-C/S, and management activities immediately after approving CRP-1 according to guidance in CSS User Guide and this paragraph.

Note: FSA-848A/B's are not required for CP12's.

The FSA-848A and B shall serve as a:

- reminder of approval
- report of performance
- claim for payment.

County Offices may request the producer's signature on the FSA-848A; however, the producer's signature is not required.

COC/CED must still sign and approve FSA-848A.--*

*--500 FSA-848A and FSA-848B (Continued)

B Example of FSA-848A

FSA-848A's are generated through CSS according to the CSS User Guide. The following example displays entries that are generated as a result of a cost-share agreement processed in CSS.

This form is available electronically. FSA-848A (09-10-15)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		Form Approved - OMB No. 0560-0082									
COST-SHARE AGREEMENT (See Page 2 for Privacy Act and Burden Statements)		1. ST. & CO. Code : 29 101		2. County Office Name, Address and Telephone Number JOHNSON COUNTY FARM SERVICE AGENCY 727 PCA RD STE A WARRENSBURG, MO 64093-7913 (660) 747-8400									
THIS AGREEMENT is entered into between the Farm Service Agency (referred to as "FSA") and the undersigned owners, operators, tenants, and/or producers (who individually will herein be referred to as "the Participant"). By signing this form, the Participant agrees to the following: 1) the Participant requested cost-share assistance to perform a practice(s) designed to meet the objectives of the program referenced on FSA-848; 2) the Participant agrees that this practice(s) would not be performed without Federal cost-sharing; and, 3) for the practice(s) approved, the Participant agrees to refund all or part of the funds paid to him/her, as determined by the Approving Official, if, before expiration of the lifespan of the specified practice(s), the Participant (a) destroys the approved practice(s), or (b) voluntarily relinquishes control of or title to, the land on which the approved practice(s) has been established, and the new owner and/or operator of the land does not agree in writing to properly maintain the practice(s) for the remainder of its life span. The Participant further agrees that if he or she began the practice(s) before receiving written approval, he or she may be denied cost-share funding. Further, the Participant hereby authorizes a representative of USDA to have access to the practice site area(s). Further, the participant understands that form FSA-848A-1 is by reference incorporated herein. BY SIGNING THIS AGREEMENT, THE PARTICIPANT ACKNOWLEDGES RECEIPT OF THE FOLLOWING FORMS: FSA-848A AND ANY ADDENDUM THERE TO.		3. Application Number 29 101 2013 0000E	4. Agreement Number 29 101 2013 0000E	5. Program Year	6. Disaster ID Number Non-Project Area								
		7. Program Code CRP	8. Contract ID (if applicable) 123										
9. PRACTICES APPROVED													
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Program Accounting Code	F. Fund Code	G. Practice Units	H. Practice Extent Approved	I. Practice Expiration Date	J. Practice Life Span	K. Approved Cost-Share Rate and Type	L. Approved Cost-Share		
0001697	0000116		29-101-2013-0000-01-CP2	3305		Acre	36.60	09-15-2013			\$804.00		
M. TOTALS:											\$804.00		
10. COMPONENTS APPROVED													
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Component No.	F. Component Title	G. Component Units	H. Component Extent Approved	I. Approved Cost-Share Rate and Type	J. Approved Cost-Share				
001697	000116		29-101-13-00-01-CP2	DISK	MCM - Strip Disking	Acre	36.6	50% Flat Rate \$11.00 per unit	402				
001697	000116		29-101-13-00-01-CP2	SEED	MCM- Interseeding	Acre	36.6	50% Flat Rate \$11.00 per unit	402				
11. USDA USE ONLY - Application Approval		A. Signature of FSA Representative		B. Date (MM-DD-YYYY) 03-10-2016		C. Cost-Share Willing to Approve		D. Cost-Share Approved 804					
12. PARTICIPANT APPROVAL ACKNOWLEDGEMENT													
Your request for program cost-sharing to perform the practice(s) shown above is approved for the farm(s) identified above. By signing below, you agree to complete the specified practice(s) and components on or before the practice expiration date(s). To receive payment or credit for any cost-shares earned on these practice(s), report performance on the FSA-848B and file with the Issuing office by the practice expiration date(s) listed above. If you decide not to perform this practice, or if you cannot complete it by the practice expiration date, please notify the Approving Official's office in writing at once.						A. Participant's Name, Address and Telephone Number Any Farmer 123 Main Street Anytown, USA 12345 (123) 456-7890		B. Signature (By)		C. Title/Relationship of the Individual If Signing in a Representative Capacity		D. Date (MM-DD-YYYY)	

--*

*--500 FSA-848A and FSA-848B (Continued)

B Example of FSA-848A (Continued)

FSA-848A (09-10-15)					Page 2	
13. AGREEMENT INFORMATION						EMERGENCY PROGRAMS ONLY
A. Program Code	B. Program Year	C. ST. & CO. Code	D. Agreement Number	E. Contract ID	F. Disaster ID	
CRP		29-101	29_101_2013_0000E	123	Non-Project Area	
14. REMARKS						
<p>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 701, 7 CFR Part 1410, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq), and 16 U.S.C. § 2201-2206. The information will be used to determine eligibility to participate in and receive benefits under a cost-share assistance program through documentation of the participant's agreement to comply with the terms and conditions contained in the cost-share agreement. 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 a cost-share assistance program.</p> <p>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 0560-0062. The time required to complete this information collection is estimated to average 3 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.</p> <p>By signing this form, the Participant acknowledges and understands that any false representation or claims are subject to civil and criminal penalties including, but not limited to those under 18 U.S.C. 1001.</p> <p><small>The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).</small></p> <p><small>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) 632-9922 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.</small></p>						

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*--500 FSA-848A and FSA-848B (Continued)

C Completing FSA-848A for CRP

Note: The items highlighted are not filled by CSS, manual entries must be made, when applicable.

Item	Instructions
1	Enter the State and county codes.
2	Enter the name, address, and telephone number of the County Office.
3	Enter the C/S application number.
4	Enter the agreement number (same as #3).
5	Enter the program year of the CRP-1 contract.
6	Enter "non-Project Area" for CRP.
7	Enter the program code (CRP).
8	Enter the contract id (CRP-1 contract number).
9A	Enter FSN.
9B	Enter tract number.
9C	Leave blank for CRP.
9D	Enter the practice control number (auto generated).
9E	Enter program accounting code. Note: For CRP, this is nationally allotted.
9F	Leave blank for CRP.
9G	Enter the practice unit (acres, feet, etc.).
9H	Enter the practice extent approved that corresponds to items 9A through 9G.
9I	Enter the practice expiration date
9J	Enter the practice life span (contract length)
9K	Enter the approved C/S rate and type that correspond to items 9A through 9J, if the practice control number has a practice rate. Leave blank if component rates are used.
9L	Enter the approved C/S that corresponds to items 9A through 9K and items 10A through 10I, as applicable. If there are additional approved practices, complete FSA-848A-1, item 2.
9M	Enter the sum of all C/S requested that corresponds to the sum of item 9L.
10A	Enter FSN.
10B	Enter the tract number.
10C	Leave blank for CRP.
10D	Enter practice control number.
10E	Enter component number.
10F	Enter component title.
10G	Enter component unit.
10H	Enter component extent approved that corresponds to items 10A through 10G.
10I	Enter the approved C/S rate and type that corresponds to items 10A through 10G.
10J	Enter the approved C/S rate and type that correspond to items 10A through 10I. If there are additional approved components, complete FSA-848A-1, item 3.

--*

*--500 FSA-848A and FSA-848B (Continued)

C Completing FSA-848A for CRP (Continued)

Item	Instructions
11A	The FSA representative shall sign.
11B	Enter today's date.
11C	Enter C/S willing to approve.
11D	Enter the C/S approved amount.
12A	Enter the participant's name, address, and telephone number.
12B	The participant or signing authority shall sign. Optional for CRP.
12C	Enter the title/relationship that corresponds to the signing authority in item 12B. Optional for CRP.
12D	Enter the date. Optional for CRP.
13A	Enter the program code.
13B	Enter the program year.
13C	Enter the State and county codes that correspond to item 1.
13D	Enter the agreement number that corresponds to item 4.
13E	Enter the contract ID that corresponds to item 8.
13F	Enter "non-Project Area".
14	Enter any applicable remarks.

D FSA-848B, Cost-Share Performance Certification and Payment

The FSA-848B shall serve as both a report of performance and claim for payment for completed practices and components.

It is used for both partial and final performance.

For partial performance, item 9G is completed with "no" and item 9K is completed indicating components that will be completed. By completing item 10, the participant agrees to complete the remaining practices. FSA-18 is not required for CRP.--*

*--500 FSA-848A and FSA-848B (Continued)

E Example of FSA-848B

FSA-848B's are generated through CSS according to the CSS User Guide. The following example displays entries that are generated as a result of a practice completion and payment request processed in CSS.

This form is available electronically.

Form Approved - OMB No. 0560-0082

FSA-848B (09-10-15)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. ST. & CO Code: 29 101 2. County Office Name, Address and Telephone Number ANY COUNTY FARM SERVICE AGENCY 12345 STATE ROAD 123 ANYTOWN, NY 09876-5432 (000) 123-4567							
COST-SHARE PERFORMANCE CERTIFICATION AND PAYMENT (See Page 3 for Privacy Act and Burden Statements)											
THIS CERTIFICATION AND REQUEST FOR PAYMENT is submitted by the undersigned owners, operators, tenants, and/or producers (who individually will herein be referred to as "the Participant"). By signing this form, the Participant agrees to the following: 1) the Participant requested cost-share assistance to perform practice(s) designed to meet the objectives of the program referenced on FSA-848; 2) the Participant agrees that this practice(s) would not be performed without Federal cost-sharing; and, 3) for the practice(s) approved, the Participant agrees to refund all or part of the funds paid to him/her, as determined appropriate by the Approving Official, if, before expiration of the lifespan of the specified practice(s), the Participant (a) destroys the approved practice(s), or (b) voluntarily relinquishes control of or title to, the land on which the approved practice(s) has been established, and the new owner and/or operator of the land does not agree in writing to properly maintain the practice(s) for the remainder of its life span. The Participant further agrees that if he or she began the practice(s) before receiving written approval, he or she may be denied cost-share funding. Further, the Participant hereby authorizes a representative of USDA to have access to the practice site area(s). Further, the participant understands that form FSA-848B-1 is by reference incorporated herein. BY SIGNING THIS CERTIFICATION, THE PARTICIPANT ACKNOWLEDGES RECEIPT OF THE FOLLOWING FORMS: FSA-848B AND ANY ADDENDUM THERETO.											
NOTE: To receive payment or credit for any cost-shares earned on these practice(s), report performance below, by completing Items 9 and 10, and file with the issuing FSA county office by the practice expiration date(s) listed on the FSA-848A.											
9. PRACTICES PERFORMED											
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Practice Units	F. Practice Extent Approved	G. Is the Practice Complete? (YES OR NO)	H. Acres Served	I. Approved Cost-Share	J. Total Installation Cost	K. If practice is not complete and cost-share is still requested for this practice, list codes for completed components.	
01637	00116		29-101-2013-00-01-CP2	Acre	36.6	YES	36.6	804	2108		
L. TOTALS:											
INSTRUCTIONS TO PARTICIPANT To receive payment or credit for any cost-shares earned on this agreement, report performance on page 1, and file with the issuing FSA county office by the practice expiration dates.											
10. CERTIFICATION BY PARTICIPANT: I certify that the above information is true and correct. I further certify that the entry(ies) in Item 9K show that the practice(s) was performed in accordance with the practice specifications and other requirements. If Item 9G indicates that the practice is not complete, I request cost-share for the completed components shown in Item 9K. I agree to complete the remaining components approved on the FSA-848A, for this practice(s), by the practice expiration date, regardless of whether or not cost-share assistance is approved. I agree to refund any cost-share assistance paid to me under this practice(s), if I fail to complete it. I hereby apply for payment to the extent that the Approving Official has determined that the practice has been performed and further certify that this payment is not a duplicate of any other earned by me. I agree to maintain and use the practice(s) for the minimum maintenance period established for the practice(s). I agree to refund all or part of the cost-share assistance paid to me, as determined by the Approving Official, if before expiration of the practice lifespan specified above, (a) I destroy the practice installed, or (b) voluntarily relinquish control or title to the land on which the installed practice(s) have been established and the new owner and/or operator of the land does not agree in writing to properly maintain the practice(s) for the remainder of these lifespan. I understand that FSA-848 and FSA-848A and any addendum thereto are by reference incorporated herein and with this form constitutes the entire agreement between the parties.											
A(1) Did you and the other participants on this agreement bear all the expense (except for program cost sharing) for performing this practice? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO						B(1) During the current fiscal year Oct. 1 - Sep. 30, have you received or will you or any participant on this agreement receive a cost-share payment under the same program on this or any other farm other than through this FSA-848B? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
A(2) If "NO", report name(s) and addresses of other person(s) or agency who bore any part of the expenses. Also, show kind, extent and value of their contribution.						B(2) If "YES", report State, County, and amount by farm.					
C. Participant Signature (By)				D. Title/Relationship of the Individual If Signing in a Representative Capacity				E. Date (MM-DD-YYYY)			

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, marital status, family or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication (e.g., Braille, large print, audio, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file a program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).
 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) 632-6992 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) 696-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer.

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*--500 FSA-848A and FSA-848B (Continued)

E Example of FSA-848B (Continued)

FSA-848B (09-10-15)										Page 2	
11. AGREEMENT INFORMATION										EMERGENCY PROGRAMS ONLY	
A. Program Code CRP	B. Program Year 2014	C. ST. & CO. Code 29-101	D. Agreement Number 29-101-2013-000E			E. Contract ID 123			F. Disaster ID Non-project area		
12. PRACTICE EXTENT PERFORMED											
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Practice Units	F. Practice Extent Approved	G. Practice Extent Performed	H. Acres Served	I. Approved Cost-Share	J. Total Installation Cost	K. Cost-Share Earned	
01697	00116		29-101-2013-00-01-CP2	36.6	36.6	36.6	36.6	804	2108	804	
L. TOTALS:											
13. COMPONENT EXTENT PERFORMED											
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Component No.	F. Component Title	G. Component Units	H. Component Extent Approved	I. Approved Cost-Share	J. Component Extent Performed	K. Cost-Share Earned	
01697	00116		29-101-2013-00-01-CP2	DISK	MCM- Strip Disking	Acre	36.6	402	36.6	402	
01697	00116		29-101-2013-00-01-CP2	SEED	MCM-Inter-seeding	Acre	36.6	402	36.6	402	
14. TECHNICAL PRACTICE EXTENT APPLIED											
A. Farm No.	B. Tract No.	C. Field No.	D. Practice Control No.	E. Technical Practice Code	F. Technical Practice Title	G. Technical Practice Units	H. Technical Practice Cost-Shared	I. Technical Practice Extent Planned	J. Technical Practice Extent Applied		
01697	00116		29-101-2013-00-0	DISK	MCM-Strip Disking	Acre	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	36.6	36.6		
01697	00116		29-101-2013-00-0	SEED	MCM-Inter-seeding	Acre	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	36.6	36.6		
							<input type="checkbox"/> YES <input type="checkbox"/> NO				
15. Performance Certification		A. Signature of Technical Service Provider or Participant		B. Date	C. Affiliation	D. Practice Control Number	E. Performance Statement				
				04/02/16		29-101-2013-00-01-CP2	MCM light disking to specs				
				04/02/16		29-101-2013-00-01-CP2	MCM interseeding to specs				

--*

*--500 FSA-848A and FSA-848B (Continued)

F Completing FSA-848B for CRP

Note: The items highlighted are not filled by CSS, manual entries must be made if needed.

Item	Instructions
1	Enter the State and county codes.
2	Enter the name, address, and telephone number of the County Office.
3	Enter the C/S application number.
4	Enter the agreement number (same as #3).
5	Enter the program year of the CRP-1 contract.
6	Enter "Non-Project Area" for CRP.
7	Enter the program code (CRP).
8	Enter the contract ID (CRP-1 contract number).
9A	Enter FSN.
9B	Enter tract number.
9C	Leave blank for CRP.
9D	Enter the practice control number (auto generated).
9E	Enter the practice unit.
9F	Enter the practice extent approved that corresponds to items 9A through 9E.
9G	If the practice in item 9D is: <ul style="list-style-type: none"> • complete, ENTER "Yes" • not complete, ENTER "No".
9H	Enter the acres served.
9I	Enter the approved C/S that corresponds to items 9A through 9I.
9J	If the practice is complete, enter the total installation cost that corresponds to items 9A through 9I.
9K	If the practice is not complete and C/S is still requested for this practice, list codes for completed 9I.
9L	Enter the total approved C/S that corresponds to the sum of item 9I and the total installation cost that corresponds to the sum of item 9J. If there are additional practices, complete FSA-848B-1, item 2.
10A	Check "Yes" or "No", as applicable.
10B	Check "Yes" or "No", as applicable.
10C	The producer or signing authority shall sign.
10D	Enter the title/relationship that corresponds to the signing authority in item 10C.
10E	Enter current date.

*--500 FSA-848A and FSA-848B (Continued)

F Completing FSA-848B for CRP (Continued)

Item	Instructions
11A	Enter the program code.
11B	Enter the program year.
11C	Enter the State and county codes.
11D	Enter the C/S agreement number.
11E	Enter the contract ID (CRP contract number).
11F	Enter "Non-Project Area" for CRP.
12A	Enter FSN.
12B	Enter the tract number.
12C	Leave blank for CRP.
12D	Enter the practice control number.
12E	Enter the practice unit.
12F	Enter the practice extent approved that corresponds to items 12A through 12E.
12G	Enter the practice extent performed that corresponds to items 12A through 12F.
12H	Enter the acres served that correspond to items 12A through 12G.
12I	Enter the approved C/S that corresponds to items 12A through 12H.
12J	Enter the total installation cost that corresponds to items 12A through 12I.
12K	Enter the total C/S earned that corresponds to items 12A through 12J.
12L	Enter the sum of all approved C/S from item 12I and continuation pages, the sum of the total installation cost from item 12J and continuation pages, and the total C/S earned from item 12K and continuation pages. If there are additional practices, complete FSA-848B-1, item 4.
13A	Enter FSN.
13B	Enter the tract number.
13C	Leave blank for CRP.
13D	Enter the practice control number.
13E	Enter the component number.
13F	Enter the component title.
13G	Enter the component unit.
13H	Enter the component extent approved that corresponds to items 13A through 13G.
13I	Enter the approved C/S that corresponds to items 13A through 13H.
13J	Enter the component extent performed that corresponds to items 13A through 13I.
13K	Enter the C/S earned that corresponds to items 13A through 13J. If there are additional components, complete FSA-848B-1, item 5.

--*

*--500 FSA-848A and FSA-848B (Continued)

F Completing FSA-848B for CRP (Continued)

Item	Instructions
14A	Enter FSN.
14B	Enter the tract number.
14C	Leave blank for CRP.
14D	Enter the practice control number.
14E	Enter the technical practice code.
14F	Enter the technical practice title.
14G	Enter the technical practice unit.
14H	Check the box indicating if the technical practice is cost-shared.
14I	Enter the technical practice extent planned that corresponds to items 14A through 14H.
14J	Enter the technical practice extent applied that corresponds to items 14A through 14I. If there are additional technical practices, complete FSA-848B-1, item 6.
15A	The technical service provider or participant shall sign, as applicable.
15B	Enter today's date.
15C	Enter the affiliation.
15D	Enter the practice control number.
15E	Enter the performance statement. If there are additional practices with performance certifications, complete FSA-848B-1, item 7.
16A	Enter the program code.
16B	Enter the program year.
16C	Enter the State and county codes.
16D	Enter the C/S agreement number.
16E	Enter the contract ID, if applicable.
16F	Enter the disaster ID.
17A	Enter FSN.
17B	Enter the tract number.
17C	Leave blank for CRP.
17D	Enter the practice control number.
17E	Enter the component number.
17F	Enter the participant's name.
17G	Enter the program accounting code.
17H	Enter the partial or final payment for the practice.
17I	Enter the partial or final payment for the agreement.
17J	Enter the C/S earned.
18A	The FSA representative shall sign to approve performance.
18B	Enter today's date.
18C	Enter the total approved C/S for the agreement.
18D	Enter the current amount earned.
18E	If final payment, enter the total C/S earned on the agreement.

501 Notifying Applicant of C/S Approval**A Notifying Producers**

Notify the producer of the practice extent and approved C/S according to the CSS User Guide.--*

501 Notifying Applicant of C/S Approval (Continued)

B CRP C/S Approval Letter

The following is a sample of the CRP C/S approval letter which is generated through CSS.



United States
Department of
Agriculture

Farm and Foreign
Agricultural
Services

Farm Service
Agency

Any County FSA Office
XXX Any Ave
Any City, Any State
XXXXX-XXXX
(XXX)XXX-XXXX

PRODUCER A
Any Address
Any City, Any State 12345

June XX, 2013

Program: Conservation Reserve Program
Application No: ST_CO_YEAR_XXXX
Contract No: XXXXXX

Dear PRODUCER A:

Your request for financial assistance under the above program has been approved for the practice(s) indicated on the attached FSA-848A and summarized below:

Practice Code	Farm Number(s)	TSP	Lifespan (yrs)
CP2	1234		10
CP2	1234		10

If you are not satisfied with the practice(s) or financial assistance approved, you may appeal in writing to the County FSA Committee within 30 days from the date of this letter.

The following items should serve as a guide in completing and reporting the approved practice(s):

1. Make arrangements to install the conservation practices(s) as soon as practical.
2. Make arrangements to obtain the necessary easements and permits to perform the practice(s).
3. Carry out the practice(s) in accordance with the specified requirements to ensure effective practice(s). The specifications must be met to qualify for the financial assistance approved.
4. If you start the practice(s) and cannot complete the practice(s) before the expiration date, please notify us in advance. If the reasons justify an extension of time, the committee may approve an extension.
5. Furnish a report of performance on the attached FSA-848B immediately upon completion of the practice and not later than the expiration date indicated on the Cost Share Agreement. Otherwise, the approval for financial assistance will be cancelled.
6. Furnish sales slip, invoices, or other evidence for the materials used in connection with each practice to be used in determining your financial assistance.

Note: Activities must cease and the FSA office immediately notified if any archaeological site or remains are discovered when installing the practice(s).

Sincerely,

County Executive Director

An Equal Opportunity Provider and Employer

--*

502 Extending Time to Complete Practices**A Extension of Time**

COC or CED may extend the time to complete a practice, not to exceed 12 months after the completion date in the approved conservation plan, if the extension is requested before the practice approval expires. See paragraph 426 for COC or CED authority for extensions of time to complete a practice.

B Expiration Notice

*--Prepare a report of FSA-848's expiring within 30 days each month to keep track of approvals that need to be completed within a 30-day period.

Mail all participants on the list the Practices Expiring in 30 days" letter.

See CSS Main Menu for reports access.--*

C Justifying Extensions

An extension of time may be based on NRCS' or TSP's advice that the practice is being or will be performed in a timely manner.

COC or CED shall limit the extension to the minimum time necessary to complete the practice.

D Documenting Extensions in COC Minutes

Document extensions of time individually in COC minutes and, at a minimum, include the following:

- producer or agent
- FSN or control number
- practice
- reason for extension.

E Notification of Extension

COC or CED shall notify the producer in writing whether an extension has been authorized. If an extension is authorized, COC or CED shall also notify the producer of the new practice expiration date.

503 Canceling Approvals***--A Canceling Approved FSA-848A**

Cancel an approved FSA-848A when the performance report is not filed by the expiration date. When FSA-848A is canceled, COC or CED shall:

- notify NRCS or TSP
- document the action taken on FSA-848A
- notify the participant, in writing, of the action taken, including possible termination of CRP-1

Note: Failure to complete the practice shall result in termination of CRP-1.

- document the cancellation in COC minutes.

B Suspending Cancellation

If a performance report on FSA-848B is not filed timely, cancellation may be suspended if the County Office is aware that the practice was performed in a timely manner.

- Certification of performance on FSA-848B and personal knowledge of a committee member or County Office employee are acceptable reasons for suspending cancellations.
- County Office shall take immediate action to obtain the performance report and document in the COC minutes.--*

Note: If the performance report from the producer is not obtained within 30 calendar days, cancel the approval.

504 Reinstating Canceled Approvals

A Conditions to Reinstatement Canceled Approvals

*--COC or CED may reinstate a canceled FSA-848A practice approval when **all** of these--* conditions apply:

- the participant requests reinstatement
- the practice was started before cancellation
- the practice was or will be completed within a time prescribed by COC or CED.

*--**Important:** The FSA-848A or FSA-848B may be reinstated through CSS cost share software according to the CSS User Guide.--*

505 Filing Performance Reports**A Who May File**

Any eligible “person” according to 1-PL or person or legal entity according to 4-PL or 5-PL, as applicable, who paid a part of the cost of a completed practice and is signatory on CRP-1, may sign and date the performance report. See 1-CM for provisions applying to minors and dead, missing, or incompetent persons.

B Performance Reports

To be eligible for C/S payments, “persons” according to 1-PL or person or legal entity according to 4-PL or 5-PL, as applicable, who perform approved practices **must** report performance on FSA-848B, and provide any required supporting data by the practice expiration date.

If the practice or component is not completed, the producer shall not sign FSA-848B. County Offices shall date stamp reports when received.

Note: See paragraph 491 for persons eligible for C/S.

506 Reporting Dates for Performance**A Final Date to Report Performance**

Performance **must** be reported on or before the expiration date or by the authorized extension date granted by COC or CED. See paragraph 502.

B Filing in Timely Manner

*--FSA-848B is filed in a timely manner when it is delivered to the County Office or is postmarked on or before the expiration date.

C Not Filing in Timely Manner

For reports not filed in a timely manner enter either of the following on FSA-848B:

- date received and initial the entry
- postmarked date and initial the entry.

Cancel FSA-848A and notify the participant with appeal rights.

Note: FSA-848A or FSA-848B may be reinstated through CSS according to the CSS User Guide because the performance report was not filed in a timely manner, if--* provisions in paragraph 503 are satisfied.

507 Reporting Practice Completion**A Reporting Completion**

*--On FSA-848B, participants shall:

- report completion of practice by entering “Yes” in item 9G
- complete items included under “Instructions to Participant”, item 10.

Note: See paragraph 500 for FSA-848B instructions.

County Offices shall not process FSA-848B until all information is submitted.

On, FSA-848B, for practice performance not certified by NRCS, FS, or TSP, producers shall self-certify practice performance. FSA-848B, items 12, 13, 14, and 15 must be completed in full. See subparagraph 513 C for required supporting documentation.--*

County Offices shall determine that the practice meets needs and feasibility based on the approved conservation plan developed by NCRS or TSP and approved by the conservation district.

B Multiple Contributors

If multiple persons shared in the cost of the practice, the participant shall include * * * a list of names of all persons who shared in the cost of the practice and the extent of their contributions. The list shall include all ineligible persons, State, or Federal agencies.

A “person” who is fully compensated or reimbursed for materials, equipment, services, or labor is not a contributor.

COC or CED may consider all available information to determine the eligibility of other--* contributors.

If more than 1 person contributed to a practice, determine whether:

- all contributors qualify as separate “persons” according to 1-PL or person or legal entity *--according to 4-PL or 5-PL, as applicable, or should be considered 1 “person” according to 1-PL or a person or legal entity according to 4-PL or 5-PL, as applicable
- each eligible contributor is eligible to receive C/S if included on CRP-1 as a participant.--*

--508 Certification on FSA-848B by Technical Agency*A Technical Agency Certification**

The technical agency's certification on at least 10 percent of FSA-848B's is required.--*

County Offices shall:

- determine the total number of practices that **must** be certified by NRCS based on the total number of practices on CRP-1's approved in the previous FY
- *--notify the technical agency when FSA-848B, as applicable, is filed by the participant--*
- provide digital imagery and current slides, if available, to TSP for its use in determining acreage performed
- **not** inspect any practice for verification
- accept the technical agency certification of the extent performed for approving payments to participants.

B Priority Practice Selection

Certain practices have greater technical complexity. These practices shall have priority when selecting the 10 percent of practice certifications completed by NRCS. For the following practices, NRCS or TSP, as applicable, shall certify practice performance on * * * FSA-848B, as applicable, 10 percent, before certifying practice performance for any other--* CRP practices:

- CP8A
- CP9
- CP18B
- CP18C
- CP21, when a structure, water facility, water development, or pipeline is included
- CP22, when a structure, water facility, water development, or pipeline is included
- CP23
- CP23A
- CP26
- CP27
- CP28

508 Certification on FSA-848B by Technical Agency (Continued)

B Priority Practice Selection (Continued)

- CP29, when a structure, water facility, water development, or pipeline is included
- CP30
- CP31
- CP37
- CP39
- CP40
- CP41.

--If NRCS and TSP certifies practice performance on FSA-848B for practices listed in this-- subparagraph, and the 10 percent requirement has not been reached, all other CRP practices may be used to fulfill the 10 percent requirement.

C Items To Be Reported by Technical Agency

--The technical agency shall report the following on FSA-848B:--

- a certification showing items and extent that meet specifications, including tree thinning
- any items of performance that do not meet specifications and explain the reasons for the failure.

509 Adjusting Extent or C/S After Practice Performance**A Increase in Extent or C/S Before Payment**

COC may increase the extent or C/S originally approved after performance is completed, but before payment is made on a case-by-case basis, if the extent approved was based on an estimate that proved to be in error and the producer could not reasonably have known in advance the extent needed to complete the practice.

All adjustments must be in compliance with the approved conservation plan. The conservation plan must be modified to reflect any changes in the extent of performance before COC may approve the change.

***--Notes:** A new FSA-848A is not required when increasing the extent or C/S after performance. However, FSA-848A must be modified and approved before performance is recorded according to CSS User Guide.--*

Changes in the number of acres on CRP-1 is not authorized.

B Decrease After Performance and Before Payment

COC may decrease the extent and C/S originally approved after performance and before payment if the technical agency approves the lesser extent for practice completion.

All adjustments must be in compliance with the approved conservation plan. The conservation plan must be modified to reflect any changes in the extent of performance before COC may approve the change.

Note: Changes in the number of acres on CRP-1 is not authorized.

***--C Participant Notification**

Notify the producer by letter and enclose a copy of the revised FSA-848B and modified conservation plan.--*

509 Adjusting Extent or C/S After Practice Performance (Continued)

D Increase Extent or C/S After Payment

COC may increase the extent or C/S originally approved after payment has been issued if 1 of the following situations occurred:

- County Office made an error on original extent or payment computation
- technical agency made an error on original extent reported
- producer failed to bring in a receipt or invoice
- other similar situation that resulted in a lesser extent or C/S payment.

E Documenting Increase After Payment

*--Documentation of extent or C/S increase shall be recorded through CSS on FSA-848A. The person making changes shall initial and date the changes.

- Enter the total C/S and extent approved on FSA-848A. See the CSS User Guide.--*
- Issue payment to the producer for the additional C/S.

511 C/S Policy for Water Development and Water Facilities (Continued)

B Water Developments (Continued)

Producers may receive C/S if all of the following are met:

- total C/S for all water developments on a contract shall not exceed \$4,000 per contract
- technical authority (NRCS, FS, TSP) determines, based on the specific site conditions, that a water development is needed to provide water for livestock
- livestock currently graze or normally graze (crop residue) the marginal pastureland or cropland acreage located adjacent to the acreage enrolled in CRP as a filter strip or riparian buffer
- water development is installed according to the NRCS FOTG standard and this handbook

Note: More than 1 water development per contract may be allowed, if needed, to provide the water for livestock, and no other technically feasible and economically viable alternatives for water are available.

- water development is the lowest cost option that provides a dependable water source.

Examples: NRCS or TSP determines, based on the site conditions, that the producer could construct a \$4,000 spring or a \$3,100 drilled well. Both options would provide dependable water and would address the resource concerns. The \$3,100 drilled well **must** be selected.

A steep pasture is bisected by a stream. The steep topography and rocky site condition prohibit the crossing of the stream by a pipeline. Two spring developments may be permitted because it is the lowest cost option to provide a dependable water source. The maximum C/S for both springs may not exceed \$4,000 for the contract.

--NRCS determines the most efficient location to install a well would require a pumping station. These 2 technical practices are needed to address resource concerns. The maximum cost share for the well and pumping station may not exceed \$4,000 for the contract.--

511 C/S Policy for Water Development and Water Facilities (Continued)

C Water Development Distance From Filter Strip or Riparian Buffer

Water developments may be approved for C/S for CRP if the water development distance from the filter strip or riparian buffer contract acres are either of the following:

- up to 750 feet from the outer edge of the filter strip or riparian buffer based on COC or CED approval
- up to 1,500 feet from the outer edge of the filter strip or riparian buffer based on STC approval.

Note: Water developments in excess of 1,500 feet from the outer edge of the filter strip or riparian buffer **must** be submitted to CEPD for approval. See subparagraph J.

D Water Facilities

Water facilities are any of the following:

- trough
- tank
- fencing, included around the tank or trough
- hydrants and other necessary piping, excluding pipeline to convey water to the watering facility.

Producers may receive C/S for water facilities if all of the following are met:

- *--total C/S payments for water facilities do not exceed \$2,700 per CRP contract--*
- technical authority (NRCS, FS, TSP) determines, based on the specific site conditions, that water facilities are needed to provide water for livestock

511 C/S Policy for Water Development and Water Facilities (Continued)

D Water Facilities (Continued)

- livestock currently graze or normally graze (crop residue) the marginal pastureland or cropland acreage located adjacent to the acreage enrolled in CRP as a filter strip or riparian buffer
- water facilities are installed according to the NRCS FOTG standard and this handbook.

Note: More than 1 water facility per contract may be allowed, if needed, to address the resource concern, and no other technically feasible and economically viable alternatives for water are available.

Important: C/S is available to provide the lowest cost option that provides a dependable water facility needed to address the resource concerns.

Example: A producer could choose to install 3 water tanks, gravel aprons, and fencing. Each tank, gravel apron, and fencing costs \$1,500 each. The total eligible costs *--are \$4,500. Because a maximum of \$2,700 is eligible for C/S, the producer could receive a maximum payment of \$2,700.--*

E Water Facility Distance From Filter Strip or Riparian Buffer

Water facilities may be approved for C/S for CRP if the water development distance from the filter strip or riparian buffer contract acres are either of the following:

- less than 750 feet from the outer edge of the filter strip or riparian buffer based on COC or CED approval
- less than 1,500 feet from the outer edge of the filter strip or riparian buffer based on STC approval.

Note: Water facilities in excess of 1,500 feet from the outer edge of the filter strip or riparian buffer **must** be submitted to CEPD for approval. See subparagraph J.

511 C/S Policy for Water Development and Water Facilities (Continued)

F Pipelines

Installing pipelines to convey water to water facilities is eligible for C/S if all of the following are met:

- *--total C/S for the pipeline does not exceed \$2,700 per CRP contract--*
- livestock currently graze or normally graze (crop residue) the marginal pastureland or cropland where the filter strip or riparian buffer is located
- pipeline is installed according to the NRCS FOTG standard and this handbook
- COC's or CED's may approve contracts with pipelines less than 750 feet from the outer edge of the filter strip or riparian buffer
- STC may approve pipelines less than 1,500 feet from the outer edge of the filter strip or riparian buffer.

G Fencing

C/S is available for installing fencing if the following are met:

- fencing is necessary to prohibit livestock access to the CRP acres devoted to filter strips or riparian buffers
- fencing is installed parallel and adjacent to the CRP acreage

Note: For extraordinary cases, if the existing size and width requirements for filter strips or riparian buffers in Exhibit 11 do not allow for installing the fence parallel and adjacent to the buffer, these cases may be submitted to CEPD through STC for review.

- C/S does not exceed the STC- or COC-established cost for a 4-strand barbed wire fence.

Note: Producers may install fencing other than a 4-strand barbed wire fence. However, C/S is limited to the cost of the 4-strand barbed wire fence.

Important: C/S is available only for the lowest cost option that provides adequate fencing needed to address the resource concerns.

511 C/S Policy for Water Development and Water Facilities (Continued)**H Cost**

COC or CED and STC should review all cost data for water facilities, water developments, water gaps, and livestock crossings. COC's or CED's and STC's should take steps necessary to ensure that components of the practice are essential for the practice and the minimum needed for completing the practice.

I Livestock Crossing

Livestock crossing is only permitted if it is determined by COC or CED, based on the technical authority finding, that a livestock crossing is essential for implementing the filter strip or riparian buffer. C/S for all livestock crossings is limited to \$2,000 per contract.

J CEPD Waiver Request

Requests for waivers, according to subparagraphs C and E, forwarded to CEPD should include a minimum of the following:

- digital imagery of the site
- location of the filter strip or riparian buffer
- location of current or proposed water facilities
- location of current or proposed pipelines
- size of pasture impacted and approximate amount of livestock using the pasture
- options considered
- option selected and the rationale for selecting the option
- estimated costs
- technical contact person for the plan
- environmental justification
- letters of concurrence from the State conservationist and STC
- any other pertinent documentation to support the request.

***--Note:** All waiver requests must be in writing and initiated by the participant.--*

512 C/S Policy for Management Activities

A C/S Amount

Paragraph 428 and Exhibit 11 provide that certain management activities are required for all practices. These management activities are eligible for C/S. C/S is limited to 50 percent of eligible cost * * * not to exceed:

- \$100 per acre for the life of the contract for a 10-year contract
- \$125 per acre for the life of the contract for a contract in excess of 10 years.

513 Supporting Data

A Obtaining Evidence

--COC's or CED's shall obtain evidence to determine proper payment. This includes, but is-- not limited to, the following:

- invoices
- canceled checks
- paid receipts
- analysis tags
- other evidence to determine proper payment.

Evidence **must** be obtained from participants to ensure that C/S received does not exceed 100 percent of the cost of the practice. Participants **must** provide acceptable evidence to determine proper payment regardless of whether flat rates; percent of cost, not to exceed \$ ____ per unit of measure; or percent-of-cost method was used to determine the C/S payment.

Note: See subparagraph D.

*--COC's or CED's shall obtain acceptable evidence of practice completion regardless of whether the participant will receive C/S. COC's or CED's **must** ensure that the practice--* was completed according to the standards and specifications in the conservation plan.

B Retaining Documentation

--Review, copy, and return to participant the supporting evidence required by COC or CED-- that the producer submits to receive C/S payments.

Keep supporting evidence for flat rates and percent-of-cost methods for payments on file in the County Office for 5 years after the expiration of CRP-1.

513 Supporting Data (Continued)

C Invoices and Documentation for Percent of Cost

Process data for C/S payments based on percent of cost according to the following.

Step	COC Action
1	Applicant must provide satisfactory evidence to determine proper payment according to subparagraph A.
2	*--Record the cost of performing the components of the practice on FSA-848B according to the CSS User Guide.--*
3	If a discount was applied, use the sale price minus the discount to compute C/S.
4	Consider costs reported paid by ineligible persons. Note: See paragraph 516 for an example.
5	If used materials are involved, COC shall determine and document the value of these materials based on current commercial rates.
6	If the producer performed the practice with the producer's own labor, equipment, or materials, the producer shall submit signed, itemized statements. Statements shall include: <ul style="list-style-type: none"> • dates of work performed • cost per hour charged for labor • type of equipment used • charge for equipment • type and cost of materials used • other applicable information. Costs for personal labor and personal equipment should be less than that charged by contractors who are entitled to make a profit for their efforts.

513 Supporting Data (Continued)**D Documentation for Practices With Flat Rates**

Producer shall provide supporting evidence of practice cost.

- Make a copy of all supporting evidence and attach to AD-245, page 2.
- Return the original supporting evidence to the applicant.

E Examples

Use the following data for all examples:

- the 100 percent Statewide or countywide average cost for “seedbed preparation” has been established at \$20 per acre
- the maximum C/S allowed under CRP is 50 percent
- the flat rate established for “seedbed preparation” is \$10 per acre.

Example 1: Producer A performs seedbed preparation and submits receipts indicating that the total cost for seedbed preparation was \$21 per acre. Producer A’s C/S for seedbed preparation is \$10 per acre.

Example 2: Producer B performs seedbed preparation and submits receipts indicating that total cost for seedbed preparation was \$15 per acre. Producer B’s C/S for seedbed preparation is \$10 per acre.

Example 3: Producer C performs seedbed preparation and submits receipts indicating that the total cost for seedbed preparation was \$8 per acre, which is less than the \$10 per acre flat rate. Producer C’s C/S for seedbed preparation is \$8 per acre because Producer C’s C/S cannot exceed 100 percent of the actual cost in performing the practice component.

514 Computing C/S**A When to Compute C/S**

Compute C/S earned * * * only after **all** these actions have been taken:

- *--FSA-848B has been received and completed by NRCS, TSP, or self-certified by the--* producer

* * *

- all required information has been obtained
- approved adjustments have been made in:
 - C/S
 - extent
 - materials
 - practice components.

B Rounding

Round all C/S earned to the nearest whole dollar following normal rules of rounding.

C Computing C/S Earned

*--Manually compute C/S earned for practice and components and enter on FSA-848B according to the CSS User Guide and paragraph 500.

Note: Do not include ineligible costs when computing C/S earned.--*

515 Cost Data When Ineligible “Persons” According to 1-PL or Person or Legal Entity According to 4-PL, Contributed

A Ineligible Contributor

Any contributor that is not a signatory to the contract is:

- an ineligible contributor
- not eligible to receive C/S.

Examples of contributions from an ineligible contributor include materials, services, or cash provided to an eligible “person” according to 1-PL or person or legal entity according to *--4-PL or 5-PL, as applicable.

B Reporting Ineligible Contributions

Report the contribution of an ineligible contributor according to subparagraph 507 B.--* Include the following information:

- name of the ineligible contributor
- total cost of performing the practice
- dollar value of the ineligible contribution made
- describe the ineligible contribution.

516 Computing C/S if Ineligible Persons Have Contributed**A CRP C/S**

C/S payments shall not exceed 100 percent of cost paid by CRP participant, including contributions of ineligible persons, to carry out a CRP practice.

B Computing C/S Payments

If an ineligible person contributed to a practice, C/S is computed by including the ineligible contributor's contribution in the total cost. C/S is limited to the participant's out-of-pocket cost.

Note: The participant shall never earn C/S exceeding 100 percent of out-of-pocket costs.

C Example of Percent of Cost

Producer A, an eligible "person" according to 1-PL or person or legal entity according to *--4-PL or 5-PL, as applicable, incurs \$4,000 for a practice. An ineligible contributor--* contributes \$1,000 for the practice. Total cost of the practice was \$5,000. Percent of cost rate is 50 percent.

The ineligible contribution of \$1,000 will not be deducted from the total practice cost of \$5,000 to compute C/S amount. Producer A will receive a \$2,500 C/S payment, which is 50 percent of \$5,000.

Note: C/S of \$2,500 does not exceed 100 percent of the producer's out-of-pocket cost.

D Example of Percent of Cost, Not to Exceed

Producer A, an eligible "person" according to 1-PL or person or legal entity according to *--4-PL or 5-PL, as applicable, incurs \$4,000 for a practice. An ineligible contributor--* contributes \$1,000 for the practice. Total cost of the practice was \$5,000. Percent of actual cost rate is 50 percent, not to exceed \$3,000.

The ineligible contribution of \$1,000 will not be deducted from the total practice cost of \$5,000 to compute C/S amount. Producer A will receive a \$2,500 C/S payment, which is 50 percent of the actual cost, not to exceed \$3,000.

Note: C/S of \$2,500 does not exceed 100 percent of the producer's out-of-pocket cost.

516 Computing C/S if Ineligible Persons Have Contributed (Continued)**E Example of Flat Rate**

Producer A, an eligible “person” according to 1-PL or person or legal entity according to 4-PL or 5-PL, as applicable, incurs \$4,000 for a practice. An ineligible contributor contributes \$1,000 for the practice. Total cost of the practice was \$5,000. Flat rate for this practice is \$3,500.

The ineligible contribution of \$1,000 will not be deducted from the total practice cost of \$5,000 to compute the C/S amount. Producer A will receive a \$3,500 C/S payment, which is the flat rate for this practice.

Note: C/S of \$3,500 does not exceed 100 percent of the participant’s out-of-pocket cost.

517 Computing C/S if Special Interest Groups Contributed**A Special Interest Groups**

Special interest groups, such as Ducks Unlimited or Pheasants Forever, are eligible to receive C/S payments if they are part of the contract.

When special interest groups contribute to the cost of a practice, their contribution shall **not** be subtracted from the total cost when computing C/S.

Non-C/S services are permitted from special interest groups, such as Ducks Unlimited or Pheasants Forever, and are included in the calculation of total establishment costs.

Notes: C/S payment shall not exceed 100 percent of the eligible “persons” according to 1-PL
--or person or legal entity according to 4-PL or 5-PL, as applicable, contribution to--
the cost of installing the practice.

Special interest groups **may** not be eligible to receive annual rental payments.

B Example

An eligible producer contributes \$5,000 to the cost of a practice. A special interest group contributes \$1,500 to the cost of the same practice for a total cost of \$6,500. The practice C/S level is 50 percent.

The eligible producer may receive a \$3,250 C/S payment, which is 50 percent of \$6,500.

Note: C/S of \$3,250 does not exceed 100 percent of the producer’s out-of-pocket cost.

518 Dividing C/S Based on Contributions**A All Costs Paid by 1 Eligible “Person” or Person or Legal Entity**

An eligible person who performs the obligation of establishing the practice may earn the C/S payment.

Note: See paragraph 491 for eligible persons.

B Costs Paid in Equal Proportions by Eligible “Persons” or Person or Legal Entity

If 2 or more eligible “persons” according to 1-PL or person or legal entity according to 4-PL *--or 5-PL, as applicable, equally contribute to the cost of performing the practice, divide C/S equally.

C Costs Paid in Unequal Proportions by Eligible “Persons” or Person or Legal Entity

If 2 or more eligible “persons” according to 1-PL or person or legal entity according to 4-PL or 5-PL, as applicable, contribute to the cost of performing a practice and COC determines that each “persons” according to 1-PL or person or legal entity according to 4-PL or 5-PL, as applicable, contributions are not in equal proportions, COC or CED shall:

- prorate the C/S payments based on the individual’s contributions
- document how each “persons” according to 1-PL or person or legal entity according to 4-PL or 5-PL, as applicable, percent of contribution was determined.--*

D All Costs Paid by Ineligible “Person”

Make no C/S payments to any person for a practice for which all costs are paid by ineligible “persons”.

519 Making CRP C/S Payments

A C/S Payments

CRP C/S payments shall:

- be made when authorized according to 1-FI
- be computed based on the rates and specifications in effect when C/S is approved on *--FSA-848A--*

Note: See paragraph 498 for an exception.

- be paid as soon as possible after all of the following have been completed:
 - COC or CED approves CRP-1
 - *--producer signs FSA-848B and reports completion of the practice--*
 - NRCS or TSP certifies performance or producer self certifies performance
 - AD-1026 has been completed and signed
 - CCC-502 or CCC-901, as applicable, has been completed and signed
 - *--compliance with 1-PL, 4-PL, or 5-PL, as applicable--*

Note: See 61-FI for prompt payment provisions.

- not exceed:
 - 50 percent of eligible costs
 - 50 percent of land value

Exceptions: See paragraph 491.

 - 100 percent of participant's out-of-pocket cost
- be exempt from maximum payment limitation provisions and offset for debts to FLP
- only be paid to signatories to approved CRP
- not be authorized for splitting practices on the same land for C/S purposes between different Federal programs

519 Making CRP C/S Payments (Continued)

A C/S Payments (Continued)

- not be issued to Federal entities
- *--be recorded on FSA-848B
- be spot-checked according to subparagraph 497 J.

Note: See 58-FI. Make partial payments according to the CSS User Guide and paragraph 520. Record partial and final performance according to the CSS User Guide.

B Approval Responsibilities for C/S Payments

STC or DAFP representative shall review certain FSA-848B’s before approval. The following shows required reviews, persons responsible for review, and persons responsible for approval or disapproval.

FSA-848B for...--*	MUST be reviewed by...	BEFORE approval or disapproval by...
<ul style="list-style-type: none"> • COC members • County ES employees • FSA County Office employees • other County USDA employees • Conservation District board members 	DD	DD.
State Office employees	STC	STC.
STC members	DAFP	SED.
SED’s	DAFP	STC.
Other FSA employees	DAFP	STC.

Note: Reviews **must** be completed for any entity for which the employees, who are subject *--to a required review, have a substantial beneficial interest, according to 1-PL, 4-PL, or 5-PL, as applicable.--*

Persons making the required reviews shall ensure that all:

- eligibility requirements are met
- required entries on CRP-1 and CRP-2 are completed.

SED or STC, as applicable, shall not approve CRP-1’s unless authorized by DAFP in writing.

520 Partial Payments**A Authority for Partial Payment**

Partial payment for a practice may be paid if the participant will complete **all** of the practice within the time prescribed by COC or CED.

If the practice is not completed within the time prescribed, the participant **must** refund the payment.

B Making Partial Payments

Make partial payments only when **all** of the following conditions are satisfied:

- *--a request for payment is made on FSA-848B
- COC or CED and NRCS or TSP determine that the completed components are a reasonable attainment toward completing the practice.

* * *

NRCS, TSP, or participant **must** certify performance before any payment is made.

521 Adjustments Because of Overpayment or Underpayment

A Adjustments

--County Offices shall adjust FSA-848B according to CSS User Guide if:--

- overpayment is caused by an error in data or computations, which includes excess refunds
- underpayment is caused by an error in data or computations, which includes deficient refunds.

*--**Note:** The participant **must** sign the corrected FSA-848B.--*

522-545 (Reserved)

546 Revisions to CRP-1's (Continued)

D Required Forms and Signatures

The following provides required forms and signatures.

Form	Signature Required
<ul style="list-style-type: none"> • CRP-1 (Exhibit 21) • CRP-1 Appendix (Exhibit 29), if applicable • NRCS-CPA-1155 • Certification Statement (subparagraph 130 E) • Conservation Plan and Contract Support Documents 	<ul style="list-style-type: none"> • Operator. • Operator's spouse, if spouse is another producer. • Each owner whose name is on the deed. <p>Note: CRP-1 signatures are required 60 calendar days after COC notification.</p>

Note: An operator is not required to sign a revised CRP-1 if the operator provides a written statement voluntarily relinquishing rights to CRP.

E Requirement Exceptions

The requirements for signatures apply unless:

- a trustee of BIA representing native Americans owning the land signs on their behalf

Note: All CRP-1's signed by BIA representative on behalf of native Americans owning the land shall be reviewed by RA. COC or CED shall not approve CRP-1 until RA determines that the required signatures have been obtained.

- a native American has a restrictive 5-year BIA farm lease that has been extended according to BIA provisions.

F Other Signatures

COC or CED shall:

- ensure that operators and tenants receive fair and equitable treatment
- verify that this provision is being followed before making C/S or annual rental payments.

546 Revisions to CRP-1's (Continued)

G Revising CRP-1's

Revise CRP-1 **only** according to the following.

Step	Action
1	Assign an alpha suffix to CRP-1 number.
2	Transfer original CRP-1 data to revised CRP-1. See Exhibit 21. <ul style="list-style-type: none"> • Change items affected by revisions. • Leave rental rate and expiration date the same. • Have participants sign revised CRP-1.
3	Have participants sign and date CRP-1 Appendix, if applicable.
4	Enter "VOID" on original CRP-1.
5	Provide copy of revised CRP-1 and CRP-1 Appendix, if applicable, to all participants. <p>Note: Do not provide a different CRP-1 Appendix if the participant on the revised CRP-1 is the same participant signing the original CRP-1. See subparagraph 546 H.</p>
6	Revise automated CRP-1.

552 Revising CRP-1 Because of Husband and Wife “Person” Determination

A Applicability of Husband and Wife Provisions for CRP-1’s Approved Before October 1, 2008

Spouses may be determined separate “persons” for 1991 and subsequent years according to 1-PL.

Follow 1-PL when revision of original CRP-1 is requested because of an additional “person” determination. Only revise existing CRP-1’s if the commensurate shares are changed after a separate “person” determination is made.

B Signature Requirements on CRP-1’s

Spouses in a joint operation are required to sign CRP-1’s, including an existing CRP-1, if the spouses are subsequently determined to be separate persons. If only 1 spouse signed the original CRP-1 for a joint operation, the other spouse **must** sign CRP-1 after the spouses have been determined to be separate persons for payment limitation purposes.

IF...	THEN...
a revised CRP-1 is signed by the spouses within 15 calendar days after notification of person determination	*--COC or CED shall approve the revised CRP-1.
a revised CRP-1 is not signed after 15 calendar days but is signed within 30 calendar days after notification of person determination	STC must approve late-filed signature before COC or CED approval of CRP-1.--*
a revised CRP-1 is not signed within 30 calendar days after notification of person determination	CRP-1 may not be approved and producer shall be advised of appeal rights.

553 Revising CRP-1 Because of Inheritance

A Policy

A producer who becomes the owner of land enrolled in CRP because of inheritance, and succeeds to CRP-1, may receive payments for that contract without regard to the amount of payments received under any other contract executed before the inheritance. The participant shall provide adequate documentation, as defined by COC, to prove that acreage was inherited.

B When the Recipient Already Has an Interest in the Inherited CRP-1

When a CRP participant inherits CRP acreage and the recipient already has a share of the inherited CRP-1, use the following table for guidance.

Note: Each example assumes the son inherits the father’s share of CRP-1.

IF the recipient’s revised payment total for all CRP-1’s is...	THEN...
<p>less than \$50,000</p> <p>Example: Father and son share CRP-1, each receives 50 percent of the \$20,000 annual rental payment.</p>	<ul style="list-style-type: none"> • revise the inherited CRP-1 to remove the deceased participant and increase the shares of the recipient to 100 percent according to the *--CCMS User Guide • process payments in the normal manner according to the Conservation Payments User Guide.
<p>greater than \$50,000</p> <p>Example: Father and son share CRP-1, each receives 50 percent of the \$60,000 annual rental payment.</p>	<ul style="list-style-type: none"> • revise the inherited CRP-1, according to CCMS User Guide, into 2 contracts; 1 contract will--* have the recipient’s original payment amount, the other will have the inherited payment amount <p>Note: The acreage on the contracts shall be divided accordingly.</p> <ul style="list-style-type: none"> • process annual rental payments for the inherited *--contract through Conservation Payments according to the Conservation Payments User Guide.--* <p style="text-align: center;">* * *</p>

553 Revising CRP-1 Because of Inheritance (Continued)

C When the Recipient Has No Prior Interest in CRP-1

When a CRP participant inherits CRP acreage, and the recipient had no share in the contract before inheritance, use the following table for guidance.

IF the recipient's revised payment total for all CRP-1's is...	THEN...
less than \$50,000	<ul style="list-style-type: none"> • revise the inherited CRP-1 to remove the deceased participant and add the recipient • payments will be processed in the normal *--manner according to the Conservation Payment User Guide.
greater than \$50,000	<ul style="list-style-type: none"> • revise the inherited CRP-1 to remove the deceased participant, and add the recipient according to the CCMS User Guide • revise through pay limit system using the inheritance adjustment. See 3-PL (Rev. 2).--*

554 Transferring Land From CRP to ACEP-ALE, ACEP-WRE, HFRP, or EWP Floodplain Easement

A Transferring Existing CRP-1's

Land that is subject to an existing CRP-1 may be accepted into ACEP-ALE, ACEP-WRE, HFRP, or EWP Floodplain Easement at the discretion of NRCS.

When issuing CRP annual rental payments, the amount shall be prorated from October 1 to the filing date of the easement for ACEP-ALE, ACEP-WRE, HFRP, or EWP Floodplain Easement.

Notes: Do not cancel CRP-1 until all ACEP-ALE, ACEP-WRE, HFRP, or EWP Floodplain Easement documents are approved and filed. See the CCMS User Guide to cancel CRP-1.

Refunds of C/S payments shall not be required when terminating CRP to enroll in ACEP-ALE, ACEP-WRE, HFRP, or EWP Floodplain Easement. Refund of CRP-SIP and CRP-PIP is required.

Land terminated from CRP is no longer included in the 25 percent cropland limitation or 10 percent easement limitation.

Important: The same land cannot be enrolled in CRP and ACEP-ALE (FRPP) at the same time.

***--Exception:** The same land may be enrolled in CREP and ACEP-ALE (FRPP) at the same time.--*

B Transferring Portion of CRP Acreage

If only a portion of the land subject to CRP-1 is accepted into ACEP-ALE, ACEP-WRE, HFRP, or EWP Floodplain Easement, terminate only that portion of CRP-1 that is affected by enrollment into ACEP-ALE, ACEP-WRE, HFRP, or EWP Floodplain Easement as follows.

Step	Action
1	Revise CRP-1 into separate contracts using suffix number according to 1-CRP.
2	After revising CRP-1, terminate CRP-1 for the acres transferring to ACEP-ALE, ACEP-WRE, HFRP, or EWP Floodplain Easement.

575 Refunds Not Required

A No Refunds Required

Refunds of CRP-1 payments are not required of:

- operators when the administrator or heirs of an owner's estate do not become successor-in-interest to CRP-1
 - the owner's estate if the estate or the heirs do not succeed to CRP-1
- Note:** If the owner's estate succeeds to CRP-1, and the heirs subsequently do not succeed, refunds are not required from the estate.
- heirs if the deceased has no estate and the heirs do not succeed to CRP-1
 - participants when both of the following apply:
 - an operator's estate wants to succeed to CRP-1
 - the landowner refuses to sign a revised CRP-1
 - participants when CRP-1 is being terminated to enroll the acreage in a State conservation program, ACEP-ALE, ACEP-WRE, EWP Floodplain Easement, or HFRP*

Exception: Refunds of SIP and PIP are required.

- participants when CRP-1 was approved based on an erroneous ownership or operatorship determination as provided in paragraph 638, and CRP-1 is terminated because of the erroneous determination
- participants when CRP-1 was approved based on an erroneous land eligibility determination according to paragraph 638, and CRP-1 is terminated because of the erroneous determination
- participants when COC determines that CRP-1 shall be terminated, based on provisions in subparagraph 493 B

Note: COC or CED shall clearly document in COC minutes that the costs of restoring the cover outweigh the benefits received from the restoration.

576 Requests for Waiver of Refunds

A Policy for Waivers of Refunds

--COC and STC are authorized to provide relief to the extent determined to be equitable to-- waive refunds when the following apply:

- a request to waive refunds is received from participants, in writing

*--**Note:** It is the producer's responsibility to request a waiver of refunds. It is the County Office's responsibility to notify the participant of the amount due.--*

- the total amount of refunds for any 1 contract, calculated according to paragraph 574 does not exceed:
 - \$5,000, for COC authority to waive refunds
 - \$25,000, for STC authority to waive refunds
- extenuating circumstances exist to warrant a waiver of refunds.

Note: SED's are authorized to waive refunds for equitable relief according to subparagraph E.

B COC Waivers of Refunds

COC shall:

- determine whether criteria exists to warrant a waiver of refunds

Note: See subparagraph C.

* * *

- *--thoroughly document requests for waivers, including reasons and justification for decision, in COC minutes
- ensure that COC determination letter includes appeal rights and fully documents reasons for any waiver of refunds, how the waiver was determined, and why it is equitable--*
- submit requests for waivers in excess of \$5,000 to STC or SED, as applicable
- not submit requests for waivers to STC or SED if COC does not recommend approval
- provide a report of waivers of refunds, no later than December 1 for each FY, according to subparagraph F.

Notes: COC may waive liquidated damages according to paragraph 578.

COC may waive TIP liquidated damages according to subparagraph 812 C.

Important: If the CRP participant is requesting a waiver of refunds for more than 1 contract and any contract refund is in excess of the \$5,000 COC authority, no waiver of any contract may be provided by COC. Waivers for all contracts must be submitted to STC.

576 Requests for Waiver of Refunds (Continued)

B COC Waivers of Refunds (Continued)

Example: The CRP participant has a haying and grazing violation on three CRP contracts, and requests a waiver of refunds on all contracts. Contract 1 calculated refund is \$2,360. Contract 2 calculated refund is \$15,400. Contract 3 calculated refund is \$18,000.

COC may not waive refunds for any contract even though Contract 1 is within the \$5,000 COC authority. All contracts must be submitted to STC for a determination.

Note: If any of the contracts is in excess of the \$25,000 STC authority, all contracts must be submitted to DAFP for authority to waive refunds.

In no case can either COC or STC provide a partial waiver for a contract in excess of their applicable authority.

Example: The CRP participant has a violation on their CRP contract. The calculated refund is \$7,200. COC may not waive any portion of the refund.

C Criteria for Waivers of Refunds

Refunds are requested from CRP participants when either the participant requests to terminate all or a portion of CRP-1 or COC terminates all or a portion of CRP-1. COC termination for a violation of CRP-1 occurs when a determination of “good faith” cannot be made. COC’s are responsible for maintaining program integrity and should not approve a waiver for refunds simply because a producer requests it. COC’s should only approve a waiver of refunds when extenuating circumstances warrant a waiver. COC must document the justification to support the determination. When determining whether a waiver of refunds should be approved, COC’s should include, but are not limited to, all of the following considerations:

- could the waiver be justified to other producers who continue to comply with CRP and to taxpayers
- does approving a waiver treat all similarly situation producers fairly and equitably
- did the participant know or have reason to know that the action they took, or failed to take, could result in a violation of the contract and requirement to refund payments
- were there conditions beyond the participant’s control that contributed to requirement to refund benefits
- will the participant gain a financial benefit from their actions

Example: Returning the land to agricultural production, or harvesting and selling a commodity planted in violation.--*

576 Requests for Waiver of Refunds (Continued)

***--C Criteria for Waivers of Refunds (Continued)**

- whether the participant provided all required information timely without any misrepresentation, concealment, or intention to evade any program compliance provision
- whether the participant brought the failure to FSA's attention or if FSA learned of the program failure or discrepancy by other means
- if the failure was the result of oversight and not an intent of the participant to comply with only some of CRP's requirements
- the actual performance rendered by the participant toward compliance with CRP's requirements
- whether the termination was a result of repeated violations.

Example: The CRP participant hayed the CRP acreage without authorization 3 times in the last 5 years.

Important: Financial hardship must not be the sole factor in COC's determination to approve the CRP participant's request for a waiver of refunds.--*

D STC Waivers of Refunds

STC shall:

- *--thoroughly document requests for waivers, including reasons and justification for decision, in STC minutes
- ensure that the STC determination letter includes appeal rights and fully documents reasons for any waiver of refunds, how the waiver amount was determined, and why it is equitable--*
- provide a report of waivers of refunds for the previous FY, no later than December 1 each year, according to subparagraph F.

Notes: STC may waive liquidated damages according to paragraph 577.

STC may waive TIP liquidated damages according to subparagraph 812 C.

Important: If the CRP participant is requesting a waiver of refunds for more than 1 contract and any contract is in excess of the \$25,000 STC authority, no waiver of any contract may be provided by STC. Waivers for all contracts must be submitted to DAFP.

576 Requests for Waiver of Refunds (Continued)

E SED Waivers of Refunds for Equitable Relief

SED's:

- *--have separate relief authority found in 7-CP--*
- may approve requests for waivers of refunds because of termination of CRP-1 or CRP-1R when the total amount calculated according to paragraph 574 * * * plus interest * * * is equal to or less than \$20,000 * * *

Example: The total refund amount calculated according to paragraph 574 is \$23,000. The producer requested a waiver of \$20,000. Because the total calculated refund amount exceeds \$20,000, SED must submit the request for waiver to DAFP if it recommends approval of the waiver.

Note: Sufficient documentation must be maintained when waivers are approved.

- *--shall thoroughly document requests for waivers, including reasons and justification for decision and include OGC concurrence according to 7-CP in the file
- ensure that the SED determination letter includes appeal rights and fully documents reasons for any waiver of refunds, how the waiver amount was determined, and why it is equitable--*
- shall submit all cases for waivers of refunds to DAFP for relief, when the total refund amount calculated according to subparagraph D exceeds \$20,000

Note: The cases shall contain the following:

- copy of participant's written request for relief
- copy of COC and STC minutes thoroughly documenting request and justification
- copy of all applicable forms and documents in the case file, including but not limited to CRP-1's, CRP-2's, CRP-2C's, copy of digital imagery, conservation plans, land deeds, etc.
- all documentation used by COC and STC during review
- narrative of the case in chronological order.

Note: Incomplete case files may delay response.

- shall not submit requests for waivers of refunds to DAFP if STC does not recommend approval.

601 General Provisions (Continued)

C FSA County Office Action

FSA County Offices shall:

- file the annual status review copies in CRP folders
- follow up on noncompliance cases
- conduct annual spot checks according to 2-CP **after** NRCS or TSP certifies on a final status review that the practice is established
- conduct annual spot checks on at least 10 percent of CRP-1's, including CREP, approved for:
 - spot treatment during the primary nesting season of birds in the local area that are economically significant, in significant decline, or conserved according to Federal or State law according to paragraph 427
 - early land preparation according to paragraph 637.

***--Note:** States may establish policy for additional spot checks, when appropriate.--*

If NRCS or TSP certifies that a practice has not been established in the final performance review, COC shall determine necessary action. Action may include, but is not limited to:

- terminating CRP-1 according to paragraph 571
- determining that erosion is being controlled adequately with existing cover according to subparagraph 603 D
- participant working with NRCS or TSP to establish an approved cover.

602 Certifying Compliance**A Certification of Compliance**

Before CRP annual rental payments are issued, a certification of compliance shall be filed on either FSA-578 or CRP-817U by 1 of the following:

- owner on CRP-1
- operator on CRP-1
- person authorized by power of attorney.

Notes: See subparagraph B for completing CRP-817U.

Substitute forms are not authorized. State and County Offices shall not develop substitute forms for FSA-578 or CRP-817U.

*--Beginning with 2016, once certified, a CRP acreage report is considered continuous unless there is a CRP contract revision. Annual reports on FSA-578 or CRP-817U are not required.

CRP continuous certification does not require additional action on the part of the participant, unless:

- there is a change to the CRP-1, farm, or acreage
- CRP contract expires
- CRP contract is terminated.--*

A current AD-1026 and applicable payment limitation forms shall be on file for all participants earning CRP benefits before CRP annual rental payments are issued.

* * *

603 Noncompliance

A Noncompliance Cases

Notify participant in writing of noncompliance issue * * *.

Noncompliance cases shall be handled promptly before CRP payments are made for the year.

COC shall determine whether a participant who is in violation of CRP-1 terms and conditions:

- made a good faith effort to comply
- did **not** make a good faith effort to comply.

B Examples of Noncompliance

COC shall consider a producer to be out of compliance if:

- the approved cover has been harvested or grazed or other commercial use has been made of the forage

Exception: Managed harvesting, routine grazing, or emergency haying or grazing, as authorized.

- an unauthorized crop, such as an agricultural commodity, has been planted on acreage under CRP-1
- trees have been harvested or sold, or other commercial use has been made of trees, including the shearing or shaping of trees for Christmas trees or removal of pine straw

Exception: Customary forestry activities are authorized.

- producer conducted an activity on CRP acres without authorization, including unauthorized treatment, such as mowing, spraying, and burning of CRP during the primary nesting season for birds in the local area that are economically significant, in significant decline, or conserved according to Federal or State law
- the State or local noxious weed commission determines that the participant is violating noxious weed provisions and notifies COC that the noxious weeds are not controlled on the designated acres
- the approved cover has not been maintained according to the conservation plan

603 Noncompliance (Continued)**B Examples of Noncompliance (Continued)**

- the producer has not performed required management activities according to the conservation plan
- other undesirable weeds, plants, insects, or pests, as determined by COC, are not controlled on the designated acreage
- a satisfactory cover or a required practice has not been established or re-established within the time prescribed
- the producer has not complied with landlord and tenant provisions
- there has been a scheme or device that tends to defeat the program
- a false claim has been filed
- a violation of the terms and conditions of CRP-1 has occurred.

C Joint and Several Liability

If the farm is in violation of CRP-1 terms and conditions, all signatories to CRP-1 are jointly and severally liable for any payment reduction or refunds that may become due to CCC because of noncompliance.

CRP participants with zero interest in the annual rental payment are not responsible for contract compliance.

***--D COC Determinations**

The participant must do both of the following before COC can make a determination:

- submit an explanation for the noncompliance issue either in writing or in person
- correct the noncompliance issue as required by COC.

The participant must provide a written explanation or request to meet with COC within 15 calendar days of the noncompliance notification letter.

COC shall:

- make a determination of good faith effort or lack thereof
- document the reasons for the determination in COC minutes
- notify the participant in writing of the determination and provide appeal rights according to 1-APP.--*

603 Noncompliance (Continued)

E Participant's Good Faith Effort

If COC determines that the participant made a good faith effort to comply with the terms and conditions of CRP-1 and:

- a practice failed because of natural disaster or through no fault of the participant, do not use this subparagraph

Note: See subparagraph 493 B.

- noncompliance has occurred for reasons other than a practice failing because of natural disaster or through no fault of the participant, COC shall:
 - assess a standard payment reduction on the affected acres not to exceed the annual rental payments for CRP-1 on which the violation occurred

Note: See subparagraph 604 A.

- advise the participant that subsequent violations may result in terminating CRP-1.

If noncompliance because of practice failure occurs after the fifth year of CRP-1, COC may determine whether CRP-1 shall be:

- continued without additional C/S, if a permanent cover has failed and adequate cover exists to prevent erosion

Note: Adequate cover to prevent soil erosion does not satisfy tree planting requirements.

- terminated according to paragraph 571.

When determining whether to terminate CRP-1, COC shall consider factors, such as the age of CRP-1 and the cost-effectiveness of re-establishing the practice.

Example: COC terminates CRP-1 because, in the eighth year of CRP-1, the producer inadvertently applied a herbicide that killed all ground cover.

603 Noncompliance (Continued)

F Good Faith Effort Not Determined

If COC determines there was not a good faith effort to comply with the terms and conditions of CRP-1 and:

- the participant's request for termination of part of the land under CRP-1 was not approved, COC shall terminate **all** land under CRP-1 according to subparagraph 571 A

Example: Participant has 100 acres enrolled in CRP. Participant requests to terminate part of the acres under CRP-1 to return to crop production. The request is not approved. Producer plants part of the acres under CRP-1 to corn. COC shall terminate all land (100 acres) under CRP-1.

- there was no request to terminate part of the land under CRP-1, COC shall terminate only land in violation according to subparagraph 571 B.

COC **must** determine there is not a good faith effort to comply with the terms and conditions of CRP-1 if:

- unauthorized grazing is discovered and producer refuses to remove livestock from CRP acreage
- unauthorized haying is discovered and producer refuses to destroy or donate the hay

Note: If the unauthorized hay has already been sold or used by the time the violation is discovered, COC may determine the producer made a good faith effort to comply with the terms and conditions of CRP-1. Burning is not an authorized method for destruction of the hay. Donation must be to a third-party.

- unauthorized planting or harvesting of a crop is discovered and producer refuses to destroy the crop.

Note: If the unauthorized crop has already been sold or used by the time the violation is discovered, COC may determine the producer made a good faith effort to comply with the terms and conditions of CRP-1.

***--604 Standard Payment Reductions**

A Accessing Payment Reduction

When COC determines a participant made a good faith effort to comply with the terms and conditions of land under CRP-1, a standard payment reduction will be assessed. The standard payment reduction shall not exceed the annual rental payments for CRP-1 on the acres on which the violation occurred.

IF noncompliance is a result of...	THEN payment reduction will be calculated...
unauthorized haying or grazing	by: <ul style="list-style-type: none"> • multiplying the value per acre of the hayed or grazed production, as determined by COC, times • the number of acres in violation, times 2 COC may prorate standard payment reduction based on the days, weeks, or months the violation occurred.
either of the following: <ul style="list-style-type: none"> • noncontrol of weeds, insects, or rodents • wind or water erosion 	as applicable, by multiplying the estimated cost per acre to: <ul style="list-style-type: none"> • carry out satisfactory control measures, times the number of acres in violation, times 2 • establish cover, times the number of acres, times 2.
failure to maintain or establish an eligible cover	
unauthorized activity including treatment such as mowing, spraying, and burning, during the PNS for birds in the local area that are economically significant, in significant decline, or conserved according to Federal or State law	at the amount equal to the annual rental payment for the acreage that was in violation.
unauthorized planting or harvesting of a crop, such as annually tilled crops, pine straw, etc.	by multiplying the acres in violation by the lesser of the following: <ul style="list-style-type: none"> • established yield for the crop times 2 • actual yield for the crop times 2 Note: See subparagraph 603 F if the participant refuses to destroy unauthorized crop.

To ensure equity in assessment of SPR, STC may recommend standardized rates for the year. It is recommended that the same rate established under 4-CP provisions for non-control of weeds and erosion for ARC, CTAP, or PLC purposes be used for CRP.

All standard payment reductions shall be recorded through Conservation Payments according to the Conservation Payments User Guide.--*

605 Request for Waiver of Payment Reductions**A Waiver or Reduction of Standard Payment Reduction**

COC shall:

- authorize a waiver or reduction of the standard payment reduction only if the request is received from participants, in writing
- Note:** It is the participant's responsibility to request a waiver or reduction of refunds.
- ensure that participants are provided applicable appeal rights according to 1-APP
 - thoroughly document requests for waiver or reduction of standard payment reduction refunds in COC minutes
 - submit requests for waiver or reduction of standard payment reduction to STC only if COC determines that the action is justified based on documented and verifiable facts of the individual case
 - *--provide a report of waivers or reductions of the standard payment reduction, no later than December 1 for each FY according to subparagraph B.--*

Notes: Each case is unique. Determinations shall be made on a case-by-case basis based on the facts of the individual case.

COC's may waive up to 50 percent of the assessed standard payment reduction.

STC shall:

- thoroughly review each request for waiver or reduction of standard payment reduction
- thoroughly document requests for waiver or reduction of standard payment reduction in STC minutes
- *--provide a report of waivers or reductions of standard payment reduction, no later than December 1 for each FY according to subparagraph B.--*

Note: Each case is unique. Determinations shall be made on a case-by-case basis based on the facts of the individual case.

STC's may waive up to 100 percent of the assessed standard payment reduction.

716 Routine Grazing Provisions (Continued)

B Participant Provisions

CRP participants shall:

- file a request to graze CRP acreage before grazing begins
- take the following actions.

Step	Action
1	*--Identify the acreage to be grazed on digital imagery.--*
2	Obtain a modified conservation plan to include routine grazing requirements, as determined by NRCS or TSP. The routine grazing plan must be site specific and reflect the local wildlife needs and concerns.
3	Record intended use on CRP-117. See Exhibit 47.
4	Sign agreement in Exhibit 48. Note: All participants are required to sign the agreement before routine grazing begins.
5	Receive notification of approval in writing from COC or CED. Livestock producers who rent or lease acreage from the CRP participant shall: <ul style="list-style-type: none"> • sign a statement agreeing not to sublease the CRP acreage • receive notification of approval from COC or CED. Note: A copy of the notification must be given to the CRP participant.
6	Require CRP participants, who grazed CRP acres or rented or leased grazing privileges, to report the number of acres actually grazed, and sign and date CRP-118. See Exhibit 49.
7	Re-establish the CRP cover, at their own expense, if the cover fails as a result of routine grazing.
8	*--Be assessed a payment reduction according to paragraph 717.
9	CRP participants must remove livestock from all fields within 1 day of the end of the routine grazing period.--*
10	Routine grazing shall not be conducted during the primary nesting season.

717 Payment Reductions**A Reduction Rates**

*--The Agricultural Act of 2014 provides that the payment reduction for routine grazing shall be no less than 25 percent unless grazed by livestock of a beginning farmer or rancher. Acreage grazed by livestock of a beginning farmer or rancher under routine grazing provisions shall **not** be assessed a payment reduction.

The payment reduction may be greater than 25 percent based on certain environmental conditions as determined by DAFP.

For each applicable year the CRP participant grazed eligible CRP acreage, the CRP annual rental payment shall be reduced by the number of acres actually grazed, times the CRP per acre annual rental payment, times 25 percent or greater if the CRP participant is **not** a beginning farmer or rancher.--*

Notes: The required reduction may be prepaid by participants approved for routine grazing and recorded according to 3-FI.

After the annual rental payment scheduled to be made after October 1 of the applicable year is made, producers **must** pay any required reduction according to 3-FI.

--Payment reductions are applicable to managed harvesting (haying) on all CRP contracts.--

Section 5 Prescribed Grazing Provisions

741 Prescribed Grazing

A Prescribed Grazing

Prescribed grazing is authorized where kudzu or other invasive species have infested CRP acreage:

- according to NRCS technical practice standard No. 528, Prescribed Grazing
- not to exceed 30 calendar days between May 1 and September 1
- for not more than a total of 3 consecutive years during the life of CRP-1.

Requests to graze kudzu or other invasive species **must** be in writing before COC may authorize grazing on the CRP acreage.

Note: Requests **must** identify the invasive species and dates acreage will be grazed.

--A payment reduction of 25 percent shall be assessed for prescribed grazing. DAFP may assess a payment reduction greater than 25 percent based on certain environmental conditions. See paragraph 717 for exceptions.--

B County Office Action

COC shall consult FS or other natural resources agency before approving requests to graze kudzu or other invasive species invested acreage.

Note: Conservation plan shall not be modified by NRCS for this purpose.

Applicable County Offices:

- shall inform producers of the kudzu and other invasive species grazing provisions
- *--shall reduce the annual rental payment for prescribed grazing by 25 percent--*
- may approved subsequent requests by the same CRP participant

Note: COC shall approve each request.

- shall spot check CRP-1's approved for kudzu or other invasive species grazing to ensure that livestock are not grazing more acreage or longer than authorized.

742 Summary of Haying and Grazing

A Summary of Each Type of Haying and Grazing

The following provides a summary of each type of haying and grazing and the applicable policy and payment reduction.

Haying and Grazing Provisions Table		
Type/Provisions Activity/For	Components	Percent Payment Reduction
Managed Harvesting for Hay	<ul style="list-style-type: none"> • Acreage devoted to practice CP1, CP2, CP4D, CP10, CP18B, CP18C, or CP38E. If included in the approved SAFE proposal. •*--No more frequently than 1 in 3 years. See Exhibit 51.5. • No less frequently than 1 in 5 years.--* • Emergency haying or grazing restarts the clock. • Not authorized during the primary nesting season. • Up to 120 calendar days after the end of the primary nesting season. • Request approval before harvesting eligible acreage. • Spot-check 10 percent of contracts approved. 	*--25 or greater (statutory)--*
Managed Harvesting for Biomass	<ul style="list-style-type: none"> • Acreage devoted to practice CP1, CP2, CP4D, CP10, CP18B, CP18C, or CP38E. If included in the approved SAFE proposal. •*--No more frequently than 1 in 3 years. See Exhibit 51.5. • No less frequently than 1 in 5 years.--* • Emergency haying or grazing restarts the clock. • Not authorized during the primary nesting season. • Up to 120 calendar days after the end of the primary nesting season. • Request approval before harvesting eligible acreage. • Spot-check 10 percent of contracts approved. 	*--25 or greater (statutory)--*

771 General CREP Information (Continued)

D CREP and SAFE

CREP and SAFE project areas cannot overlap if they:

- have the same or similar objectives, goals, or targets
- result in addressing the same or similar conservation or environmental resource issue(s).

CREP and SAFE project areas may overlap if:

- each project has distinctly different objectives, goals, or targets
- each project addresses a distinctly different conservation or environmental resource need or issue
- the practices under each project are limited to those that are designed to address the conservation or environmental resource need targeted by the project
- approved by CRP and CREP program managers, and any other required approval.

Example: A State has an existing SAFE project that targets Lesser Prairie Chickens in ~~counties A, B, and C~~. A CREP proposal for Lesser Prairie Chickens that ~~includes counties A, B, and C~~ will not be approved, even if other environmental issues, such as water quality, may be a secondary objective. However, the State may submit a CREP proposal for which the primary objective, goals and purpose is targeted water quality in counties A, B, and C, and includes only practices designed for water quality purposes.

806 Required Conservation Plans for TIP (Continued)

C TIP and Early Land Preparation (Continued)

Activities allowable under TIP in the last year of CRP-1 relates to conservation and land improvements. As a general matter, destruction of the cover before CRP-1 is expired should **not** be approved. If, however, in the extraordinary case where NRCS or TSP determines that allowing the cover to be disturbed in the last year of CRP-1 to prepare to plant an agricultural crop after CRP-1 expires meets the criteria of a sustainable conservation system, the CRP conservation plan may be modified.

807 Approving CRP-1R's

A Requirements Before CRP-1R Approval

Before approving CRP-1R's, County Offices shall:

- ensure that a separate CRP-1R is completed and signed for each **expiring** CRP-1 enrolled in TIP

Note: CRP-1R must be approved no later than September 30 of the year CRP-1 expires.
* * *

- determine acres to be transitioned
- *--ensure that the retired or retiring owner or operator and veteran, beginning, or SDA farmer or rancher has completed all required conservation plans according to paragraph 806, as applicable
- ensure retired or retiring owners or operators have provided sufficient evidence that the land entered into under TIP will be either sold or long term leased to a veteran,--* beginning, or SDA farmer or rancher effective the day CRP-1R begins.

Note: Sufficient evidence must include 1 of the following:

- written long term lease (at least 5 years duration)
- contract for deed
- statement signed by TIP participants reflecting either the long term lease or contract to sell.

807 Approving CRP-1R's (Continued)**B COC or CED Approval of CRP-1R's**

COC or CED shall approve CRP-1R's if all of the following are met:

- all required signatures have been obtained on all related CRP forms and conservation plans according to paragraphs 805, 806, and 808
- a modified conservation plan is approved for land improvements in the last year of CRP-1, if applicable
- the conservation plan is consistent with polices in Part 11
- all producer eligibility criteria has been met
- all land eligibility criteria has been met
- sufficient evidence has been provided according to subparagraph A.

C COC Responsibilities

--COC or CED shall:--

- approve/disapprove CRP-1R, as applicable
- sign and date CRP-1R
- follow conflict of interest provisions in 22-PM.

Note: COC or CED shall **not** approve CRP-1R until **all** requirements in subparagraph B has been met.

D Approval Responsibilities

Follow the provisions for approval responsibilities for CRP-1R's according to subparagraph 401 D.

E County Office Action

After requirements in subparagraphs A through D have been met, notify the retired or retiring owner or operator and the veteran, beginning, or SDA farmer or rancher in writing of approval/disapproval of CRP-1R's.

--Part 22 SAFE*831 General SAFE Information****A Background**

On March 22, 2007, FSA announced the SAFE initiative, which allows:

- State Offices to address local wildlife conservation needs
- producers to install practices that benefit high priority State wildlife conservation objectives through the use of targeted restoration of vital habitats.

This cooperative conservation effort is based on locally developed conservation proposals that address the highest priority wildlife objectives in the State. The proposals will be considered by FSA STC after a review by the State Technical Committee. CEPD will review all STC recommendations.

B General Information

SAFE provides an opportunity to develop grassroots cooperative conservation projects to address high priority wildlife needs through habitat restoration. The practices must be used to address wildlife habitat that can be enhanced through the restoration of eligible cropland through CRP. Enrollment is available under continuous signup criteria.

SAFE practices can be used to restore the following habitats:

- rare, threatened, and endangered species
- species that have suffered a significant population decline
- species that provide significant social or economic value to the community.

Note: This includes restoration of habitat for game species, such as pheasant or quail, salmon or steelhead streams, or other socially or economically significant species.

SAFE project proposals must afford measureable and tangible benefits to the desired species.

Failure to adhere to SAFE provisions and guidelines may result in reduction of SAFE acres.--*

832 Policy**A Cropland Eligibility**

Eligible cropland is:

- acreage determined to be eligible according to the land criteria provided in paragraph 151
- located within the State-designated SAFE project area.

Note: Marginal pastureland is **not** eligible.

B Signup Type

SAFE is authorized under continuous signup enrollment.

C Contract Duration and Effective Date

The CRP-1 period for CRP contracts is 10 to 15 years.

The effective date of CRP-1 is the first day of the month following the month COC or *--CED approves the contract.--*

D Incentives

PIP's and SIP's are authorized.

Note: Land that is currently under contract or has expired, and the cover has been maintained, is **not** eligible.

E Management Activity

Approved SAFE proposals shall have periodic management activities performed, according to the conservation plan, during the life of CRP-1, as determined by COC. This activity may be based on the management activity approved for the CRP practice used as a basis for the SAFE practices. If new or modified management activities are necessary, these activities must be established according to paragraph 428.

F Cost Share

CCC will pay up to 50 percent of the eligible cost of establishing a permanent cover. State Offices must develop a C/S table similar to Exhibit 11, after practices are selected.

Note: See Exhibit 11, page 6 for an example.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

The following lists the required report of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
CEP-58R	Status of CRP Research Project Report	Annually	State Offices submit to Director, CEPD by end of FY	Not required	636

Forms

The following lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-893	Recommendation of Percent of Cropland To Be Enrolled in CRP/ACEP-WRE	83	81
AD-894	Request for Cropland Waiver for CRP/ACEP-WRE	82	81
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		Text, Ex. 35.5, 35.7, 56, 60
CCC-36	Assignment of Payment		465
CCC-37	Joint Payment Authorization		465
CCC-502	Farm Operating Plan		35, 519, Ex. 35.7, 60
CCC-505	Voluntary Permanent CAB/Contract Acreage Reduction		401
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		35, 131, Ex. 60
CCC-526C	Payment Eligibility - Average Adjusted Gross Income Certification For Certain Conservation Reserve Program Contracts Approved Before October 1, 2008		
CCC-674	Certification for Contracts, Grants, Loans, and Cooperative Agreements	Ex. 6	6
CCC-770 CRP1	CRP Contract Approval Checklist	Ex. 35	7
CCC-770-CRP2	CRP Cost Share Payment Checklist	Ex. 35	7
CCC-770-CRP3	CRP Annual Rental Payment Checklist	Ex. 35	7, 462
CCC-770-CRP4	CRP PIP, CP23, CP23A, CP37 and SIP Payment Checklist	Ex. 35	7
CCC-901	Members Information 2009 and Subsequent Years		35, 519

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		Ex. 35.5, 35.7, 56
CCC-920	Grassland Reserve Program Contract		401
CCC-926 <u>1/</u>	Average Adjusted Gross Income (AGI) Statement		35, 131, Ex. 35.5, 56
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		35, 131, 401, Ex. 35.5, 56
CCC-933	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information (For the 2013 crop, program, and fiscal years only)		35, 131, 401
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014		131, 401, Ex. 35.5, 56
CRP-1	Conservation Reserve Program Contract	Ex. 21, 31	Text and Exhibits
CRP-1 Appendix	Appendix to Form CRP-1, Conservation Reserve Program Contract	Ex. 29	Text
CRP-1 Continuation	Continuation to the Conservation Reserve Program (CRP) Contract		211
CRP-1E Addendum	Addendum Regarding Possession of Conservation Reserve Program (CRP) Property Held by Federal Agency		551
CRP-1G Addendum	CRP-1 Modification to Allow Early Land Preparation	637	35
CRP-1L	Emergency Forestry Conservation Reserve Program Contract		Ex. 11
CRP-1R	Conservation Reserve Program Transition Incentives Program Contract	810	Text, Ex. 60-62
CRP-2	Conservation Reserve Program Worksheet (For General Signup)	333	Text, Ex. 11, 21, 26
CRP-2C	Conservation Reserve Program Worksheet (For Continuous Signup)	212	Text, Ex. 5, 21
CRP-2F	Emergency Forestry Conservation Reserve Program Worksheet		81
CRP-2G	Conservation Reserve Program Worksheet (For Continuous CRP Grassland Signup)	267	104, 211, 265, 266, 268, 269, Ex. 21, 24

1/ CCC-926 is obsolete; however, is still in effect for existing CRP contracts.

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CRP-20	Notice of Conservation Reserve Program (CRP) Contract Termination	Ex. 43	551
CRP-23	Notice Regarding Accepted CRP Offers	Ex. 5	214, 215, 269, 341
CRP-24	Notice of Contract Approval	Ex. 5	214, 269
CRP-25	Notice of CRP Waiver of Ownership	Ex. 5	129
CRP-26	Notice of Unacceptable Offer	Ex. 5	Text
CRP-27	Notice Regarding Acceptable CRP Grassland Offers	Ex. 5	269
CRP-28	Notice of Unacceptable Offer	Ex. 5	
CRP-35	Notice of Offer Reconsideration	Ex. 5	5
CRP-36	Notice Regarding Late-Filed Offer	Ex. 5	336
CRP-37	Request for Incidental Grazing	Ex. 54	720
CRP-42	County Precipitation and Feed and Forage Loss Report	Ex. 51	691
CRP-117	Request to Participate in Special Haying and Grazing of CRP Acreage	Ex. 47	664, 680, 693, 716
CRP-118	Certification of Participation in Haying and Grazing of CRP Acreage	Ex. 49	664, 680, 693, 716
CRP-817U	Certification of Compliance for CRP	602	
FSA-18	Applicant's Agreement to Complete an Uncompleted Practice		500
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		468
FSA-570	Waiver of Eligibility for Emergency Assistance		132
FSA-578	Report of Acreage		Text
FSA-695	Conservation Annual Payment Statement	Ex. 36	464
FSA-848	Cost-Share Request		Text, Ex. 5
FSA-848A	Cost-Share Agreement (Includes FSA-848A-1, Continuation sheet of FSA-848A)		Text
FSA-848B	Cost-Share Performance Certification and Payment		Text, Ex. 5
FSA-850	Environmental Evaluation Checklist		367, 635, 639
FSA-860	Socially Disadvantaged, Limited Resource, and Beginning Farmer or Rancher Certification		Ex. 48
IRS-1042	U.S. Annual Return of Income Tax To Be Paid at Source		466
IRS-1042S	U.S. Annual Information		466

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
NRCS-CPA-06	Conservation Assistance Notes		369
NRCS-CPA-52	Environmental Evaluation Worksheet		367
NRCS-CPA-1155	Conservation Plan/Schedule of Operations		369, 546
NRCS-CPA-1156	Revision of Conservation Plan/Schedule of Operations		369
NRCS-LTP-013	Status Review		369, 601
SF-424-1	Application for Federal Assistance (Non-Construction)		52
SF-LLL	Disclosure of Lobbying Activities	Ex. 6	6
SF-LLL-A	Disclosure of Lobbying Activities Continuation Sheet	Ex. 6	
Tool Kit Plan	Conservation Plan		Text

Letters Notifying Producers of Offer and Eligibility Status (Continued)

F Using CRP-25

County Offices shall:

- use CRP-25 to notify producers who had a brief involuntary loss of ownership, because of foreclosure, that they may participate because all other eligibility requirements are met
- adapt CRP-25 to fit the situation
- reproduce CRP-25 locally

Note: Include the form number and date on the reproduction.

- prepare CRP-25 in duplicate.
 - Mail original to producer.
 - File a copy with the offer.

Letters Notifying Producers of Offer and Eligibility Status (Continued)

G Example of CRP-26

This is an example of CRP-26. County Offices shall adapt CRP-26 to fit the situation according to 1-APP.

Note: This is only an example.

*--

 <p>United States Department of Agriculture</p>	<p>Farm and Foreign Agricultural Services</p>	<p>Farm Service Agency</p>	<p>State/county name or organizational unit Mail stop code and/or room number P.O. Box or Street Address City, State, ZIP Code</p>
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NOTICE OF UNACCEPTABLE OFFER

Date: (MM-DD-YYYY) _____

Dear: _____

Thank you for your offer to place land in the Conservation Reserve Program (CRP). Your offer to participate in the _____ (year) CRP was not accepted because:

- Environmental Benefits Too Low
- Land Determined Ineligible
- Payment Rate Offered Exceeded the Maximum Payment Rate
- County Cropland Limitation Has Been Reached
- Existing Restrictive Easement
- 1-Year Ownership/Operatorship Eligibility Not Met
- Ineligible Cropping History
- Landowner/Tenant Provision Not Met
- Other
- Offer exceeds maximum available acreage allocation for the practice.

If you feel that all the facts have not been considered in your case, you may: _____

You need to provide factual information and reasons why you believe this determination is not correct.

Although your offer was not accepted, you may be eligible for the continuous sign-up of high priority conservation practices such as filterstrips, riparian buffers, grass waterways, shelter-belts, field wind breaks, living snow fences, contour grass strips, salt tolerant vegetation, or shallow water areas for wildlife. I have enclosed a copy of a FSA continuous signup fact sheet. Please contact our office if you are interested.

It may be possible that your offer for general sign-up may be modified to increase the environmental benefits and the likelihood of acceptance in a future signup.

** (Insert appeal rights to COC according to 1-APP)*

Sincerely,

County Executive Director

Enclosures

CRP-26 (06-09-16)

USDA is an Equal Opportunity Provider and Employer

--*

National CRP Practices (Continued)

CP15B Establishment of Permanent Vegetative Cover (Contour Grass Strips) on Terraces

A Purpose

This practice is to establish vegetative cover on terraces to enhance water quality and reduce soil erosion. This practice is only applicable on terraces that are no longer under practice lifespan to ensure that the long-term functions of the terrace are maintained.

Notes: This practice is **not** to develop or establish wildlife habitat. Wildlife concerns may be considered when making determinations about seed varieties.

Important: * * * This practice is only available on existing terraces that are no longer under the practice lifespan or other agreement to maintain the terrace practice.

NRCS or TSP shall determine the documentation needed to support the need for CP15B *--consistent with FOTG standards. Documentation **must** be in the case file that the practice is needed and feasible.--*

Example: A terrace was installed under ACP in 1985. The practice lifespan was 10 years. The terrace is not in a vegetative cover and is functional. NRCS or TSP determines grass seeding is needed and feasible to enhance water quality and reduce soil erosion. This terrace is eligible to be enrolled in CRP as CP15B.

This practice is **not** eligible for PIP or CRP-SIP.

B Program Policy

Apply this practice on eligible cropland on which a terrace, which is not planted to a vegetative cover, is no longer under the practice lifespan, but seeding is needed and feasible consistent with the purposes of the practice. The area to be included is the actual terrace itself and an adequate buffer. See subparagraph C for size requirements of the buffer area.

Contour grass strips on terraces shall be installed to the minimum design standard to ensure long-term viability of the terraces to reduce erosion and enhance water quality.

National CRP Practices (Continued)

CP15B Establishment of Permanent Vegetative Cover (Contour Grass Strips) on Terraces (Continued)

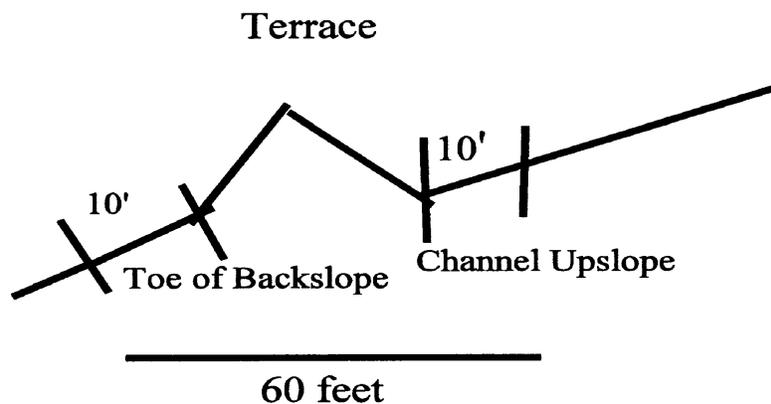
C Size Requirements

Minimum size standard for a contour buffer strip on terraces shall be the minimum size necessary to protect the terraces. It may require a buffer not to exceed 10 feet on the upslope and downslope portion of the terrace. The maximum width of CP15B **must** not exceed 60 feet, including the buffer areas.

The practice shall be designed to control soil erosion consistent with NRCS FOTG.

The following diagrams provide examples of the maximum width for CP15B.

Example 1 Grassed-Back Terrace



Note: The area of CP15B **must** not exceed 60 feet from the toe of the backslope side of the terrace to the channel upslope, including the 10-foot buffer area on either side of the terrace.

National CRP Practices (Continued)

CP21 Filter Strips (Continued)

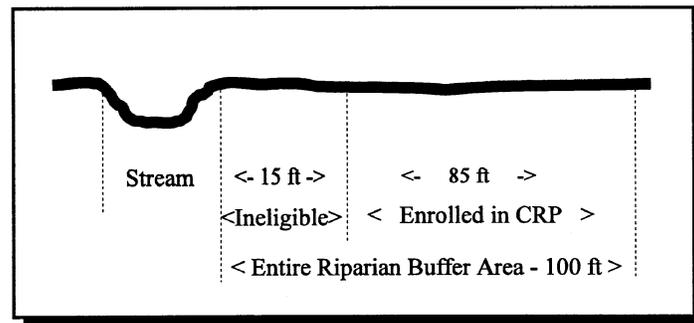
C Size Requirements (Continued)

Example: Producer offers to enroll land to be devoted to a 120 foot wide filter strip to protect the adjacent eligible stream. Based on the soils, slope, and other site conditions, NRCS documents that to address the water quality resource problem and to function properly, the filter strip **must** be a minimum of 145 feet in width. Because the purpose of the filter strip is the protection and enhancement of water quality, the minimum of width 145 feet may be enrolled. The 145 foot minimum width is the maximum acreage that may be enrolled.

The filter strip shall begin at the top of the stream bank. In some cases there may be land that is adjacent to the stream that does **not** meet the eligibility criteria to be enrolled in CRP. **This land shall not be enrolled in CRP.** However, if the eligible land is enrolled in CRP as a filter strip, the ineligible land **shall be** included:

- in the area used as a filter strip
- in the conservation plan
- when determining the width of the filter strip.

This diagram provides an example of a filter strip adjacent to a stream that includes land **not** enrolled in CRP. The first 15 feet adjacent to the stream (starting at the top of the stream bank) does **not** meet the eligibility criteria to be enrolled in CRP.



The filter strip is 100 feet wide. Only the eligible land (85 feet width) is enrolled in CRP. The conservation plan is for the entire filter strip (100 feet). The producer is responsible for maintaining the entire practice (100 feet) according to the plan. Failure to maintain the entire 100 feet may result in CRP payment reductions or termination.

National CRP Practices (Continued)

CP21 Filter Strips (Continued)

D C/S Eligibility

To be eligible for C/S, this practice shall:

- be required by the approved conservation plan
- meet the cropland history criteria
- improve environmental benefits to an acceptable level
- reduce additional sediment or pollutants that are being delivered to areas identified in subparagraph B
- be maintained for the contract payment period
- prevent degradation of environmental benefits from recurring.

E C/S Policy

The following contains C/S policies for this practice.

IF the component is...	AND the justification is...	THEN C/S is...
mineral or nutrient	<p>Note: The requirements for this practice, including eligible seed mixtures, nutrients, and minerals must be specified in the practice specification as designated by the designated technician.</p>	<p>authorized using technical practice codes 314, 315, 327, 342, 378, 382, 386, 390, 393, 410, 516, *--533, 574,--* 614, 642, and 645.</p>
site preparation		
eligible seed and seeding		
herbicide	<p>specified as necessary in the approved conservation plan</p>	
insecticide		

National CRP Practices (Continued)

CP21 Filter Strips (Continued)

E C/S Policy (Continued)

IF the component is...	AND the justification is...	THEN C/S is...
temporary cover	<ul style="list-style-type: none"> • required in the practice specification • needed until required seed or plant stock is available • needed because normal planting period for the species has passed • that a soil condition, such as chemical residue, will not allow establishment of the cover immediately 	authorized.
pipelines and watering *--facilities or developments--* constructed outside of the filter strip	<p>providing a water source for livestock away from the filter strip and the adjacent stream or water body</p> <p>Note: See paragraph 511.</p>	
fencing	<p>permanent fencing needed to exclude livestock from the filter strip</p> <p>Note: See paragraph 511.</p> <p>Important: A single strand electric fence shall not be considered a permanent fence for CRP.</p>	
construction of structures where concentrated flow continues to degrade water quality	to meet the requirements of the conservation plan	
grading, leveling, and filling	<p>to control concentrated flow and site preparation.</p> <p>Important: Grading, leveling, and filling does not include shaping or manipulation of the stream bank.</p>	

National CRP Practices (Continued)

CP21 Filter Strips (Continued)

E C/S Policy (Continued)

IF the component is...	AND the justification is...	THEN C/S is...
herbicide	to maintain vegetative cover	not authorized.
insecticide		
clearing rocks or other obstructions from the area to be seeded		
stream bank stabilization		
mineral or nutrient	to enhance production	

F Practice Requirements

In addition to the practice standards in NRCS FOTG, the following requirements apply.

- The seeded acreage shall not be harvested or grazed by domestic livestock for the life of CRP-1 unless grazing is incidental to the normal gleaning of the crop residue in the field
--according to subparagraph 720 A.--
- Limit C/S to the minimum minerals and seed necessary to establish an adequate cover to improve environmental benefits.
- Practice shall reduce nutrients, sediment, organic matter, pesticides, and other pollutants that are being delivered to the areas identified in subparagraph B.
- Chemicals used in performing the practice **must** be:
 - Federally, State, and locally registered
 - applied strictly according to authorized registered uses, directions on the label, and other Federal or State policies and requirements.

National CRP Practices (Continued)

CP22 Riparian Buffer (Continued)

E C/S Policy

The following shows C/S policies for this practice.

IF the component is...	AND the justification is...	THEN C/S is...
minerals, nutrients, seed, tree and shrub seedlings, seedbed preparation, and seeding, except when natural regeneration is selected by the producer	substantiated as needed by COC Note: The requirements for this practice, including eligible seed mixtures, nutrients, and minerals must be specified in the practice specification, as designated by the designated technician.	authorized using technical practice codes 314, 315, 327, 378, 382, 390, 391, 410, 441, *--516, 533,--*
herbicides and pesticides	specified as necessary to establish the vegetation and included in the conservation plan Note: This does not include herbicides or pesticides used as part of the maintenance of the practice.	548, 550, 574, 578, 612, 614, 642, 645, and 647.
temporary supplemental irrigation systems or plastic mulch, except when natural regeneration is selected by the producer	in arid areas where the average annual precipitation is 25 inches or less and determined needed by both COC and designated technician	
rock-filled infiltration trenches to induce subsurface flow	specified as necessary to establish the vegetation and included in the conservation plan Note: The potential for groundwater contamination must be considered during planting and design.	
grading, leveling, and filling	to control concentrated flow and site preparation	
permanent fencing	fencing needed to exclude livestock from the riparian buffer Important: A single strand electric fence shall not be considered a permanent fence for CRP.	

National CRP Practices (Continued)

CP22 Riparian Buffer (Continued)

E C/S Policy (Continued)

IF the component is...	AND the justification is...	THEN C/S is...
water gaps, bridges, or other livestock crossing facilities on small streams	specified as necessary to prevent sedimentation and pollution in the stream and included in the conservation plan Note: See subparagraph 511 I.	authorized.
pipelines and water *--facilities or developments--* constructed outside of the riparian buffer strip	substantiated as needed by COC for the purpose of providing a water source for livestock Note: COC shall only approve the minimum number of water sources needed. See paragraph 511.	
plugging, removing, or replacing with perforated pipe	to filter pollutants from underground drains through the riparian forest areas	
a regulating valve or structure may be installed to control drainage outflow	to reduce nitrogen or other pollutant loading	

National CRP Practices (Continued)

CP22 Riparian Buffer (Continued)

H Natural Regeneration

Producers may elect to allow natural regeneration of the riparian buffer if **all** of the following are met:

- NRCS or TSP determines both of the following:
 - an adequate seed source of approved tree, shrub, and grass species is present in the soil at the site
- **Note:** Grass is an acceptable cover in the riparian buffer only if determined needed to control concentrated flow and an excessive sheet flow.
- under normal conditions, the **appropriate cover** will be established within 2 years of CRP-1 effective date
- erosion and runoff will be controlled during the establishment period
- weeds, including noxious weeds, and other nonapproved plant species will be controlled during the establishment period
- the conservation plan signed by the producer requires **all** of the following:
 - **no** C/S shall be paid for the practice

Exceptions: See subparagraph E.

- the producer will plant the approved cover at no cost to FSA or CCC according to a revised conservation plan if the riparian buffer is not established through natural regeneration within 2 years of CRP-1 effective date
- conservation practice code 647, Early Successional Habitat Development/Management, is used to identify natural regeneration
- NRCS or TSP shall spot check the site at the end of the second year to determine whether the riparian buffer is established and meets the standards **and** specifications for NRCS conservation practice code 391A, Riparian Forest Buffer

Note: FSA **must** immediately notify COC and the participant:

- of the result of the spot check
- that the participant **must** plant the approved cover with no C/S according to a revised conservation plan, if applicable.

National CRP Practices (Continued)**CP22 Riparian Buffer (Continued)****H Natural Regeneration (Continued)**

*--COC or CED shall **not** approve CRP-1 until **all** of the preceding requirements are met. COC--* shall ensure the producer is fully informed that:

- no C/S will be paid for natural regeneration

Exceptions: See subparagraph E.

- the producer will be required to plant the approved cover with no C/S if the approved cover is not established within 2-years of CRP-1 effective date.

I Environmental Concerns

Consideration of wildlife habitat, water quality and quantity, and other environmental concerns are to be evaluated in the planning and establishment of the protective measure.

J Practice Maintenance

This practice shall be maintained without additional C/S for the life of the practice according to the practice standards in FOTG.

C/S shall be refunded if either of the following applies:

- the producer destroys the practice during the contract period
- the cover fails to provide adequate protection of water quality during the practice lifespan, unless the failure is caused by circumstances beyond the producer's control.

K Management Activity

This practice shall have periodic management activities performed, according to the conservation plan, during the life of CRP-1, as determined by COC. See paragraph 428.

C/S is authorized for management activities.

L Technical Responsibility

Technical responsibility for this practice shall be assigned to FS and NRCS, or TSP.

National CRP Practices (Continued)

CP23 Wetland Restoration

A Purpose

The purpose of this practice is to restore the functions and values of wetland ecosystems that have been devoted to agricultural use. The level of restoration of the wetland ecosystem shall be determined by the producer in consultation with NRCS or TSP.

***--Note:** CP23 practice acres are limited by national allocations. Enrollment shall not exceed this amount. Current allocations and enrollment acres can be found on the CEPD SharePoint at <https://sharepoint.fsa.usda.net/states/cepd/autogis/default.aspx>.--*

B Program Policy

Apply this practice to eligible wetlands and associated acreage that are suitably located and adapted to the restoration of wetland functions and values. The restoration of wetland hydrology is only required to the extent specified by the producer.

Note: Cottonwoods may be planted to enhance the viability of other hardwood trees (oaks, etc.).

Selection of cottonwood as a component must be silviculturally and ecologically appropriate for the long-term health and production of the stand. Hydrologic and soil characteristics must be appropriate for the planting of cottonwood species.

C Total Eligible Cropland Limit

Total eligible cropland for wetland restorations is limited to cropland:

- according to paragraph 151
- within the 100-year floodplain of a permanent river or stream
- that includes a minimum of 51 percent hydric soils for the acreage offered (nonbuffer areas).

Note: An offer that includes a buffer outside the 100-year floodplain may be enrolled if otherwise eligible, needed, and feasible for the practice.

D Size Requirements

The amount of adjacent upland acreage to be enrolled shall be determined by NRCS. The amount of adjacent upland acres:

- is limited to the minimum number of acres required to provide a protective buffer to the cropped wetland and to enhance wildlife habitat
- may be less than the 3 to 1 ratio
- shall not exceed the 3 to 1 ratio.

National CRP Practices (Continued)

CP23 Wetland Restoration (Continued)

E C/S Eligibility

To be eligible for C/S, this practice shall:

- be included in the approved conservation plan
- be maintained for the life of CRP-1
- restore the functional capability and values of the wetland ecosystem to a level determined by the participant in consultation with NRCS or TSP, including the following:
 - preventing degradation of the wetland area and surrounding upland area from recurring
 - increasing sediment trapping efficiencies
 - improving surface and ground water quality
 - preventing excessive erosion from recurring
 - providing waterfowl and other wildlife habitat
 - reducing flood flows.

F C/S Policy

The following provides C/S policies for this practice.

IF the component is...	AND the justification is...	THEN C/S is...
earthmoving	to construct dams, levees, dugouts, or dikes needed to develop or restore the hydrology of the site	authorized using technical practice codes 327, 338, 340, *--342, 356,--*
eligible seeding for grassland ecosystem	for soils that are developed under a grassland ecosystem that will not be covered by water anytime during a normal growing season and substantiated as needed by COC for: <ul style="list-style-type: none"> • establishment of permanent native grass species • establishment of permanent introduced grasses and legumes and native shrub species, where determined necessary to improve wildlife habitat • planting annuals as a nurse crop to prevent erosion while permanent cover is becoming established 	512, 550, 587, 612, 638, 644, 645, 657, 658, and 659.

National CRP Practices (Continued)

CP23A Wetland Restoration, Non-Floodplain

A Purpose

The purpose of this practice is to restore the functions and values of wetland ecosystems that have been devoted to agricultural use. The level of restoration of the wetland ecosystem shall be determined by the producer in consultation with NRCS or TSP.

***--Note:** CP23 practice acres are limited by national allocations. Enrollment shall not exceed this amount. Current allocations and enrollment acres can be found on the CEPD SharePoint at <https://sharepoint.fsa.usda.net/states/cepd/autogis/default.aspx>.--*

B Program Policy

Apply this practice to eligible wetlands and associated acreage that are any of the following:

- located outside the 100-year floodplain
- playa lakes.

The land **must** be suitable and adapted to the restoration of wetland functions and values. The restoration of wetland hydrology is only required to the extent specified by the producer.

Note: Cottonwoods may be planted to enhance the viability of other hardwood trees (oaks, etc.).

Selection of cottonwood as a component must be silviculturally and ecologically appropriate for the long-term health and production of the stand. Hydrologic and soil characteristics must be appropriate for the planting of cottonwood species.

C Size Requirements

The amount of adjacent upland acreage to be enrolled shall be determined by NRCS. The amount of adjacent upland acres:

- is limited to the minimum number of acres required to provide a protective buffer to the cropped wetland and to enhance wildlife habitat
- may be less than the 4 to 1 ratio
- shall not exceed the 4 to 1 ratio.

National CRP Practices (Continued)

CP23A Wetland Restoration, Non-Floodplain (Continued)

E C/S Eligibility

To be eligible for C/S, this practice shall:

- be included in the approved conservation plan
- be maintained for the life of CRP-1
- restore the functional capability and values of the wetland ecosystem to a level determined by the participant in consultation with NRCS or TSP, including the following:
 - preventing degradation of the wetland area and surrounding upland area from recurring
 - increasing sediment trapping efficiencies
 - improving surface and ground water quality
 - preventing excessive erosion from recurring
 - providing waterfowl and other wildlife habitat
 - reducing flood flows.

F C/S Policy

The following provides C/S policies for this practice.

IF the component is...	AND the justification is...	THEN C/S is...
earthmoving	to construct dams, levees, dugouts, or dikes needed to develop or restore the hydrology of the site	authorized.
eligible seeding for grassland ecosystem	for soils that are developed under a grassland ecosystem that will not be covered by water anytime during a normal growing season and substantiated as needed by COC for: <ul style="list-style-type: none"> • establishment of permanent native grass species • establishment of permanent introduced grasses and legumes and native shrub species, where determined necessary to improve wildlife habitat • planting annuals as a nurse crop to prevent erosion while permanent cover is becoming established 	

National CRP Practices (Continued)

CP29 Marginal Pastureland Wildlife Habitat Buffer (Continued)

C Size Requirements (Continued)

When the minimum design specification for water quality exceeds 120 feet, the minimum design specification is the maximum average width that may be enrolled. NRCS or TSP **must** document the need for a minimum design specification in excess of 120 feet in writing.

Note: NRCS or TSP will determine the documentation needed to support an additional average width for water quality purposes consistent with FOTG standards. The documentation **must** be in the case file.

Example: Producer offers to enroll land to be devoted to a 120 foot wide wildlife habitat buffer to protect the adjacent eligible stream. Based on the soils, slope, and other site conditions, NRCS or TSP documents that to address the water quality resource problem and to function properly, the wildlife habitat buffer **must** be a minimum of 145 feet in width. Because the purpose of the wildlife habitat buffer is the protection and enhancement of water quality, the minimum of width 145 feet may be enrolled. The 145 foot minimum width is the maximum acreage that may be enrolled.

The wildlife habitat buffer shall begin at the top of the stream bank. In some cases there may be land that is adjacent to the stream that does **not** meet the eligibility criteria to be enrolled in CRP. **This land shall not be enrolled in CRP.** However, if the eligible land is enrolled in CRP as a wildlife habitat buffer, the ineligible land **shall be** included:

- in the area used as a wildlife habitat buffer
- in the conservation plan
- when determining the width of the wildlife habitat buffer.

A wildlife habitat buffer adjacent to a stream that includes land **not** enrolled in CRP. The first 15 feet adjacent to the stream (starting at the top of the stream bank) does **not** meet the eligibility criteria to be enrolled in CRP.

The wildlife habitat buffer is 100 feet wide. Only the eligible land (85 feet width) is enrolled in CRP. The conservation plan is for the entire wildlife habitat buffer (100 feet). The producer is responsible for maintaining the entire practice (100 feet) according to the plan. Failure to maintain the entire 100 feet may result in CRP payment reductions or termination.

National CRP Practices (Continued)

CP29 Marginal Pastureland Wildlife Habitat Buffer (Continued)

D C/S Eligibility

To be eligible for C/S, this practice shall:

- be required by the approved conservation plan
- meet the marginal pastureland criteria
- improve environmental benefits to an acceptable level
- reduce additional sediment or pollutants that are being delivered to areas identified in subparagraph B
- be maintained for the contract payment period
- prevent degradation of environmental benefits from recurring.

E C/S Policy

The following contains C/S policies for this practice.

IF the component is...	AND the justification is...	THEN C/S is...
mineral or nutrient	substantiated as needed by COC Note: The requirements for this practice, including eligible seed mixtures, nutrients, and minerals must be specified in the practice specification as designated by the designated technician.	authorized using technical practices 314, 315, 338, *--342, 378, 382,--* 386, 390, 512, 516, *--533, 550, 574,--* 578, 612, 614, *--642, and 645.--*
site preparation		
eligible seed and seeding		
herbicide	specified as necessary in the approved conservation plan	
insecticide		

National CRP Practices (Continued)

CP29 Marginal Pastureland Wildlife Habitat Buffer (Continued)

E C/S Policy (Continued)

IF the component is...	AND the justification is...	THEN C/S is...
temporary cover	required in the practice specification needed until required seed or plant stock is available needed because normal planting period for the species has passed that a soil condition, like chemical residue, will not allow establishment of the cover immediately	authorized.
pipelines and watering *--facilities or developments--* constructed outside of the wildlife habitat buffer	providing a water source for livestock away from the wildlife habitat buffer and the adjacent stream or water body Note: See paragraph 511.	
fencing	permanent fencing needed to exclude livestock from the buffer strip Note: See paragraph 511. Important: A single strand electric fence shall not be considered a permanent fence for CRP.	
water gaps, bridges, or other livestock crossing facilities on small streams	specified as necessary to prevent sedimentation and pollution in the stream and included in the conservation plan. Note: See paragraph 511 I.	authorized using technical practice code 578 for livestock crossing only.
construction of structures where concentrated flow continues to degrade water quality	to meet the requirements of the conservation plan	authorized.

National CRP Practices (Continued)

CP29 Marginal Pastureland Wildlife Habitat Buffer (Continued)

E C/S Policy (Continued)

IF the component is...	AND the justification is...	THEN C/S is...
herbicide	to maintain vegetative cover	not authorized.
insecticide		
clearing rocks or other obstructions from the area to be seeded		
stream bank stabilization		
mineral or nutrient	to enhance production	

F Practice Requirements

In addition to the practice standards in NRCS FOTG, the following requirements apply.

- Limit C/S to the minimum minerals and seed necessary to establish an adequate cover to improve environmental benefits.
- Practice shall reduce nutrients, sediment, organic matter, pesticides, and other pollutants that are being delivered to the areas identified in subparagraph B.
- Chemicals used in performing the practice **must** be:
 - Federally, State, and locally registered
 - applied strictly according to authorized registered uses, directions on the label, and other Federal or State policies and requirements.

National CRP Practices (Continued)

CP30 Marginal Pastureland Wetland Buffer (Continued)

D C/S Eligibility

To be eligible for C/S, this practice shall:

- be required by the approved conservation plan
- meet the marginal pastureland eligibility criteria
- improve environmental benefits to an acceptable level
- reduce additional sediment or pollutants that are being delivered to areas identified in subparagraph B
- be maintained for the contract payment period
- prevent degradation of environmental benefits from recurring.

E C/S Policy

The following contains C/S policies for this practice.

IF the component is...	AND the justification is...	THEN C/S is...
mineral or nutrient	substantiated as needed by COC	authorized using technical practice codes 314, 315, 338, 342, 378, 382, 386, 390, 512, 516, *--533, 550, 574,--* 578, 612, 614, *--642, 644, 645,--* 647, 657, and 658.
site preparation		
eligible seed and seeding	Note: The requirements for this practice, including eligible seed mixtures, nutrients, and minerals must be specified in the practice specification as designated by the designated technician.	
herbicide	specified as necessary in the approved conservation plan	
insecticide		
earthmoving	to restore the hydrology of the site	

National CRP Practices (Continued)

CP30 Marginal Pastureland Wetland Buffer (Continued)

E C/S Policy (Continued)

IF the component is...	AND the justification is...	THEN C/S is...
temporary cover	<ul style="list-style-type: none"> • required in the practice specification • needed until required seed or plant stock is available • needed because normal planting period for the species has passed • that a soil condition, like chemical residue, will not allow establishment of the cover immediately 	authorized.
pipelines and watering *--facilities or developments--* constructed outside of the wetland buffer	<p>providing a water source for livestock away from the wetland buffer and the adjacent stream or water body</p> <p>Note: See paragraph 511.</p>	
fencing	<p>permanent fencing needed to exclude livestock from the buffer strip</p> <p>Note: See paragraph 511.</p> <p>Important: A single strand electric fence shall not be considered a permanent fence for CRP.</p>	
water gaps, bridges, or other livestock crossing facilities on small streams	<p>specified as necessary to prevent sedimentation and pollution in the stream and included in the conservation plan.</p> <p>Note: See paragraph 511 I.</p>	
construction of structures where concentrated flow continues to degrade water quality	to meet the requirements of the conservation plan	
tree shelters, netting, plastic tubes, or other animal control devices	approved by STC for the area and substantiated as needed by designated technician and COC to prevent damage from wildlife browsing.	authorized not to exceed an average cost determined by STC.

National CRP Practices (Continued)

CP31 Bottomland Timber Establishment on Wetlands (Continued)

D C/S Policy (Continued)

IF the component is...	AND the justification is...	THEN C/S is...
seeding firebreaks, fuelbreaks, or firelanes	to establish and maintain the cover according to State requirements	authorized using technical practice codes 314, 315, 338, 340, 391, 394, 550, 587, 612, 643, 644, 657, 658, and 659.
herbicides or insecticides	specified as necessary in the approved tree planting plan to establish the cover	
minerals or nutrients	substantiated as needed by COC to establish the approved cover	
tree shelters, netting, plastic tubes, or other animal control devices	approved by STC for the area and substantiated as needed by technician and COC to prevent damage from wildlife browsing Note: STC must designate areas where using such measures is warranted and cost-effective to protect seedlings.	authorized not to exceed an average cost, as determined by STC.
tree thinning *--(pre-commercial)--*		authorized using technical practice code 666.
clean tiling	for firebreaks, fuelbreaks, or firelanes	not authorized.
fencing		
roads		
annual food plots		
to establish a hardwood tree species	<ul style="list-style-type: none"> • for ornamental purposes • for Christmas trees • nursery tree production • production of commercial nuts, other than species customarily planted for forestry purposes 	
herbicides or insecticides	to maintain the vegetative cover including trees	

National CRP Practices (Continued)**CP31 Bottomland Timber Establishment on Wetlands (Continued)****E Requirements**

The following are requirements for this practice:

- approval **must** be obtained from the State Forester and State Wildlife Agency certifying that planting of cottonwood as a nurse crop is appropriate for the State
- planting of cottonwood trees may only be for nurse trees in a pattern appropriate for that purpose
- plantings **must** be protected from destructive fire and from grazing by domestic livestock for the life of CRP-1.
- chemicals used in performing the practice **must** be:
 - Federally, State, and locally registered
 - applied according to authorized uses, directions on the label, and other Federal and State policies and requirements.

F Planting

--Planting after CRP-1 is approved by COC or CED shall be completed by the end of the next-- normal planting period, unless the producer can provide acceptable documentation that seed or tree stock is not available.

G Environmental Concerns

Consider preserving and improving the environment and wildlife concerns when making determinations about:

- types of plantings
- spacing
- water management structures
- other practice specifications.

National CRP Practices (Continued)

CP36 Longleaf Pine - Establishment (Continued)

E C/S Policy

The following shows C/S policies for CP36.

IF the component is...	AND the justification is...	THEN C/S is...
tree seedlings, seedbed preparation, and seeding/planting	to establish approved tree species and improve environmental benefits to less than the soil loss tolerance	authorized using technical practice codes
seeding firebreaks, fuelbreaks, or firelanes	to establish and maintain the cover according to State requirements	314, 315, 327, 340, 394, 490,
herbicides and insecticides	specified as necessary to establish the approved cover and to control invasives (such as cogongrass) included in the tree planting plan and conservation plan Note: This does not include herbicides or pesticides used as part of the maintenance of the practice.	548, 550, 612, 645, and 647.
tree thinning *--(pre-commercial)--*		authorized using technical practiced code 666.
fencing		not authorized.
temporary cover		
clearing rocks or other obstructions from the area to be seeded		
minerals and nutrients	to maintain vegetative cover, including trees or enhance production	
clean-tilling	for firebreaks, fuelbreaks, or firelanes	
to establish a tree species	for ornamental purposes and Christmas tree production	

National CRP Practices (Continued)**CP36 Longleaf Pine - Establishment (Continued)****F Requirements**

The following are requirements for CP36.

- Plantings **must** be protected from grazing by domestic livestock for the life of CRP-1.
- Chemicals used in performing the practice shall **not** include fertilizers and **must** be:
 - Federally, State, and locally registered
 - applied according to authorized registered uses, directions on the label, and other Federal or State policies and requirements.
- The practice shall have periodic management activities performed, according to the conservation plan, during the life of CRP-1, as determined by COC.
- The producer **must** control all noxious and invasive plants during the life of CRP-1.

G Planting

--Planting after CRP-1 is approved by COC or CED shall be completed by the end of the next-- normal planting period unless the producer can provide acceptable documentation that seed or tree stock is **not** available.

H Planting Timeframe

Herbicide residue related on some former cotton and peanut fields has reduced planting success for some longleaf pine planting.

Based on the recommendations provided by TSP, COC may allow the field to lay fallow during the first year of CRP-1 to reduce herbicide carryover.

TSP may recommend that permanent cover should be established during the first 2 years of CRP-1 according to paragraph 426. A 1-year extension of the 2-year planting requirement may be allowed by COC if there is justification of the need for an extension.

I Environmental Concerns

Consider preserving and improving the environment and wildlife concerns when making determinations about CP36 specifications.

National CRP Practices (Continued)**CP36 Longleaf Pine - Establishment (Continued)****J Practice Maintenance**

CP36 shall be maintained **without** additional C/S for the life of CRP-1. C/S shall be refunded if either of the following applies:

- the producer destroys the cover during the life of CRP-1
- the cover fails to adequately improve environmental benefits during the life of CRP-1 unless the failure is caused by circumstances beyond the producer's control.

K Technical Responsibility

Technical responsibility for CP36 shall be assigned to NRCS, State Forester, or TSP. If a TSP representative is **not** available, responsibility may be redelegated to NRCS.

L Planting Timespan

Planting or sowing of the approved cover shall be completed within 12 months of the effective date of CRP-1. See paragraph 426 for exceptions.

M Practice Length

The duration of CRP-1's under CP36 are from 10 to 15 years.

N Mid CRP-1 Management

CP36 shall have periodic management activities performed, according to the conservation plan, during the life of CRP-1, as determined by COC.

SED shall consult with the State Technical Committee about options for required mid-contract management activities. These options may include prescribed burning, selective herbicide application, or other measure as appropriate to set back vegetative succession and woody encroachment. Management activities shall be used to maintain proper understory vegetative structure and composition.

C/S is authorized for mid CRP-1 management activities consistent with procedure.

National CRP Practices (Continued)

CP36 Longleaf Pine - Establishment (Continued)

O Density

The planting density for longleaf pine shall be a minimum of 400 trees per acre to a maximum of 600 trees per acre. The exact number of trees shall be based on the recommendation by TSP based on the unique site conditions that will provide significant wildlife benefits. Foresters shall consider ensuring sufficient ground cover that will provide:

- wildlife benefits
- a fuel source for fire.

State Technical Committees, along with FS and State foresters, shall be consulted in developing the site-by-site criteria used to develop planting density requirements.

P Understory Regeneration

Natural regeneration may be allowed if **all** the following are met:

- NRCS or TSP determines both of the following:
 - an adequate seed source of approved understory species is present in the soil at the site
 - under normal conditions, the appropriate understory cover will be established within 2 years of CRP-1 effective date
- erosion and runoff will be controlled during the establishment period
- weeds, including noxious weeds, and other nonapproved plant species will be controlled during the establishment period
- ~~**--COC or CED shall not approve CRP-1 until all of the requirements are met--*~~
- COC shall ensure the producer is fully informed that:
 - no C/S will be paid for natural regeneration
 - if the approved cover is not established within 2 years of the CRP-1 effective date, the producer will be required to plant the approved cover with no C/S
 - as with all CRP-1's, the control of **all** weeds, including noxious weeds, insects, and pests is a CRP participant contracted obligation

National CRP Practices (Continued)**CP40 Farmable Wetlands Program Aquaculture Wetland Restoration (Continued)****H Natural Regeneration (Continued)**

*--COC or CED shall **not** approve CRP-1 until **all** of the preceding requirements are met. COC--* shall ensure the producer is fully informed that:

- no C/S will be paid for natural regeneration

Exceptions: See subparagraph E

- the producer will be required to plant the approved cover with no C/S if the approved cover is not established within 2-years of the CRP-1 effective date.

I Planting Timespan

Planting or sowing of the approved cover shall be completed within 24 months of the effective date of CRP-1. See paragraph 426 for exceptions.

J Environmental Concerns

Consideration of water quality, wildlife, and other environmental concerns are to be evaluated in the planning and establishment of this practice.

K Practice Maintenance

The practice shall be maintained without additional C/S for the life of CRP-1 according to the practice standards in FOTG.

C/S shall be refunded if any of the following apply:

- producer destroys the practice during the life of CRP-1
- producer fails to maintain the cover during the life of CRP-1
- the cover fails to provide adequate protection of water quality during the life of CRP-1, unless the failure is caused by circumstances beyond the producer's control.

National CRP Practices (Continued)

CP40 Farmable Wetlands Program Aquaculture Wetland Restoration (Continued)

L Management Activity

This practice shall have periodic management activities performed, according to the conservation plan, during the life of CRP-1, as determined by COC. See paragraph 428.

C/S is authorized for management activities.

M Technical Responsibility

Technical responsibility for this practice shall be assigned to NRCS or TSP. For areas to be established to trees, FS or State Forestry Agency shall have technical responsibility.

Completing CCC-770-CRP's, CRP Checklists (Continued)

C CCC-770-CRP2

Following is CCC-770-CRP2 that is available at <http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>.

*--

<p>This form is available electronically.</p> <p>CCC-770 CRP2 U.S. DEPARTMENT OF AGRICULTURE (06-09-16) Commodity Credit Corporation</p> <p style="text-align: center;">CRP COST SHARE PAYMENT CHECKLIST</p>					1. State Office Name	
		2. County Office Name				
		3. Contract Number	4. FY of Payment			
<p>NOTE: County Office shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued.</p>						
<p>For any question listed below if the answer is "NO" then "STOP" do not complete the CRP process. Complete all necessary corrective actions needed to update the response with either "YES", or "N/A" before continuing the CRP process.</p>						
ACTION		Handbook or Other References	YES	NO	NA	
5. Is an approved CRP-1 on file?		2-CRP, subparagraph 519A				
6. Is a completed and signed FSA-848B on file and initialed by a CCC representative?		2 CRP, paragraphs 497, 514, 519				
7. Is a completed and signed FSA-848B (certified by NRCS, TSP, or Participant, as applicable) on file?		2-CRP, paragraphs 507 and 508				
8. Are all necessary documents (receipts, seed tags, etc.) on file to properly calculate the cost share payment?		2-CRP, paragraph 510 and 513				
9. Has the cost-share payment been calculated correctly, including rounding and 2nd party review?		2-CRP, paragraphs 510 thru 520				
10. Is the person requesting cost-sharing eligible to receive cost-share?		2-CRP subparagraphs 491A and 579				
11A. Signature of Preparer			1B. Date (MM-DD-YYYY)			
12A. I concur/do not concur the above items have been verified and updated.			<input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur			
12B. CED Signature for Spotcheck			12C. Date (MM-DD-YYYY)			
13A. I concur/do not concur the above items have been verified and updated.			<input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur			
13B. DD Signature for Spotcheck			13C. Date (MM-DD-YYYY)			
<p><small>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.</small></p> <p><small>Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, 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.</small></p> <p><small>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.</small></p>						

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Completing CCC-770-CRP's, CRP Checklists (Continued)

D CCC-770-CRP3

Following is a CCC-770-CRP3 that is available at
<http://fsaintranet.sc.egov.usda.gov/dam/ffasforms/forms.html>.

*--

<p>This form is available electronically.</p> <p>CCC-770 CRP3 U.S. DEPARTMENT OF AGRICULTURE (02-28-12) Commodity Credit Corporation</p> <p style="text-align: center;">CRP ANNUAL RENTAL PAYMENT CHECKLIST</p>					1. State Office Name			
		2. County Office Name						
		3. Contract Number		4. FY of Payment				
NOTE: County Office shall ensure that eligibility has been updated according to CCC-770 Eligibility before payments are issued.								
For any question listed below if the answer is "NO" then "STOP" do not complete the CRP process. Complete all necessary corrective actions needed to update the response with either "YES", or "N/A" before continuing the CRP process.								
MAKING ANNUAL RENTAL PAYMENTS		Handbook or Other References		YES	NO	NA		
5. Has the payment year FSA-578 or CCC-817U been signed and submitted by a participant on the CRP-1?		2-CRP, paragraph 602						
6. Have applicable payment reductions or payment prorations for violations, successions, or managed haying and grazing been loaded in the payment software?		1 CRP						
7A. Signature of Preparer				7B. Date (MM-DD-YYYY)				
8A. I concur/do not concur the above items have been verified and updated.				<input type="checkbox"/> Concur		<input type="checkbox"/> Do Not Concur		
8B. CED Signature for Spotcheck				8C. Date (MM-DD-YYYY)				
9A. I concur/do not concur the above items have been verified and updated.				<input type="checkbox"/> Concur		<input type="checkbox"/> Do Not Concur		
9B. DD Signature for Spotcheck				9C. Date (MM-DD-YYYY)				
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***--Authorized Payment Process for 2012 and Prior Years**

A Introduction

The automated payment process is designed to:

- compute payments or provide a process to record payment amounts
- check producer eligibility based on the rules applicable to the payment being processed
- control payment limitation
- send outstanding payments to NPS and overpayment amounts to NRRS.

After an automated payment system is disabled, any outstanding payments must be issued following an authorized review process. The purpose of the review process is to:

- verify the requested payment has been earned
- determine the amount of the outstanding payment.

The Conservation Payment software for 2012 and prior year CRP and related payments was disabled on September 5, 2013. The remainder of this exhibit provides guidance for the authorized payment process for 2012 and prior year CRP annual rental, EFCRP annual rental, PIP, SIP, and TIP annual rental payments.

B Establishing the Authorized Review Process

The authorized review process for 2012 and prior year CRP payments has been delegated to State Offices with oversight review by the National Office.

State Offices shall review case file documentation submitted by County Offices before authorizing payments earned in 2012 or a prior year. To expedite the review process and ensure that outstanding payments are issued timely to eligible producers, State Offices have discretionary authority to create a review team or teams to assist with the review effort. However, State Offices remain responsible for establishing the protocol to ensure that any payment authorized is proper and all applicable eligibility requirements have been met before authorizing County Offices to issue additional payments.

For each case where a payment is authorized to be issued through OLP, all documentation shall be submitted to the National Office for potential review. See subparagraph C for additional information.

It is recommended that Authorization Review Teams consist of staff with the following expertise:

- CRP policy and procedure
- payment limitation and payment eligibility policy and procedure.--*

Authorized Payment Process for 2012 and Prior Years (Continued)

C Review Process

This table provides general guidance on the steps for reviewing cases before authorization is provided to County Offices to issue additional payments.

Step	Action	Documentation Required	
1	Verify CRP-1 is properly signed and approved by COC *--or CED, and determine the contract or incentive--* payment amount.	CRP-1 associated with the requested authorized payment.	
2	Determine why payment was not issued timely.	Explanation provided by the County Office as to why the payment was not issued before the Conservation Payment software was disabled.	
3	Verify payment has not been issued, or determine the amount originally issued if a portion has been issued.	<ul style="list-style-type: none"> • FWADM Report by the producer or member. • Financial Inquiry Report for the producer or member. • Conservation Payment Report. 	
4	If the payment entity is an entity or a joint operation, determine the members of the operation.	CCC-502 or CCC-902 applicable for the year the requested payment was earned.	
5	Determine whether the payment entity meets all eligibility requirements. Note: If the payment entity is a joint operation, then eligibility must also be checked for members of the joint operation.	The Subsidiary Print ensures that payment eligibility requirements have been met for the payment entity and members, if applicable. Note: See 3-PL, paragraph 303 for additional information.	
	IF the contract is subject to...		THEN the following eligibility requirements must be met...
	1-PL provisions		<ul style="list-style-type: none"> • fraud, including FCIC fraud • conservation compliance • controlled substance • actively engaged – 2002 Farm Bill • cash rent tenant • foreign person • AD-1026 • person eligibility – 2002 Farm Bill • permitted entity • Federal crop insurance.
	4-PL/5-PL provisions		<ul style="list-style-type: none"> • fraud, including FCIC fraud • conservation compliance • foreign person • controlled substance • AD-1026 • Federal crop insurance.

--*

***--Terms and Conditions for Haying (Including for Biomass) and Routine Grazing of CRP Acreage**

Conservation Reserve Program

Terms and Conditions for Managed Haying (Including for Biomass) and Routine Grazing of CRP Acreage

I/We hereby request authority for haying (including for Biomass) and routine grazing of approved cover on CRP acreage.

I/We agree to: (1) obtain a modified conservation plan to include haying/grazing, as determined by the Natural Resources Conservation Service (NRCS) or Technical Service Provider (TSP); (2) re-establishing, at my/our own expense, any cover destroyed or damaged as a result of participating under this authority, regardless of recommendations or determinations made by NRCS or the TSP; (3) remove all hay from CRP acreage within 10 calendar days from the date notified by Farm Service Agency (FSA) at the local county office that managed haying or routine grazing authorization has ended; and (4) **not** manage hay and routine graze the same acreage.

Check the payment reduction option applicable to this contract:

_____ The participant has requested routine grazing and has certified on FSA-860 to meeting definition of beginning farmer or rancher and no payment reduction applies.

_____ The payment reduction has been paid in advance.

_____ The FY _____ annual rental payment, scheduled to be made after October 1, will be reduced by the number of acres actually haying/grazing, times **25 percent** of the CRP annual per acre payment rate.

The CRP contract is subject to termination or other penalties as may be authorized by the CRP contract and regulations should there be any violation of this haying/grazing authority of CRP acreage.

If the payment reduction has not been paid in advance, all signatories on CRP-1 shall sign these conditions before haying/grazing begins.

CRP-1 Contract Number: _____ Farm Number: _____

Tract Number: _____ Field Number: _____ Acres Hayed/Grazed: _____

Participant's Signature/Dates:

--*

Terms and Conditions for Emergency Haying and Grazing of CRP Acreage

*--

Conservation Reserve Program

Terms and Conditions for Emergency Haying and Grazing of CRP Acreage

I/We hereby request authority for emergency haying or grazing of approved cover on CRP acreage.

I/We agree to: (1) obtain a modified conservation plan to include haying/grazing, as determined by the Natural Resources Conservation Service (NRCS) or Technical Service Provider (TSP); (2) re-establishing, at my/our own expense, any cover destroyed or damaged as a result of participating under this authority, regardless of recommendations or determinations made the TSP; (3) remove all hay or livestock from CRP acreage before the earlier of October 1, or 10 calendar days from the date notified by Farm Service Agency (FSA) at the local county office that emergency haying or grazing authorization has ended; (4) limit haying of CRP acreage to one cutting; (5) **not** hay and graze the same acreage; (6) **not** sell the hay harvested according to this agreement.

I/We agree to leave at least **50 percent** of each field or contiguous fields unhayed, or leave at least 25 percent of each field or contiguous fields ungrazed for wildlife, or graze all of the CRP acreage at no more than 75 percent of the stocking rate determined by the TSP. If acreage hayed or grazed is more or less than originally intended, I/We will notify FSA at the local county office so the CRP annual rental payment can be adjusted accordingly.

The CRP contract is subject to termination or other penalties as may be authorized by the CRP contract and regulations should there be any violation of this haying or grazing authority of CRP acreage.

If the payment reduction has not been paid in advance, all signatories on CRP-1 shall sign these conditions before haying or grazing begins.

CRP-1 Contract Number: _____

Farm Number: _____

Tract Number: _____

Field Number: _____

Acres Hayed/Grazed: _____

Participant's Signatures/Dates:

_____	_____
_____	_____
_____	_____

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