

**For:** State and County Offices

**Entering Tree Thinning Contract Extensions**

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



**1 Overview**

**A Background**

Notice CRP-431 provided certain CRP participants with practice CP11 the opportunity to modify their CRP contracts. The contract modification offered allows the CRP participant to take up to 3 additional years from the effective date of the contract to complete required tree thinning activities. This modification also extends the contract life by 3 years with no overall additional outlays.

County Software Release No. 518 contains software that allows County Offices to enter these contract modifications into the System 36 contract software.

**B Purpose**

This notice provides County Offices with instructions for:

- modifying existing CP11 contracts using updated software distributed in County Software Release No. 518
- correcting CP11 contract extensions that were recorded improperly before installing County Software Release No. 518.

**2 County Office Action**

**A Extending CP11 Contracts**

The contract extension and correction tools are available from Screen EPCF00, "CRP Contract File Menu". To navigate to Screen EPCF00 from the Main Conservation Menu EEA00:

- select option 3, "CRP Contract File Menu"
- then select option 13, "Modify or Reverse Modification".

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2004	State Offices; State Offices relay to County Offices

## Notice CRP-441

### 2 County Office Action (Continued)

#### A Extending CP11 Contracts (Continued)

Follow instructions in this table to provide the 3-year extension

Step	Action
1	On Screen EPCF00, select option 5, "Modify Contracts with CP11 for 3 Additional Years". Screen EPCF7001, "Modify CRP Contracts", will be displayed.
2	Enter the contract number.
3	Enter the fiscal year the modification will be effective.  <b>Note:</b> The proper fiscal year for contracts eligible because of Notice CRP-432 is 2004.
4	Enter "Y" or "N" in response to the question, "Is there another CRP Contract to enter?", and PRESS "ENTER" to accept the modification and exit or enter another contract.

#### B Correcting Improperly Extended Contracts

Any CP11 contract extensions created based on the eligibility criteria in Notice CRP-431 using software available before County Software Release No. 518 were calculated erroneously. These contract extensions must be corrected by first reversing the modification in place and then completing the modification process according to subparagraph A using the current software.

**This correction process must be completed by September 15, 2003.**

Follow the instructions in this table to reverse an earlier CP11 contract extension.

Step	Action
1	On Screen EPCF00 choose option 6, "Reverse Modified Contracts with CP11 for 3 Additional Years".
2	Enter the contract number.
3	Enter "Y" or "N" in response to the question, "Is there another CRP Contract to enter?", and PRESS "Enter" to accept the modification and exit or enter another contract.

Record new contract extensions once the needed reversals have been completed.

### 3 State Office Action

#### A Action Required

State Offices shall ensure that County Offices follow the provisions of this notice.