

For: State and County Offices

**Revised Policy for Determining and Entering the New County Cropland
Limit for General CRP Enrollment**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Notice CRP-503 provided policy for COC's to determine county cropland limitation changes from 22 percent to 25 percent so that acreage may be set aside for continuous signup, CREP, FWP, or WRP.

Some States have indicated a need to allow COC's to establish the county cropland limitation at levels less than whole percentages.

B Purpose

This notice:

- provides revised policy for determining the county cropland limitation for general CRP signup
- provides revised instructions for entering and updating the county cropland limitation for general CRP signup
- obsoletes Notice CRP-503.

Disposal Date

January 1, 2007

10-25-05

Distribution

State Offices; State Offices relay to County Offices

Notice CRP-504

2 General Policy

A Determining County Cropland Limitation for General Signup

COC's are authorized, in consultation with NRCS, to set the county cropland limitation at not less than 22 percent, or more than 25 percent for the general signup CRP enrollment so that acreage may be set aside for continuous signup, CREP, FWP, or WRP. **COC's may set the county cropland limitation in tenths** (i.e., 22.1, 24.9).

Note: COC's that set the county cropland limitation according to Notice CRP-503 may revise the county cropland limitation according to the policy in this notice.

COC's must consult NRCS to determine the county cropland limitation to be used for general CRP signup. When determining the appropriate county cropland limitation, COC's should take the following into account:

- factors, such as interest in and potential for continuous signup enrollment
- CREP agreements that are in effect in the county
- interest in WRP and potential effects for future general signup enrollment.

Note: COC's must document the basis used to determine the county cropland limitation in the COC minutes.

By COB November 10, 2005, County Offices must enter the new general county cropland limitation percentage into the General Signup Offer Process (GSOP) system. See subparagraphs 3 A through 3 D.

State Offices must run the Cropland Limit Waiver Report according to subparagraph 3 E to monitor and verify COC determinations of the county cropland limitation for general signup.

Note: As this is intended to be a one-time determination, once established, any changes to the new county cropland limitation must meet the criteria for a waiver of the 25 percent cropland limitation according to 2-CRP, paragraph 69.

3 Software Applications

A Entering New County Cropland Limit Into the Web-Based CRP Signup Offer Process

Web-based software has been developed to assist County Offices in entering the new county cropland limit for general signup. County Offices shall access GSOP to enter the new county cropland limit for general signup as determined by COC. State Offices shall access GSOP to run the report according to provisions in paragraph 2.

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3 Software Applications (Continued)

B Accessing CRP Cropland Limit Through GSOP

Access the CRP GSOP Intranet Application from the FSA Intranet site at <http://intranet.fsa.usda.gov/fsa/>.

The following screen prints will display the screen flow to access GSOP through the FSA Intranet site.

- Click “FSA Applications” on the left side under “Links”.

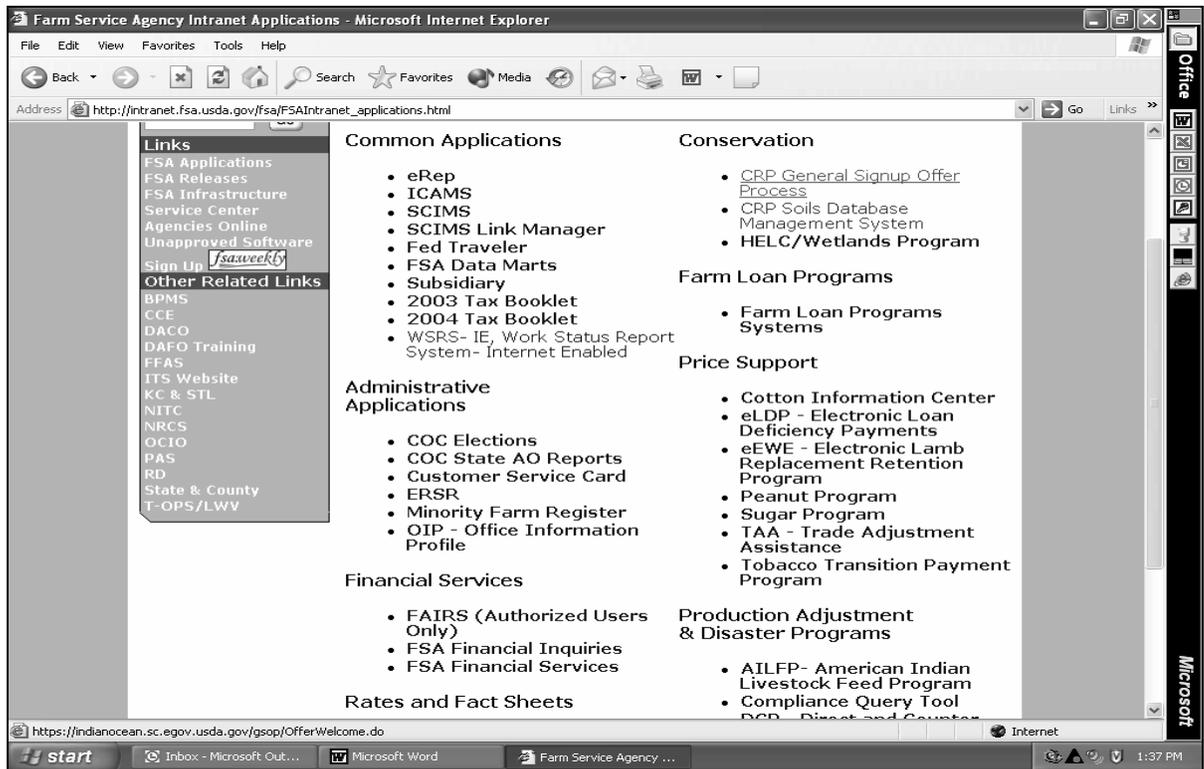


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3 Software Applications (Continued)

B Accessing CRP Cropland Limit Through GSOP (Continued)

- Click “CRP General Signup Offer Process” under “Conservation”.



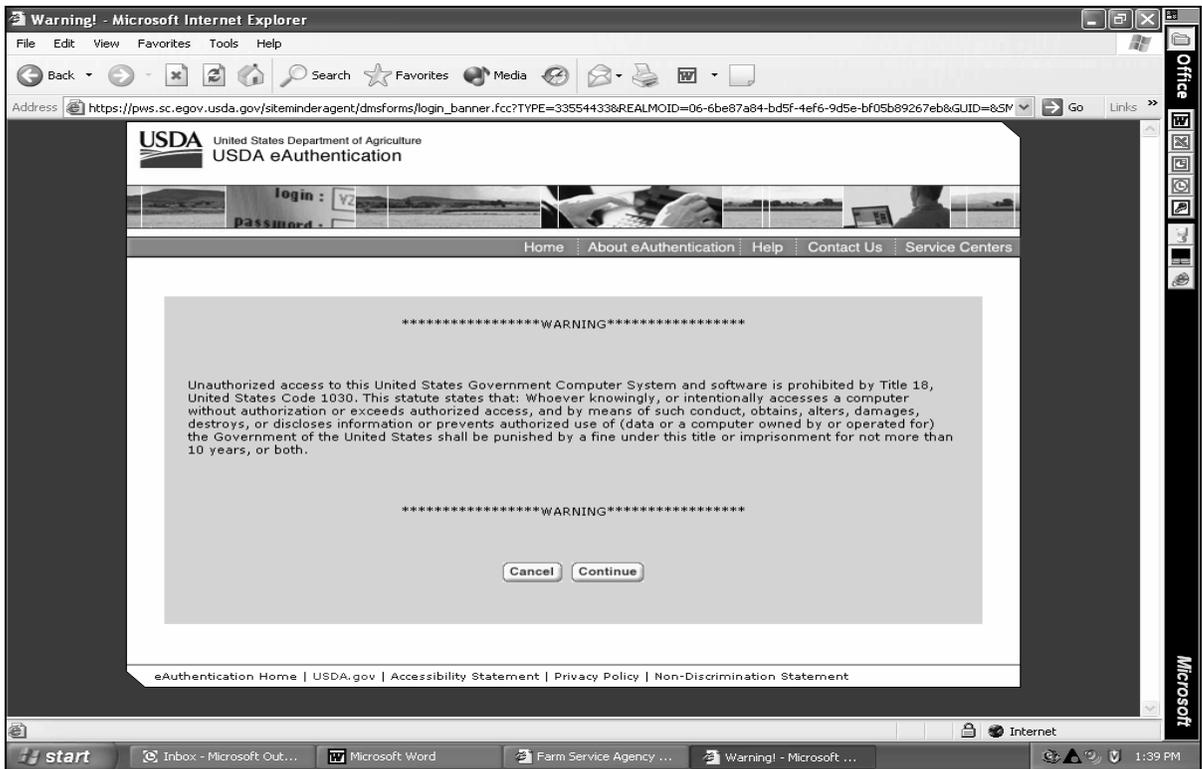
Note: GSOP may also be accessed through the State and County Office CEPD Information Center under option 6, “CRP Signup 29 Activities”.

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3 Software Applications (Continued)

B Accessing CRP Cropland Limit Through GSOP (Continued)

- Click “Continue” at the bottom of the page.

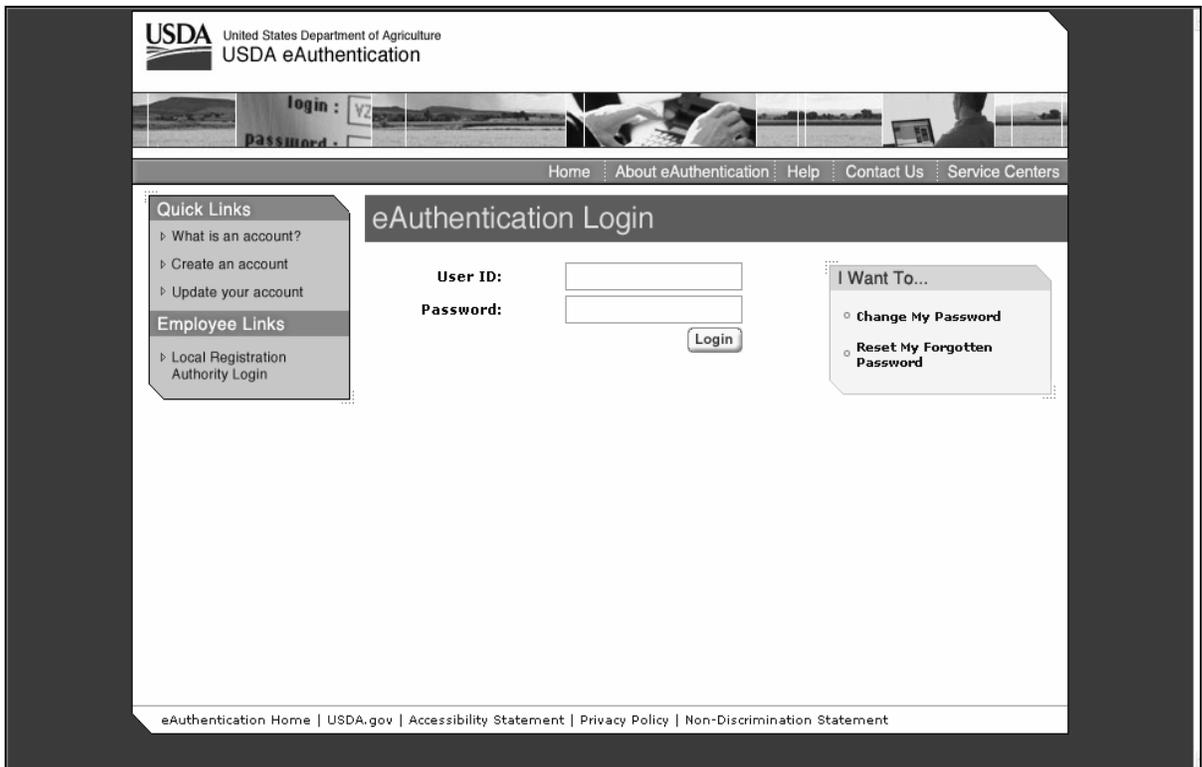


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3 Software Applications (Continued)

B Accessing CRP Cropland Limit Through GSOP (Continued)

- Enter the user's login ID and password.



The screenshot displays the USDA eAuthentication login interface. At the top left, the USDA logo is accompanied by the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a navigation bar with links for "Home", "About eAuthentication", "Help", "Contact Us", and "Service Centers". The main content area is titled "eAuthentication Login" and features two input fields: "User ID:" and "Password:". A "Login" button is positioned to the right of the password field. To the left of the login fields is a sidebar with "Quick Links" (What is an account?, Create an account, Update your account) and "Employee Links" (Local Registration Authority Login). To the right is a "I Want To..." section with radio buttons for "Change My Password" and "Reset My Forgotten Password". The footer contains the text "eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement".

Note: The eAuthentication user ID and password must be used to access GSOP. For assistance, contact the eAuthentication Help Desk by either of the following:

- telephone at 1-800-457-3642
- e-mail at eAuthHelpDesk@usda.gov.

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3 Software Applications (Continued)

B Accessing CRP Cropland Limit Through GSOP (Continued)

Once the user has entered their login ID and password, the following screen will be displayed.



Note: This is the main screen for CRP GSOP that will be viewed by Service Centers and State Offices.

- Click “CRP Cropland” on the left blue navigation bar.

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3 Software Applications (Continued)

C County Office Screen for Entering Data on County Cropland Limit Screen

The following screens are the data entry screens for entering the county cropland limit for general signup.

The screenshot shows a web form titled "Offer County Cropland Limit" within the "Farm Service Agency Online CONSERVATION" interface. The form is for entering county committee selection of county cropland limit applicable to General CRP. It includes a navigation menu on the left with options like "New Offer", "Edit Offer", "View Offer", "Delete Offer", "Print Forms", "Reports", "Submit Offer", "Transmit Offer", "Crop Maintenance", "Cost Share", "Signup Reports", and "CRP Cropland". The main form area contains the following fields:

- FSA State:** A dropdown menu with "North Carolina" selected.
- FSA County:** A dropdown menu with "Stokes" selected.
- County Cropland Limitation For General CRP:** A dropdown menu with "25" selected.
- Most Recent County Cropland Limit Waiver Granted:** An empty text input field.
- Date of Most Recent County Cropland Limit Waiver Granted:** An empty text input field.

At the bottom of the form are "Save" and "Reset" buttons.

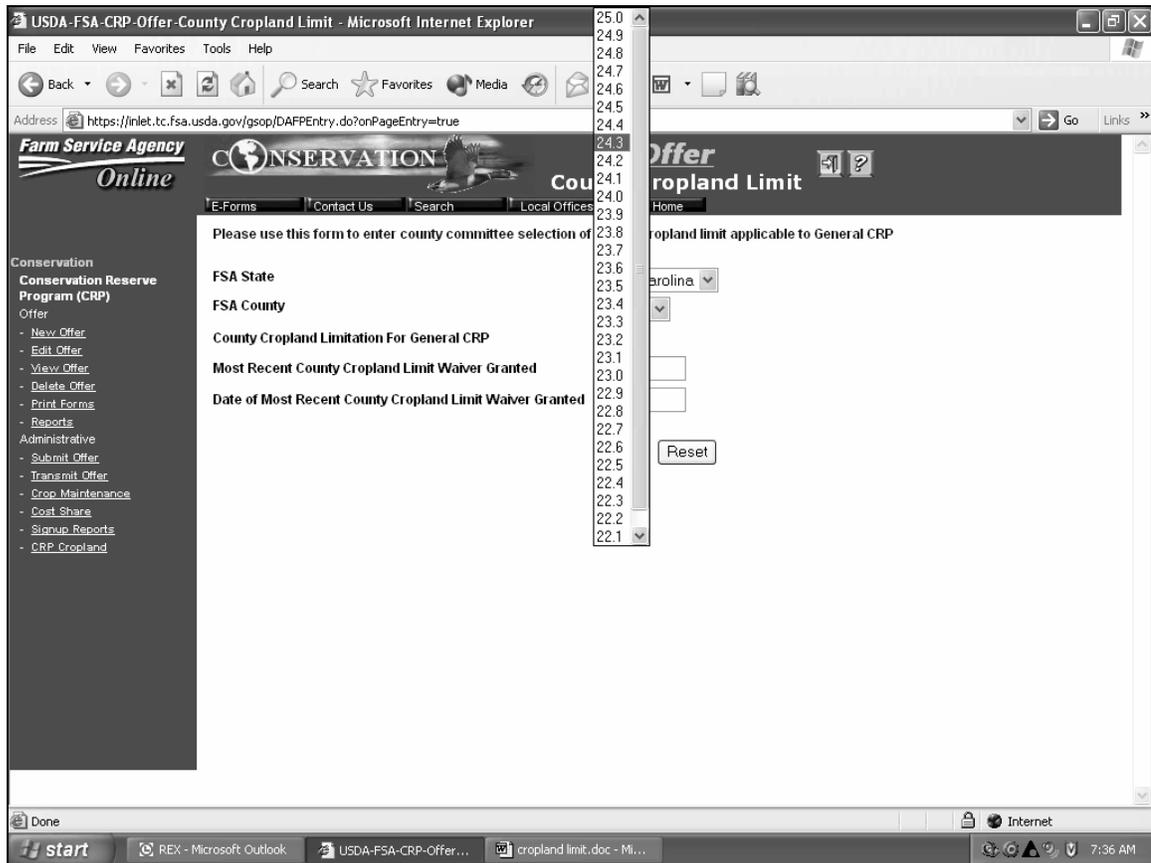
The “**FSA State**” field will default to the State applicable to the user’s eAuthentication ID and password as entered in login.

The “**FSA County**” field will default to the county applicable to the user’s eAuthentication ID and password as entered in login. If the County Office administers more than 1 county, then the user must select each county separately from the drop-down box to enter and update the cropland limit for each applicable county.

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3 Software Applications (Continued)

C County Office Screen for Entering Data on County Cropland Limit Screen (Continued)



The “**County Cropland Limitation For General CRP**” field will require a selection by the user based on the determination of COC according to paragraph 2.

The drop-down selection options will be in one-tenth percent increments between the range of 25 to 22 percent and allow the user to make a selection including tenths if so determined by COC (e.i., 24.3).

Note: The “**FSA County**” field will display the default of “25” and require the user to select a cropland percentage from the drop-down box if COC determines a percentage less than 25. If the user does not click “Save”, a cropland percentage will **not** be recorded even if left at 25 percent.

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3 Software Applications (Continued)

C County Office Screen for Entering Data on County Cropland Limit Screen (Continued)

USDA-FSA-CRP-Offer-County Cropland Limit - Microsoft Internet Explorer

Address: https://inlet.tc.fsa.usda.gov/gsop/DAFPEEntry.do?onPageEntry=true

Farm Service Agency Online CONSERVATION Offer County Cropland Limit

Please use this form to enter county committee selection of county cropland limit applicable to General CRP

FSA State: North Carolina

FSA County: Stokes

County Cropland Limitation For General CRP: 24.3

Most Recent County Cropland Limit Waiver Granted: []

Date of Most Recent County Cropland Limit Waiver Granted: []

Save Reset

The “**Most Recent County Cropland Waiver Granted**” field is for report purposes only.

Note: Enter the most **recent** county cropland waiver granted if a cropland waiver was approved for previous signups.

The “**Date of Most Recent County Cropland Limit Waiver Granted**” field is for report purposes only.

Note: Enter the date the county cropland waiver was granted if this date is known.

D Updating the COC-Determined County Cropland Limit for General Signup

Click “Save” to update and save the new COC-determined county cropland limit for general signup. All County Offices shall update the cropland limit percentage even if COC determines the cropland limit will be left at 25 percent.

Note: County Offices will only have access to update the county cropland limit for general signup until COB November 10, 2005.

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3 Software Applications (Continued)

E State Office Reports

The eAuthentication user ID and password will allow the State user “view only” access to the CRP cropland limit for general signup in GSOP. The following screen print is an example of the State Office Report Menu.

The screenshot shows a web interface for the Farm Service Agency Online Conservation Offer County Cropland Limit. The header includes the agency name, a globe icon, and navigation links for E-Forms, Contact Us, Search, Local Offices, and USDA Home. A sidebar on the left lists menu items: Conservation Reserve Program (CRP), Offer, New Offer, View Offer, Print Forms, Reports, Signup Reports, and CRP Cropland. The main content area features a dropdown menu for 'FSA State' set to 'North Carolina' and a 'Report' button.

Note: The GSOP State user access will enable the State user to:

- view each county in their State
- provide a report that will assist the State Office in monitoring the county CRP cropland limit activity in each county within their State.
- Click “Report” to access the report of County Office cropland limit activity.

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4 Action

A County Office Action

County Offices shall:

- read and follow this notice
- follow policy guidelines in paragraph 2 for determining county cropland limit for general signup
- enter COC-determined county cropland limit for general signup according to the procedure outlined in this notice by COB November 10, 2005.

B State Office Action

State Offices shall:

- read and follow this notice
- ensure that County Offices follow the instructions in this notice
- monitor the county CRP cropland limit activity within their State
- ensure that each county enters the CRP cropland limit for general signup as determined by COC by COB November 10, 2005.

Note: All County Offices in the State shall update in GSOP for the CRP cropland limit even if COC determines to leave the cropland percentage at 25 percent.