

For: State Offices and Service Centers

Common COR Findings and Clarifying CRP Procedure

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Purpose

2004 COR reports of Service Centers indicate that many of the same error findings are being discovered.

This notice:

- restates and clarifies policy and procedure about:
 - CRP-1 approvals
 - second-party reviews
 - completing CRP-1's
 - signature requirements
 - producer notification
 - approving conservation plans
 - AD-245's
 - CRP-2C's
- provides State and County Offices with a list of common errors findings reported in COR reports. See Exhibit 1.

Disposal Date	Distribution
January 1, 2006	State Offices; State Offices relay to Service Centers

Notice CRP-493

2 Common COR Errors Findings

A CRP-23, Notice about Acceptable CRP Offers

Because continuous signup offers and general signup offers are not processed in the same manner and certain provisions do not apply to both offer types, County Offices must ensure that the correct information is provided in CRP-23. See 2-CRP, Exhibit 12, subparagraph B.

For either general or continuous signup offers, County Offices shall:

- use CRP-23 to notify producers that their CRP offer has been determined acceptable
- mail original CRP-23 to producer and file a copy with the offer
- adapt CRP-23 to fit the situation.

B CRP-24, Notice of Contract Approval

County Offices shall:

- use CRP-24 to notify producers that their offer to place land in CRP has been approved and the effective date of the contract. See 2-CRP, Exhibit 12, subparagraph D
- adapt CRP-24 to fit the individual situation
- prepare CRP-24 in duplicate:
 - mail original to the producer
 - file a copy with the producer's CRP-1.

Notice CRP-493

2 Common COR Errors Findings (Continued)

C Requirements Before Approval

Before approving CRP-1's, County Offices shall:

- complete a second party review of all eligibility requirements and maximum payment rate calculations
- ensure that a separate CRP-1 is complete for:
 - each CRP-2 or CRP-2C
 - practices with different lifespans
- determine and adjust acreage to be enrolled by completing a paid-for measurement service
- ensure that DCP acres and CRP acres do not exceed effective DCP cropland on the farm
- review the multiple county producer list with other County Offices
- determine the total annual rental rate for the acreage being offered and all previously approved CRP-1's
- ensure that NRCS has terminated all applicable WBP agreements
- adjust the value of CRP-1 for the acreage being offered to reflect the total rental payment, if any, the producer will be eligible to earn under the current CRP-1 considering annual rental payment limitation of \$50,000 per person per fiscal year. See 2-CRP, subparagraph 253 A.

D Completing CRP-1

Complete CRP-1 according to the table in 2-CRP, Exhibit 16. County Offices shall ensure that the producer signs CRP-1 and all changes on CRP-1 are initialed and dated by both the employee making the change and the producer.

2 Common COR Errors Findings (Continued)

E Approving Conservation Plans

An approved conservation plan is required before CRP-1 can be approved by COC. See 2-CRP, subparagraph 253 B.

Before approving CRP-1's, COC or designee, shall review and approve the conservation plan to ensure that it:

- includes:
 - a map (aerial photo)
 - a timeframe for implementing the practice
 - field numbers, acreage, and quantities
 - an appropriate job information sheet
 - all maintenance activities for each practice for weed, insect, and pest control for the life of the CRP-1
 - only practices requested on the CRP-1
 - cost-shares for eligible practices only
 - planting requirements which include application rates, such as the amount of seed, lime, and fertilizer, that are consistent with practice specifications
 - mid-contract management measures
 - Haying 1 grazing requirements

2 Common COR Errors Findings (Continued)

E Approving Conservation Plans (Continued)

- has been signed and agreed to by:
 - all signatories of the CRP-1
 - NRCS or other technical service provider
 - Conservation District, unless the Conservation District declines to review the plan in which case NRCS may take further action as needed to account for the lack of this review
 - indicates that CRP cover will not be disturbed during the primary nesting and broodrearing season, as determined by STC in consultation with the STC
 - meets the objective of the CPA, as applicable.

COC, or designee, shall **reject** the plan if these requirements have not been met.

Notice CRP-493

2 Common COR Errors Findings (Continued)

F Issuing AD-245

County Offices shall process initial AD-245 for all practices (C/S and non-C/S) immediately after approving CRP-1. See 2-CRP, subparagraph 461 B.

Issue AD-245, page 2 for all practices on CRP-1 immediately after receiving AD-862 information from NRCS or TSP. See paragraphs 462 and 463.

AD-245 and AD-862 shall serve as a:

- reminder of approval
- report of performance
- claim for payment.

G Completing CRP-2C

County Offices shall complete CRP-2C for continuous signup according to the instructions in 2-CRP, subparagraph 138 C.

All items, except item 2, 3B, and 6, must be completed before the producer signs CRP-2C.

County Offices shall ensure that:

- all changes to data entered on CRP-2C, including completion of item numbers 2 and 3B after producers signs CRP-2C, must be initialed and dated by both the employee making the change and the producer
- the data the CRP-1 will be effective if the acreage offered is accepted is entered.

Common COR Errors Findings

Description of Finding	Percent of Reports With Finding
CRP-24 is not sent to producer when CRP-1 is approved. 2-CRP, Exhibit 12, subparagraph D	41
CRP-1 is approved without a second party review of all eligibility requirements and maximum payment rate calculation. 2-CRP, subparagraph 253 A	38
Change on CRP-1 is not initialed by the producer. 2-CRP, Exhibit 16, subparagraph A, Item 10B	37
CRP-1 is approved without an approved conservation plan. 2-CRP, subparagraph 253 B	29
Effective date of CRP-1 is not entered on CRP-2C. 2-CRP, subparagraph 138 C, Item 3B	28
AD-245 is not prepared immediately following CRP-1 approval. 2-CRP, subparagraph 461 B	28
Producer's signature is not entered on CRP-1. 2-CRP, Exhibit 16, subparagraph A, Item 12	27
CRP-23 is not sent to producer for an accepted offer. 2-CRP, Exhibit 12, subparagraph B	26