

**For:** State and County Offices

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**Recording CRP Contracts for CRP Signup 29**

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



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**1 Overview**

**A Background**

Changes to the software for CRP general signup 29 are in County Software Release No. 563. General Signup Offer Process (GSOP) web-based software has also been updated as of May 16, 2005, to enable signup 29 offers to be transmitted to the System 36 offer file data base.

As offers in GSOP for signup 29 were submitted, the data was stored as an offer data file in Kansas City. When users access GSOP to select and transmit the acceptable offers, those acceptable offers will be sent to the System 36 offer data file where the data will be available to populate contracts to be recorded in the System 36 CRP contract file.

Changes or corrections to a recorded contract that may affect eligibility or soil rental rates must be initiated through GSOP software.

Future software enhancements will provide a web-based application to record new contracts from the offer process and manage existing contracts that currently reside on the System 36.

**B Purpose**

This notice provides instructions to:

- transmit accepted offer data from the GSOP database to the System 36 offer file
- record CRP general signup 29 contracts to the System 36 contract file
- record accepted offers that include practices with differing lifespans
- correct signup 29 contracts that were added to the contract file with incorrect data.

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**Disposal Date**

December 1, 2005

5-4-05

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**Distribution**

State Offices; State Offices relay to County Offices

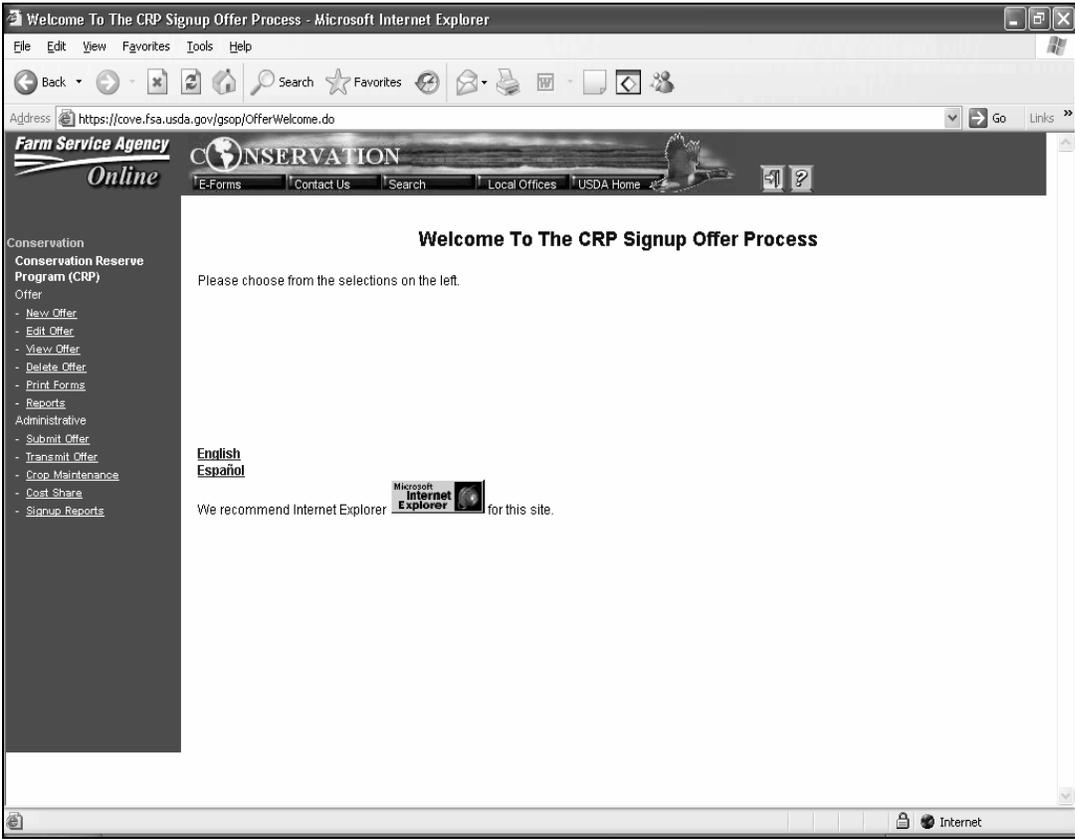
**Page 1**

Notice CRP-495

2 Transmitting CRP Signup 29 Offers to the System 36 Offer File

A Transmitting CRP Offers

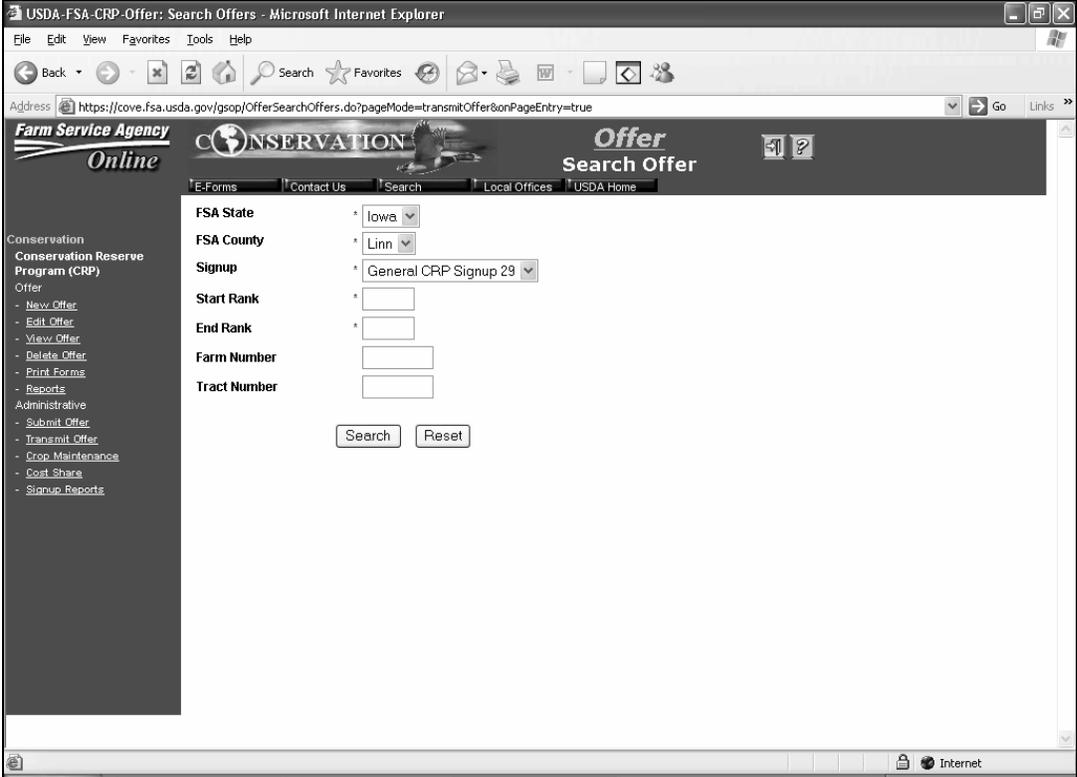
To transmit CRP offers from the GSOP database to the System 36 offer file, follow these steps in order. Repeat the process for each county administered by the County Office.

Step	Action
1	<p>Using Internet Explorer, access GSOP at <a href="http://dc.ffasintranet.usda.gov/dafp/cepdsto.htm">http://dc.ffasintranet.usda.gov/dafp/cepdsto.htm</a> by clicking on:</p> <ul style="list-style-type: none"> <li>• option 6, “CRP Signup 29 Activities”</li> <li>• option 4, “GSOP”.</li> </ul>
2	<p>Enter eAuthentication ID number and password to access the Welcome to the CRP Signup Offer Process Screen.</p> 

Notice CRP-495

2 Transmitting CRP Signup 29 Offers to the System 36 Offer File (Continued)

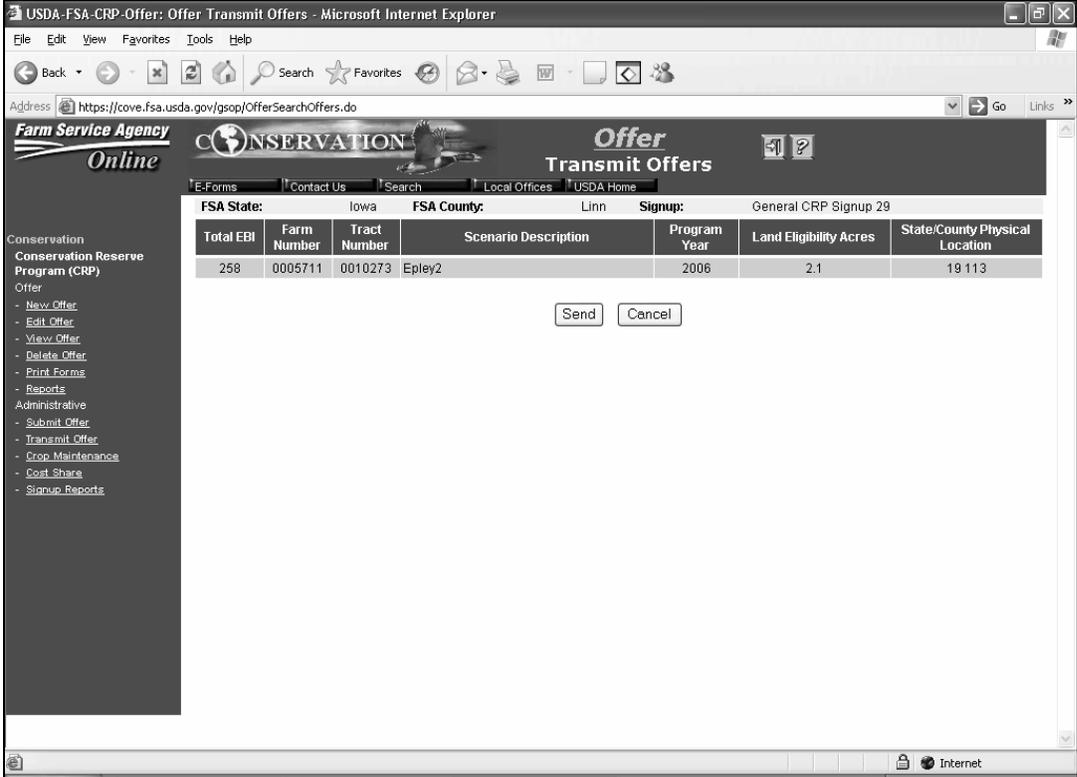
A Transmitting CRP Offers (Continued)

Step	Action
3	<p>Click the “Transmit Offer” option in the blue bar on the left-hand side of the screen to access the Search Offer Screen.</p>  <p><b>Note:</b> Fields with asterisks are required entries.</p>
4	<p>County Offices <b>must</b> make an entry in the “Start Rank” and “End Rank” fields before clicking the “Search” button with <b>all</b> search options.</p> <p>To verify environmental benefits index (EBI) ranking numbers of acceptable offers eligible to be transmitted to the System 36 offer file database, County Offices may review ranking reports posted at <a href="http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm">http://dc.ffasintranet.usda.gov/DAFP/cepdsto.htm</a>.</p> <p>County Offices may access Report 1, “CRP Signup 29 Ranking Reports”, or Report 2, “Offers From Counties Affected by the 25% County Cropland Limit Sorted by Accept/Reject Determination and EBI CRP 29th Signup Offer Selection Process” by:</p> <ul style="list-style-type: none"> <li>• clicking on option 6, “CRP Signup 29 Activities”</li> <li>• selecting “Report 1” or “Report 2” next to “Ranking Reports” under option 8, “CRP Signup Reporting Processes”.</li> </ul>

Notice CRP-495

2 Transmitting CRP Signup 29 Offers to the System 36 Offer File (Continued)

A Transmitting CRP Offers (Continued)

Step	Action
5	<p data-bbox="402 365 1463 432">After selecting a search option, left click the “Send” button to transmit the selected offers to the System 36 offer data file.</p>  <p data-bbox="402 1287 1435 1354"><b>Note:</b> If more than 1 offer is displayed on the Transmit Offers Screen, <b>all</b> offers displayed will be transmitted to the System 36 offer data file.</p>

**Notice CRP-495**

**2 Transmitting CRP Signup 29 Offers to the System 36 Offer File (Continued)**

**B Search Options to Select Offers to Send to the System 36 Contract File**

The following table will describe the search options from the Search Offer Screen displayed in subparagraph A, step 3. County Offices must use 1 of the following options to select offers for transmission to the System 36 contract software.

<b>Option</b>	<b>Action</b>	<b>Result</b>	<b>Comments</b>
<p>Select offers to transmit by <b>rank</b>.</p> <p><b>Note:</b> This option shall be used for the initial transmission of all accepted offers.</p>	<p>County Offices must enter a start rank and end rank and click the “Search” button.</p>	<p>All offers within the start and end rank range entered will be displayed on the Transmit Offers Screen.</p>	<p><b>Example:</b></p> <p>Start Rank = 248 <sup>1/</sup> End Rank = 545 <sup>1/</sup></p> <p>All offers with an EBI score of 248 through 545 will display on the Transmit Offers Screen.</p>
<p>Select offers to transmit by <b>farm number</b>.</p> <p><b>Note:</b> This option shall be used for corrections after the initial transmission.</p>	<p>County Offices must enter a start rank, end rank, and farm number.</p>	<p>All offers with the farm number entered and within the start and end rank range entered will be displayed on the Transmit Offers Screen.</p>	<p><b>Example:</b></p> <p>Start Rank = 248 <sup>1/</sup> End Rank = 545 <sup>1/</sup> Farm # = 1125</p> <p>All offers with Farm #1125 that fall within the EBI score range of 248 and 545 will display on the Transmit Offers Screen.</p> <p><b>Note:</b> County Offices may enter start rank of “1” and end rank of “9999” if searching by farm number. However, as previously stated, end rank and start rank are required entries.</p>
<p><sup>1/</sup> The start rank may be greater than 248 for a county where the 25 percent cropland limitation has caused a higher effective EBI. The end rank of 545 used in this table is the maximum EBI score possible for signup 29.</p>			

**Important:** In County Offices that are affected by the 25 percent cropland limitation, the start rank shall be the lowest ranking number accepted for the county. If there are multiple offers with the same EBI score, County Offices must select offers to transmit by either the “Farm Number” or “Tract Number” option to ensure that only acceptable offers are transmitted.

Notice CRP-495

2 Transmitting CRP Signup 29 Offers to the System 36 Offer File (Continued)

B Search Options to Select Offers to Send to the System 36 Contract File (Continued)

Option	Action	Result	Comments
<p>Select offers to transmit by <b>tract number</b>.</p> <p><b>Note:</b> This option shall be used for corrections after the initial transmission.</p>	<p>County Offices must enter a start rank, end rank, and tract number.</p> <p><b>Note:</b> When using the “Tract Number” option, County Offices must verify that the offer for <b>the applicable program year</b> is selected for transmission.</p>	<p>The offer with the tract number and applicable program year selected that is within the start and end rank range entered will be displayed on the Transmit Offers Screen.</p>	<p><b>Example:</b></p> <p>Start Rank = 248 <u>1/</u>            End Rank = 545 <u>1/</u>            Tract # = 650            Program Year = 2006</p> <p>The offer with Tract #650 that falls within the EBI score range of 248 and 545 and the program year 2006 will display on the Transmit Offers Screen.</p> <p><b>Note:</b> County Offices may enter start rank of “1” and end rank of “9999” if searching by tract number. However, as previously stated, end rank and start rank are required entries.</p>
<p>Select offers to transmit by <b>farm and tract number</b>.</p> <p><b>Note:</b> This option shall be used for corrections after the initial transmission.</p>	<p>County Offices must enter a start rank, end rank, farm number, and tract number.</p>	<p>The offer with the farm and tract number and within the start and end rank range entered will be displayed on the Transmit Offers Screen.</p>	<p><b>Example:</b></p> <p>Start Rank = 248 <u>1/</u>            End Rank = 545 <u>1/</u>            Farm # = 1125            Tract # = 650</p> <p>The offer with Farm #1125 and Tract #650 that falls within the EBI score range of 248 and 545 will display on the Transmit Offers Screen.</p> <p><b>Note:</b> County Offices may enter start rank of “1” and end rank of “9999” if searching by tract number. However, as previously stated, end rank and start rank are required entries.</p>
<p><u>1/</u> The start rank may be greater than 248 for a county where the 25 percent cropland limitation has caused a higher effective EBI. The end rank of 545 used in this table is the maximum EBI score possible for signup 29.</p>			

**Notice CRP-495**

**3 Recording CRP Signup 29 Contracts**

**A Recording CRP Signup 29 Contracts to System 36 Contract File**

**Important:** Before recording approved contracts for signup 29 in the System 36, County Offices shall ensure that the county signup data file is updated in the System 36 by following instructions in 1-CRP, paragraphs 269 and 270.

**Note:** See subparagraph B to add contracts resulting from offers that include practices with different lifespans.

To add contract offers transmitted from GSOP that include a single practice, or multiple practices with the same lifespan, follow these **steps** in order and enter **only** the responses indicated in the following table.

<b>Step</b>	<b>Action</b>	<b>Result</b>	<b>Comments</b>
1	On Application Selection Screen FAX07001: <ul style="list-style-type: none"> <li>• ENTER “5”, “Conservation”</li> <li>• PRESS “Enter”.</li> </ul>	Conservation Main Menu EEA000 will be displayed.	
2	On Menu EEA000: <ul style="list-style-type: none"> <li>• ENTER “3”, “CRP Contract File”</li> <li>• PRESS “Enter”.</li> </ul>	Conservation CRP Contract File Menu EPCA00 will be displayed.	
3	On Menu EPCA00: <ul style="list-style-type: none"> <li>• ENTER “4”, “Update Contract File 10 &amp; up”</li> <li>• PRESS “Enter”.</li> </ul>	Conservation CRP Contract File Screen EPCR0001 will be displayed.	
4	On Screen EPCR0001: <ul style="list-style-type: none"> <li>• enter contract number</li> <li>• ENTER “1”, “Add Contract”</li> <li>• PRESS “Enter” (screen will blink)</li> <li>• ENTER “29” for the signup number</li> <li>• PRESS “Enter”.</li> </ul>	Conservation Offer Selection Screen EPCR0301 will be displayed.	The user shall enter the next available contract number.

## Notice CRP-495

### 3 Recording CRP Signup 29 Contracts (Continued)

#### A Recording CRP Signup 29 Contracts to System 36 Contract File (Continued)

Step	Action	Result	Comments
5	On Screen EPCR0301: <ul style="list-style-type: none"> <li>• enter offer tract number</li> <li>• enter program year</li> <li>• PRESS “Enter”.</li> </ul>	CRP Contracts Basic Contract Data Screen EPCR1001 will be displayed.	The user must create a separate contract offer for practices having different lifespans. See subparagraph B for instructions.
6	On Screen EPCR1001: <ul style="list-style-type: none"> <li>• enter date approved</li> <li>• enter farm cropland</li> <li>• PRESS “Enter”.</li> </ul> <p><b>Note:</b> If the offer contains noncropland expired trees or Water Bank Program (WBP), these acres must be loaded as marginal pasture land on Screen EPCR1001.</p>	CRP Contract CRP-2 Data Screen EPCR1501 will be displayed.	The <b>warning</b> message, “Acres Appr may be > cropland available for CRP in future:”, will display if applicable. PRESS “Enter” to continue.
7	On Screen EPCR1501: <ul style="list-style-type: none"> <li>• all data on this screen is pre-filled but can be edited if necessary</li> <li>• PRESS “Enter”.</li> </ul> <p><b>Note:</b> PRESS “Enter” through Screens EPCR1701, EPCR1705, and EPCR1801.</p>	CRP Contracts Practice Selection Screen EPCR2001 will be displayed.	On Screens EPCR1701, EPCR1705, and EPCR1801, no data can be entered or modified when adding contracts using the offer file. Edits to data on these screens must be done through GSOP if applicable.
8	On Screen EPCR2001: <ul style="list-style-type: none"> <li>• verify that the pre-selected practices are correct</li> <li>• PRESS “Enter”.</li> </ul>	Screen EPCR2401 will be displayed for 10-year practices.  Screen EPCR2801 will be displayed for up to 15-year practices.	Only offers with practices with same lifespans are pre-populated for a contract. The user must create a separate contract for offers with practices having different lifespans. See subparagraph B for instructions.

**Notice CRP-495**

**3 Recording CRP Signup 29 Contracts (Continued)**

**A Recording CRP Signup 29 Contracts to System 36 Contract File (Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>	<b>Comments</b>
9	On Screen EPCR2401 or EPCR2801: <ul style="list-style-type: none"> <li>• estimated cost-share can be edited</li> <li>• actual cost-share can be added</li> <li>• PRESS “Enter”.</li> </ul>	Screen MCA91001 will be displayed.	
10	On Screen MCA91001: <ul style="list-style-type: none"> <li>• select applicable producers</li> <li>• PRESS “Cmd5” to complete the transaction.</li> </ul>	Screen EPCD3501 will be displayed.	
11	On Screen EPCD3501: <ul style="list-style-type: none"> <li>• verify that all applicable producers are selected</li> <li>• PRESS “Cmd2” to go to the next process.</li> </ul>	Screen EPCD4001 will be displayed.	
12	On Screen EPCD4001: <ul style="list-style-type: none"> <li>• enter producers’ shares</li> <li>• PRESS “Enter”.</li> </ul>	Screen EPCR8001 will be displayed.	
13	On Menu EPCR8001, PRESS “Cmd16”.	The contract will be added.	

Notice CRP-495

3 Recording CRP Signup 29 Contracts (Continued)

**B Recording CRP Signup 29 Contracts Resulting From Offers That Include Practices With Different Lifespans**

To add a contract resulting from an offer with practices having different lifespans, follow the **steps** in the following table and enter **only** the responses indicated.

Step	Action	Result	Comments
1	Follow steps 1 through 3 in subparagraph A to access Screen EPCR0001.	Conservation CRP Contract File Screen EPCR0001 will be displayed.	
2	On Screen EPCR0001: <ul style="list-style-type: none"> <li>• enter contract number</li> <li>• ENTER “1”, “Add Contract”</li> <li>• PRESS “Enter” (screen will blink)</li> <li>• ENTER “29” for the signup number</li> <li>• PRESS “Enter”.</li> </ul>	Conservation Offer Select Screen EPCR0301 will be displayed.	The user shall enter the next available contract number.
3	On Screen EPCR0301: <ul style="list-style-type: none"> <li>• enter offer tract number</li> <li>• enter program year</li> <li>• PRESS “Enter”</li> <li>• select all practices having the same lifespan</li> <li>• PRESS “Enter”.</li> </ul>	CRP Contracts Basic Contract Data Screen EPCR1001 will be displayed.	The user must create a separate contract for offers with practices having different lifespans.
4	On Screen EPCR1001: <ul style="list-style-type: none"> <li>• enter date approved</li> <li>• enter farm cropland</li> <li>• PRESS “Enter”.</li> </ul> <p><b>Note:</b> If the offer contains noncropland expired trees or WBP, these acres must be loaded as MPL on Screen EPCR1001.</p>	CRP Contracts CRP-2 Data Screen EPCR1501 will be displayed.	The <b>warning</b> message, “Acres Appr may be > cropland available for CRP in future:”, will display if applicable. PRESS “Enter” to continue.

Notice CRP-495

3 Recording CRP Signup 29 Contracts (Continued)

B Recording CRP Signup 29 Contracts Resulting From Offers That Include Practices With Different Lifespans (Continued)

Step	Action	Result	Comments
5	<p>On Screen EPCR1501:</p> <ul style="list-style-type: none"> <li>all data on this screen is pre-filled but can be edited if necessary</li> <li>PRESS “Enter”.</li> </ul> <p><b>Note:</b> PRESS “Enter” through Screens EPCR1701, EPCR1705, and EPCR1801.</p>	CRP Contracts Practice Select Screen EPCR2001 will be displayed.	On Screens EPCR1701, EPCR1705, and EPCR1801, no data can be entered or modified when adding contracts using the offer file. Edits to data on these screens must be done through GSOP and retransmitted to update the contract.
6	<p>On Screen EPCR2001:</p> <ul style="list-style-type: none"> <li>verify that the pre-selected practices and practice lifespan are correct</li> <li>PRESS “Enter”.</li> </ul>	<p>Screen EPCR2401 will be displayed for 10-year practices.</p> <p>Screen EPCR2801 will be displayed for up to 15-year practices.</p>	Only offers with practices with same lifespans are pre-populated for a contract. The user must create a separate contract for offers with practices having different lifespans.
7	On Screen EPCR2401 or EPCR2801, as applicable, PRESS “Enter”.	Screen MCA91001 will be displayed.	
8	<p>On Screen MCA91001:</p> <ul style="list-style-type: none"> <li>select applicable producers</li> <li>PRESS “Cmd5” to complete the transaction.</li> </ul>	Screen EPCD3501 will be displayed.	
9	<p>On Screen EPCD3501:</p> <ul style="list-style-type: none"> <li>verify that all applicable producers are selected</li> <li>PRESS “Cmd2” to go to the next process.</li> </ul>	Screen EPCD4001 will be displayed.	
10	<p>On Screen EPCD4001:</p> <ul style="list-style-type: none"> <li>enter producers’ shares.</li> <li>PRESS “Enter”.</li> </ul>	Screen EPCR8001 will be displayed.	

**Notice CRP-495**

**3 Recording CRP Signup 29 Contracts (Continued)**

**B Recording CRP Signup 29 Contracts Resulting From Offers That Include Practices With Different Lifespans (Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>	<b>Comments</b>
11	On Screen EPCR8001, PRESS "Cmd16".	Contract is added.	
12	Repeat steps 2 through 11 for the practices with different lifespans not added to the first contract created using this offer data.	Separate contracts will be created for practices with different lifespans from the same offer.	The user will enter the same tract number from the offer in step 3.

**Notes:** GSOP printed 2 separate Contracts for offers with practices having different lifespans of 10 years up to 15 years.

**Example:** One CRP-1 for 10-year practices, and one CRP-1 for 15-year practices.

Ensure that separate contracts and contract folders are created for each CRP-1 from the offer. From this point on, the contracts are handled as individual and separate contracts.

**4 Correcting Signup 29 Offers That Were Incorrectly Recorded**

**A Correcting a Contract for Signup 29 After the Offer Data Has Been Transmitted From GSOP**

If it is determined the data needs to be modified after recording a contract in System 36 using data transmitted from GSOP, users shall follow this table.

<b>Step</b>	<b>Action</b>
1	Delete the contract recorded in System 36 by taking option 2, "Delete Contract" on Screen EPCR0001.
2	Make the applicable modifications in GSOP.
3	Transmit the modified offer to the System 36 using the "transmit by Tract number" method provided in GSOP.
4	Record the contract in System 36 using the GSOP modified transmitted data.  <b>Note:</b> The deleted contract number from step 1 is available to be used again.

## Notice CRP-495

### 4 Correcting Signup 29 Offers That Were Incorrectly Recorded (Continued)

#### A Correcting a Contract for Signup 29 After the Offer Data Has Been Transmitted From GSOP (Continued)

**Important:** Users are not permitted to change or add data in System 36 that is populated from GSOP with the following exceptions:

- Farm number: (Screen EPCR1001)
- State/County Code of Physical Location: (Screen EPCR1501)
- All Land in Administering County? Y or N (defaults to Y) (Screen EPCR1501)
- HUC Number: (Screen EPCR1501)
- Estimated C/S and Actual C/S: (Screen EPCR2401 or EPCR2801).

**Note:** System 36 provides option 5, “Correct an Existing Contract,” on Screen EPCR0001 for allowable changes according to the exceptions listed above.

Producer data in System 36 is not populated from GSOP and must be loaded when recording the contract from the offer data file. Since this data is not pre-populated it can be corrected by the user under the “Correct an Existing Contract” option.

#### B Correcting Contracts for Signup 29 That Have Practices With Different Lifespans and Were Incorrectly Recorded

For offers having practices with different lifespans, the transmit option in GSOP will transmit the offer to the System 36 and the user will create separate contracts from the offer file data. If data needs to be changed on either one or both contracts created from the offer data file, both contracts must be deleted from the System 36, corrected in GSOP and re-transmitted to the System 36 where the user will re-create both contracts again for each practice lifespan with the corrected data. Follow subparagraph A, steps 1 through 4 for correcting data when more than one contract was created due to practices with different lifespans.

#### C Correcting Contracts Manually Recorded

There may be situations when it is necessary for County Offices to manually record contracts in the System 36. (Example: Land that is transferred to a county after the offer has been made and accepted in another county.) To correct a contract that was loaded manually and not transmitted from GSOP, ENTER “5” on Screen EPCR0001, “Correcting an Existing Contract”, and PRESS “Enter”. Screen EPCR1001 will be displayed. Follow 1-CRP, paragraph 290, for correcting an existing contract.

**Notice CRP-495**

**5 Action**

**A County Office Action**

County Offices shall follow the provisions of this notice to add General Signup 29 contracts from the GSOP offer file to the System 36 Contract file by September 30, 2005.

**B State Office Action**

State Offices shall ensure that County Offices follow the instructions in this notice.