

**For:** State and County Offices

**Delineating CRP Practices as Separate CLU's and Deleting Expired CRP Data**

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



**1 Overview**

**A Background**

Currently, there is no uniform procedure for delineating CRP contract acreage in the CLU database. It has been identified that some counties have delineated CRP contract acres in CLU's to the contract level, some to the practice level, and some to both the contract and practice levels. Additionally, guidance is needed about the procedure for deleting expired CRP contract data from the CLU database.

The MIDAS software will be based on accuracy to the smallest object level and aggregates upward. This structure is critical to maintaining accurate records and demonstrating program performance for budget requests and other reports. Effective for FY 2013, acreage reports for CRP acreage will be recorded by practice.

Without the correct delineation of the CRP practices by CLU, producers will be unable to file accurate acreage reports, and FSA will be unable to analyze CRP contract data in MIDAS. Delineating CRP practices in the CLU database now will significantly increase the ease and efficiency with which FY 2013 acreage reports for CRP can be processed.

Because of the upcoming changes in the existing Crop Acreage Reporting System and scheduled implementation of MIDAS Release 1.0, it is imperative that **all** new and existing CRP contracts reflect the policy in this notice.

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

## Notice CRP-713

### 1 Overview (Continued)

#### B Purpose

This notice provides information to State Office Conservation specialists, State Office GIS specialists and coordinators, and County Office employees about the following:

- policy and procedure for:
  - delineating each CRP practice as a separate CLU
  - revising existing CRP contract data in the CLU database
  - deleting expired CRP contract data from CLU database
- where to find the CLU Maintenance Tool and Tool for Environmental Resource Results Assessment (TERRA) User Guides
- deadlines for completing CRP practice delineation and deleting expired contract data.

#### C Policy

Effective upon receipt of this notice:

- each practice in all active CRP contracts must be delineated in the CLU database as a separate CLU within 30 calendar days of the contract effective date

**Exception:** Contracts expiring September 30, 2012, are **not** required to be delineated.

- when a contract is revised, CRP attributes for CLU must be revised, as appropriate, and CLU's merged or re-delineated, if applicable, within 30 calendar days after the revision
- for expired contracts, delete the CRP record and merge CLU's, as applicable, within 60 calendar days after the contract has expired.

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### 2 Delineating CRP Practices in CLU

#### A New Contracts

All new CRP contracts approved from the date of this notice require creating a scenario in TERRA. To create a scenario, delineate each practice in the offer. After the contract is approved, County Offices **must** delineate each practice in the CLU database by using the editing tools within the CLU Maintenance Tool.

**Note:** For information on using the CLU Maintenance Tool, see User Guide referenced in subparagraph 4 A.

**Example:** County Offices may load the TERRA scenario as a separate layer and then digitize according to the following.

Step	Action
1	Add the TERRA scenario shapefile by using the “CLU Control Panel”, “Other Layers” tab.
2	CLICK “Add”.
3	Navigate to <b>K:\IA\Geodata\Conservation\crp_scenarios\Submitted\IAxxx\Farm-Tract-Scenario#”</b> and select “Scenario_Polygon.shp file.
4	Navigate to the tract.
5	Modify the color of the Scenario_Polygon layer, if necessary.
6	Edit CLU by digitizing the boundary of the CRP practice.
7	Using the CRP toolbar, add a CRP record for the practice and populate the “Contract Number”, “Practice Number,” and “Expiration Date” attributes.
8	Repeat for each practice in the contract.

**Important:** Because CRP contracts are recorded in tenths of an acre and the CLU Maintenance Tool measures to hundredths of an acre, it is **imperative** that CRP practice CLU’s be digitized so that, **using normal rules of rounding**, the measured acreage will equal the acreage recorded for each practice on the CRP contract.

**Note:** 2-CRP, Exhibit 11 provides that CP12, Wildlife Food Plot, may be at a single location throughout the life of CRP-1 or may be relocated each year to a different location. If practice is relocated each year, then CLU must be re-delineated each year in CLU database to reflect the new location and correspond with the annual acreage report.

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### 2 Delineating CRP Practices in CLU (Continued)

#### B Existing Contracts

Existing CRP contracts with more than 1 practice **must** be re-delineated if the contract was digitized to the contract level and not the practice level.

County Offices:

- should refer to the appropriate TERRA scenario, if applicable
- may load the TERRA scenario as a separate layer and then digitize according to subparagraph A.

Re-digitizing will involve retrieving past contract information within the producer's file, GPS information, or other map information to help identify the individual practice area boundaries. This process may also involve re-shaping existing boundaries to match the intended practice area that may not have been captured correctly.

**Important:** Because CRP contracts are recorded in tenths of an acre and the CLU Maintenance Tool measures to hundredths of an acre, it is **imperative** that CRP practice CLU's be digitized so that, **using normal rules of rounding**, the measured acreage will equal the acreage recorded for each practice on the CRP contract.

**Note:** 2-CRP, Exhibit 11 provides that CP12, Wildlife Food Plot, may be at a single location throughout the life of CRP-1 or may be relocated each year to a different location. If practice is relocated each year, then CLU must be re-delineated each year in CLU database to reflect the new location and correspond with the annual acreage report.

### 3 Revising or Deleting CRP Contracts

#### A Revising CRP Contracts

When a contract revision changes 1 or more attributes in the CLU record or acres in the contract, the CLU database must be updated.

After the revised contract is approved:

- using the CRP toolbar, delete obsolete data and enter revised data for all applicable attributes, including revised contract number
- merge or re-delineate CLU's, as applicable.

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### 3 Revising and Deleting CRP Contracts (Continued)

#### B Deleting Expired Contracts

After contract has expired:

- using the CRP toolbar, delete the appropriate CRP record or records
- merge or re-delineate CLU's, if applicable.

### 4 CLU Maintenance Tool and TERRA User Guides

#### A CLU Maintenance Tool User Guide

To access the CLU Maintenance Tool User Guide, go to

<https://fsa.sc.egov.usda.gov/mgr/GIS/training/User%20Guides/Forms/AllItems.aspx?RootFolder=%2fmgr%2fGIS%2ftraining%2fUser%20Guides%2fArcGIS%2fMaintenance&FolderCTID=&View=%7bADD4B97D%2d819B%2d43A1%2d83C8%2d525207E9CE9C%7d>, and CLICK, “Maintenance\_UG\_5\_3”.

#### B TERRA User Guide

The TERRA User Guide is available at

<https://fsa.sc.egov.usda.gov/mgr/GIS/training/User%20Guides/Forms/AllItems.aspx?RootFolder=%2fmgr%2fGIS%2ftraining%2fUser%20Guides%2fThin%20Client%2fTERRA&FolderCTID=&View=%7bADD4B97D%2d819B%2d43A1%2d83C8%2d525207E9CE9C%7d>.

### 5 Action

#### A County Office Action

County Offices shall:

- ensure that the following have been completed by **COB November 16, 2012**:
  - each practice in all active CRP contracts is delineated in the CLU database as a separate CLU
  - for revised contracts, the CRP attributes for the CLU are revised to reflect the CRP contract, and CLU's merged or re-delineated, if applicable
  - expired contracts are deleted from the CLU database

**Note:** To ensure that CLU data is updated in time for MIDAS scheduled implementation, this deadline for deleting expired contacts may be shorter than policy provided in subparagraph 1 C.

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### 5 Action (Continued)

#### A County Office Action (Continued)

- ensure that the CRP data in the CLU database:
  - is accurate and current
  - does not contain blank or empty spaces
- contact the State Office conservation specialist about policy-related questions and the GIS specialist with any digitizing questions.

#### B State Office Action

The State Office conservation specialist and GIS specialist shall coordinate their efforts to provide support to County Offices.

State Offices shall:

- ensure that the County Offices have the following:
  - accurate and current CRP data in the CLU database
  - adhered to the provisions of this notice
- contact David Taylor for questions about this notice by either of the following:
  - e-mail to **david.taylor@wdc.usda.gov**
  - telephone at 202-720-6255.