

For: State and County Offices

**CRP Private Sector Technical Assistance Pilot Program**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Vision Statement**

The CRP Private Sector Technical Assistance pilot program will provide additional sources of conservation planning and technical assistance for applicants of CRP by allowing qualified private individuals and entities the opportunity to deliver technical assistance services in the following States:

- Alabama
- Illinois
- Indiana
- North Dakota
- Ohio
- Oregon.

The pilot program will provide a basis for CCC to determine whether:

- private sector technical assistance improves program delivery and/or reduces costs
- it should be explored for similar programs.

The pilot program will also serve to develop additional infrastructure to support other high demand programs in the future.

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<p><b>Disposal Date</b></p> <p>January 1, 2004</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices and NRCS State Offices</p>
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## Notice CRP-397

### 1 Overview (Continued)

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#### B

##### Background

The President's FY 2002 budget directed USDA to explore alternate methods of delivering technical assistance to farmers and ranchers. CCC is authorized to implement a pilot program through which continuous CRP, CREP, and FWP participants receive CCC funded private-sector technical assistance.

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#### C

##### Purpose

This notice provides:

- for the use of approved Private Sector sources (vendors) to provide continuous CRP, CREP, and FWP related conservation planning and technical assistance
- the responsibilities of SED's in administering the CRP Private Sector Technical Assistance pilot program
- instructions for State Offices to administer the CRP Private Sector Technical Assistance pilot program
- a Statement of Work outlining duties and responsibilities of CCC and private vendors about CRP technical assistance and a solicitation packet (Exhibits 1 through 4)
- County Offices responsibilities in administering the CRP Private Sector Technical Assistance pilot program.

**Note:** Additional County Office instructions about the following will be issued in forthcoming notices:

- vendor payments
  - vendor payment reporting system
  - CRES software changes
  - technical assistance tracking page.
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### 2 Authorizing the CRP Private Sector Technical Assistance Pilot Program

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#### A

##### Authorization

Using private vendors to provide CRP related conservation planning and technical assistance is authorized by the Food Security Act of 1985, Section 1243(d), as amended, and the CCC Charter Act, Section 4(g). Other authorities may also apply.

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3 Action

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**A**  
**FSA State**  
**Contracting**  
**Officer (SCO)**  
**Responsibilities**

FSA SCO's shall:

- acquire the list of vendors from the approved Third Party Vendor Organizations and other available and applicable technical information from NRCS State Offices

**Notes:** Vendors on this list will be provided with a Notice of Solicitation (Exhibit 5).

Relevant technical information may include the following:

- Field Office Technical Guide (FOTG), Section 4
  - National Policy and Procedures Handbook, soils information
  - Agronomy Guides
  - job sheets
  - seeding sheets.
- within 15 calendar days of receipt of this notice, post Exhibit 5 for 2 consecutive circulation cycles in any of the following:
    - Commerce Business Daily
    - newspapers with State-wide circulation
    - local newspapers
    - farm journals
  - use all other means to notify potential vendors of the solicitation that will result in contact with the maximum number of qualified sources of technical assistance
  - inform prospective vendors that complete information about the CRP Private Sector Technical Assistance pilot program, including the list of pertinent CRP practices in 2-CRP, Exhibit 9, can be obtained by contacting the State Conservation Specialist
  - upon request by potential vendors, provide a solicitation packet (Exhibits 1 through 4) and inform the requestor that only vendors determined qualified according to the Vendor Qualifications portion of Exhibit 1 are eligible to provide services under the pilot program
  - receive and review qualification information from potential vendors, requesting additional information when necessary

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## Notice CRP-397

### 3 Action (Continued)

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#### A

#### FSA State Contracting Officer (SCO) Responsibilities (Continued)

- within 10 workdays of receipt, provide prospective vendor qualification information to SED for qualification determination and approval
  - for vendors determined to be qualified, solicit bids and negotiate prices using guidance provided in the Federal Acquisition Regulations, Agriculture Acquisition Regulations, Agency directives including all FSA instructions, notices and handbooks, and the following guidelines:
    - vendor shall designate specific counties within the State where services will be performed if services cannot be provided Statewide
    - vendors shall specify limits of service to be performed if unable to perform all services listed in Exhibit 1
- Note:** Vendors can bid to provide services on a specific CRP practice basis or by specific tasks as outlined in Exhibit 3.
- vendor will submit a closed bid identifying prices to be charged for each task and service to be provided
  - use CCC-145 (Exhibit 4) to solicit and approve vendor bids
  - provide a signed copy of CCC-145, including Exhibits 1 through 3, to the vendor, applicable County Office, and the State Conservation Specialist
  - maintain the original CCC-145 at the State Office
  - assign a vendor number to each certified and approved vendor.

**Notes:** A 6-digit number will be used where the first 2 digits are the State FIPS code and the last 4 digits will be consecutive numbers beginning with “0004”. A system will be developed on the FSA Intranet for use by State Offices to update and maintain vendor identification numbers.

“0001” is reserved for FSA, “0002” for FS, and “0003” for NRCS.

- develop and provide a vendor list for each county that contains all certified vendors approved to provide technical assistance in the county in ascending order based on negotiated price

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## Notice CRP-397

### 3 Action (Continued)

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#### B

##### FSA SCO Additional Responsibilities

- ensure that FSA-60 is completed and sent by the County Office to the selected vendor for **each** work order issued
- provide overall bid management and support including distributing an adequate supply of FSA-60's to each County Office
- consult with the State Conservation Program Specialist, who will serve as the FSA Contracting Officer's Technical Representative (COTR) on matters of CRP policy and regulations.

Exhibit 6 contains a table to assist State Offices in administering the CRP Private Sector Technical Assistance pilot program.

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#### C

##### SED Responsibility

SED or designee shall, within 10 workdays of receipt, review each resume submitted by prospective vendors and determine the qualifications to perform CRP-related conservation planning and technical assistance. The Vendor Qualifications section of Exhibit 1 shall be used to determine qualifications. All prospective vendors shall receive written notification of the determination.

**Note:** All registered and certified members included in the current list of Third Party Vendor Organizations with National Memorandums of Understanding with NRCS will be considered qualified for the purpose of this pilot.

SED or designee shall develop and implement a quality assurance program, using Exhibit 3 as a guide, to verify that the work completed by vendors meets the standards of conservation necessary for program success.

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#### D

##### County Office Responsibilities

County Offices shall:

- use all means available to publicize the CRP Private Sector Technical Assistance pilot program to potential program participants
  - maintain the list of approved vendors provided by FSA SCO
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3 Action (Continued)

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**D**  
**County Office**  
**Responsibilities**  
**(Continued)**

- enter approved vendors' information into the Name and Address file using instructions in 1-CM, paragraph 1432

**Note:** Use option 3, Other Name and Address, and facility code 45, Local Contractors and Vendors.

- call and assign an approved vendor for each producer request for conservation plan development, or CRP-2 and AD-862 to be processed according to this table

IF...	THEN...
first vendor on list is available	assign vendor to producer request and complete FSA-60.
first vendor on list is not available	call second vendor on the approved vendor list.
second vendor is available	assign second vendor to producer request and complete FSA-60.
second vendor is not available	call third vendor on approved vendor list and each subsequent approved vendor until one can be assigned.
no approved vendors can be assigned	NRCS is the default technical assistance provider.

- complete FSA-60 for **each** conservation plan development request, or CRP-2 and AD-862 processed for which a private vendor will be used
- stay within the dollar limits as provided in each specific purchase order.

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3 Action (Continued)

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**E  
Information and  
Material  
Provided**

County Offices shall:

- support the vendors who provide technical services by providing relative FSA handbooks and procedures, current program forms, necessary farm records and conservation plans, aerial maps and photographs and any other material deemed necessary for the vendor to complete requested conservation planning and technical assistance
- provide to vendors the instructions and training necessary to complete AD-862 and CRP-2
- obtain from the State Office copies of available and applicable technical information according to subparagraph A.

**Note:** Copies of these documents shall be provided to vendors as needed.

CCC-146, CCC-146-A, and CCC-146-B (Exhibit 7) shall be used by vendors for the following:

- conservation plan
- contract support document
- conservation plan status review
- conservation plan folder.

Exhibit 6 assists County Offices in administering the CRP Private Sector Technical Assistance pilot program.

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**Notice CRP-397**

**4 Other Requirements and Information**

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**A**

**Prompt Payment Act**

The Prompt Payment Act, Pub. L. 97-177, shall apply to payments issued under the CRP Private Sector Technical Assistance pilot program.

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**B**

**Quality Assurance**

The County Office will send to an STC designee the first 5 deliverables from each new approved vendor for review before accepting and paying for the work. Thereafter, DD's will review annually, no less than 5 percent of each vendors work to ensure that an acceptable quality of work is being performed.

**Note:** Additional State Office instructions for obtaining a CCC representative to review vendor work will be provided in a forthcoming notice.

The standards and timeframes to be met by the vendor are described in Exhibit 3.

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**C**

**Conflict of Interest**

Requests for conservation planning and technical assistance performed by vendors on land owned and operated by the following shall be reviewed and approved according to the following.

<b>Entity</b>	<b>MUST be reviewed by...</b>	<b>BEFORE approval by...</b>
<ul style="list-style-type: none"> <li>• COC members</li> <li>• County CREES employees</li> <li>• FSA County Office employees</li> <li>• other County USDA employees</li> <li>• Conservation District board members</li> </ul>	DD	DD.
State Office employees	STC	STC.
STC members	DAFP	SED.
SED's	DAFP	STC.
Other FSA employees	DAFP	STC.

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**4 Other Requirements and Information (Continued)**

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**D**

**Contacts**

County Office employees shall contact the applicable FSA SCO to address questions about procurement or the State Conservation Specialist for questions about CRP program areas.

FSA SCO's with questions or problems shall contact:

- for procurement questions, Scott Cook, FSA, MSD, Acquisition Management Branch at 202-720-7349
  - for Private Sector Technical Assistance Pilot Program questions, John Carter, FSA, CEPD at 202-720-5784.
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**Statement of Work**

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**Preface to Statement of Work**

The Vendor shall furnish the necessary personnel, material, equipment, services, and facilities (except as otherwise specified), to perform the attached Statement of Work.

**CONDUCT**

During the course of this Agreement, the Vendor will maintain the same high standards of honesty, integrity, impartiality, confidentiality of information and conduct as Government employees are expected to maintain. The Vendor will not engage in other employment which is incompatible with the duties of this Agreement. The Vendor will not, directly or indirectly, engage in financial transactions or any kind of business dealings which rely on information obtained through the performance of this Agreement.

The Vendor will not have a direct or indirect financial or other interest that conflicts, or appears to conflict, with his/her responsibilities and duties under this Agreement.

**SUPPLEMENTAL CONFLICT OF INTEREST**

The Contracting Officer or Contracting Officer’s representative (COR) will not assign work where a conflict of interest exists or appears to exist. Likewise, the Vendor will not accept any case where there is or appears to be a conflict of interest.

For purposes of clarification, the following is hereby made a part of this Agreement with respect to the Vendor’s performance of the work requirement.

The Vendor shall not perform services on his/her own case or on that of a family member. For the purposes of this program, “family member” is defined as blood and in-law relations or other “close relatives” of the Vendor or his/her spouse. Close relatives include:

- |         |        |              |               |
|---------|--------|--------------|---------------|
| Father  | Mother | Grandfather  | Grandmother   |
| Aunt    | Uncle  | Son          | Daughter      |
| Brother | Sister | Grandson     | Granddaughter |
| Nephew  | Niece  | First Cousin |               |

The above also include individuals with the “step” relationship (Example - Stepfather).

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**Statement of Work (Continued)**

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**RESTRICTION AGAINST DISCLOSURE (AGAR 452.237-75 (Feb 1988))**

The Vendor agrees, in the performance of this Agreement to keep all information contained in source of documents or other media furnished by the Government in the strictest confidence. The Vendor also agrees not to publish or otherwise divulge such information in whole or in part in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to such information while in the Vendor's possession, to those employees needing such information to perform the work provided herein, i.e. on a "need to know" basis. The Vendor agrees to immediately notify in writing, the Contracting Officer, named herein, in the event that the Vendor determines or has reason to suspect a breach of this requirement.

The Vendor agrees not to disclose any information concerning the work under this Agreement to any persons or individuals unless prior written approval is obtained from the Contracting Officer. The Vendor agrees to insert the substance of this clause in any resultant agreements or subcontracts hereunder.

CCC agrees to indemnify, save, and hold harmless its officers, employees, agents, contractors, and assigns with respect to any and all claims or causes of action, including legal costs, arising from or on account of any negligent or wrongful act or omission by CCC, its officials, employees, contractors, or representatives in connection with this Agreement. Vendor agrees to indemnify, save, and hold harmless CCC, its officers, employees, agents, contractors, and assigns with respect to any and all claims or causes of action, including legal costs, arising from or on account of any negligent or wrongful act or omission by the Vendor in connection with this Agreement.

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**Statement of Work (Continued)**

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**STATEMENT OF WORK  
CONTINUOUS CRP, CREP AND FWP TECHNICAL ASSISTANCE  
PILOT PROJECT**

**GENERAL INFORMATION AND SCOPE OF WORK****Overview**

The Conservation Reserve Program (CRP) assists owners and operators in conserving and improving soil, water and wildlife resources by converting highly erodible and environmentally sensitive acreage normally devoted to the production of agricultural commodities to a long-term resource-conserving cover. CRP participants enroll acreage into contracts for periods from 10 to 15 years in exchange for annual rental payments and cost-share assistance for installing certain conservation practices.

The objectives of CRP are to cost-effectively reduce water and wind erosion, protect the Nation's long-term capability to produce food and fiber, reduce sedimentation, improve water quality, create and enhance wildlife habitat, and other objectives including encouraging more permanent conservation practices and tree planting.

A component of CRP is the Conservation Reserve Enhancement Program (CREP). CREP is a voluntary program for owners and operators to conserve and enhance environmentally sensitive agricultural land in specific approved States. Unique State and Federal partnerships allow agricultural landowners to receive incentive payments for installing specific conservation practices and to receive annual rental payments and cost share assistance to establish long-term resource conserving covers on eligible land.

Another component of CRP is the Farmable Wetlands Pilot (FWP) Program. FWP is a voluntary program for owners and operators to enroll certain wetlands and buffer acreage on a pilot basis in specific approved States.

Acreage is enrolled through either general signup periods as announced by the Secretary of Agriculture or through continuous signup which allows producers to sign up any time when certain high-priority conservation practices are used which yield highly desirable environmental benefits.

Sections 1231 through 1236 of the Food Security Act of 1985, as amended (1985 Act) (16 U.S.C. 3831-3836), authorizes CRP. 7 CFR Part 1410 provides the regulatory authority for CRP.

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**Statement of Work (Continued)**

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**Background**

USDA has the authority to implement a pilot program through which CRP participants receive Commodity Credit Corporation (CCC) funded private-sector technical assistance, instead of the technical assistance traditionally provided by USDA. The pilot allows for USDA to determine if contracting out some services will improve program delivery or reduce costs, and whether contracting should be explored for similar programs.

**Purpose**

The purpose of this Statement of Work (SOW) is to provide CCC, at the field office level, private party vendor technical support necessary to effectively implement continuous CRP, CREP, and FWP through a pilot program in selected States. This technical support includes but is not limited to processes necessary to determine land eligibility, develop conservation plans which include measures necessary for the successful establishment and maintenance of approved conservation practices that achieve the highest environmental objectives, the design and layout of conservation practices and annual status reviews to ensure practice completion and maintenance.

**Scope of Work**

The vendor will provide, upon receipt of an approved purchase order from a FSA County Office, the technical services and support necessary to implement and deliver continuous CRP, CREP and/or FWP to land owners and operators within areas or the state where the vendor is certified by the FSA State Committee.

**Project Location**

Services under this Statement of Work shall be provided on farms and in USDA County Offices located within the State of *(Insert State name)*. Certified vendors shall be required to designate specific counties or geographic regions within the State where services will be performed if services cannot be provided statewide. Also, certified vendors shall specify services to be performed and prices charged for each service provided if unable to perform all services required as outlined below.

**DEFINITIONS**

Definitions of terms used in this Statement of Work are contained in Exhibit 2.

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**Statement of Work (Continued)**

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**VENDOR FURNISHED SERVICES**

Approved vendor(s) will be required to provide, at a minimum, the following services:

- Offer Eligibility - Continuous
- Needs and Feasibility
- Conservation Plan - Original Plan
- Conservation Plan - Modification
- Performance Report
- Status Review
- Haying and Grazing Plan.

Specific tasks, deliverables, performance standards, and timeframes for each service listed above are detailed in the Performance Requirements Summary (Exhibit 3).

**CCC FURNISHED PROPERTY AND SERVICES**

CCC will provide Government property to the vendor for use in performance of this Statement of Work as follows:

- current FSA handbooks and procedures
- NRCS Field Office Technical Guide and all applicable design manuals and job sheets
- current soil surveys
- specific FSA forms for vendor to complete to ensure consistent data collection and reporting
- aerial maps and photographs
- access to necessary farm records
- limited use of office space
- other property at CCC's discretion.

The vendor is responsible for maintaining and returning any property provided by CCC.

CCC will provide to the vendor specific instructions in completing the forms (AD-862 and 2-CRP) necessary to record actions and activities pertaining this Statement of Work.

**PERFORMANCE REQUIREMENTS**

Work performed by the Vendor under this Statement of Work for continuous CRP, CREP, and FWP includes conservation plan development process and the technical assistance process. Tasks, deliverables, timeframes, and standards for conservation plan development and technical assistance are detailed in Exhibit 3.

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**Statement of Work (Continued)**

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**COMPLIANCE WITH REGULATIONS**

All actions and recommendations submitted by the Vendor shall be in compliance with Sections 1230-1236 of the 1985 Act (16 U.S.C. 3830-3836), regulations in 7 CFR Part 1410, and procedures in 2-CRP (available at USDA Service Centers and State Offices) pertaining to CRP.

In addition, other laws and regulations may apply such as the 1985 Act, Section 1243(d), governing the use of private sector technical assistance. In addition, all actions and recommendations submitted by the Vendor shall comply with the National Environmental Policy Act, National Historic Preservation Act, Clean Water Act, and all other applicable Federal, State, Tribal, and local environmental laws and regulations. All work submitted by the Vendor may be subject to review by Federal, State, or local regulatory agencies. The Vendor is responsible to contact the appropriate regulatory agency(s) to determine their requirements for each project. The Vendor may also be required to obtain and/or prepare all necessary permits, licenses, or other documents necessary to accomplish the prescribed work.

**CCC QUALITY ASSURANCE**

CCC shall perform ongoing quality assurance of the Vendor's performance under this Statement of Work to determine the extent to which the Vendor has met the performance standards for each performance requirement listed in Exhibit 3.

CCC quality assurance shall be carried out with a review of the first five deliverables from each new vendor and on a random sample basis with at least 5 percent of the Vendor's work being checked thereafter. CCC reserves the right to a 100 percent review if necessary, at its discretion, for quality assurance. CCC shall record all quality assurance observations. CCC reserves the right to reassign work of vendor that does not meet the standards outlined in Exhibit 3.

Any service provided by the Vendor that does not meet the standards outlines in Exhibit 3, regardless of the method of detection, shall be reworked by the Vendor in a manner that meets the performance standards. Rework shall be performed at no additional expense to CCC. All rework must be completed and returned to CCC within 10 workdays after notification of defective work.

**VENDOR QUALIFICATIONS**

The vendor and all employees servicing this Statement of Work must meet the minimum qualifications of either item 1 or 2 as described below:

1. Be an "approved source" as provided by the 1985 Act, Section 1243(d), and either be included on the registry of qualified third party vendors maintained by NRCS or vendors may provide evidence of certification by an approved source.

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**Statement of Work (Continued)**

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2. Be a private entity that meets the following criteria as certified by the FSA State Committee:

- a. Project Managers must be a State licensed professional engineer (Civil or Agricultural), a certified crop advisor (CCA), a certified professional agronomist (CPAg), or a member of a certification group recognized by a MOU with USDA to provide the appropriate technical assistance.
- b. Technicians working under the direct supervision of qualified Project Manager and having at least 2 years experience in agriculture, agronomy, range management, engineering, or related field. Technicians must have, at minimum, a high school diploma or equivalent.

Prospective Vendors that are not accredited shall provide the FSA State Committee in the State in which they wish to perform work under this Statement of Work with resumes for each individual or employee that will be providing planning or technical services. The FSA State Committee will review the qualifications within 30 calendar days after receipt and provide the prospective vendor with the certification determination in writing.

The FSA State Committee shall review the Federal Acquisition Regulation, Section 9.404, List of Parties Excluded from Federal Procurement and Nonprocurement Programs. Any business, individual or affiliate who's name appears on this list will be disqualified from participating in this pilot program.

Further, applicants with a history of known violations of labor or environmental statutes may be disqualified from the program.

## Statement of Work Definitions

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**AD-862** (Conservation Reporting and Evaluation System) is the program document used to collect field data for land characteristics, practice needs, feasibility, and performance for individual practices outlined in the conservation plan.

**Commodity Credit Corporation** (CCC) is a wholly-owned government corporation within the United States Department of Agriculture.

A **conservation plan** is a record of the participant's decisions, and supporting information, for treatment of a unit of land or water, and includes a schedule of operations, activities, and estimated expenditures needed to solve identified natural resource problems by devoting eligible land to permanent vegetative cover, trees, water, or other comparable measures.

A **cost-share payment** is the payment made by CCC to assist program participants in establishing the practices required in a contract.

The **County Committee** (COC) is the committee elected by the farmers and ranchers in the county as provided for under the Soil Conservation and Domestic Allotment Act (16 U.S.C. 590h(b)), Section 8(b), as amended.

The **County Office** is the USDA office in which the FSA records are located for the farm or ranch.

**CRP-1** (Conservation Reserve Program Contract) is the program documents, including the applicable contract appendix, conservation plan, and the terms of any required easement, if applicable, entered into between CCC and the participant. Such contract sets forth the terms and conditions for participation in CRP and receipt of CRP payments.

**CRP-2** (Conservation Reserve Program Worksheet) is the document used to make producer and land eligibility determinations, calculate maximum payment rates, and obtain ranking and statistical data on the acreage offered for enrollment in the program.

The **Deputy Administrator** is the Deputy Administrator for Farm Programs, Farm Service Agency, or a designee.

A **farm** is land that is being operated, as determined by FSA, by 1 producer with equipment, labor, accounting system, and management substantially separate from that of any other unit. Land on which tenants provide their own labor and equipment is not considered a separate farm.

The **Farm Service Agency** (FSA) is the Department of Agriculture's principal organization for promoting the security and stability of America's food supply. FSA serves the public by providing all farmers and ranchers with access and the opportunity to participate in farm commodity, credit, conservation, environmental, and emergency assistance programs.

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**Statement of Work Definitions (Continued)**

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A **field** is a part of a farm which is separate from the balance of the farm by permanent boundaries such as fences, roads, permanent waterways, woodlands, or similar features, or croplines, as determined by FSA.

The **Field Office Technical Guide** (FOTG) is the official Natural Resources Conservation Service guidelines, criteria, and standards for planning and applying conservation treatments and conservation management systems applicable to a specific geographic area. It contains detailed information on the conservation of soil, water, air, plant, and animal resources applicable to the local area for which it is prepared.

**FSA-850** (Environmental Evaluation Checklist) is the document used to assess and evaluate environmental impacts of any proposed actions and practices pertaining to individual CRP contracts to comply with the National Environmental Policy Act of 1969.

**Highly Erodible Land** (HEL) is land determined to be highly erodible according to 7 CFR Part 12.

The **Natural Resources Conservation Service** (NRCS) is an agency of the Department of Agriculture.

An **operator** is a person who is in general control of the farming operation on the farm, as determined by FSA.

An **owner** is a person or entity who is determined by FSA to have sufficient legal ownership of the land, including a person who is buying the acreage under a purchase agreement; each spouse in a community property State; each spouse when spouses own property jointly and a person who has life-estate in a property.

A **participant** is an owner or operator or tenant who has entered into CRP-1.

**Permanent vegetative cover** is perennial stands of approved combinations of certain grasses, legumes, forbs, and shrubs with a life span of 10 to 15 years, or trees.

A **practice** is a conservation, wildlife habitat, or water quality measure with appropriate operations and management as agreed to in the conservation plan to accomplish the desired program objectives according to CRP and FOTG standards and specifications as part of a conservation management system.

A **predominantly highly erodible field** is land defined as a predominantly highly erodible field according to 7 CFR Part 12.

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**Statement of Work Definitions (Continued)**

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**Technical assistance** is assistance provided in connection with CRP to owners or operators in classifying cropland, developing conservation plans, determining the eligibility of land, and implementing and certifying practices.

A **tract** is a unit of contiguous land under 1 ownership that is operated as a farm or part of a farm, as determined by FSA.

All other words and phrases, unless the context of the subject matter otherwise requires, shall have the meaning assigned to them in the regulations governing CRP which are found in 7 CFR Part 1410.

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**Performance Requirements Summary**

**A**  
**Offer Eligibility - Continuous**                      The performance requirements for the continuous signup offer process are in the following table.

Task	Deliverables/Timeframe	Standard
<p>Determine the 3 predominant soils of the acreage offered using the current NRCS soil survey for the site. Delineate all the soils for the acreage offered. List the soil types, determined acreage by soils and soil characteristics. (EI (Erodibility Index), etc.)</p>	<ul style="list-style-type: none"> <li>• Document the 3 predominant soils and the acreage of each soil, in tenths, on CRP-2.</li> <li>• Provide a copy of the soil survey map used to determine the 3 predominant soils.</li> <li>• Document soil survey ID number and map unit symbol on CRP-2.</li> <li>• Maintain a record of all soils data used to determine predominant soils (hard copy or PC based).</li> </ul> <p>Complete within 10 calendar days of CRP-2 referral to vendor.</p>	<ul style="list-style-type: none"> <li>• Current NRCS soil survey.</li> <li>• Field Office Technical Guide (FOTG).</li> <li>• Consistent with procedures outlined in 2-CRP and materials supplied by the State and/or County Office.</li> <li>• CCC shall notify the vendor in writing of any deficiency found after which the vendor has 5 calendar days to correct the deficiency.</li> </ul>
<p>Determine land eligibility for program based upon standards outlined in current 2-CRP.</p>	<ul style="list-style-type: none"> <li>• Document the basis or bases on which the land was determined eligible for continuous CRP or CREP on CRP-2.</li> <li>• Provide documentation on how determinations were made.</li> </ul> <p>Complete within 10 calendar days of CRP-2 referral to vendor.</p>	<ul style="list-style-type: none"> <li>• 2-CRP, paragraph 82 and Part 5.</li> <li>• Consistent with applicable FOTG standards.</li> <li>• Applicable materials supplied by the State and/or County Office.</li> <li>• Land eligibility acreage determinations shall be accurate within .1 acres.</li> <li>• CCC shall notify the vendor in writing of any deficiency found after which the vendor has 5 calendar days to correct the deficiency.</li> </ul>
<p>The vendor shall review land eligibility criteria with producer. The vendor shall inform the producer of land eligibility determination.</p>	<ul style="list-style-type: none"> <li>• Provide the producer a copy of CRP-2.</li> <li>• Vendor shall answer producer’s land eligibility questions within 1 day of receipt.</li> </ul> <p>Complete within 10 calendar days of CRP-2 referral to vendor.</p>	<ul style="list-style-type: none"> <li>• 2-CRP.</li> <li>• Consistent with applicable FOTG standards.</li> <li>• Applicable materials supplied by the State and/or County Office.</li> <li>• Land eligibility questions from producers must be answered within 1 day of the receipt of the question.</li> <li>• Land eligibility responses must be accurate.</li> <li>• CCC shall notify the vendor in writing of any deficiency found after which the vendor has 5 calendar days to correct the deficiency.</li> </ul>

**Performance Requirements Summary (Continued)**

**B**  
**Determination of Needs and Feasibility**      The performance requirements for the needs and feasibility determinations are in the following table.

Task	Deliverables/Timeframe	Standard
The vendor shall provide assessment of the resources for the acreage offered to determine needs and feasibility of the practices to be installed.	<ul style="list-style-type: none"> <li>• The vendor shall complete the Needs and Feasibility Worksheet.</li> </ul> <p><b>Note:</b> The vendor must provide needs and feasibility assessment to CCC within 10 calendar days.</p> <ul style="list-style-type: none"> <li>• The vendor shall review with the producer all technical practice requirements for each applicable practice.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>2-CRP is the controlling document.</b></li> <li>• Consistent with applicable FOTG standard.</li> <li>• Applicable materials supplied by the State and/or County Office.</li> <li>• FSA current conservation practice cost list.</li> <li>• NRCS Engineering Field Manual.</li> <li>• DM-9500.</li> </ul>
The vendor shall complete FSA-850. Any potential adverse impacts will be reported to the CCC representative. The vendor shall inform the producer of results.	Provide copy of completed FSA-850 to the CCC representative.  Complete within 15 calendar days of CRP-2 referral to vendor.	<ul style="list-style-type: none"> <li>• Use procedures outlined in current 1-EQ and agency directives.</li> <li>• Applicable materials supplied by the State and/or County Office.</li> <li>• CCC shall notify the vendor in writing within 15 calendar days after receipt of FSA-850 of any deficiency found after which the vendor has 10 calendar days to correct the deficiency.</li> </ul>
The vendor shall provide a certification of needs and feasibility of the practice.	If the offer is accepted, the vendor shall certify on AD-862 that the practices are needed and feasible before installation of the practices.  <p><b>Note:</b> Vendor must provide needs and feasibility determination to CCC within 10 calendar days of receipt of AD-862 from CCC.</p>	<ul style="list-style-type: none"> <li>• <b>2-CRP is the controlling document.</b></li> <li>• Consistent with applicable FOTG standard.</li> <li>• Applicable materials supplied by the State and/or County Office.</li> <li>• FSA current conservation practice cost list.</li> <li>• NRCS Engineering Field Manual.</li> <li>• DM-9500.</li> </ul>

Continued on the next page

Performance Requirements Summary (Continued)

**C**  
**Original Conservation**  
**Plan Development**  
**Process**

The performance requirements for the original conservation plan development process are in the following table.

Task	Deliverables/Timeframe	Standard
<p>The vendor shall develop a conservation plan for the producer when notified by CCC that a conservation plan is required to meet the requirements of CRP-1.</p>	<ul style="list-style-type: none"> <li>• The conservation plan shall include the following items:                             <ul style="list-style-type: none"> <li>• site map for the acreage to be put under contract (min. scale 1" = 660')</li> <li>• <b>Note:</b> All acreage to be enrolled in CRP shall be delineated by field.</li> <li>• soil map for the acres to be enrolled in CRP and soil interpretation sheets (current soil survey)</li> <li>• assessment of the resources (soil, water, plant, animal, economic, cultural) of the site according to NRCS National Planning Manual</li> <li>• environmental assessment of the resources (FSA-850)</li> <li>• Environmental Needs and Feasibility Worksheet</li> <li>• seeding requirements (type, amount, seed bed preparation, operation and maintenance requirements, cost estimates, and other needed measures to implement the practice)</li> <li>• planting requirements for grasses, legumes, trees, shrubs, wildlife planting (type of plant material, site preparation, operation and maintenance, cost estimates, and other measures needed to install the practice)</li> <li>• plan of the following scheduled activities:                                     <ul style="list-style-type: none"> <li>• what practices will be implemented</li> <li>• extent of practices to be implemented</li> <li>• estimated unit cost by practices</li> <li>• estimated cost share by practice</li> <li>• when practices are required to be implemented</li> <li>• required operation and maintenance activities and schedule</li> <li>• statement prohibiting haying and grazing</li> <li>• statement of prohibition of maintenance during the primary nesting season</li> </ul> </li> <li>• provide detailed job sheets or technical reference material for implementation of the conservation practices</li> <li>• seeding sheets</li> <li>• all pertinent field notes</li> <li>• engineering requirements for practices, such as grassed waterway, terraces, diversions, wetland restoration, and other applicable practices, which includes site survey, engineering calculations, engineering plans, specifications, costs, environmental permits, staking site, and other needed actions</li> <li>• review sheet and signature page to be reviewed and signed by all producer, vendor, Soil and Water Conservation District, and FSA COC.</li> </ul> </li> <li>• The vendor shall provide the CCC representative located in the FSA County Office that administers CRP-1 with 4 copies of CCC-146 and CCC-146-A.</li> </ul> <p>Plans shall be completed within 30 calendar days of written notification by the CCC representative. For situations beyond vendor control, the CCC representative may grant an extension of time to complete task.</p>	<ul style="list-style-type: none"> <li>• <b>2-CRP is the controlling document.</b></li> <li>• Conservation plans shall be developed consistent with NRCS FOTG and National Planning Handbook.</li> <li>• Applicable materials supplied by the State and/or County Office.</li> <li>• Plan shall use current soil survey.</li> <li>• Plan shall be consistent with procedures outlined in current 2-CRP.</li> <li>• All cost estimates shall be consistent with current cost lists provided by CCC.</li> <li>• All job sheets/job specifications must use current FOTG specification for the practice.</li> <li>• CCC shall notify the vendor in writing within 15 calendar days after receipt of the conservation plan of any deficiencies found after which the vendor has 10 calendar days to correct the deficiency.</li> </ul>

**Performance Requirements Summary (Continued)**

**D Conservation Plan Modifications**      The performance requirements for conservation plan modifications are in the following table.

Task	Deliverables/Timeframe	Standard
<p>The vendor shall modify the approved conservation plan when notified by CCC that a modification is necessary.</p>	<p>Revise CCC-146 and CCC-146-A to include the necessary modifications.</p> <p>Modifications may be indicated with “pen and ink” changes. Changes must be initialed by the producer and vendor.</p> <p>The revised conservation plan must include all deliverables included in the original conservation plan, if those deliverables changed from the original conservation plan.</p> <p>Vendor must complete modifications to the conservation plan within 15 calendar days from the date CCC requests the revision. Provide the revised conservation plan to the CCC representative for approval.</p>	<ul style="list-style-type: none"> <li>• <b>2-CRP is the controlling document.</b></li> <li>• Conservation plans shall be developed consistent with NRCS FOTG and National Planning Handbook.</li> <li>• Applicable materials supplied by the State and/or County Office.</li> <li>• Plan shall use current soil survey.</li> <li>• Plan shall be consistent with procedures outlined in current 2-CRP.</li> <li>• All cost estimates shall be consistent with current cost lists provided by CCC.</li> <li>• All job sheets/job specifications must use current FOTG specification for the practice.</li> <li>• CCC shall notify the vendor in writing within 15 calendar days after receipt of the revised conservation plan of any deficiencies found after which the vendor has 10 calendar days to correct the deficiency.</li> </ul>

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**Performance Requirements Summary (Continued)**

**E**  
**Performance Reports**      The performance requirements for performance reports are in the following table.

Task	Deliverables/Timeframe	Standard
<p>The vendor shall certify the extent to which the producer complied with practice specifications.</p>	<ul style="list-style-type: none"> <li>• The vendor shall certify on AD-862 if the practice has been installed according to FOTG and FSA 2-CRP standards.</li> <li>• Provide the producer with additional technical advice and assistance if installed practices do not meet technical standards.</li> </ul> <p><b>Note:</b> Disputes between vendor and producer will be arbitrated by the CCC representative.</p> <p>Vendor must provide completed AD-862 certifying practice completion to CCC within 10 calendar days of written notification by CCC.</p>	<ul style="list-style-type: none"> <li>• <b>2-CRP is the controlling document.</b></li> <li>• Consistent with applicable FOTG standard.</li> <li>• Applicable materials supplied by the State and/or County Office.</li> <li>• FSA current conservation practice cost list.</li> <li>• NRCS Engineering Field Manual.</li> <li>• DM-9500.</li> </ul>

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**Performance Requirements Summary (Continued)**

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**F**

**Status Reviews**

The performance requirements for the status review process are in the following table.

Task	Deliverables/Timeframe	Standard
The vendor shall conduct a status review on approved CRP-1.	<ul style="list-style-type: none"> <li>• The vendor shall conduct a status review, with the participant, to determine implementation and operation of all practices in the conservation plan.</li> <li>• The vendor shall provide completed CCC-146-B to CCC within 10 calendar days of the review in a format to be determined at a later date.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>2-CRP is the controlling document.</b></li> <li>• Consistent with applicable FOTG standards.</li> <li>• Applicable materials supplied by the State and/or County Office.</li> </ul>

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Continued on the next page

**Performance Requirements Summary (Continued)**

**G**  
**Haying and Grazing Plans**      The performance requirements for the haying and grazing plan process are in the following table.

Task	Deliverables/Timeframe	Standard
<p>The vendor shall develop a haying and/or grazing plan when a producer is authorized by CCC to hay and/or graze because of emergency conditions.</p>	<p>The vendor shall provide CCC with 4 copies of the haying and/or grazing plan, which will:</p> <ul style="list-style-type: none"> <li>• include the following items:                             <ul style="list-style-type: none"> <li>• site map for acreage approved to be hayed and/or grazed</li> <li>• rotation schedule of haying and/or grazing activities</li> <li>• standards for haying and/or grazing:                                     <ul style="list-style-type: none"> <li>• dates by which haying and/or grazing may begin and end</li> <li>• practice requirements (fencing etc.)</li> <li>• stubble height (for haying only)</li> </ul> </li> </ul> </li> <li>• provide applicable job sheets to the producer.</li> </ul> <p>The haying and/or grazing plan shall be provided to CCC within 5 workdays of written notification by CCC.</p>	<ul style="list-style-type: none"> <li>• <b>2-CRP is the controlling document.</b></li> <li>• Consistent with applicable FOTG standards.</li> <li>• Applicable current NRCS job sheets.</li> <li>• Applicable materials supplied by the State and/or County Office.</li> </ul>

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**Performance Requirements Summary (Continued)**

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**H****Method of Quality Assurance for Offer Process, Conservation Plan Development Process, and Technical Assistance**

The CCC representative or designated official shall review deliverables to ensure that performance standards and timeframes are met. If the CCC representative determines that the vendor has not met or corrected the deficiencies identified in the performance standards within the timeframe allowed, the vendor will be notified in writing of further corrective actions to be taken by CCC up to and including a possible recommendation to FSA/STC to decertify the vendor.

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**I****Noncompliance**

Failure of the vendor to complete assigned deliverables (tasks) within the timeframe allowed will result in nonpayment to the vendor. At the discretion of the CCC representative, extensions of time may be granted for situations beyond the vendor's control.

**Example:** Weather-related delays.

Additionally, noncompliance will result in work being reassigned to the next available approved vendor.

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CCC-145, Statement of Work (Solicit and Approve Vendor Bids)

This form is available electronically.

Form Approved - OMB No. 0560-0125

<b>CCC-145</b> (03-22-02)	<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation  <b>STATEMENT OF WORK</b> <b>(SOLICIT AND APPROVE VENDOR BIDS)</b>
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**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is the Food Security Act of 1985, (Pub. L. 99-198), as amended, and regulations promulgated at 7 CFR Part 1410 and the Internal Revenue Code (26 USC 6109). The information will be used to verify producer is performing activities on conservation plan in accordance with CRP contract. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in determination of ineligibility for certain program benefits and other financial assistance administered by the USDA agency. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court, magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001, 15 USC 714m, and 31 USC 3729, may be applicable to the information provided.

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 0560-0125. The time required to complete this information collection is estimated to average 10 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.**

1. The vendor listed below agrees to provide the following services:

A. Vendor's Name	B. Vendor's Address	C. Telephone Number (Include Area code)
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2. List the task(s) and services the vendor agrees to perform for the designated practices. List the geographic region (by county) the vendor agrees to provide the services in if they cannot provide services Statewide.

A. Task and Services	B. Practices	D. Geographic Region (By County)	E. Amount Charged per Task
(1) Offer Eligibility - Continuous			\$
(2) Needs and Feasibility			\$
(3) Conservation Plan - Original Plan			\$
(4) Conservation Plan - Modification			\$
(5) Performance Report			\$
(6) Status Review			\$
(7) Haying and Grazing Plan			\$

3. REMARKS

**4. ACCEPTANCE OF THE TERMS AND CONDITIONS OF THIS STATEMENT OF WORK:**

*The vendor shall furnish services, if and when requested by FSA from the date of establishment of this Statement of Work through September 30, 2004, or the date of cancellation if earlier than September 30, 2004. This Statement of Work can be renewed if in the interest of FSA. By signing below, the vendor indicates acceptance of the terms and conditions of this Statement of Work.*

A. Signature of Vendor	B. Title of Vendor	C. Date of Acceptance (MM/DD/YYYY)
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5. Reviewed and Approved by FSA State Contracting Officer:

A. Name and Address of FSA State Office	B. Signature of FSA Official	C. Date (MM-DD-YYYY)
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Telephone No. (Include Area code)

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**Example of State Office Notice of Solicitation**

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**NOTICE OF SOLICITATION****FARM SERVICE AGENCY**

Farm Service Agency, through the Commodity Credit Corporation (CCC) is seeking qualified individuals or entities to become vendors to provide conservation planning and technical assistance for participants in the Conservation Reserve Program continuous signup (Continuous CRP), Conservation Reserve Enhancement Program (CREP), and Farmable Wetlands Pilot (FWP) program, as applicable (*Include only the pertinent program(s)*) in the State of \_\_\_\_\_.

Interested parties seeking more information and guidelines for minimum qualification requirements for vendors, shall request a copy of the Statement of Work pertaining to this solicitation from:

Name: FSA State Contracting Officer  
State FSA Office  
City, State, ZIP  
Telephone: xxx-xxx-xxxx

All bids must be received at the above address by April 30, 2002.

Individuals, entities, etc. who meet the minimum qualification standards, as determined by CCC, may then submit bids to supply the services necessary to support the above referenced program(s).

**Administering Private Sector Technical Assistance Pilot**

**A**

**State Office  
Action**

The following table will assist State Offices in administering the CRP Private Sector Technical Assistance pilot.

<b>Step</b>	<b>Action</b>	<b>By Whom</b>	<b>When</b>	<b>Additional Instructions</b>
1	Post Notice of Solicitation (Exhibit 5).	SCO	Within 15 calendar days of receipt of this notice	
2	Acquire NRCS Third Party Vendor Organization list.	SCO	Within 15 calendar days of receipt of this notice	
3	Provide solicitation package.	SCO	When requested by prospective vendors	Also provide package to NRCS-approved third party vendors, when requested.
4	Review vendor qualifications.	SCO	Upon receipt	Request additional information, if necessary.
5	Provide STC vendor qualifications for review.	SCO	Within 30 calendar days of receipt	
6	Review vendor qualifications and certify qualified vendors.	STC	Within 30 calendar days	Certify only qualified vendors based on Statement of Work. Disapprove all others. No appeal rights.
7	Bid for services to be rendered.	Certified vendor	Within 15 calendar days	Exhibit 4
8	Review and take action on vendor bids.	SCO	Within 15 calendar days	Approve only bids equal to or lower than established maximums. Disapprove all others. No appeal rights.
9	Sign and certify Statement of Work.	SCO and approved vendor	Within 15 calendar days	Exhibit 4
10	Assign number to approved vendors.	SCO	Within 10 calendar days	
11	Provide approved vendor list to applicable County Offices.	SCO	Within 10 calendar days	
12	Maintain approved vendor list.	SCO	Ongoing	
13	Maintain quality assurance of vendor work.	CCC representative	Immediately after receipt of first 5 deliverables from each new vendor	

Continued on the next page

**Administering Private Sector Technical Assistance Pilot (Continued)**

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**B**

**County Office Action**            The following table will assist County Offices in administering the CRP Private Sector Technical Assistance pilot.

<b>Step</b>	<b>Action</b>	<b>By Whom</b>	<b>When</b>	<b>Additional Instructions</b>
1	Publicize pilot program.	CED	Upon receipt of notice	
2	Upon receipt, maintain list of approved vendors.	CED	Ongoing	File vendor list in a secure location.
3	Enter approved vendors in name and address file.	County Office staff	Immediately upon receipt of vendor list from the State Office	Also acquire SF-1199 from each vendor.
4	Provide support to individual vendors.	County Office staff	Requested	Make available copies of all necessary technical documents for approved vendors.
5	Assign vendor to each producer request for technical assistance.	County Office staff	After each request	Complete FSA-60 for <b>each</b> producer request.

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Conservation Plan

A  
Example of  
CCC-146

The following is an example of CCC-146.

This form is available electronically. Form Approved - OMB No. 0560-0125

<b>CCC-146</b> (03-22-02)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. County FSA Office Name and Address	
<b>CONSERVATION PLAN AND APPROVAL</b>				Telephone No. (Area code)	
See Page 3 for Privacy Act and Public Burden Statements.					
<b>PART A - CONSERVATION PLAN</b>					
2. Participant Name		3. Participant Address		4. Participant Telephone No. (Include Area code)	
5. Farm Number		6. Tract Number		7. Tract Acres	
8A. Vendor Name		8B. Vendor Address		8C. Vendor Telephone No. (Include Area code)	
9A. Title of Conservation Practice (Example - TERRACE)					
9B. Enter practice description, operation and maintenance requirements, and purpose. (Example - An earth embankment, a channel, or a combination ridge and channel, constructed across the slope. Terraces to be maintained at or above 50 percent of the original design capacity)					
9C. Enter planned practice quantities:					
(1) Field	(2) Planned Amount	(3) Month	(4) Year		
	\$				
	\$				
	\$				
10A. Title of Conservation Practice					
10B. Enter practice description, operation and maintenance requirements, and purpose.					
10C. Enter planned practice quantities:					
(1) Field	(2) Planned Amount	(3) Month	(4) Year		
	\$				
	\$				
	\$				

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Continued on the next page

Conservation Plan (Continued)

**A**  
**Example of**  
**CCC-146**  
**(Continued)**

Page 2 of 3

CCC-146 (03-22-02)

11A. Title of Conservation Practice

11B. Enter practice description, operation and maintenance requirements, and purpose:

11C. Enter planned practice quantities:

(1) Field	(2) Planned Amount	(3) Month	(4) Year
	\$		
	\$		
	\$		

12A. Title of Conservation Practice

12B. Enter practice description, operation and maintenance requirements, and purpose:

12C. Enter planned practice quantities:

(1) Field	(2) Planned Amount	(3) Month	(4) Year
	\$		
	\$		
	\$		

13A. Title of Conservation Practice

13B. Enter practice description, operation and maintenance requirements, and purpose:

13C. Enter planned practice quantities:

(1) Field	(2) Planned Amount	(3) Month	(4) Year
	\$		
	\$		
	\$		

Continued on the next page

Conservation Plan (Continued)

A  
Example of  
CCC-146  
(Continued)

CCC-146 (03-22-02) Page 3 of 3

**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is the Food Security Act of 1985, (Pub. L. 99-198), as amended, and regulations promulgated at 7 CFR Part 1410 and the Internal Revenue Code (26 USC 6109). The information will be used to verify producer is performing activities on conservation plan in accordance with CRP contract. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in determination of ineligibility for certain program benefits and other financial assistance administered by the USDA agency. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001, 15 USC 714m, and 31 USC 3729, may be applicable to the information provided.

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**PART B - CONSERVATION PLAN CERTIFICATION**

I (We) concur in the practice and installation schedule for all fields associated with this conservation plan. I (We) understand that, when this conservation plan and any associated long term contract(s), is applied to the land and maintained on a continuing basis, it will address those concerns for which it is designed. Any deviation or modification of this plan associated with any long term contract without FSA notification and concurrence may result in a program contract violation.

14A. PARTICIPANT OR DECISIONMAKER SIGNATURE	14B. Date (MM-DD-YYYY)
15A. PARTICIPANT OR DECISIONMAKER SIGNATURE	15B. Date (MM-DD-YYYY)
This Conservation Plan meets the requirements of FSA handbook 2-CRP and CRP-1 contract.	
16A. VENDOR SIGNATURE	16B. Date (MM-DD-YYYY)
17A. REVIEWED BY (CONSERVATION DISTRICT)	17B. Date (MM-DD-YYYY)
18A. APPROVED BY (CCC REPRESENTATIVE)	18B. Date (MM-DD-YYYY)

Continued on the next page



Conservation Plan (Continued)

C  
Example of  
CCC-146-B

The following is an example of CCC-146-B.

This form is available electronically. Form Approved - OMB No. 0560-0125

<b>CCC-146-B</b> U.S. DEPARTMENT OF AGRICULTURE (03-22-02) <span style="float: right;">Commodity Credit Corporation</span>		1. DATE OF REVIEW	
<b>CONSERVATION PLAN STATUS REVIEW</b>		2. NAME OF COUNTY	
<p><b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The authority for requesting the following information is the Food Security Act of 1985, (Pub. L. 99-190), as amended, and regulations promulgated at 7 CFR Part 1410 and the Internal Revenue Code (26 USC 6109). The information will be used to verify producer is performing activities on conservation plan in accordance with CRP contract. Furnishing the requested information is voluntary. Failure to furnish the requested information will result in determination of ineligibility for certain program benefits and other financial assistance administered by the USDA agency. This information may be provided to other agencies, IRS, Department of Justice, or other State and Federal Law enforcement agencies, and in response to a court magistrate or administrative tribunal. The provisions of criminal and civil fraud statutes, including 18 USC 286, 287, 371, 641, 651, 1001; 15 USC 714m; and 31 USC 3725, may be applicable to the information provided.</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 0560-0125. The time required to complete this information collection is estimated to average 5 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>			
3. Participant Name and Address		4. Contract or Agreement No.	5. Farm No.
Telephone No. (Including Area code)		6. Tract No.	
7. List the planned practices indicated on form CCC-146. In Items B through D, check "✓" progress in applying the plan:			
A. Planned Practice	B. Planned	C. Installed	D. Maintained
8. Revisions of plan or modification of contract needed. Enter documentation for any changes needed to plan or contract:			
9. Technical Assistance. Enter documentation for any technical assistance needed or requested by the participant:			
10. Is land still under control of the participant? YES <input type="checkbox"/> NO <input type="checkbox"/>			
11. Failure to establish cover in a timely manner or maintain cover will result in non-compliance status. The result could be a payment reduction or termination of your CRP contract following the Farm Service Agency (FSA) committee review.			
A. Participant Signature	B. Date Signed by Participant (MM/DD/YYYY)	C. Vendor Signature	D. Date Signed by Vendor (MM/DD/YYYY)

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Continued on the next page

Conservation Plan (Continued)

**D**

**Folder Arrangement**

The following is:

- an example of the format to be used to arrange the conservation plan folder
- the arrangement of the plan for each part from front to back.

The conservation plan is to be delivered in a 6-part folder.

Part	Description of Arrangement
First Cover	<p>Location map (aerial photograph 1" = 660' scale).</p> <ul style="list-style-type: none"> <li>• Identify CRP fields to be enrolled.</li> <li>• Standard NRCS legend nomenclature for physical features (fences, wetlands, farm roads, etc.) should be used.</li> <li>• Provide adequate space for the following:                             <ul style="list-style-type: none"> <li>• CRP-1</li> <li>• letters to and from producer.</li> </ul> </li> </ul>
Second Cover	<ul style="list-style-type: none"> <li>• Conservation technical assistance notes, which is a 1-page sheet that denotes:                             <ul style="list-style-type: none"> <li>• the time and date the vendor met with the producer</li> <li>• notes about the meeting.</li> </ul> <p><b>Example:</b> On October 16, 2001, met with Mr. Farmer to stake out grassed waterway. Surveyed waterway, benchmark is a steel spike on the oak tree.</p> </li> <li>• Notes for needed follow-ups or revisions.</li> <li>• Provide space for status reviews. Status reviews are on-site meetings between the vendor and the producer to review the status of the contract, which includes reviewing the practices of the contract. The status review must include, at a minimum, the following:                             <ul style="list-style-type: none"> <li>• date</li> <li>• signature of the technician (vendor) and producer</li> <li>• status of the activity of the contract.</li> </ul> <p><b>Example:</b> The practices that are:</p> <ul style="list-style-type: none"> <li>• installed and the condition of the practice</li> <li>• remaining to be installed.</li> </ul> </li> </ul>

Continued on the next page

Conservation Plan (Continued)

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**D**  
**Folder**  
**Arrangement**  
**(Continued)**

Part	Description of Arrangement
Third Cover	<ul style="list-style-type: none"> <li>• Soil map for the applicable land.</li> <li>• Soil interpretive information; overview of soils and their limitations.</li> <li>• Environmental assessment of the resource on FSA-850. The vender shall review the animal, plant, soil, water, air, economic and cultural impacts of the proposed practice, and activity.</li> </ul>
Fourth Cover	<p>Conservation Plan of Operations. Use example format provided for in this exhibit. Information included shall be as follows:</p> <ul style="list-style-type: none"> <li>• field location</li> <li>• extent (acre, feet, number, etc.) of the activity or practice</li> <li>• conservation practice (for example, CP-22) and brief practice narrative and description</li> <li>• estimate of practice costs, including all components</li> <li>• reference to specific job sheets with detailed requirements for installation of the practice.</li> </ul>
Fifth Cover	<ul style="list-style-type: none"> <li>• Job sheets consistent with NRCS FOTG, manuals, and handbooks.</li> <li>• Detailed plan requirements, such as surveys, field notes, and engineer design calculation sheets.</li> <li>• Detailed layout and checkout notes.</li> <li>• CRP-3.</li> <li>• CRP-2.</li> </ul>
Sixth Cover	<ul style="list-style-type: none"> <li>• AD-862, putting the latest one on top.</li> <li>• Other supporting data.</li> </ul>

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