

**For:** State and County Offices

**Using the CRP General Signup 29 (SU29) Geographic Information Systems (GIS) Tool  
and Soil Rental Rate (SRR) Mapping Tool**

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



**1 Overview**

**A Background**

An enhanced CRP GIS Tool (Tool) has been developed for general SU29. This Tool was programmed as an ArcView GIS Extension and designed to operate with ArcView 3.2 or 3.3 using GIS shape files and CRP databases that already exist or are currently under development.

The SU29 version of the Tool is intended to be used interactively by County Offices working with producers during signup for developing possible CRP offer scenarios. Using the software will substantially enhance the accuracy and reduce the time required to make CRP determinations compared to manual processes. The primary function of the Tool is the generation of an ArcView GIS Layout (map) with the offered area delineated and related determinations and calculations provided on the map. See Exhibit 1 for an example of a GIS layout map.

**B Purpose**

This notice provides GIS and related CRP information to State and County Offices to prepare for and use the Tool.

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

## Notice CRP-468

### 2 Tool Use

#### A Supporting General Signup With the Tool

The current Tool was developed to support general SU29.

**Note:** This Tool shall **not** be used for any contract revisions from previous signup periods.

The Tool is primarily designed to help County Offices make soils and related determinations that include identifying/determining for an offer scenario area:

- Soil Map Unit Symbols (soil types) and Soil Acreages
- SRR's and Maximum Payment Rates
- Erodibility Index  $\geq 8$  Land Eligibility.

The Tool is intended to be used primarily as an interactive aid for both the County Office and producers to develop CRP scenarios for possible CRP offers during signup. County Offices may use the Tool to make soils determinations for offers after producers have left the office; however, the ability to quickly develop alternative scenarios is lost when this is done.

Using the Tool to support the next general signup is voluntary but strongly encouraged where suitable. Using manual soils determinations is the standard policy for CRP administration. County Offices that choose not to use the Tool for some or all offers received will be required to make soils determinations using non-GIS methods for those offers. There may be some offers for which manual soils determinations are quicker and more practical, such as those with clearly only 1 soil type.

For those States where the Tool is to be used, SED's, CRP program specialists, and State GIS Coordinators shall facilitate and manage Tool deployment and use by County Offices.

**Note:** With the release of the SU29 Tool, use of the SU26 Tool shall be discontinued.

#### B Supporting Continuous/CREP/FWP Signups With the Tool

Future versions are being planned to support Continuous, Conservation Reserve Enhancement Program (CREP), and Farmable Wetland Program (FWP) signups. However, until these versions are deployed, users can use the SU29 Tool to make soils and acreage determinations for Continuous/CREP/FWP scenarios. Maximum Payment Rate and EI  $\geq 8$  Land Eligibility information generated by the SU29 Tool is calculated differently or not applicable to Continuous/CREP/FWP signups and should be marked out of any layouts with pen and ink.

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**2 Tool Use (Continued)**

**C CRP GIS-Suitable County Offices**

County locations without NRCS’s SSURGO II or other approved soils shape files **are not suitable** to make soils determinations with the Tool, although they can use the Tool to determine total acreage and create layout maps for offer scenario areas using processing “Level A Determine Total Acres”, (also known as “planimeter mode”), as described in subparagraph D.

**Note:** This more basic level Tool use does not use any soils shape file, soils databases, or any other soils information. All Service Centers need to have the following for Level A Tool use:

- ArcView GIS 3.2 (or higher) software
- Mosaicked Digital Ortho Quad (MDOQ) or similar aerial imagery.

Those County Office locations that **are suitable** to make soils and related determinations with the Tool, as outlined for processing “Levels B and C”, as described in subparagraph D, are those with the following:

- ArcView GIS 3.2 (or higher) software
- MDOQ or similar aerial imagery
- NRCS’s SSURGO II soils shape file (or other soils shape file approved according to subparagraph 3 A)
- CRP Soils Database (Distributed embedded with the Tool).

<b>SU29 Processing Levels</b>			
<b>Support Files Needed</b>	<b>Total Acreage Administrative Data Layout Map</b>	<b>Soil Type Determination Soil Acreage Soil Rental Rate Maximum Payment Rate</b>	<b>Soil Type Determination Soil Acreage Soil Rental Rate Maximum Payment Rate EI Eligibility</b>
<b>Level A MDOQ</b>	Yes	No	No
<b>Level B/C MDOQ SSURGO II CRP Soils Database</b>	Yes	Yes	Yes

2 Tool Use (Continued)

D Processing Levels

The Tool is designed with the following 3 different processing levels, the use of which depends on the GIS data available and the needs of the County Office.

- (Level A) **Determine Total Acres.** The Tool can be used by those County Offices that only have digital orthophotos, the MDOQ's, but do not have NRCS's SSURGO II soils shape files or other approved soils shape file. The Tool produces a GIS layout (map) containing the area selected or drawn and displays the total acreage of that area. Administrative data is also recorded in the layout heading--"planimeter mode."
- (Level B) **Determine Soils & Rents.** The Tool provides the same features as (Level A) but also determines soil types, soil acreages, and the Maximum Payment Rate. (Level B) requires NRCS's SSURGO II soils shape file and the new CRP Soils Database. This level is intended to be used for counties where  $EI \geq 8$  land eligibility determinations are not needed because users know that the cropland is already eligible under Conservation Priority Area or other criteria. All soils delineated in the layout are listed on the output table with the corresponding SRR's.

(Level B) can be used to provide applicants with the Maximum Payment Rates for alternate offer scenarios.

- (Level C) **Determine Soils, Rents, and EI Eligibility.** The Tool provides the same features of (Level B) and requires the same SSURGO II and CRP Soils Database. The Tool also calculates  $EI \geq 8$  for land eligibility determinations. The land eligibility determinations, which output the calculated EI rates for wind and water erosion and a "Yes/No" eligibility statement, require the verifications of default Rainfall (R) and Climate (C) erosion factors.

(Level C) can be used to provide applicants both the Maximum Payment Rate and  $EI \geq 8$  land eligibility information to help producers qualify acreage using alternate scenarios.

**Note:** The Tool only allows 1 processing level to be used for each scenario. County Offices should use the appropriate level for all scenarios.

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### 2 Tool Use (Continued)

#### E Other GIS/CRP Rules and Use Guidelines

The Tool will not function for those farms outside the county boundaries unless the County Office also has SSURGO II shape file coverage and MDOQ's for these areas. Offers for land on these farms will usually require planimeter-based or manual soils determinations.

The Tool functions as a "stand-alone" desktop application for developing possible offer scenarios. Information from the scenarios, developed with the producers, must be manually entered into the General Signup Offer Process (GSOP) system to become actual CRP offers. Offer information generated by the Tool cannot be transferred digitally into the offer system.

In addition to this Tool, the new offer system, GSOP, which is being developed by CEPD and KC-Application Development Center (ADC), will be used by FSA County Office staff during signup to help make Maximum Payment Rate, Land Eligibility, Environmental Benefits Index, and related calculations. At the start of signup, GSOP and the Tool software processes will both read the same CRP soils database; however, any subsequent changes made by States to the CRP soils database must then be downloaded/imported to be applied to the PC for Tool use. Follow to subparagraph 3 C for downloading/importing.

CEPD and KC-ADC will mail a copy of both the CRP GIS Determination Tool with an embedded copy of the National CRP Soils database files on compact disc (CD) to County Offices before the beginning of the next general signup. Before this mailing, the CRP soils data files should have been updated by States according to Notice CRP-458.

**Note:** The SRR Mapping Tool and the Soils Data Import Tool will also be included on the CD.

NRCS will be available during signup for extraordinary technical assistance needs. If all local parties agree, GIS-trained NRCS staff may use the Tool to support signup.

The Tool supports scenario development by automatically recording scenario numbers that are unique for each tract whenever a layout (map) is created. County Offices can develop multiple offer scenarios for a tract so applicants can submit 1 or more offers. When no offers are submitted, scenarios may be deleted to help keep records more organized; however, users who delete scenarios must keep a count of the total number deleted for workload recording purposes.

Some of the acreage delineated for a potential offer may have inclusions or borders with noncropped land that needs to be excluded before scenarios are processed. In some cases, fields delineated in the Common Land Unit (CLU) layer include noncropped areas. In addition, some CRP offers require soils determinations for the entire offered area and for subportion of the offered area.

**2 Tool Use (Continued)**

**E Other GIS/CRP Rules and Use Guidelines (Continued)**

**Notes:** See the Tool's User Guide for instructions for handling subportion processing.

A copy of the Tool's User Guide is available through Internet Explorer at <http://fsagis.usda.gov/fsagis/>. Highlight "Tools" and "User Documentation". Click on "SU29\_CRP\_Determination\_UserGuide.doc".

**F Soils Rental Rate Mapping Tool**

The SRR Mapping Tool is provided as an additional "stand-alone" ArcView GIS Extension to help State and County Offices with on-going Rental Rate analysis according to 2-CRP . The tool develops rental rate pattern maps for a county (soil survey area) or set of adjacent counties. The tool is not intended to be used directly in signup operations. The SRR Mapping Tool and its user guide are included the CD.

The Mapping Tool is provided for both State and county level use to help identify and resolve SRR inconsistencies within and across county boundaries. SRR changes made by States using the CRP Soils Data website must be downloaded/imported to be applied for Mapping Tool use. Follow to subparagraph 3 C for downloading/importing.

**3 Tool Support Files**

**A SSURGO II Soils Theme (Required for Soils Determinations)**

The soils theme for Tool use is the NRCS SSURGO II shape file maintained for suitable County Offices on a shared drive on the County Office file server.

**Notes:** Counties with land in multiple soil surveys may need to use more than one SSURGO II shape file depending on the area in the county where scenarios are to be processed. However, only one SSURGO II shape file can be added to a user project at the same time, hence users will need to delete the SSURGO file added to the View before adding a different one.

NRCS's tabular data deployed with NRCS's SSURGO II shape files is not used by the Tool.

Refer to the **Manual for Managing Geospatial Datasets in Service Centers Version 4.0** for the specific directory tree, file naming convention, and managing the data.

State CRP program specialists shall review SSURGO II deployment with NRCS State Offices and identify and notify applicable County Offices that currently have NRCS's SSURGO II, or other approved soils shape file, deployed and available for Tool use.

### 3 Tool Support Files (Continued)

#### A SSURGO II Soils Theme (Required for Soils Determinations) (Continued)

FSA State Offices may also contact Ken Lubich, NRCS National Soil Survey Digitizing & DMF Coordinator at 608-276-8732, extension 248, for additional assistance about SSURGO II deployment plans.

For County Office locations without SSURGO II, other soils shape files may be available, which include SSURGO (I) and/or locally-developed soils shape files. Soils shape files other than SSURGO II are approved for use with this Tool by GIS-trained County Offices if all the following are met.

- The NRCS State Office approves using soils layer and certifies that the boundaries of the soils polygons are correct and suitable for CRP soils determinations.
- The soils shape file identifies the soil map unit symbol in the attribute table with the field name "MUSYM" and the soil MUSYM's developed in the shape file layer are consistent with those maintained on the National CRP Soils Database for cropped soils.
- The State Geodata Managers approve using the layer.
- Use of the layers with the Tool is tested by the FSA State Office to verify that the Tool functions correctly.

**Note:** For matching to the CRP Soils Database and Layout title line output, the Tool obtains the Soil Survey Area ID Number from the soils shape file name. All soils layers used with this Tool must use file names with the format of "soil\*\_a\_nd079.shp", where \* means other characters may be added. The "nd079" is the NRCS's Soil Survey Area ID Number. This GIS shape file, if available, should already be stored on the computer server in the County Office in folder **F:\geodata\soils**.

#### B CRP Soils Database (Required for Soils Determinations)

To support both Tool processing and CRP GSOP offer software, soils data must be maintained by FSA and NRCS State Offices in the Soils Database Management System as described in the user guide located at the website shown below. A copy of this:

- Intranet database will be used by the Tool for rental rate and land eligibility calculations
- complete soils file for the entire United States will be distributed with the Tool to each County Office before the next general signup begins.

### 3 Tool Support Files (Continued)

#### B CRP Soils Database (Required for Soils Determinations) (Continued)

The Intranet database is maintained by FSA and NRCS State Offices **only for cropped soils**, including those soils on which continuous hay is grown. For this reason, for some counties there may be fewer soils types (MUSYM's) in the database than in SSURGO II shape files.

The CRP Soil Database Management System is located at:

**<http://fsatpws2.fsa.usda.gov/SoilDbMgnt/applicationAgent/SoilMainServlet>**

A copy of the CRP Soils Database will automatically load from the CD to the hard drive on a PC during the install process.

This file will be copied to the hard drive on the PC with file name  
**C:\program files\USDA\sU29\crp\_tables.mdb.**

**Note:** This Microsoft Access Database contains both a CRP soils file, and an additional county-level file with default RUSLE Rainfall "R" factors and WEQ Climate "C" factors used by the Tool to support Erodibility Index calculations.

For GIS layouts processed with missing soils records, an error message will be provided and SRR will be listed as "ERR" for the applicable soil "MUSYM". To have missing soils records added or incorrect soils data adjusted, County Offices must contact the FSA State Offices for record updating if soils records are missing for cropped soils, and then download/import the updated soils file according to subparagraph C.

#### C Updating CRP Soils Data/SU29 Soils Data Import Tool

Copying updated soils files to County Office for the Tool processing is supported by a "Download Soils" website feature that generates a copy of the current records for saving on a comma delimited PC file. Only those county locations for which State Office staff have made CRP Soils Data changes after the CRP GIS Tool is released to Service Centers will need to use the Download/Import process to update their PC soils file.

After downloading, the new Import Tool must be used to copy the comma delimited PC file changes to the Microsoft Access (.MDB) PC file used by the CRP GIS Tool and SRR Mapping Tool. This download/import process should be completed for all PC's on which the Tool is loaded. This updating process is performed using the new SU29 Soils Data Import Tool issued on the same CD as the SU29 CRP Determination Tool. The new SU29 Soils Data Import Tool will automatically load to a PC when the CRP GIS Tool is loaded. The Import Tool automates the soil file updating process, and it can be accessed through the program's shortcut icon displayed on the user's Windows desktop.

### 3 Tool Support Files (Continued)

#### D CLU Theme (Optional)

The Tool is designed to function with or without the CLU theme. Uncertified CLU can be used with the Tool.

**Note: Use caution when using uncertified CLU layers for the SU29 determination process. Carefully check to make sure delineated field boundaries on the CLU layer properly represent real world tract and field boundaries.**

The CLU theme, if available, may be loaded before scenarios are processed. Having the CLU loaded provides the following capabilities:

- supports the following:
  - “FIND” tool feature to help users search and zoom to a specific farm/tract
  - automatic loading of Farm/Tract/CLU-Field numbers to the layout map
  - using the split-field feature
  - error messages for individual scenarios that cover multiple tracts
- orients users to the area of interest
- existing whole fields can be easily and accurately selected rather than using the draw tool.

The CLU shape file, if available, should already be stored on the file server in the County Office in folder **F:\geodata\common\_land\_unit\fsa\_clu**.

**Notes:** Refer to the **Manual for Managing Geospatial Datasets in Service Centers Version 4.0** for the specific directory tree, file naming conventions, and managing the data.

#### E Digital Aerial Photography Theme (Required)

MDOQ imagery received from APFO should be used with the Tool, if available. If the County Office does not have this GIS layer, they are authorized to use NRCS’s MDOQ or other suitable imagery layer approved by the State Geospatial Data Team.

This GIS file, if available, should already be stored on the computer server in the County Office in folder **F:\geodata\ortho\_imagery**.

**Note:** Refer to the **Manual for Managing Geospatial Datasets in Service Centers Version 4.0** for the specific directory tree, file naming convention, and managing the data.

Request NRCS assistance for identifying the local file if NRCS MDOQ is used.

### 3 Tool Support Files (Continued)

#### F Hydrologic Unit Code-8 (HUC-8) Theme (Optional)

The Tool is designed to support HUC-8 level USGS watershed determinations. Including this layer allows the tool to determine the applicable HUC for a given delineated area, which is printed on the title line of the layout.

State Geodata managers are responsible for correctly projecting HUC into the correct Universal Transverse Mercator zone applicable to their County Office and distributing copies of the projected HUC-8 layers to County Offices.

This GIS file, when received from State Geodata managers, should be stored on the computer server in County Offices in folder **F:\geodata\hydrologic\_units**.

**Note:** For some counties, CRP policies require that HUC determinations larger than 8 digits be used for CRP offers. For these sites, additional HUC digits will need to be identified locally for CRP offer processing with GSOP.

#### G Public Lands Survey System (PLSS) Theme (Optional)

The PLSS layer provides the township/section/range grids to support the “FIND” tool.

PLSS is not available to all County Offices.

This GIS file, if available, should already be stored on the computer server in the County Office in folder **F:\geodata\cadastral**.

**Note:** Refer to the **Manual for Managing Geospatial Datasets in Service Centers Version 4.0** for the specific directory tree, file naming convention, and managing the data.

#### H Other GIS Feature Themes (Optional)

The Tool also allows County Offices to load other existing GIS themes that are correctly projected and have been distributed by the State Geospatial Data Team. The optional use of these layers is supported to help users spatially orient locations in their counties. Only 2 additional layers may be used. The file locations/names must be determined locally.

GIS layer files not issued by State Geospatial data teams, or not in the correct projections, may not be used with the Tool.

**Note:** A reference map of counties by UTM Zone can be viewed at [http://nm6.ftw.nrcs.usda.gov/website/county\\_utm\\_zone/](http://nm6.ftw.nrcs.usda.gov/website/county_utm_zone/)

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**4 Tool Deployment Preparations and Installation/Setup**

**A Tool Use Preparations**

County Offices shall prepare for using the Tool according to the following table

<b>Step</b>	<b>Action</b>
1	<p>State CRP and GIS staff shall assess and notify County Offices, for which use of the Tool is sought, about the availability of the following:</p> <ul style="list-style-type: none"> <li>• NRCS’s SSURGO II or other acceptable soils shape files</li> <li>• MDOQ or other digital aerial photography</li> <li>• CLU shape files.</li> </ul>
2	<p>State Geodata administrators must process the HUC shape file into proper UTM zone projections for their counties and distribute to County Offices. Distribution must occur to support using the HUC-8 layer for the next general signup.</p> <p>State Offices shall issue projected HUC-8 layers to County Offices using the file name “<b>huc250K_a_us</b>”.</p>
3	<p><b>Note:</b> The CRP GIS Tool for SU29 when installed will automatically uninstall the SU26 Tool from the PC, but not the SU26 soils files.</p> <p>Before loading the Tool from CD, County Offices shall manually uninstall any existing training/test versions of the SU29 Tool extension software and support files from all PC’s.</p> <p><b>Note:</b> Administrative privileges are required to remove the Tool.</p> <p>The application has no unattended uninstallation options. County Offices shall uninstall the application according to the following:</p> <ul style="list-style-type: none"> <li>• open “ADD/Remove Program Properties”</li> </ul> <p style="padding-left: 40px;"><b>Note:</b> Click “Start”, “Settings”, “Control Panel”, “ADD/Remove Programs”.</p> <ul style="list-style-type: none"> <li>• from the scroll-down list, highlight “CRP Soils Determination Tool vX”</li> </ul> <p style="padding-left: 40px;"><b>Note:</b> “X” is the version number.</p> <ul style="list-style-type: none"> <li>• click “Add/Remove”</li> <li>• click “OK”</li> <li>• click “No” to save all shared files if applicable.</li> </ul> <p>The user documentation is not removed from the installation directories, but subsequent installations of the Tool extension will overwrite any existing user documentation.</p> <p><b>Important:</b> The approved version provides an ArcView button with the letters “SU29”, and all training/test versions generate an ArcView button with the letter “<b>Test/G29</b>”</p>

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### 4 Tool Deployment Preparations and Installation/Setup (Continued)

#### A Tool Use Preparations (Continued)

Step	Action
4	<p data-bbox="386 380 1024 411">Identify PC's to be used for any CRP offer processing.</p> <p data-bbox="386 447 1446 510">The County Office IT Administrator shall run the InstallShield and load the Tool from CD for all applicable FSA PC's.</p> <p data-bbox="386 548 1430 611"><b>Note:</b> After installing on FSA PC's, make CD available to NRCS for loading on NRCS PC's.</p>
5	<p data-bbox="386 621 667 653"><b>This step is optional.</b></p> <p data-bbox="386 695 1455 852">After the Tool is loaded from CD, County Offices may conduct a MUSYM consistency review before using the Tool to support signup operations by developing and comparing printed listings of Soil MUSYM's from both the SSURGO II shape file (or other approved GIS soils layer) and the CRP Soils Database file copied into a Microsoft Access file format and distributed with CD.</p> <p data-bbox="386 894 1451 1020">County Offices should contact the State CRP program specialist to have soil records added or modified as according to subparagraph 3 B for cropped soil MUSYM's listed with the SSURGO II, or other approved soils shape file layer, but missing from the CRP Soils Database.</p> <p data-bbox="386 1062 1419 1157">Request assistance from the local NRCS office to identify MUSYM's printed from the SSURGO II soils shape file records that are not cropped and need not be included in the CRP Soils Database.</p> <p data-bbox="386 1199 1167 1230">See subparagraph B for <b>optional</b> printing of Soil MUSYM's.</p>

**4 Tool Deployment Preparations and Installation/Setup (Continued)**

**B Printing Soil MUSYM's (Optional)**

Print a listing of the Soil MUSYM's:

- in the soils shape files according to the User Guide released with the Tool for instructions
- from the Microsoft Access table file on CD according to the following table.

Step	Action	Result
1	Click "Start".	
2	Select "Run".	
3	ENTER "c:\program files\usda\SU29\CRP_tables.mdb", and PRESS "Enter".	The Microsoft Access database listing data tables will be displayed.
4	Select "USSoil" and double click on the table/file.	The data table will be displayed.  <b>Important:</b> Make sure the data table is open.
5	PRESS "Alt" plus "R" simultaneously.	Record Menu will be displayed.
6	PRESS: <ul style="list-style-type: none"> <li>• "Enter"</li> <li>• "A".</li> </ul>	The filter window will be displayed with the following 4 columns: <ul style="list-style-type: none"> <li>• StateFIPS</li> <li>• CountyFIPS</li> <li>• SSAID</li> <li>• MUSYM.</li> </ul>

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**4 Tool Deployment Preparations and Installation/Setup (Continued)**

**B Printing Soil MUSYM's (Optional) (Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>
7	<p>In:</p> <ul style="list-style-type: none"> <li>• “StateFIPS” column, enter the State FIPS code embedded in double quotes</li> </ul> <p><b>Example:</b> ENTER “01” for Alabama.</p> <ul style="list-style-type: none"> <li>• “CountyFIPS” column, enter the county FIPS code embedded in double quotes.</li> </ul> <p><b>Example:</b> ENTER “001” for Autauga County.</p> <p>PRESS “Enter”.</p>	
8	<p>PRESS:</p> <ul style="list-style-type: none"> <li>• “Alt” plus “R” simultaneously</li> <li>• “Y”.</li> </ul>	<p>All soil records for the selected State and county will be displayed.</p> <p>Compare this data with the GIS shape files.</p>

**Notes:** Repeat steps 5 through 9 for soil records for a different State and county.

Once the comparison task has been completed, close Microsoft Access **without saving the data.**

## 4 Tool Deployment Preparations and Installation/Setup (Continued)

### C Installation/Setup

The Tool will be released with an install program that will copy the following files from CD to the “C” drive on PC:

- **c:\esri\av\_gis30\arcview\ext32\SU29\_CRPDeterminationTool.avx**

**Note:** The install process will copy this file to the correct ArcView directory, which may be at “d:\”, or other location.

- **c:\program files\usda\G29\user\_guides\SU29\_CRP\_Determination\_UserGuide.doc**
- **c:\program files\usda\G29\backup\SU29\_CRP\_Determination\_UserGuide.doc**
- **c:\program files\usda\G29\backup\SU29\_CRPDeterminationTool.avx**
- **c:\program files\usda\G29\backup\Read.**

**Notes:** The install program will also copy the Tool User Guide which will be available by clicking the following:

- “Start”
- “Programs”
- “USDA Applications”
- “CRP”
- “SU29\_CRP\_Determination\_Tool\_UserGuide”.

To obtain assistance loading or using the Tool software, contact the USDA Help Desk.

All Common Computing Environment (CCE) PC software must be installed onto PC’s by users with administrative privileges.

## 5 Handling GIS Projects and Scenarios

### A GIS Projects and Scenarios

A separate GIS project should be established on the “F” drive on the server for each PC that will be using the Tool. Save projects to the “F” drive using the applicable unique CCE workstation name, such as “The PC Number”, as part of the file name, at the end of each day when the Tool is used, as shown below.

In addition, each GIS user should establish one GIS project for each county the Tool is used for on a PC. Include the physical location State and county codes in the file names to distinguish separate county projects.

Save the projects on all PC’s to the “F” drive using filename format “F:\geodata\project\_data\fsa\SU29\_{county}\_{username}.apr”.

**Note:** Insert:

- State and county physical location FIPS code in place of “county”
- logon ID name of the user in place of “username”.

Process scenarios within a GIS project according to the Tool’s User Guide and the following guidelines.

- Users should zoom to the maximum extent suitable before delineating scenario acreage.
- Users are encouraged to display only the MDOQ imagery and CLU layers in ArcView before delineating the acreage for a scenario.
- Layout maps of scenarios should be printed in landscape format. Using color printers is recommended if colors are displayed in the map.
- Copies of all CRP offer scenarios layout maps that may become CRP offers should be provided to CRP applicants and kept in the applicants’ CRP folder. When maps are provided, applicants should be reminded that CRP offers require both a signed CRP-2 and CRP-1, and that eligible scenarios become offers only if requested by applicants.
- For GIS scenarios that become offers, County Offices shall attach a copy of the layout map to either the CRP-2 or CRP-1 offer in the producers’ CRP file.

## 5 Handling GIS Projects and Scenarios (Continued)

### A GIS Projects and Scenarios (Continued)

The Tool will automatically save shape files and windows bitmap files for each scenario/layout map. The tract number and scenario numbers are embedded in the file names, and files are stored in folder

**F:\Geodata\Project\_Data\FSA\SU29\_Scenarios\{county}\_{tract}\layout\_{county}\_{tract}\_{Scenario#}.bmp.**

**Notes:** Insert the applicable State and county FIPS codes in place of {county} and the applicable tract number in place of {tract}. Scenario numbers are assigned consecutively within tract.

If this folder structure does not exist, or files cannot be created in the proper folder, the scenarios will instead be automatically saved to the **C:\SU29\_Scenarios\{county}\_{tract} folder.**

County Offices:

- with substantial CRP activity may find that scenario/layout records may quickly become numerous and burdensome to manage
- may delete scenarios for which applicants clearly indicate they do not wish to submit as offers.

**Note:** See subparagraph 2 D for workload recordkeeping requirements for deleted scenarios.

### B CRP Acreage Measurement and CRP GIS Tool Acreage Determinations

Many offers that become CRP contracts require paid measurement services to determine the correct total acreage.

All CRP GIS scenarios provide the total offer acreage rounded to the nearest tenth of an acre. The total acreage amounts produced in GIS layouts developed by trained County Office Tool users do not require additional paid measurement service.

**Note:** Acreages smaller than 0.05 acres will be rounded to 0.0 for display on the layout/map.

### C Subsequent CLU File Maintenance

CRP contracts/fields are recorded in the CLU layer; however, the Tool does not update the CLU layer for scenarios that become CRP contracts. CLU users are required to manually update the CLU layer with CRP contracts according 2-CP and 8-CM.

County Offices are encouraged to maintain the Tool scenario layouts and files for offers that become CRP contracts to help facilitate this later CLU layer updating.

## **6 Tool Enhancements Developed for the SU29 Tool**

### **A Additional Features**

To provide the best features possible before the next general signup, additional features have been added. These features include the following.

- latitude and longitude of the scenario centroid included on layout map
- maximum Total annual rental rate offer included on the layout map
- User ID login requirement for file management
- option to load 2 additional GIS themes using the add themes/files control panel
- additional tool buttons located on the CRP determination tool palette: Do Over and Delete
- offer acreage is summed by CLU in the layout map.

GIS Sample Layout Map

