

**For:** State and County Offices

**FY 2019 Deadline for CRP-1 Approval**

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



**1 Overview**

**A Background**

Notice CRP-877 advised State and County Offices that current authority for the administration of CRP under the existing regulation expires COB September 30, 2019. After COB September 30, 2019, FSA has no authority to consider or approve any CRP or CREP offer, regardless of when the offer was filed, until new CRP regulations are published.

Notice CRP-879 advised State and County Offices that Conservation Systems will be taken offline at **2 p.m. c.t.** on September 30, 2019, to prepare for the annual batch payment process.

After **2 p.m. c.t.** on September 30, 2019, County Offices will not have the capability to approve CRP offers in the Conservation Online System (COLS).

On October 2, 2019, all conservation applications' functionality is **anticipated** to be restored after TIP, EFCRP, and 1-PL payment processing is completed.

**B Purpose**

This notice advises State and County Offices that CRP offers approved **after** conservation systems are taken offline at **2 p.m. c.t.** on September 30, 2019, must be:

- manually tracked
- reported to FMD, through the State Office.

|                      |  |
|----------------------|--|
| <b>Disposal Date</b> | <b>Distribution</b>                                  |
| January 1, 2020      | State Offices; State Offices relay to County Offices |

## Notice CRP-880

### 2 CRP-1 Approvals and Tracking Schedule

#### A Manual CRP-1 Approval Tracking for Financial Obligation Recording

After 2 p.m. c.t. on September 30, 2019, County Offices will not have the capability to approve CRP offers in COLS. However, there may still exist CRP offers ready for COC approval after software is taken offline.

Despite the software stoppage, authority for the administration of CRP continues through COB September 30, 2019. Therefore, CRP-1 presented for COC approval after 2 p.m. c.t. and before COB may be approved.

Because the financial obligation for the annual rental, cost-share, and/or incentive payment for CRP-1 approved after 2 p.m. c.t., September 30, 2019, will not be made systematically, these **manual obligations must be reported to FMD for recording**. FMD will use the manually tracked data to ensure that all approved contracts are accurately obligated and reported on CCC's year-end audited financial statements.

#### B Manual CRP-1 Approval Tracking Document

Any valid CRP-1 not approved in COLS by 2 p.m. c.t. September 30, 2019, must be recorded in an Excel document, using the template provided in Exhibit 1.

**Note:** No approvals are authorized after COB, September 30, 2019.

Subparagraph D provides instruction for recording contract number after software functionality is restored.

#### C Recording Approval When Conservation Software Functionality Resumes

It is **anticipated** that all conservation application functionality will be restored on or after October 2, 2019, after TIP, EFCRP, and 1-PL payment processing occurs.

Once COLS and Conservation Contract Maintenance System (CCMS) functionality have been restored, the COC approval date must be recorded in COLS for each CRP-1 approved manually between 2 p.m. c.t. and COB on September 30, 2019.

#### D Submission of CRP-1 Approval Listing

After the COC approval date is entered in COLS, and the contract number is assigned by CCMS, the contract number for the approved CRP-1 will be recorded on the tracking document as described in subparagraph B.

The tracking document will be submitted to the State CRP specialist for review and submission to FMD.

## Notice CRP-880

### 3 Action

#### A State Office Action

State Offices will:

- ensure that County Offices are aware of the contents of this notice
- perform a reasonableness check on County Office submissions
- consolidate county submissions into one State file and e-mail to the FMD ULO Certification Mailbox ([ulocertification@usda.gov](mailto:ulocertification@usda.gov)) by COB October 4, 2019. A negative submission is required.

#### B County Office Action

County Offices will:

- use the tracking document template provided in Exhibit 1 to record CRP-1 approvals made manually between 2 p.m. c.t. and COB on September 30, 2019
- record COC approval date in COLS for offers approved manually, once software functionality resumes on or after October 2, 2019
- record the contract number for each entry on the tracking document, once the contract number is assigned
- e-mail the completed tracking document to the State CRP specialist for review no later than 12 p.m. (noon), October 4, 2019. A negative submission is required.

**CRP-1 Manual Approval Tracking Document Template  
(for recording CRP-1’s approved on September 30, 2019, between 2:00 PM CT and COB)**

County Offices will:

- create an Excel document using the below template
- record CRP-1 approvals made manually between 2:00 PM CT and COB on September 30, 2019
- once software functionality resumes on or after October 2, 2019, record COC approval date in COLS for offers approved manually and record the contract number for the corresponding manual approval
- email the completed tracking document to the State CRP specialist for review by 12 PM (noon) October 4, 2019. A negative submission is required.

| St | Co | Contract number | CRP-1 Approval Date | Contract Length | Annual Payment Amount | Cost-Share applicable? |                          | SIP applicable? (CREP only) |                          | PIP applicable? (CREP only) |                          |
|----|----|-----------------|---------------------|-----------------|-----------------------|------------------------|--------------------------|-----------------------------|--------------------------|-----------------------------|--------------------------|
|    |    |                 |                     |                 |                       | Yes or No              | If yes, Estimated amount | Yes or No                   | If yes, Estimated amount | Yes or No                   | If yes, Estimated amount |
|    |    |                 |                     |                 |                       |                        |                          |                             |                          |                             |                          |
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