

For: State and County Offices

CRP Extension Software

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

On May 1 Secretary Vilsack announced that certain CRP participants with CRP contracts that are scheduled to expire on September 30, 2009, may modify all or part of that contract to extend the expiration date for a period of 3 or 5 years at the same per acre payment rate. No general signup is scheduled for FY 2009.

Contracts on about 3.9 million acres are scheduled to expire. Considering expected future enrollment, contracts may be extended on up to 1.5 million acres without exceeding the CRP enrollment authority of 32.0 million acres, which becomes effective October 1, 2009. Because not all contracts can be extended, the Environmental Benefit Index (EBI) score that was used at the time the land was enrolled or the erodibility index (EI) on land with an EI of 15 or greater will be used to identify contracts eligible for extension.

Software to support the CRP Extension project is both web-based and in S/36 and will be available to FSA employees based on their eAuthentication credentials.

Important: The CRP Extension software to support this extension process is **not** accessed through COLS but through the FSA Intranet Applications page at <http://intranet.fsa.usda.gov/fsa/> from the link "CRP Extensions". County Offices shall **not** use the REX software in the COLS system for any CRP Extension activity.

Important: Contracts being extended with reduced acreage shall first be modified in S/36 before being modified in the web-based extension software. For reducing acres County Offices shall follow procedure in Notice CRP-634, subparagraph 4 C.

Disposal Date	Distribution
October 1, 2009	State Offices; State Offices relay to County Offices and NRCS State Offices

Notice CRP-635

1 Overview (Continued)

B Purpose

This notice provides instructions for:

- generating and printing CRP letters to producers being offered an extension
- making applicable contract edits to the contracts offered extensions
- printing CRP-1F Addendum
- recording contracts in S/36 which will receive an extension.

C Process

Following is the CRP Extension software processing workflow.

Step	Action	System
1	Generate and print letters using the options under the "Generate Letter" menu item.	Web: CRP Extension
2	Perform contract revision in S/36 according to Notice CRP-634, subparagraph 4 C.	System 36
3	Print CRP-1F using "Print Forms" and have producer(s) sign.	Web: CRP Extension
4	Split contract if less acreage is being extended using the "Split" option from "All Contracts".	Web: CRP Extension
5	Edit contract if same acreage is being extended as original contract but other contract information has changed using "Contract Detail" or "Edit" option from "All Contracts".	Web: CRP Extension
6	Record producer signature(s) using the "Contract Detail" or "Edit" option from "All Contracts".	Web: CRP Extension
7	Enter the date the producer(s) delivers the contract using the "Contract Detail" or "Edit" option from "All Contracts".	Web: CRP Extension
8	Extend contract in S/36.	System 36

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1 Overview (Continued)

C Process (Continued)

The "CRP Extension Offers Report" located on the CEPD State Office Information website contains contracts that may have already been re-enrolled or extended through REX and, therefore, are not eligible for this current extension. County Offices should compare the "CRP Extension Offers Report" with the contracts to verify and confirm eligibility for this extension before sending out the letters generated by the extension software. County Offices shall ensure that no letter is mailed to any producer on the report who is not eligible for the extension.

D Errors and Omissions

Contracts defined as errors or omissions are those where producers were not included in the ranking because of to the following:

- wrong expiration date
- "re-enrollment" flag set incorrectly because of producer's cancellation
- contract missing in S/36 because of county to county transfer.

County Offices shall submit to the State Office Conservation Specialist 1 EXCEL spreadsheet file listing these identified contracts. State Office Specialists shall combine the identified contracts into 1 file and submit to Jean Agapoff for ranking by e-mail to jean.agapoff@ca.usda.gov no later than COB May 29, 2009.

The contracts will be ranked and official producer notification letters will be generated by either Kansas City or the County Office depending on the ranking result of the contract. State Office Specialists will be notified once ranking is complete.

Example table

State & County FIPS	Contract Number (including suffix)	Contract Acres	Wrong expiration year on contract	Re-Enrollment Flag set Incorrectly	Contract Missing in S/36 due to County Transfer
01043	123A	56.2			X

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2 Software Applications for CRP Extension

A Software Functionality

CRP Extension offer software is web-based and will provide the options to:

- generate and print CRP Extension offer letters
- produce CRP Extension summary reports.

B PC Setup in Preparation for CRP Extension Applications

To allow the user to view more of the CRP Extension screen, the user may change the PC resolution by completing the following action:

- double-click “My Computer”
- click on “Control Panel”
- double-click on “Display”
- click “Settings” tab
- move “Screen Resolution” bar to 1024 by 768 pixels
- click “OK”.

Note: Changing the screen resolution will cause the computer screen display to be smaller and allow the user to see more of the screen. Changing the screen resolution is optional and at the discretion of the user.

C CRP Extension Software Access

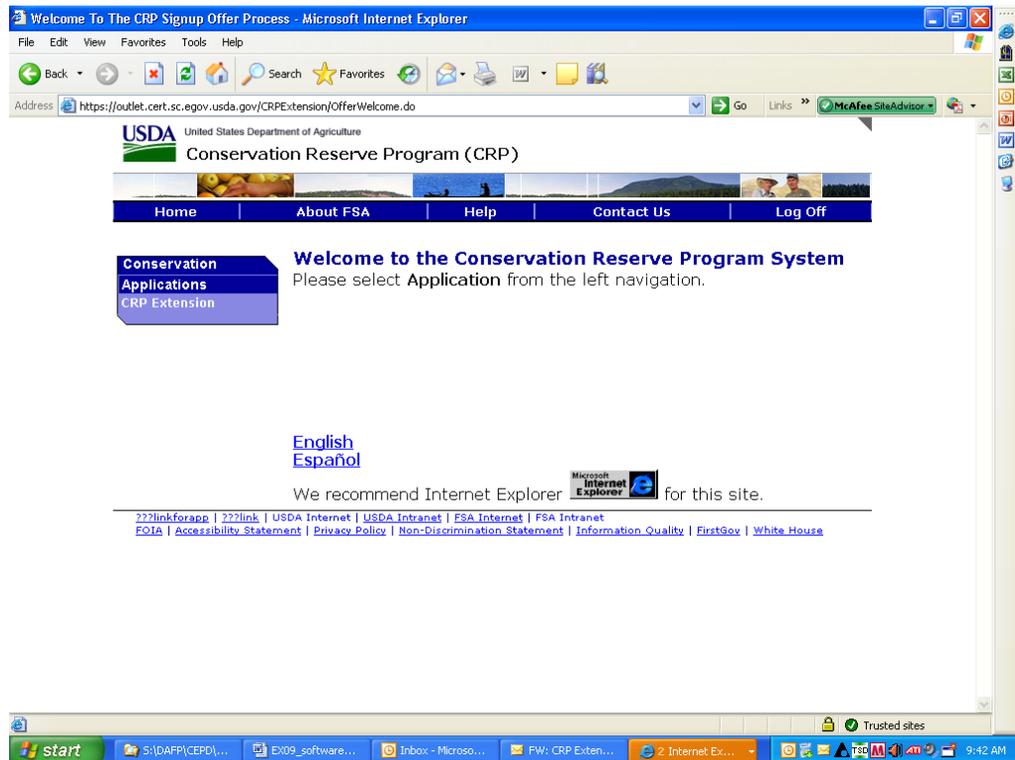
Access the CRP Extension software applications on the FSA Intranet Home Page at http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html. Under “FSA Applications”, click “CRP Extensions 2009”.

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2 Software Applications for CRP Extension (Continued)

C CRP Extension Software Access (Continued)

Once the user has accessed the CRP Extension software, the user's eAuthentication user ID and password will be required. The eAuthentication user ID and password will provide the user access to the applicable State and county based on the permissions granted by the user's eAuthentication user ID. The Welcome to the Conservation Reserve Program System Screen will be displayed. Under "CRP Extensions", access the extension options as listed. The following is an example of the Welcome to the Conservation Reserve Program System Screen.



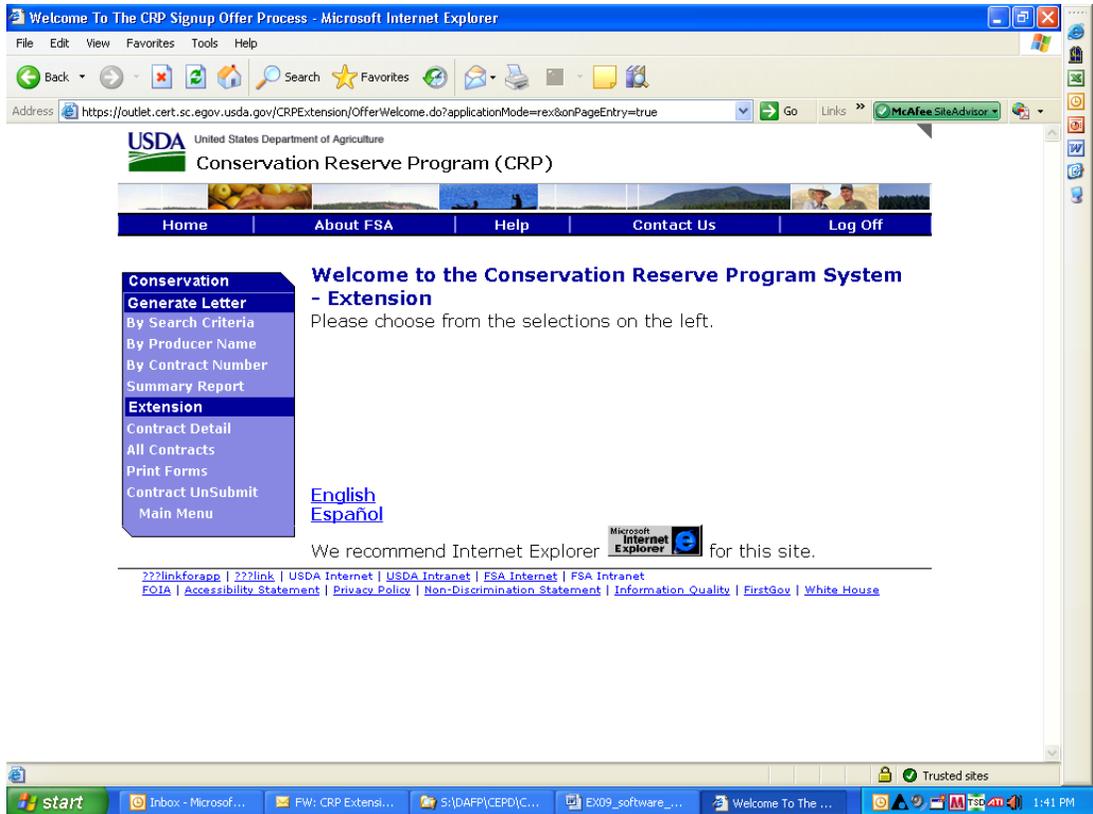
2 Software Applications for CRP Extensions (Continued)

D CRP Extension Letter Notification Process

The CRP Extension software provides several options for printing the CRP Extension notification letters. Only letters for general signup contracts that expire in 2009 and are offered an extension will be available to generate and print.

To generate and print the CRP Extension notification letters for contracts that expire in 2009, the user shall select 1 of the following options under “Generate Letter”:

- “By Search Criteria”
- “By Producer Name”
- “By Contract Number”.



After selecting one of the three Generate Letter options, the “State” field will default to the applicable State based on the user’s eAuthentication permissions.

The “County” field will default to the county for which the user’s eAuthentication provides access. If a county administers more than 1 county, the drop-down box will display all applicable counties for which the user has access to. The user shall ensure that the desired county is selected for the applicable CRP Extension notification letters. Each county in the drop-down box must be selected separately to generate and print the notification letters for each county.

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2 Software Applications for CRP Extension (Continued)

D CRP Extension Letter Notification Process (Continued)

The “**Contract Expire Year**” field will be defaulted to 2009.

The “**Letter Type**” field will default to “Extension” from the drop-down box.

The “**Years of Extension**” field will default to “All”. A user may select the drop-down box and also choose to print those letters being offered a 3-year or 5-year extension.

Once all fields have been selected, the user shall click “Generate”. The system will generate the extension notification letters and display PDF letters for up to 3 participants on the contract for the offered extensions for the selected county.

Note: Be patient as the process to generate CRP Extension letters may take several minutes. This will be especially applicable in counties that have a large number of CRP Extension offers to generate.

Once the PDF letters have been displayed, the user shall click on the printer icon on the tool bar at the top left portion of the PDF display window. The user shall then select the desired printer through normal operations for printing and click "OK" to print the extension letters. The letters will print on the selected printers and a print report for each selected print request will also be printed.

Note: It is important to note that for each generate and print request, 2 letters for each producer will be displayed and printed. County Offices shall check to ensure that the letters have printed as requested using the print report that prints at the end of each print request. After verifying the accuracy of the letters printed with the print report, CED shall sign 1 copy of the letter to be mailed and the County Office shall use the second copy of the letter as a file copy. The print report is intended as a tool to assist the user in monitoring and ensuring that all letters have been printed for each print request.

Important: County Offices shall use the standard window envelopes and ensure that the names and addresses are displayed in the envelope window after the letters are folded and inserted in the envelopes.

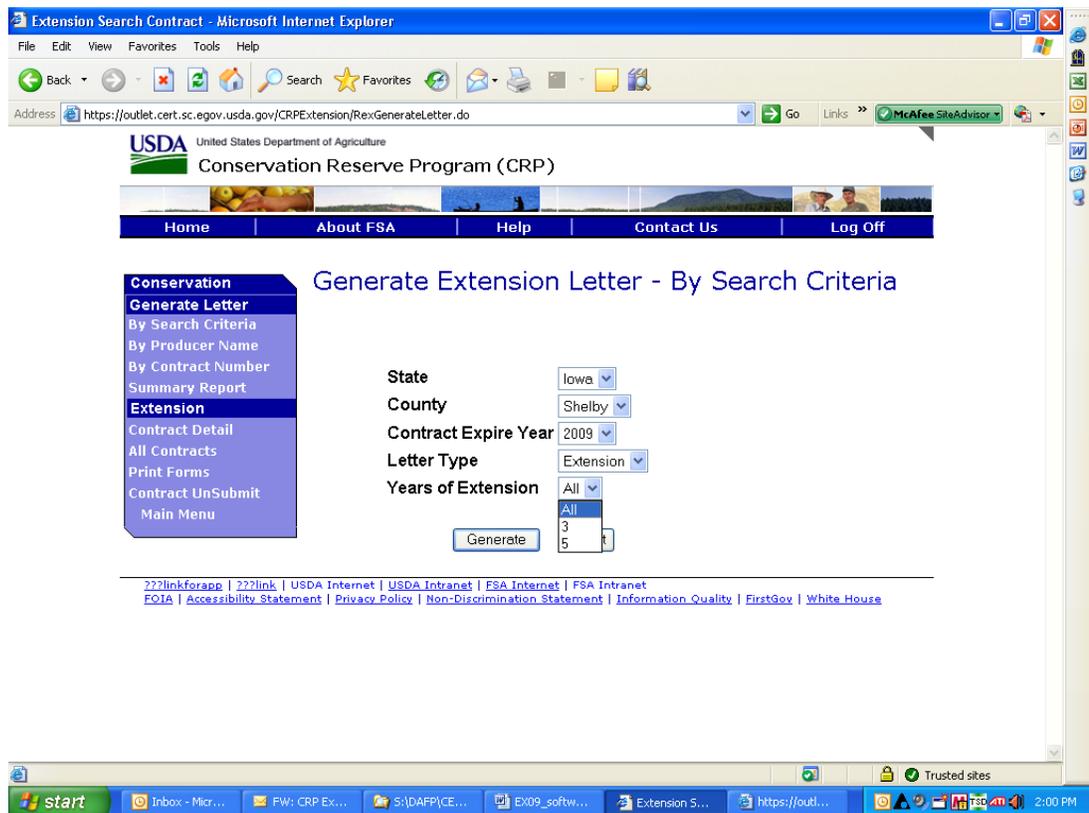
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2 Software Applications for CRP Extension (Continued)

D CRP Extension Letter Notification Process (Continued)

Note: It is important to note that the letters may be generated and printed multiple times. The system will generate the letter request each time the options are accessed.

The following is an example of the Generate Letter Screen for extensions.

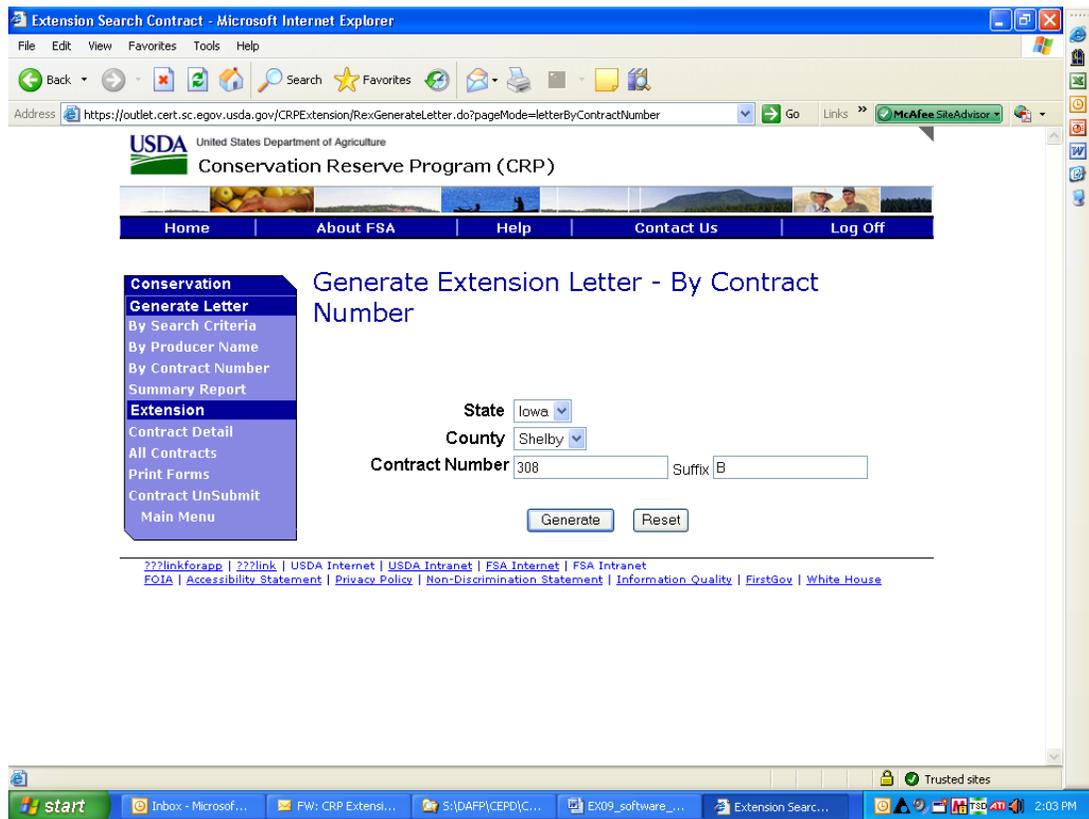


2 Software Applications for CRP Extension (Continued)

D CRP Extension Letter Notification Process (Continued)

When the user selects the “**By Producer Name**” option to generate and print the notification letters, the system will display all CRP Extension offers that apply to that specific producer and provide a “Print” option to the right of the producer’s name for each letter applicable to the producer.

When the user selects the “**By Contract Number**” option to generate and print the notification letters, the system will display the CRP Extension offer letters applicable to that contract number. Letters for all producers associated with the selected contract (up to 3 producers per contract) will be generated and the PDF letters will be displayed with the option to print. Enter the contract number for each applicable county on the Search Contract Screen. The following is an example of the Search Contract Screen for county by contract number.



E CRP Extension Contract Detail

The system will provide the user with the Contract Detail Screen that will be displayed with the “**CRP Extension Offer**” data for each contract with a CRP Extension offer. To access the Contract Detail Screen, under “**CRP Extension**”, the user shall click “**Contract Detail**”.

On the Search Contract Screen, enter the contract number and click “Search” to access the Contract Detail Screen.

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2 Software Applications for CRP Extension (Continued)

E CRP Extension Contract Detail (Continued)

The information displayed on the Contract Detail Screen will provide both the County Office and the producer(s) the detailed information for the contract and the CRP Extension offer.

The following is an example of the Contract Detail Screen.

Administrative State	Iowa	Administrative County	Shelby
Farm Number		Tract Number	
Physical State	Iowa	Physical County	Shelby
Contract Number		Contract Acres	33.6
WBP Acres		WBP Non Cropland Acres	0.0
WBP Non Cropland Contract Rate		Huc Code	
SignUp Number		Program Year	
Contract Years		Contract Months	
Contract Expiration Year		Contract Rental Payment Per Acre	
CP23		National CPA Points	
Extension EBI		Extension Offer	
Producer 1		Producer ID 1	
Producer 2		Producer ID 2	
Original N1		Original N2	
Original N3		Original N4	
Original N5		Original N6	

Date Letter Printed: 05/13/2009 (MM/DD/YYYY)

Notes: The Contract Detail Screen will be displayed with up to 5 producers on the contract even though the “**Letter Notification**” process will only generate and print up to 3 producers on the contract.

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2 Software Applications for CRP Extension (Continued)

E CRP Extension Contract Detail (Continued)

The following is an example of the County Office data loading portion of the Contract Detail Screen.

WBP Acres		WBP Non Cropland Acres	
WBP Non Cropland Contract Rate		Huc Code	
SignUp Number		Program Year	
Contract Years		Contract Months	
Contract Expiration Year		Contract Rental Payment Per Acre	
CP23		National CPA Points	
Extension EBI		Extension Offer	
Producer 1		Producer ID 1	
Producer 2		Producer ID 2	
Original N1		Original N2	
Original N3		Original N4	
Original N5		Original N6	

Date Letter Printed (MM/DD/YYYY)

CRP-1F Signed Date (MM/DD/YYYY)

Comment

Note: The Tract number must be entered for the contract.

The fields listed on the bottom of the Contract Detail Screen will require the County Office user to load the data as applicable throughout the CRP Extension process with the exception of the “**Date Letter Printed**” field. The system provides the County Office user the capability to enter information in the following fields.

- “**Date Letters Printed**” field. The system will automatically record the date that the letters are printed each time the County Office user generates the letters. This field does **not** require user intervention and will be pre-filled with the system date when the letters are generated. The system will override the date each time the letters are generated.

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2 Software Applications for CRP Extension (Continued)

E CRP Extension Contract Detail (Continued)

- “**CRP-1F Signed Date**” field. The County Office user shall record the date CRP-1F was signed by the producer.

Note: The CRP-1F date must be populated to proceed and complete the contract extension process.

- “**Comment**” field. The County Office has the option of entering a comment associated with the contract.

Note: With the exception of the “**Date Letters Printed**” field which will be pre-filled when the letters are generated, the County Office user must click “Save” to save the data loaded after entries are made.

County Office shall process remaining screens updating information, as necessary.

3 CRP Extension Software Processing

A Split Contract Screen Function

CRP Extension software provides County Offices the ability to modify the CRP Extension contracts if the producer does not want to extend the entire contract acreage. The split function provides the County Office with the ability to split a CRP Extension contract if the contract was revised in the System 36 because of the extension of less acreage than the acreage of the contract offered the extension.

The split function:

- will be required for System 36 contract revisions that resulted in more than 1 active CRP contract
- can be performed multiple times for a contract to reflect the revised active contracts as they currently exist on the System 36.

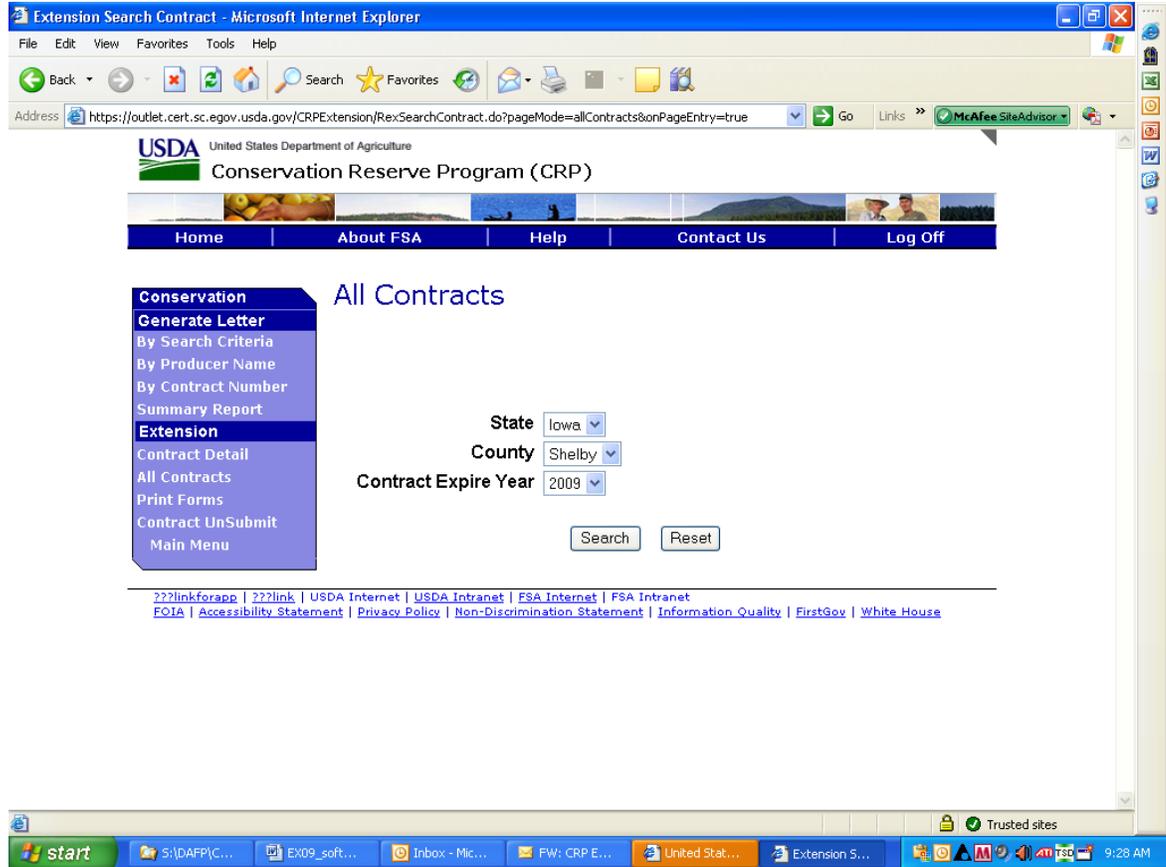
The split option is available on the Contracts Summary Screen of the CRP Extension application. On the Welcome to the Conservation Reserve Program System-Extension Screen, CLICK “**All Contracts**” on the left-hand navigation bar. The Search Contract Screen will be displayed.

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3 CRP Extension Software Processing (Continued)

A Split Contract Screen Function (Continued)

The following is an example of the Search Contract Screen.



The user shall select the applicable drop-down information and click “Search”. The Contracts Summary Screen will be displayed.

Note: Only the contract expiration year 2009 will be available in the drop down.

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3 CRP Extension Software Processing (Continued)

A Split Contract Screen Function (Continued)

The following is an example of the Contracts Summary Screen.

State/County	Contract	Farm	Tract	Contract Acres	Submit Date	Extension Offer	Date Letter Printed	Edit	Split
19165				56.6	05/12/2009	5 Year Extension	05/13/2009	Edit	Split
19165				0.5	05/12/2009	5 Year Extension	05/13/2009	Edit	Split
19165				33.6		5 Year Extension	05/13/2009	Edit	Split
19165				20.1		5 Year Extension	05/13/2009	Edit	Split
19165				11.0		5 Year Extension	05/13/2009	Edit	Split
19165				1.7		5 Year Extension	05/13/2009	Edit	Split
19165				4.4		5 Year Extension	05/13/2009	Edit	Split
19165				7.9		5 Year Extension	05/13/2009	Edit	Split
19165				10.8		5 Year Extension	05/13/2009	Edit	Split
19165				37.0		5 Year Extension	05/13/2009	Edit	Split

All CRP Extension offers in the county that are expiring will be displayed and listed 1 contract per row. An “Edit” and a “Split” link will be displayed on the right side of each contract row. CLICK “Split” and the Split Contract Screen will be displayed.

3 CRP Extension Software Processing (Continued)

A Split Contract Screen Function (Continued)

The following is an example of the Split Contract Screen.



The Split Contract Screen will allow the user to divide an existing CRP Extension offer into 2 “child” offers. The user must enter values for the contract number, contract acres, and practice acres for each “child” offer. The contract acres of the resulting offers must add up to the total acres on the original and the practices must add up to the practices on the original. Once the correct data has been entered, CLICK “Split” and the Contracts Summary Screen will be redisplayed.

Notes: An error message will be displayed if the contract and practice acres do not total correctly.

In this scenario, the producer is extending 36.5 acres of CP4D and allowing 0.5 acres of CP12 to expire. All fields must be populated even if a zero value is applicable.

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3 CRP Extension Software Processing (Continued)

B CRP Extension “All Contract” Option

The “CRP Extension –All Contracts” provides the County Office user the ability to view all contracts in the county that have CRP Extension offers and edit, if applicable, the data loaded on the bottom of the Contract Detail Screen.

To access the All Contracts Screen, under “CRP EXTENSION”, CLICK: “**All Contracts**”. The system will present the State and county as applicable. The County Office user shall click “Search” to display all the contracts in the county with CRP Extension offers.

County Office users may also edit from the Contracts Summary Screen after data has been loaded by clicking “Edit”. Clicking “Edit” will then present the Contract Detail Screen for the contract selected and allow the County Office user to load data or edit existing data for the contract. Once the data is loaded or edited on the Contract Detail Screen, the County Office user **must** click “Save” which will take the County Office user back to the All Contracts Screen to select another contract.

The following is an example of the Contracts Summary Screen that will be displayed with a summary of all contracts with CRP Extension offers for a county.

State/County	Contract	Farm	Tract	Contract Acres	Submit Date	Extension Offer	Date Letter Printed		
19165				57.1	05/12/2009	5 Year Extension	05/13/2009	Edit	Split
19165				33.6		5 Year Extension	05/13/2009	Edit	Split
19165				20.1		5 Year Extension	05/13/2009	Edit	Split
19165				11.0		5 Year Extension	05/13/2009	Edit	Split
19165				1.7		5 Year Extension	05/13/2009	Edit	Split
19165				4.4		5 Year Extension	05/13/2009	Edit	Split
19165				7.9		5 Year Extension	05/13/2009	Edit	Split
19165				10.8		5 Year Extension	05/13/2009	Edit	Split
19165				37.0		5 Year Extension	05/13/2009	Edit	Split
19165				15.4		5 Year Extension	05/13/2009	Edit	Split
19165				28.9		5 Year Extension	05/13/2009	Edit	Split
19165				3.2		5 Year Extension	05/13/2009	Edit	Split
19165				45.2		5 Year Extension	05/13/2009	Edit	Split

County Office shall process remaining screens updating information, as necessary.

Notice CRP-635

4 CRP Extension Reports

A Reports Available in the CRP Extension Web-based Software

The **Summary Report** is intended as a tool for the County Office user to monitor the letter notification and contract data loading processes.

County Office users will have access to the Summary Report for all counties that are administered by the county.

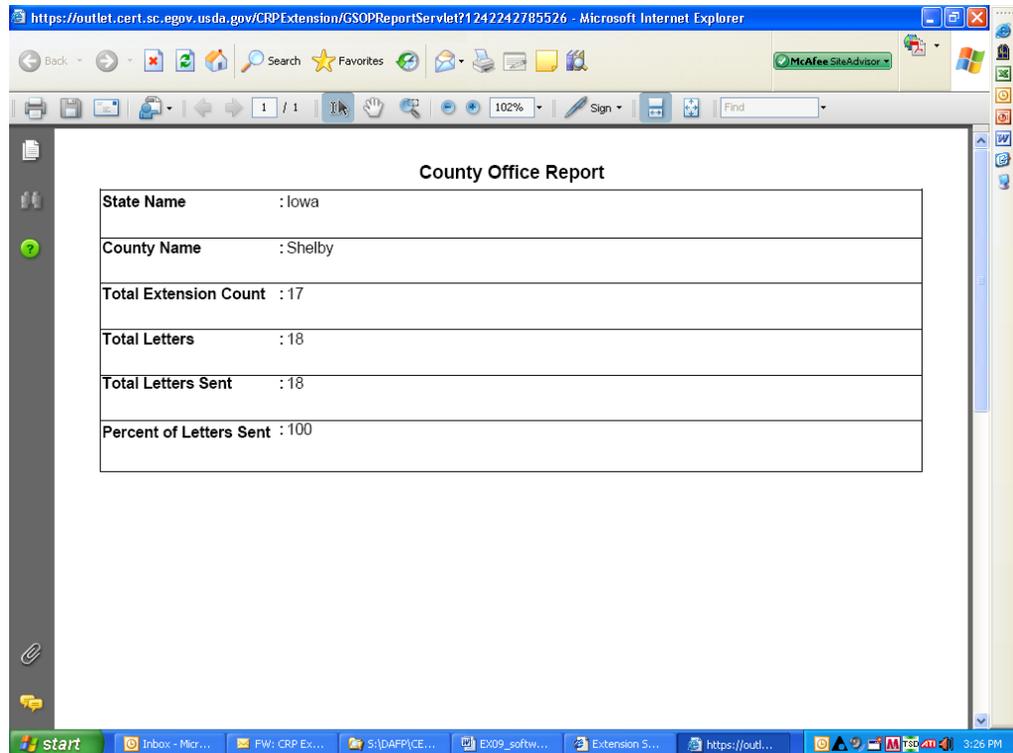
State Office users will:

- have access to the Summary Report for all counties in the State
- have access to the Contract Detail Screen with view access only
- **not** have the ability to data load contact data on the Contract Detail Screen.

National Office users will have access to the:

- Summary Report for all States and counties
- Contract Detail Screen with view only access.

The following is an example of the Summary Report after the County Office generated and printed all extension letters.



County Office Report	
State Name	: Iowa
County Name	: Shelby
Total Extension Count	: 17
Total Letters	: 18
Total Letters Sent	: 18
Percent of Letters Sent	: 100

Note: The Summary Report may be accessed multiple times for all applicable users throughout the CRP Extension process.

Notice CRP-635

5 Recording Contracts in S/36

A Main CRP Contract Selection Screen

The following is an example of the main CRP selection menu. Users shall select option "17", "Extensions 2009 – Extend or Reverse".

Note: The reverse functionality allows County Office users to remove an extension that was entered in error.

```
Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PtScrn Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index
EPCA00 28
CONSERVATION - CRP CONTRACT FILE MENU
-----
Main Activity Selection

1. County Signup Data File          7. Acreage Reduction by Farm
2. Inquiry                          8. Special Corrections
3. Update Contract File (1 - 9)     9. Reset Flags in Master Files
4. Update Contract File (10 & Up)  10. Available Cropland and Easement Data
5. Reports/Letters                 11. Backup Transaction Files
6. Payment Activities              12. Purge CRP Contracts
                                   13. Modify or Reverse Modification
                                   14. Peanuts or Tobacco History Preservation
                                   15. REX Extend or Reverse Extension
                                   16. Critical Use Activities
                                   17. Extensions 2009 - Extend or Reverse

Enter the option number and press ENTER.      Action 17

Cmd3=Previous Menu      Cmd7=End CRP Processing

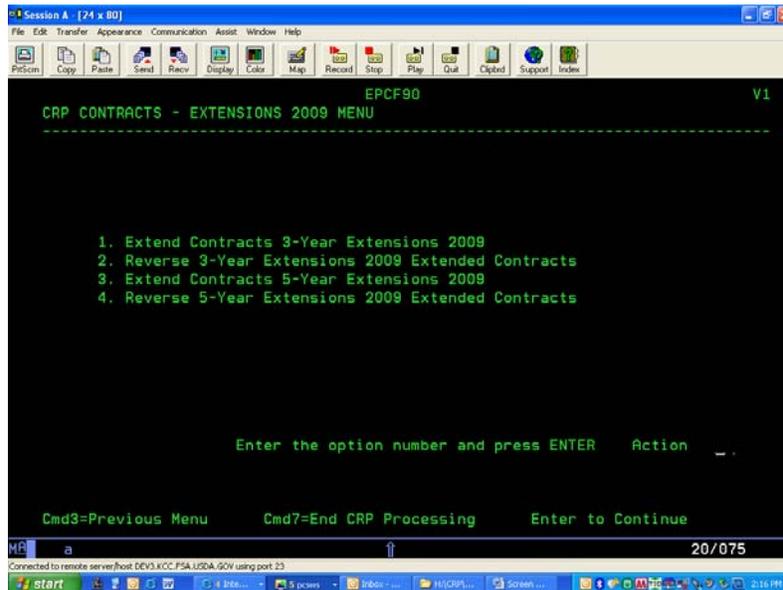
MA a 19/076
Connected to remote server/host DEV3.KCC.FSA.USDA.GOV using port 23
start [Taskbar icons] 9:01 AM
```

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5 Recording Contracts in S/36 (Continued)

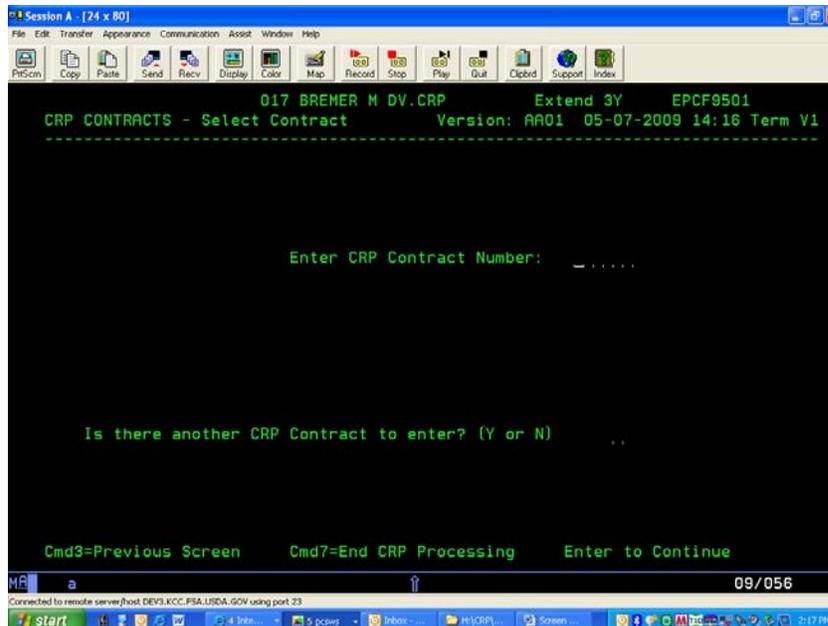
B Extensions 2009 Screen

The following is an example of the Extensions 2009 Menu screen. Users shall select the option for 3- or 5-year extension or the reversal of a 3- or 5-year extension done in error.



C Contract Selection Screen

The following is an example of the CRP Contract Selection Screen. The user will enter the number of the CRP contract that is being extended.

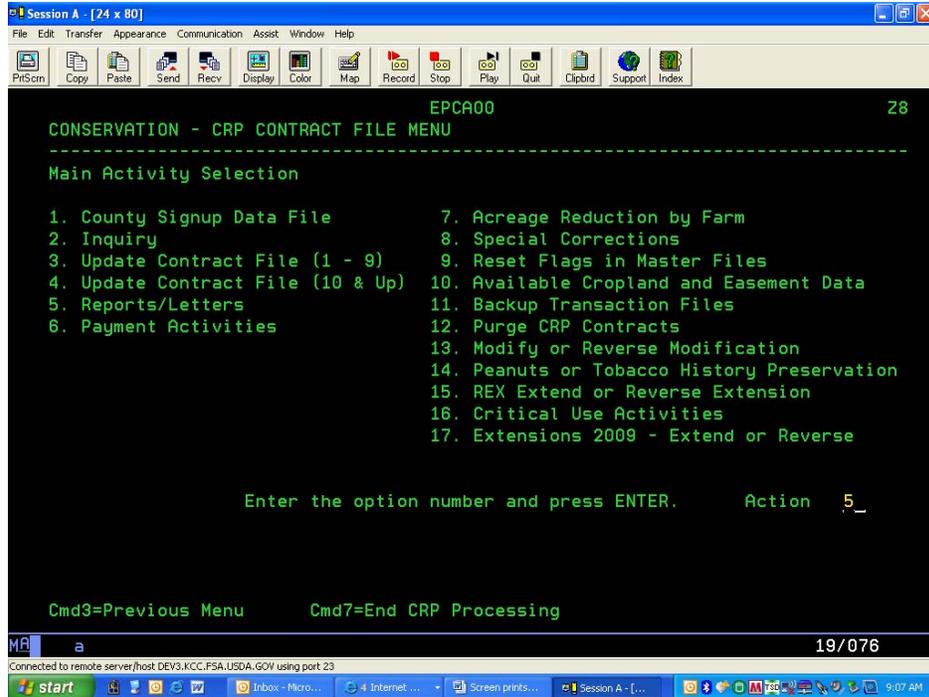


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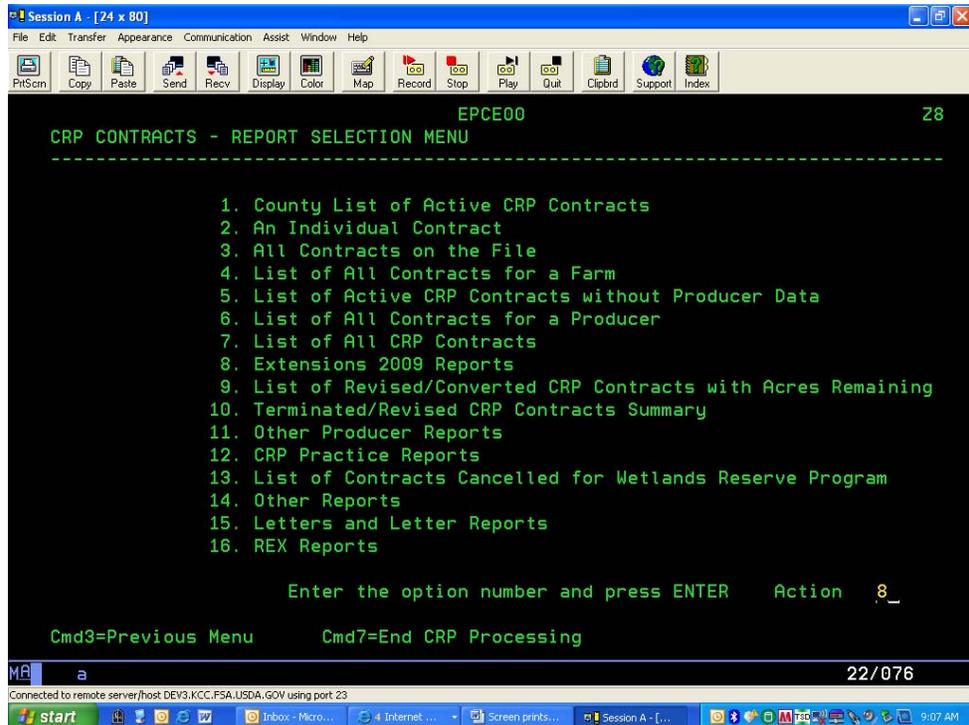
5 Recording Contracts in S/36 (Continued)

D Accessing Extensions 2009 Reports

From the main CRP contract selection screen users shall select option 5, Reports/Letters.



From the reports Selection Menu Screen, users shall select option "8", "Extensions 2009 Reports".

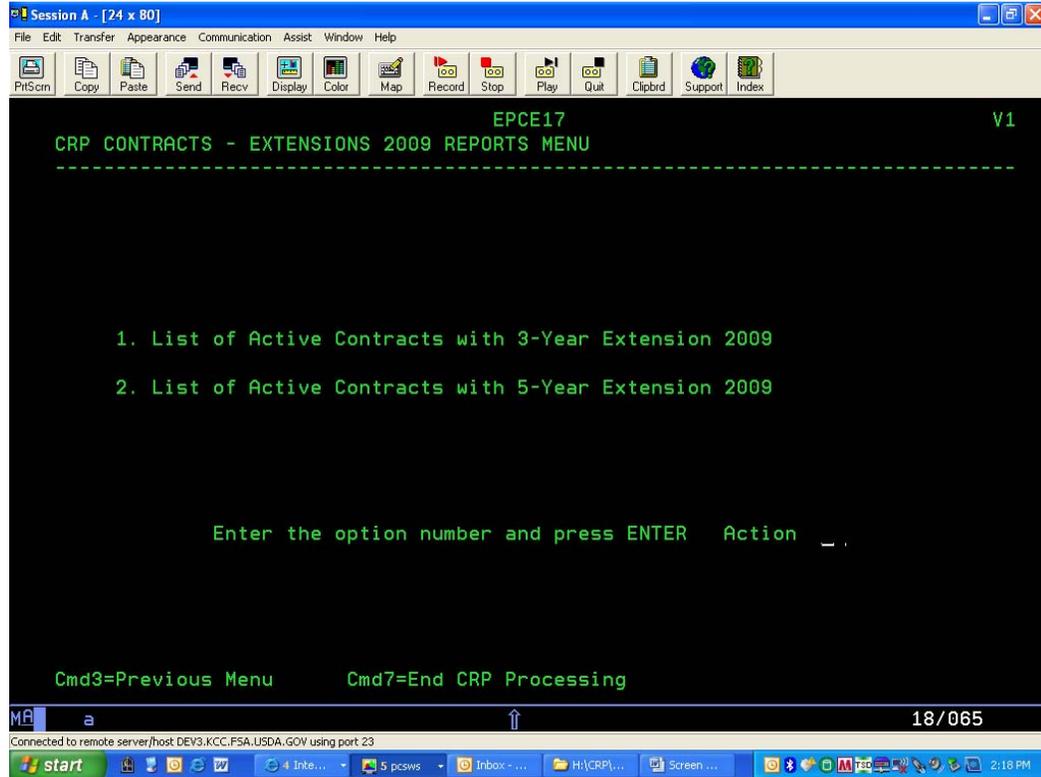


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5 Recording Contracts in S/36 (Continued)

D Accessing Extensions 2009 Reports

From the Extensions 2009 Reports Menu screen, users shall select option 1 for a list of contracts extended 3 years and option 2 for a list contracts extended 5 years.



6 Action

A County Office Action

County Office shall:

- set workload priorities and plan office activities to devote all available resources to CRP
- follow the policy and processes in this notice
- begin notification to producers immediately upon completing the required actions as provided in this notice.

Notice CRP-635

6 Action (Continued)

B State Office Action

State Offices shall:

- set workload priorities and plan office activities to devote all available resources to CRP
- ensure that all applicable County Offices:
 - receive a copy of this notice
 - properly follow the processes in this notice
 - begin notification to producers immediately upon completing required actions as provided in this notice.