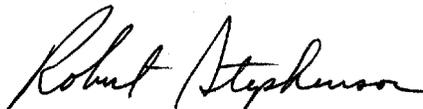


For: State Offices and Service Centers

**CRP Easement Contract - Land Record Filing Date**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

Under signups 10 and 11, some CRP easement contracts were filed in the county land records. These contracts have never been identified in System 36, and the cropland for these contracts **must** be counted against the 10 and 25 percent cropland limits until the easement life, 15 or 30 years, has expired. The software that enables completion of easement data is in **County Release No. 427**.

**B**

**Purpose**

This notice advises State Offices and Service Centers that CRP easement filing **dates** for contracts that were filed in the county land records need to be entered in System 36.

- All easement contracts approved in signups 10 and 11 were not recorded in the county land records. Easement policy was changed in a CRP notice that was issued August 26, 1992, stating no easements were to be filed for signup 12.
- **Easement deed contracts that were filed in the land records must be updated in the System 36 contract file with the date of filing.**

<p><b>Disposal Date</b></p> <p>July 1, 2000</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to Service Centers; FS, 80; CSREES, 5</p>
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**2 Installing County Release No. 427**

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**A**

**Report Printed**

At the default printer, after the installation of County Release No. 427, Report EPCZ95-R001, Listing of Converted Easement, Easement or Wellhead-Easement Type Contracts, of all **active** easement contracts in the contract file will be printed.

Report EPCZ95-R001 shall be used to check each easement contract folder to verify which contracts have actually been recorded in the land records with documents for the date that will need to be entered in System 36. **The contracts with filed easement deed documentation shall have the date entered in the contract file.**

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**B**

**Easement Filing Date**

A data field was added to enter the date the easement document was filed in the county land records after installing this release.

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**C**

**Entering CRP Easement Filing Date**

Using Report EPCZ95-R001, which is generated when installing County Release No. 427, verify which easement contracts have been recorded in the county land records.

**Note:** This report should be kept until the County Office has completed updating the applicable easement contracts that need dates.

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**3 Action**

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**A**

**Service Center Action**

Service Centers shall follow the steps in the following table for entering the applicable easement contract date.

Step	Action	Result
1	On Menu EPCA00, ENTER "4", "Update Contract File (10 & up)", and PRESS "Enter".	Screen EPCR0001 will be displayed.
2	On Screen EPCR0001, ENTER: <ul style="list-style-type: none"> <li>• contract number and PRESS "Field Exit"</li> <li>• "5", "Correct Existing Contract", and PRESS "Enter".</li> </ul>	Screen EPCR0001 will be redisplayed for entering type of correct.

Continued on the next page

**Notice CRP-358**

**3 Action (Continued)**

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**A**  
**Service Center**  
**Action**  
**(Continued)**

Step	Action	Result
3	On redisplayed Screen EPCR0001, ENTER "1" and PRESS "Enter".	Screen EPCR1001 will be displayed.
4	Process through the screens <b>until</b> Screen EPCR3501 is displayed.	
5	On Screen EPCR3501, change the "N" to "Y" for the question, "Has Easement Deed been filed at Courthouse for land under CRP-1?", and PRESS "Enter".	Screen EPCR3501 will be redisplayed for entering the applicable date or dates.
6	On redisplayed Screen EPCR3501, "Enter Date 15-Year and/or 30-Year Easement Deed Was Recorded", and PRESS "Enter".	Screen EPCR5001 will be displayed.
7	Continue through screens until Screen EPCR8001 is displayed. PRESS "Cmd5" to complete.	Screen EPCD4501 will be displayed and contract file will be updated with the date or dates.

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**B**  
**State Office**  
**Action**

State Offices shall ensure that applicable Service Centers enter the easement date for all applicable contracts as soon as possible but **no later than COB March 10, 2000**.

**Note:** The County Office upload of files for CRP to KCMO will be in Software Release No. 430 about March 27, 2000, which will contain this easement data.

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