

For: State and County Offices

Photocopying Conservation Reserve Program (CRP) Boundary Maps for CRP Layer Project

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Software has been developed to digitize a Geographic Information System (GIS) layer to store and manage CRP contract information. The initial digitizing for this layer will be done in the FSA digitizing centers with State and County Offices providing data support. This GIS layer will include boundary and other data for all CRP contracts including General, Continuous, and CREP signups. The CRP layer is designed to add to value of the existing common land unit (CLU) layer and will **not** impact CLU maintenance procedure.

The process used to create the CRP layer will rely heavily on existing boundaries recorded in CLU. CEPD has compared data from System 36 contract file with CLU-CRP data for all counties. In cases where CRP contract acreage matches CLU acres for a given contract, the boundary data from CLU will be copied into the new CRP layer. Digitizing centers will only need photocopies of maps from County Office CRP files to digitize those contracts where there is **not** a good match between the contract and CLU.

B Purpose

This notice provides instructions to:

- access reports listing CRP contracts for which documents need to be prepared
- prepare photocopies for use by digitizing centers
- send prepared documents to digitizing centers.

Disposal Date	Distribution
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2 Collection of County Office Data

A Identification of Required CRP Contracts

A CRP Photocopy Report (Exhibit 1) has been prepared for each administrative county identifying CRP contracts where System 36 contract acreage does not match acreage for CLU polygons associated with that contract. The report lists the photocopy due date and address of the digitizing center where County Offices deliver finished photocopies. County Offices may view and download their reports at:

http://dc.ffasintranet.usda.gov/dafp/cepd/gis_crp_acreage_reports/default.htm.

Contracts that are not listed on the report require no action by County Offices.

B Preparing Contract Photocopies

County Offices must make photocopies of the most current contract boundary map included in the folder of each CRP contract listed on the report. Once the copy has been made, County Offices must:

- highlight the contract boundary on the photocopy
- write the following information on the photocopy:
 - State and county FIPS code
 - farm number
 - tract number
 - contract number.

Note: See Exhibit 2 for an example of a contract boundary photocopy.

C Mailing Contract Photocopies

County Offices shall bundle completed contract photocopies in order by contract number and deliver them to the proper digitizing center. County Offices will incur postage costs through their postage allocation budget. The contract photocopy due date and address for the digitizing center to which a County Office is assigned are included on the report (Exhibit 1) according to subparagraph A.

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3 Action

A County Office Action

County Offices must follow the instructions in this notice to prepare and mail CRP contract photocopies according to photocopy delivery locations. Delivery due dates are listed on the CRP Photocopy Checklist. County Offices must follow existing FSA CLU maintenance policy.

Time associated with County Office actions required by this notice must be recorded by Work Measurement County Offices in work item 528, CRP and CREP Active Contracts.

Time for initial digitizing work for this layer completed in the GIS digitizing centers will be captured in work item 2113, Geographical Information System, for work load reporting.

B State Office Action

State Offices shall:

- ensure that County Offices follow the instructions in this notice
- notify Thomas Lloyd, CEPD GIS Specialist, about any issues regarding this request by either of the following:
 - email to **thomas.lloyd@wdc.usda.gov**
 - telephone at 202-720-1206.

States will be notified by CEPD individually when photocopy requests are posted to the Web site in subparagraph 2 A.

CRP Photocopy Checklist

The following is an example of CRP Photocopy Checklist.

CRP Photocopy Checklist				
State: Any State		Digitizing Center: State Digitizing Center		
Administrative County: Any County		123 Main St Anytown, USA 66451		
Photocopy Due Date: July 8				
	Signup #	Contract Number	Farm Number	Tract Number
<input type="checkbox"/>	15	174		
<input type="checkbox"/>	15	175A		
<input type="checkbox"/>	15	176B		
<input type="checkbox"/>	15	177A		
<input type="checkbox"/>	15	178A		
<input type="checkbox"/>	15	179A		
<input type="checkbox"/>	15	180A		
<input type="checkbox"/>	15	181A		
<input type="checkbox"/>	15	182A		
<input type="checkbox"/>	15	183	439	625
<input type="checkbox"/>	15	184C		
<input type="checkbox"/>	15	185B		
<input type="checkbox"/>	15	186C	139	1089
<input type="checkbox"/>	15	187G	3249	3359
<input type="checkbox"/>	15	187I	2882	3157
<input type="checkbox"/>	15	188A		
<input type="checkbox"/>	15	189C		
<input type="checkbox"/>	15	193C		
<input type="checkbox"/>	15	194C		
<input type="checkbox"/>	15	195C		
<input type="checkbox"/>	15	196A		
<input type="checkbox"/>	15	197A		
<input type="checkbox"/>	15	198	586	1415
<input type="checkbox"/>	15	199B		
<input type="checkbox"/>	15	200B		
<input type="checkbox"/>	15	201A		
<input type="checkbox"/>	15	203	3001	3314
<input type="checkbox"/>	15	204A		
<input type="checkbox"/>	15	206B		
<input type="checkbox"/>	15	207A		

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CRP Contract Boundary Photocopy

The following is an example of CRP Contract Boundary Photocopy.

