

For: State and County Offices, Except AK, HI, and PR

**CRP Target Reviews**

Approved by: Associate Administrator, Operations and Management



**1 Overview**

**A**

**Background**

Statistical data provided to CEPD show errors and omissions of significant volume.

To prevent similar occurrences and to provide oversight information to National Program Managers, COR's shall immediately begin target reviews of CRP activities.

**B**

**Purpose**

This notice provides review instructions for the immediate implementation of CRP target reviews.

**C**

**Timeframe**

CRP target reviews shall be completed and reports issued no later than **September 3, 1999**. These reviews take priority over any other assignment COR has been assigned, unless both Operations Review and Appeals Staff (ORAS) and EDSO agree.

<p><b>Disposal Date</b></p> <p>January 1, 2000</p>	<p><b>Distribution</b></p> <p>State Offices except AK, HI, and PR; State Offices relay to County Offices, COR's, and NRCS State Offices</p>
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## Notice COR-90

### 2 Items To Be Reviewed

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#### A

#### Selecting County Offices

Seven percent of County Offices with practice CP15A, CP21, and CP22 activity shall be reviewed.

**Note:** States without a COR shall make arrangements with SED's in the surrounding States to share COR's to accomplish this task. Out-of-State travel is authorized for COR's conducting these target reviews.

SED's shall select County Offices with medium to heavy workload for review.

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#### B

#### Population

The population shall include all CRP-1's created in the System 36 for practice CP15A, CP21, and CP22.

**Note:** COR shall place special emphasis on sign-ups 14, 17, and 19.

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#### C

#### Random Sample

COR shall select a random sample of 15 CRP-1's from the population for review.

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## Notice COR-90

### 3 Verification Items

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#### A Required Verification Items

COR shall consider the following verification items as the minimum requirement when conducting the CRP target review. COR shall review other items, as necessary, to verify that CRP procedures are properly followed in the County Office.

COR's shall verify the following, if applicable:

- for practice CP15A:
  - land meets the cropping history requirements
  - CRP-2 was completed according to procedure
  - size requirements of 2-CRP, Exhibit 9, page 104, are met
  - documentation shows that the contour grass strips alternate with wider cultivated strips
  - if a field border area was enrolled, it was documented that such field borders were needed as an integral part of the contour grass strip practice to drain water from the field
- for practice CP21:
  - land meets the cropping history requirements
  - CRP-2 was completed according to procedure
  - contract acreage is adjacent and parallel to one of the following:
    - a stream having perennial flow
    - seasonal stream, excluding gullies or waterways
    - sinkhole, karst area, or other groundwater recharge areas
    - other permanent water body such as a lake or wetland
  - contract area is equal to or less than an average of 100 feet wide

**Note:** If greater than 100 feet, the purpose of the practice must be for water quality and the minimum design specification requires a filter strip width greater than 100 feet.

  - minimum design specifications and standards are documented

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## Notice COR-90

### 3 Verification Items (Continued)

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#### A

#### Required Verification Items (Continued)

- for practice CP22:
  - for cropland, the land meets the cropping history requirements
  - CRP-2 was completed according to procedure
  - contract acreage is adjacent and parallel to one of the following:
    - a stream having perennial flow
    - seasonal stream, excluding gullies or waterways
    - sinkhole, karst area, or other groundwater recharge areas
    - other permanent water body such as a lake or wetland
  - trees and/or shrubs are planted in zones 1 and 2 of the contract acreage
  - contract area is equal to or less than an average of 150 feet wide

**Note:** If greater than 150 feet, the purpose of the practice must be for water quality and the minimum design specification requires a filter strip width greater than 150 feet.

- minimum design specifications and standards are documented.
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#### B

#### Other Items for Verification

In addition to the verification items in subparagraph A, SED's may add additional items.

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### 4 Preparing, Issuing, and Completing Reports

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#### A

#### Report Format

COR's shall prepare a report according to 1-COR, paragraph 111.

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#### B

#### Report Distribution

COR's shall distribute the report according to 1-COR, subparagraph 117 A.

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#### C

#### Completing CAP's

CAP's shall be completed according to 1-COR, Part 4.

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## Notice COR-90

### 6 State Office Actions

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#### A COR Assignments

Each SED shall be responsible for assigning COR's within their supervision to the County Offices selected for review. States without a COR shall make arrangements with SED's in the surrounding States to share COR's to accomplish this task. Out-of-State travel is authorized for COR's conducting these target reviews.

**Note:** Supervisory SED's shall be responsible for coordinating with the applicable State.

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#### B Common Error Notification

These target reviews are being implemented to provide both National and State Offices needed information to identify significant errors so that they may be corrected or prevented and procedure clarified, if needed.

SED shall notify all County Offices of errors being found as review reports are issued and provide instructions to ensure that significant errors identified are corrected in all counties and records corrected. This dissemination of information may be completed through DD's or the issuance of State notices.

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#### C Problems or Concerns

State Office personnel with questions or concerns about:

- the contents of this notice, except for the verification items in paragraph 3, or the CRP target review in general, shall contact ORAS at 202-690-2532
  - specific CRP program questions, or questions about the verification items in paragraph 3, shall contact Virgil Ireland, CEPD, at 202-720-8774.
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