

**For:** State and County Offices

**Transition Incentives Program (TIP) Reports**

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



**1 Overview**

**A Background**

The Food, Conservation, and Energy Act of 2008 authorized \$25 million for the voluntary transition of land enrolled under an expiring CRP contract from a retired or retiring owner or operator to a beginning or socially disadvantaged farmer or rancher to return the land to production for sustainable grazing or crop production.

FSA currently has about \$18 million of reported TIP obligations. To ensure that CRP-1R's are not approved that would exceed the authorized \$25 million for TIP, this notice provides State and County Office guidance for reporting CRP-1R's data to the National Office.

**B Purpose**

This notice provides:

- County Offices detailed instructions for manually recording and reporting TIP data to the State Office by **COB February 17, 2012**
- State Offices detailed instructions for manually compiling and reporting TIP data to the National Office by **COB February 22, 2012**
- that County Offices shall provide monthly TIP reporting to the State Office by COB the 25th of each month beginning in March
- that State Offices shall provide monthly TIP reporting to the National Office by COB the last day of each month beginning in March.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2013	State Offices; State Offices relay to County Offices

## Notice CRP-707

### 2 TIP Reporting Requirements

#### A TIP Reporting General Information

FSA must ensure that approved CRP-1R's do not exceed the \$25 million funding limit. TIP is a manual process; therefore, to assist the National Office in monitoring TIP obligations, State Offices must provide accurate TIP reports to the National Office. The National Office will review the TIP reports submitted by State Offices according to this notice, and a future notice will provide instructions to State and County Offices to ensure TIP obligations do not exceed \$25 million.

#### B TIP CRP-1R Data Report

The current TIP CRP-1R data reporting is a manual process and does not provide real time data. In addition, TIP CRP-1R reporting policy previously did not provide a process for reporting signed TIP CRP-1R's pending approval and modifications to approved CRP-1R's.

County Offices must continue to manually report the approved CRP-1R data to the State Office. State Offices must ensure that the approved CRP-1R data is correct before submitting to the National Office.

By **COB February 17, 2012**, **County Offices** must provide the State Office **both** of the following:

- verification that the existing CRP-1R data on the "TIP Summary Report" is correct using the instructions in subparagraph C
- a completed "TIP CRP-1R Data Report" spreadsheet using the instructions in subparagraph D.

By **COB February 22, 2012**, **State Offices** must compile and provide the National Office a State TIP summary using the "TIP CRP-1R Data Report". State Offices **must** ensure that the TIP data provided by the County Offices is correct.

#### C "TIP Summary Report" Verification

County Offices **must** verify the TIP contract data on their respective State report using the "TIP Summary Report" provided at [https://fsa.sc.egov.usda.gov/states/cepd/tip/Contracts%20Reported%20as%20of%20July%202011/TIP\\_Summary\\_Report.pdf](https://fsa.sc.egov.usda.gov/states/cepd/tip/Contracts%20Reported%20as%20of%20July%202011/TIP_Summary_Report.pdf). This report will be updated monthly.

## Notice CRP-707

### 2 TIP Reporting Requirements (Continued)

#### C “TIP Summary Report” Verification (Continued)

After verification, County Offices **must** report that the information on the “TIP Summary Report” is:

- accurate (notify State Office)
- inaccurate (report correct data using the “TIP CRP-1R Data Report” spreadsheet according to subparagraph D).

#### D “TIP CRP-1R Data Report”

The “TIP CRP-1R Data Report” spreadsheet is located at [https://fsa.sc.egov.usda.gov/states/cepd/tip/Contracts%20Reported%20as%20of%20July%202011/TIP\\_CRP-1R\\_Data\\_Report.xlsx](https://fsa.sc.egov.usda.gov/states/cepd/tip/Contracts%20Reported%20as%20of%20July%202011/TIP_CRP-1R_Data_Report.xlsx).

This spreadsheet is provided to assist State and County Offices with required TIP data reporting. Using tabs provided on the bottom of the spreadsheet, County Offices must select the applicable tab to collect the type of data being reported. The report collects the following information for each tab:

- “New TIP Contracts” for approved CRP-1R’s not reflected on the “TIP Summary Report”
- “Pending TIP Contracts” for CRP-1R’s pending approval
- “Terminated TIP Contracts” for terminated CRP-1R’s
- “TIP Contract Modifications” for data modifications to CRP-1R’s (inaccurate data on the “TIP Summary Report”).

Using the “TIP CRP-1R Data Report” provided in this link, County Offices must complete all of the following data before submitting the TIP reports to the State Office:

- State Name
- County Name (Administrative County Location)
- State and County FIP's Code (Administrative County Location)

## Notice CRP-707

### 2 TIP Reporting Requirements (Continued)

#### D “TIP CRP-1R Data Report” (Continued)

- TIP Contract Number

**Note:** The TIP contract number on the CRP-1R form and on the TIP spreadsheet **must** be identical to the CRP-1 contract number in the System 36 CRP contract file at the time the CRP contract expires for TIP payments to be processed and issued. Any revision to the CRP contract number in the last year of the CRP-1 must be revised on the approved TIP CRP-1R and reflected on the “TIP Summary Report”.

**Example:** If the CRP-1 number is 314A when the CRP contract expires, then the CRP-1R number must be 314A-TIP. See 2-CRP, subparagraph 810 A, item 2 for TIP contract numbering procedure.

- TIP Acres

**Note:** Report only acres that are transitioned under the approved CRP-1R. The TIP acres must be less than or equal to the acres on the expiring CRP contract. If the acres being transitioned are less than the expiring CRP contract acres, then CRP-1 must be revised in the S/36 to reflect the correct acres being transitioned. A future software notice will provide guidance for revisions to the S/36 for TIP payment processing.

- Farm Number
- Tract Number
- Rental Rate per Acre
- CRP-1R Beginning Date (October 1 of the year the CRP contract expires)
- CRP-1R End Date (September 30 two years after the CRP contract expires)
- Approval Date (Date the COC approves CRP-1R).

**Important Note:** Before TIP payments can be issued, the data on CRP-1R, the S/36 CRP contract file for the expiring CRP-1, and the “TIP CRP-1R Data Report” spreadsheet must match. A future TIP software notice will provide guidance for preparing to issue TIP payments.

## Notice CRP-707

### 2 TIP Reporting Requirements (Continued)

#### D “TIP CRP-1R Data Report” (Continued)

**Example:** Changes that will require a revision to the CRP-1R and the “TIP CRP-1R Data Report” include:

- CRP-1 contract numbers
- CRP-1 corrections
- CRP-1 participants and shares.

County Offices must submit all changes to CRP-1’s enrolled in TIP to the State Office.

**Important Note:** Unless correcting a data entry error the following data fields must not be changed:

- Rental Rate Per Acre CRP-1
- CRP-1R Beginning Date
- CRP-1R End Date.

#### E State Office “State TIP CRP-1R Data Report”

State Offices must compile the reports received from the County Offices for TIP according to subparagraphs C and D. State Offices must download the “TIP CRP-1R Data Report” from [https://fsa.sc.egov.usda.gov/states/cepd/tip/Contracts%20Reported%20as%20of%20July%202011/TIP\\_CRP-1R\\_Data\\_Report.xlsx](https://fsa.sc.egov.usda.gov/states/cepd/tip/Contracts%20Reported%20as%20of%20July%202011/TIP_CRP-1R_Data_Report.xlsx).

State Offices must save the spreadsheet, naming it “[Insert State name] TIP CRP-1R Data Report” and compile all the completed County Office TIP data spreadsheets with the information provided from the County Office “TIP CRP-1R Date Report” on to 1 State report. Submit the compiled State TIP spreadsheet as an e-mail attachment to Jim Williams at [jim.williams@wdc.usda.gov](mailto:jim.williams@wdc.usda.gov) no later than **February 22, 2012, and COB on the last day of each month** beginning in March until further notice.

**Negative reports are required.** Submit a negative report at <https://fsa.sc.egov.usda.gov/states/cepd/tip/Contracts%20Reported%20as%20of%20July%202011/NegativeReport.xlsx>. CLICK “Negative Report” and follow the instructions.

## Notice CRP-707

### 3 Action

#### A County Office Action

County Offices shall:

- upon receipt of this notice, complete the “TIP CRP-1R Data Report” and submit to the State Office by COB February 17, 2012, and by COB the 25th of each month until further notice
- follow the contents of this notice.

#### B State Office Action

State Offices shall:

- provide the “State TIP CRP-1R Data Report” as an attachment to **jim.williams@wdc.usda.gov** by COB on February 22, 2012, and COB the last day of each month beginning in March
- ensure the accuracy of the data before submitting the report to **jim.williams@wdc.usda.gov**
- notify CEPD immediately of any changes to previously submitted TIP data
- ensure that County Offices follow the contents of this notice.