

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CRP-1006

For: State and County Offices

Tracking Manual CRP-1's and FSA-848's for FY 2023 Financial Obligation Recording

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Annually in September, State and County Offices are notified that conservation systems will be taken offline to prepare for the annual batch payment process.

At **3:30 p.m. CDT** on September 29, 2023, County Offices will not have the capability to approve CRP offers in the Conservation Online System (COLS) or approve CRP cost share agreements in Cost Share Software (CSS). On **October 3, 2023**, all conservation applications' functionality will be restored.

2-CRP, paragraph 522 provides policy on FSA-848A requirements for CRP-1's.

Obligations not captured in COLS at the end of the FY must be manually tracked and reported to FMD for recording as required by DR 2100-001 and OMB Circular A-123 according to the Federal Financial Management Improvement Act of 1996. The process for tracking obligations has not changed. Improved instructions are needed to ensure that the correct information is captured. Accuracy in this process is extremely important for FSA to:

- comply with the Corrective Action Plan from the last financial audit
- improve performance for future financial audits.

B Purpose

This notice advises State and County Offices that CRP offers approved **after** conservation systems are taken offline at 3:30 p.m. CDT on September 29, 2023, and FSA-848's not approved in CSS before 3:30 p.m. CDT on September 29, 2023, must be:

- manually tracked
- reported to FMD.

Disposal Date	Distribution
September 1, 2024 9-26-23	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose (Continued)

Important: Separate SharePoint forms have been established by signup type as follows:

- Continuous CRP and CREP
- General CRP and Grassland CRP.

2 CRP-1 and FSA-848 Approvals and Tracking Schedule

A CRP-1 Approval Tracking for Financial Obligation Recording

At 3:30 p.m. CDT on September 29, 2023, County Offices will not have the capability to approve CRP offers in COLS. However, CRP offers ready for COC approval may still occur after software is taken offline.

Authority to approve CRP-1's continues through COB September 29, 2023. Therefore, CRP-1's approved by COC after 3:30 p.m. CDT and before COB are acceptable despite COLS being offline.

Because the financial obligation for the annual rental, cost share, and/or incentive payment for CRP-1's approved after 3:30 p.m. CDT, but before COB September 29, 2023, will not be made in COLS, these obligations must be reported to FMD for recording. FMD will use the manually tracked data to ensure that all approved CRP-1's are obligated and reported on CCC's year-end audited financial statements.

Once the COLS, CSS, and Conservation Contract Maintenance System functionalities have been restored, the COC approval date must be recorded in COLS for each CRP-1 manually approved between 3:30 p.m. CDT and COB September 29, 2023.

B FSA-848 Approval Tracking for Financial Obligation Recording

At 3:30 p.m. CDT on September 29, 2023, County Offices will not have the ability to approve FSA-848 agreements in CSS. Because the financial obligation for the cost share will not be made in CSS, the obligation must be reported to FMD for recording. FMD will use the manually tracked data to ensure that all approved cost shares are obligated and reported on CCC's year-end financial statements.

Manual tracking is not required for FSA-848's that include only zero cost share items such as required management.

C CRP-1 and FSA-848 Approval Tracking Form

Any CRP-1 and/or FSA-848's not approved in COLS or CSS by 3:30 p.m. CDT on September 29, 2023, must be recorded in either of the following SharePoint Manual Tracking Forms by COB on **October 2, 2023**.

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2 CRP-1 and FSA-848 Approvals and Tracking Schedule (Continued)

C CRP-1 and FSA-848 Approval Tracking Form (Continued)

[FY23 Continuous CRP and CREP Manual Tracking of CRP-1 and FSA848's SharePoint](#)

[FY23 General and Grassland Manual Tracking of CRP-1 and FSA-848's SharePoint](#)

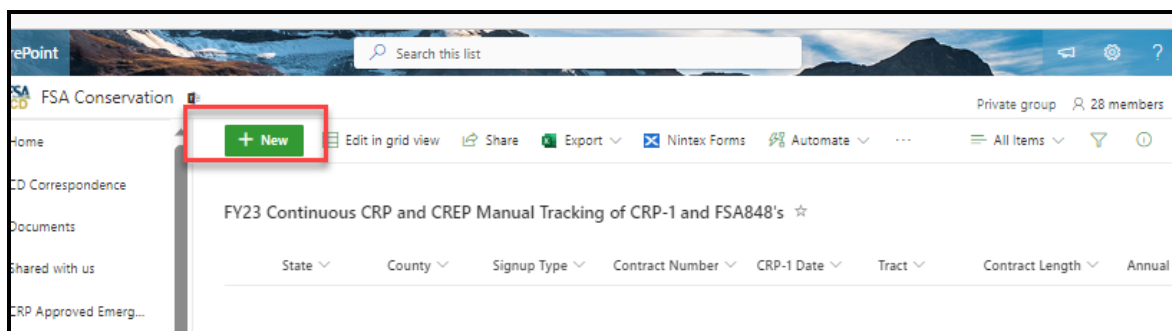
3 Instructions for Entering Manually Tracked Obligations Through SharePoint

A Completing Continuous CRP and CREP Manual Tracking of CRP-1 and FSA-848's Report

A separate entry is required for each of the following:

- CRP-1 manually approved after 3:30 p.m. CDT and before COB September 29, 2023, and the associated FSA-848
- CRP-1 approval loaded in COLS before deadline, but FSA-848 was not approved in CSS by 3:30 p.m. CDT on September 29, 2023.

The County Office will select “+New” on the FY23 Continuous CRP and CREP Manual Tracking of CRP-1 and FSA848's SharePoint.



The County Office will complete the SharePoint form using the instructions provided on page 5.

Note: Additional instructions and reminders are included on the SharePoint form.

Important: CRP-1's with annual rental amounts exceeding \$50,000 require the rental rate per acre (CRP-1, item 9A) and total acres enrolled (CRP-1, item 4) in the Comments section of the SharePoint form.

The County Office must click “save” after all required entries have been completed.

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3 Instructions for Entering Manually Tracked Obligations Through SharePoint (Continued)

A Completing Continuous CRP and CREP Manual Tracking of CRP-1 and FSA-848's Report (Continued)

The following is an example of the Continuous CRP and CREP Manual Tracking of CRP-1 and FSA-848's Report.

Continuous and CREP Manual Track of CRP-1 and FSA-848A Not approved in the CSS or COLS prior to the deadline. One entry per CRP-1 Contract.

State: [Dropdown] County: [Dropdown] Signup Type: [Dropdown]

Contract Number: [Text] CRP-1 Date: 9/29/2022 [Calendar] Contract Length: [Dropdown]

Annual Rental Amount: [Text] Tract: [Text] County Contact: [Dropdown]
Item 9B on CRP-1 [Text] Please Provide Justification for Annual Rental Exceeding \$50,000 In Comments Section [Text]

SIP is not eligible on Re-enrolled Contracts. PIP is only eligible under certain circumstances See 2-CRP subparagraph 197B. [Text] For CREP Only, complete PIP and SIP Percent or Rate [Text] SIP Percent or Rate: [Dropdown]

Is SIP applicable? [Dropdown] Is PIP applicable? [Dropdown] PIP Percent: [Dropdown]

CREP Name: [Dropdown] Is C/S or CLEAR30 Maintenance Applicable? [Dropdown] Choose YES even if Cost Share is anticipated [Text]

FSA-848A created and approved in CSS prior to shut down? [Dropdown] CRP-1 Approval Loaded in COLS prior to application shut down? [Dropdown]

1st CP: [Dropdown] 1st CP Acres: [Text] 1st Zero Dollar C/S?: [Dropdown]
2nd CP: [Dropdown] 2nd CP Acres: [Text] 2nd Zero Dollar C/S?: [Dropdown]
3rd CP: [Dropdown] 3rd CP Acres: [Text] 3rd Zero Dollar C/S?: [Dropdown]
4th CP: [Dropdown] 4th CP Acres: [Text] 4th Zero Dollar C/S?: [Dropdown]
5th CP: [Dropdown] 5th CP Acres: [Text] 5th Zero Dollar C/S?: [Dropdown]
6th CP: [Dropdown] 6th CP Acres: [Text] 6th Zero Dollar C/S?: [Dropdown]

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3 Instructions for Entering Manually Tracked Obligations Through SharePoint (Continued)

A Completing Continuous CRP and CREP Manual Tracking of CRP-1 and FSA-848's Report (Continued)

The following table provides instructions for completing the SharePoint form.

Field	Action
State Name	Select State from the drop-down list.
County	Select the administrative county name
Signup Type	Select signup type from the list (CRP-1, item 8).
Contact Number	Enter number from CRP-1, item 3.
CRP-1 Date	Enter date from CRP-1, item 12B.
Contract Length	Select contract length from the drop-down list.
Annual Rental Amount	Enter number from CRP-1, item 9B.
Tract Number	Enter the Tract number
County Contact	Choose County Office employee entering data
For CREP Only, Is SIP Applicable	Choose the answer
For CREP Only, PIP Percent	Select PIP percent from the drop-down list
Is C/S or CLEAR30 Maintenance Applicable?	Choose "Yes" or "No" from the drop-down list.
FSA-848A Created and Approved in CSS before shut down?	Choose "Yes" or "No" from the drop-down list.
CRP-1 Approved loaded in COLS prior to shut down?	Choose "Yes" or "No" from the drop-down list.
1st CP	Select the first conservation practice from the drop-down list (CRP-1, item 10C).
1st CP Acres	Enter all acres covered by that practice (CRP-1, item 10D).
1st Zero Dollar C/S?	Select "Yes" if the practice is established and does not require cost share or select "No" if establishment is needed.
2nd CP	Select the second conservation practice from the drop-down list (CRP-1, item 10C).
2nd CP Acres	Enter all acres covered by that practice (CRP-1, item 10D).
2nd Zero Dollar C/S?	Select "Yes" if the practice is established and does not require cost share or select "No" if establishment is needed.
3rd CP through 6th CP	Repeat entering conservation practices as necessary.
3rd CP Acres through 6th CP Acres	Enter acres for each conservation practice as necessary.
3rd Zero Dollar C/S through 6th Zero Dollar C/S?	Select "Yes" if the practice is established and does not require cost share or select "No" if establishment is needed.
Comment	Enter any necessary comments. Note: CRP-1's with annual rental amounts exceeding \$50,000 require the rental rate per acre (CRP-1, item 9A) and total acres enrolled (CRP-1, item 4).

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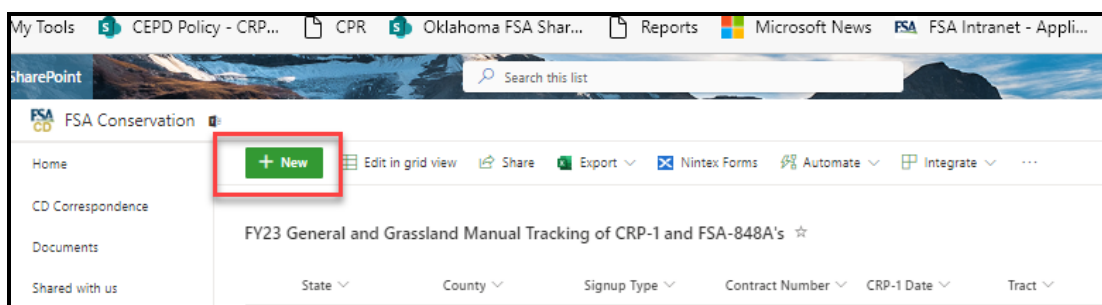
3 Instructions for Entering Manually Tracked Obligations Through SharePoint (Continued)

B Completing General and Grassland Manual Tracking of CRP-1 and FSA-848's Report

One entry is required for each of the following:

- CRP-1 manually approved after 3:30 p.m. CDT and before COB September 29, 2023, and the associated FSA-848
- CRP-1 approval loaded in COLS before the deadline, but FSA-848 was not approved in CSS by 3:30 p.m. CDT on September 29, 2023.

The County Office will select “+New” on the FY23 General and Grassland Manual Tracking of CRP-1 and FSA-848's SharePoint.



The County Office will complete the SharePoint form using the instructions provided on page 8.

Note: Additional instructions and reminders are included on the SharePoint form.

Important: CRP-1's with annual rental amounts exceeding \$50,000 require the rental rate per acre (CRP-1, item 9A) and total acres enrolled (CRP-1, item 4) in the Comments section of the SharePoint forms.

The County Office must answer “Yes” for “Is Cost Share Applicable?” if cost share is anticipated.

The County Office must save the SharePoint form once all required entries have been completed.

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3 Instructions for Entering Manually Tracked Obligations Through SharePoint (Continued)

B Completing General and Grassland Manual Tracking of CRP-1 and FSA-848's Report (Continued)

The following is an example of the General and Grassland Manual Tracking of CRP-1 and FSA-848's Report.

General and Grassland CRP-1 and FSA-848A Manual Tracking of Contracts not entered into CSS or COLS before the deadline. One entry per CRP Contract.		
State <input type="text"/>	County <input type="text"/>	Signup Type <input type="text"/>
Contract Number <input type="text"/>	CRP-1 Date 7/24/2023	Contract Length <input type="text"/>
Annual Rental Amount <input type="text"/>	Please Provide Justification for Annual Rental Exceeding \$50,000 in Comments Section	
Item 9B on the CRP-1		
Tract <input type="text"/>	CRP-1 Approval Loaded in COLS prior to application shut down? <input type="text"/>	FSA-848A created and approved in CSS prior to shut down? <input type="text"/>
Is Cost Share Applicable? <input type="text"/>	Choose Yes if Cost Share is Anticipated	Interim plan <input type="text"/>
1st CP <input type="text"/>	1st CP Acres <input type="text"/>	1st Zero CS CP <input type="text"/>
2nd CP <input type="text"/>	2nd CP Acres <input type="text"/>	2nd Zero CS CP <input type="text"/>
3rd CP <input type="text"/>	3rd CP Acres <input type="text"/>	3rd Zero CS CP <input type="text"/>
4th CP <input type="text"/>	4th CP Acres <input type="text"/>	4th Zero CS CP <input type="text"/>
5th CP <input type="text"/>	5th CP Acres <input type="text"/>	5th Zero CS CP <input type="text"/>
6th CP <input type="text"/>	6th CP Acres <input type="text"/>	6th Zero CS CP <input type="text"/>
Comment <input type="text"/>		

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3 Instructions for Entering Manually Tracked Obligations Through SharePoint (Continued)

B Completing General and Grassland Manual Tracking of CRP-1 and FSA-848's Report (Continued)

The following table provides instructions for completing the SharePoint form.

Field	Action
State	Select State from the drop-down list.
County	Select the administrative county name from the list.
Signup Type	Select signup type (General or Grassland) (CRP-1, item 8).
Contact Number	Enter number from CRP-1, item 3.
CRP-1 Date	Enter date from CRP-1, item 12B.
Contract Length	Enter contract length (10 or 15 years) from list.
Annual Rental Amount	Enter number from CRP-1, item 9B.
Tract	Enter the Tract Number
CRP-1 Approval Loaded in COLS Prior to Shut Down?	Choose "Yes" or "No" from the drop-down list.
FSA-848A created and approved in the CSS Before Shut Down?	Choose "Yes" or "No" from the drop-down list.
Is Cost Share Applicable?	Choose "Yes" or "No" from the drop-down list.
Interim plan	Choose "Yes" or "No" from the drop-down list.
1st CP	Select the first conservation practice from the drop-down list (CRP-1, item 10C).
1st CP Acres	Enter all acres covered by that practice (CRP-1, item 10D).
1st Zero CS CP	Select "Yes" if the practice is established and does not require cost share or select "No" if establishment is needed.
2nd CP	Select the second conservation practice from the drop-down list (CRP-1, item 10C).
2nd CP Acres	Enter all acres covered by that practice (CRP-1, item 10D).
2nd Zero CS CP	Select "Yes" if the practice is established and does not require cost share or select "No" if establishment is needed.
3rd CP through 6th CP	Repeat entering conservation practices as necessary.
3rd CP Acres through 6th CP Acres	Enter acres for each conservation practice as necessary.
3rd Zero CS CP through 6th Zero CS CP	Select "Yes" if the practice is established and does not require cost share or select "No" if establishment is needed.
Comment	Enter any necessary comments. Note: CRP-1's with annual rental amounts exceeding \$50,000 require the rental rate per acre (CRP-1, item 9A) and total acres enrolled (CRP-1, item 4).

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4 Action

A State Office Action

State Offices will:

- ensure that County Offices are aware of the contents of this notice
- submit questions to Jim Williams, Conservation Division, Support Branch Chief.

B County Office Action

County Offices will:

- by COB on **October 2, 2023**, use the applicable SharePoint Manual Tracking Form to record CRP-1's manually approved between 3:30 p.m. CDT and COB September 29, 2023
- by COB on **October 2, 2023**, use the applicable SharePoint Manual Tracking Form to record FSA-848's not approved in CSS before 3:30 p.m. CDT on September 29, 2023
- notify the State Office by email that all applicable CRP-1's and FSA-848's have been reported on the SharePoint sites
- submit a negative report by email to the State Office, if applicable.