

**For:** State and County Offices

**Reopening Conservation Contract Maintenance System (CCMS) and  
Cost Share Software (CSS) for Modifications and Payments After September 30, 2023**

**Approved by:** Acting Deputy Administrator, Farm Programs



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**1 Overview**

**A Background**

CRP automated systems were shut down on September 29, 2023, for the FY rollover (normal processing). The automated systems will be restarted only for the purposes of maintaining existing CRP contracts approved no later than September 30, 2023, due to expiration of the 2018 Farm Bill. State and County Offices will not take actions to approve new contracts or C/S agreements or modifications that result in the increase of contract acres without program authority.

CRP contract modifications can be made and payments can be issued for contracts approved no later than September 30, 2023, provided the modification does not result in the increase of contract acres.

**B Purpose**

This notice provides State and County Offices the policy and procedure to:

- complete CRP contract modifications and issue CRP payments for contracts approved no later than September 30, 2023
- approve final conservation plans for grassland CRP signup 205 for contracts approved no later than September 30, 2023
- reopen CCMS and CSS on October 16, 2023.

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Disposal Date	Distribution
April 1, 2024 10-11-23	State Offices; State Offices relay to County Offices

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## Notice CRP-1008

### 2 Policy

#### A Unauthorized Actions

Beginning October 1, 2023, COC is not authorized to approve any new CRP-1 contracts or C/S agreements that result in the increase in CRP-1 contract acreage.

#### B Authorized CRP Contract Modifications

County Offices are authorized to complete CRP contract modifications beginning October 16, 2023, if the original CRP contract was approved no later than September 30, 2023, and the State Office determines the contract revision does **not** result in an increase the CRP-1 acreage.

**Note:** See Exhibit 1 for examples of authorized CRP-1 modifications. These examples are not all-inclusive.

#### C County Office Action for CRP Contract Modifications

Before the County Office completes a CRP contract modification in CCMS, the County Office:

- must submit all the following to the State Office:
  - CRP-1 originally approved
  - CRP-1 revised with the participant signature or signatures
  - documentation supporting the modification
  - screen print of the View Contract Screen showing the status of “Finalized”
- may process the modification in CCMS through the finalization step
- is not authorized to enter the COC approval date to complete the modification
- may issue payments only after the authorized State Office representative has entered the COC approval date into CCMS and CED or COC signs CRP-1. The CED or COC signature date must be the same as the date entered in CCMS by the authorized State Office representative.

**Note:** The COC approval date will be entered by an authorized State Office representative.

2 Policy (Continued)

**D Authorized C/S, CLEAR30 Maintenance, and Forest Management Incentive (FMI) Modifications:**

County Offices are authorized to complete CRP C/S modifications beginning October 16, 2023, if the original CRP contract was approved no later than September 30, 2023, the modification does not result in the increase of acres, and the State Office approval is obtained.

**E County Office Action for C/S, CLEAR30 Maintenance, and FMI Modifications**

For all CRP C/S, CLEAR30 maintenance, or FMI payments, the County Office:

- will submit all the following to the State Office:
  - CRP-1
  - Conservation Plan
  - FSA-848A
  - FSA-848A modification, if applicable
  - FSA-848B, if applicable
  - documentation supporting the modification
  - screen print showing the modification at the COC Approval Date Screen, when applicable.

**Note:** 6-CRP, paragraph 65 contains the approval date screen for new agreements, and paragraph 225 contains the screen for revisions.

- may process the modification in CSS
- is **not authorized to enter the COC approval date** to complete the modification
- will issue payments only after the authorized State Office representative has entered the COC approval date into CSS, as applicable. The CED or COC signature date must be the same as the date entered in CSS by the authorized State Office representative.

**Note:** The COC approval date will be entered by an authorized State Office representative.

2 Policy (Continued)

F Grassland CRP Signup 205 Final Conservation Plans

County Offices are authorized to review and approve final conservation plans for signup 205 according to the deadlines established in Notice CRP-1001. Modifications resulting in acreage increases are not authorized. Increases in C/S amounts between the interim conservation plan and the final conservation plan are authorized for CRP-1 contracts approved no later than September 30, 2023. State Office reviews or concurrence is not required.

3 Authorized Representative Responsibility and Certification

A State Office Action

State Offices will:

- ensure County Offices follow instructions in this notice
- complete the authorized representative certification statement (see Exhibit 2) provided on SharePoint at **FPAC-FSA-CD-State - Authorized Representative Certification - All Items (sharepoint.com)** before taking any actions provided in this notice.

**Important:** Only 1 signed certification statement must be completed.

**Note:** After certification is completed, only the authorized State Office representative is authorized to enter the COC approval date into the applicable system.

4 Reports

A Monitoring

Conservation Division (CD) will:

- monitor CRP contract activity
- provide a report of any discrepancies to the State Office for review and future action.

## Examples of CRP Contract Modifications

### A CRP Contract Modifications in CCMS

The following are examples of CRP contract modifications in CCMS.

Issue/Scenario	County Office Action	State Office Action
<b>Deceased participant/succession in interest.</b> Sam is on the CRP contract with 100 percent share. Sam passes away on July 8, 2023. On July 20, 2023, his son, Jon, provides documentation to the County Office providing he is the heir to Sam.	Modify the CRP contract to remove Sam and add Jon to the CRP contract through the finalization step. Follow subparagraph 2 C and 2-CRP, paragraphs 468, 547, and 554.	Review and certify (using certification statement on SharePoint) submitted documentation to ensure the acres do not increase on the contract. Once certified, the State Office must record approval in CCMS, notify COC or CED to sign CRP-1, and instruct the County Office to issue the FY 2023 CRP annual rental payment, if applicable.
<b>Deceased participant/succession in interest.</b> Sam is on the CRP contract with 100 percent share. Sam passed away on July 8, 2023. On July 20, 2023, Jon provides documentation to the County Office providing ABC Farming, LLC is the heir to Sam. ABC Farming, LLC has 3 members. Because of direct attribution, rounding may cause an increase to the annual rental payment of \$3.	Modify the CRP contract to remove Sam and add ABC Farming, LLC to the contract through the finalization step. Follow subparagraph 2 C and 2-CRP, paragraphs 468, 547, and 554. Payment may be made with the \$3 increase.	
<b>Land was sold.</b> Rusty Gate Farms owns Farm 123 which is enrolled in CRP. Rusty Gate Farms receives 100 percent share of the CRP contract. Rusty Gate Farms sells Farm 123 on June 30, 2023, to Blue Gate Enterprises. Blue Gate Enterprises wants to succeed to the CRP contract.	Modify the CRP contract to remove Rusty Gate Farms and add Blue Gate Enterprises to the CRP contract through the finalization step. Follow subparagraph 2 C and 2-CRP, paragraphs 547 and 554.	
<b>Changes in participant names.</b> Alison got divorced September 3, 2023, and requested the County Office change her name on the FSA records.	Modify the CRP-1 using change of participants to update Alison's name through the finalization step. Follow subparagraph 2 C.	

## Examples of CRP Contract Modifications (Continued)

## A CRP Contract Modifications in CCMS (Continued)

Issue/Scenario	County Office Action	State Office Action
<b>Change in participant shares.</b> Tom and Sara each received a 50 percent share of the CRP contract. A change in shares was requested by the participants in May 2023.	Modify the CRP contract to reflect Sara will receive 60 percent and Tom will receive 40 percent of the CRP contract through the finalization step. Follow subparagraph 2 C.	Review and certify (using certification statement on SharePoint) submitted documentation to ensure the acres do not increase on the contract. Once certified, the State Office must record approval in CCMS, notify CED to sign CRP-1, and instruct the County Office to issue the FY 2023 CRP annual rental payment, if applicable.
<b>Partial termination.</b> On May 3, 2023, Stormy Days Ranch requests to remove two acres from the CRP contract to build a house.	Modify the CRP contract through the finalization step to remove two acres. Follow subparagraph 2 C and 2-CRP, paragraphs 546, 571, and 573. Issue FY 2023 payment on remaining acres under the contract.	
<b>Full contract termination.</b> Nathan requested to terminate a CRP contract on May 3, 2023. The County Office did not complete the termination before September 29, 2023.	Modify the CRP contract to terminate the contract. Follow subparagraph 2 C and 2-CRP, paragraphs 546, 571, and 573.	
<b>Unrecorded CCMS approval.</b> A contract revision was started in CCMS. The participant signed completed CRP-1 documents, and CED or COC approved the revised CRP-1 before September 29, 2023. Approval was not recorded in CCMS.	No modification is required. Follow subparagraph 2 C. Issue FY 2023 annual rental payment.	The authorized State Office representative must record approval in CCMS using the CED or COC signature date on CRP-1.
<b>Completing a revision would result in an increase of contracted acres.</b> The CRP contract was originally 39.1 acres. If the revision was completed, the contracted acres would increase to 39.15 acres.	CRP-1 revision cannot be completed at this time.	CRP-1 revision cannot be completed at this time.

**Examples of CRP Contract Modifications (Continued)****B C/S, CLEAR30 Maintenance, or FMI Payments in CSS**

The following are examples of C/S, CLEAR30 maintenance, or FMI payments in CSS.

Issue/Scenario	County Office Action	State Office Action
<p><b>Complete FSA-848A.</b> The County Office did not approve FSA-848A associated with the approved CRP contract by September 29, 2023. The C/S is a part of the approved CRP contract; therefore, the County Office is authorized to complete the process of approving the required FSA-848A.</p>	<p>Complete the C/S agreement associated with the CRP contract up to the agreement approval stage. Print FSA-848A from the “view print forms, letters” option. Provide required documentation from subparagraph 2 E to the State Office.</p>	<p>Review submitted documentation to ensure the acres on FSA-848A do not exceed the acres on CRP-1. Once reviewed, record approval in CSS and notify the County Office of approval.</p>
<p><b>Make a C/S payment, CLEAR30 maintenance payment, or FMI payment.</b> The participant has an existing approved C/S agreement. The participant installs a practice or completes an approved management activity, provides receipts to the County Office, and requests payment, as applicable. There is no increase in practice extent (acre) above CRP-1 practice acres.</p>	<p>Record producer certification, record TSP certification, print FSA-848B, and secure participant signature. Provide required documentation from subparagraph 2 E to the State Office.</p>	<p>Review submitted documentation to ensure the acres on FSA-848B do not exceed the acres on CRP-1. Once reviewed, notify the County Office the payment may be made.</p>
<p><b>Make a C/S payment, CLEAR30 maintenance payment, or FMI payment with modification.</b> The participant has an existing approved C/S agreement. The participant installs a practice, provides receipts to the County Office, and requests payment. There is an increase in practice component extent due to additional earthwork or the addition of an approved component <b>without an increase in CRP-1 practice acres.</b></p>	<p>Record modification up to “COC Approval”. Change practice component extent approved or add an approved component without increasing practice acres. Provide required documentation from subparagraph 2 E to the State Office. Follow instructions under the “Make a C/S payment” option once the State Office approves the revised FSA-848A.</p>	<p>Review submitted documentation to ensure the acres on the modified FSA-848A do not exceed the acres on CRP-1. Once reviewed, approve FSA-848A modification and notify the County Office of approval.</p>

## Authorized Representative Certification Statement

The following is an example of the authorized representative certification statement located on SharePoint at **FPAC-FSA-CD-State - Authorized Representative Certification - All Items (sharepoint.com)** and must be completed by State Offices.

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\* State

 

By filling out this form, I acknowledge that the form has been signed and completed according to CRP policy and provisions. Further, I certify that the contract modifications reviewed by me will not have the effect of increasing acreage under the CRP contract.

State Office Representative

 

State Office Signature Date

 

SED

 

SED Signature Date

 