

For: State and County Offices

Tracking Manual CRP-1's and FSA-848's for FY 2022 Financial Obligation Recording

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Annually in September, State and County Offices are notified that conservation systems will be taken offline at **3:30 p.m. CDT** on September 30, 2022, to prepare for the annual batch payment process.

At **3:30 p.m. CDT** on September 30, 2022, County Offices will not have the capability to approve CRP offers in the Conservation Online System (COLS) or approve CRP cost share agreements in Cost Share Software (CSS). On **October 4, 2022**, all conservation applications' functionality will be restored.

2-CRP, paragraph 522 provides policy on FSA-848A requirements for CRP-1's.

Obligations not captured in COLS at the end of the FY must be manually tracked and reported to FMD for recording as required by DR 2100-001 and OMB Circular A-123 according to the Federal Financial Management Improvement Act of 1996. The process for tracking these obligations has not changed. Improved instructions are needed to ensure that the correct information is captured. Accuracy in this process is extremely important for FSA to:

- comply with the Corrective Action Plan from the last financial audit
- improve performance for future financial audits.

B Purpose

This notice advises State and County Offices that CRP offers approved **after** conservation systems are taken offline at 3:30 p.m. CDT on September 30, 2022, and FSA-848's not approved in CSS before 3:30 p.m. CDT on September 30, 2022, must be:

- manually tracked
- reported to FMD.

Disposal Date	Distribution
September 1, 2023 9-29-22	State Offices; State Offices relay to County Offices

Notice CRP-984

1 Overview (Continued)

B Purpose (Continued)

Important: Separate SharePoint forms have been established by signup type as follows:

- Continuous CRP and CREP
- General CRP and Grassland CRP.

2 CRP-1 and FSA-848 Approvals and Tracking Schedule

A CRP-1 Approval Tracking for Financial Obligation Recording

At 3:30 p.m. CDT on September 30, 2022, County Offices will not have the capability to approve CRP offers in COLS. However, CRP offers ready for COC approval may still exist after software is taken offline.

Authority to approve CRP-1's continues through COB September 30, 2022. Therefore, CRP-1's presented for COC approval after 3:30 p.m. CDT and before COB may be approved despite COLS being offline.

Because the financial obligation for the annual rental, cost share, and/or incentive payment for CRP-1's approved after 3:30 p.m. CDT, until COB September 30, 2022, will not be made systematically, these obligations must be manually reported to FMD for recording. FMD will use the manually tracked data to ensure that all approved CRP-1's are accurately obligated and reported on CCC's year-end audited financial statements.

Once the COLS, CSS, and Conservation Contract Maintenance System functionalities have been restored, the COC approval date must be recorded in COLS for each CRP-1 approved manually between 3:30 p.m. CDT and COB September 30, 2022.

B FSA-848 Approval Tracking for Financial Obligation Recording

At 3:30 p.m. CDT on September 30, 2022, County Offices will not have the capability to approve FSA-848 agreements in CSS. Because the financial obligation for the cost share will not be made systematically, the obligation must be manually reported to FMD for recording. FMD will use the manually tracked data to ensure that all approved cost shares are accurately obligated and reported on CCC's year-end audited financial statements.

C CRP-1 and FSA-848 Approval Tracking Form

Any valid CRP-1 and/or required FSA-848's not approved in COLS or CSS by 3:30 p.m. CDT on September 30, 2022, must be recorded in either of the following SharePoint Manual Tracking Forms by 12 p.m. (noon), October 4, 2022.

[FY22 Continuous CRP and CREP Manual Tracking of CRP-1 and FSA848's SharePoint](#)

[FY22 General and Grassland Manual Tracking of CRP-1 and FSA-848's SharePoint](#)

Notice CRP-984

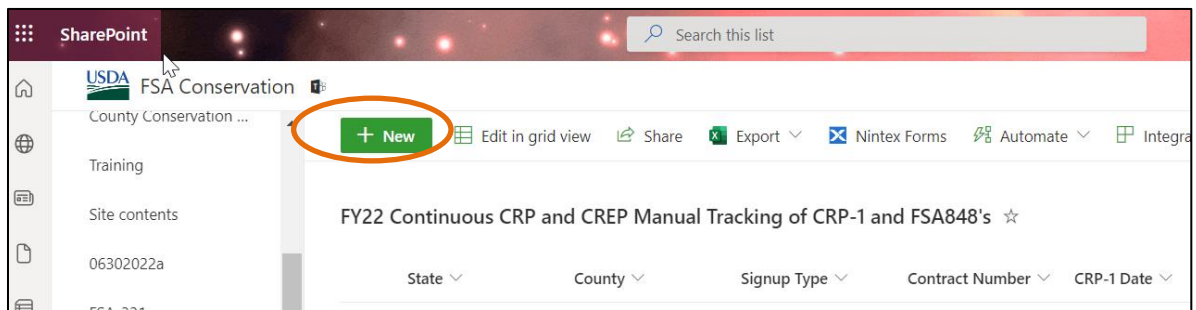
3 Instructions for Entering Manually Tracked Obligations Through SharePoint

A Completing Continuous CRP and CREP Manual Tracking of CRP-1 and FSA-848's Report

One entry is required for each of the following:

- CRP-1 approved after 3:30 p.m. CDT and before COB September 30, 2022, and the unapproved FSA-848
- CRP-1 approval loaded in COLS, but FSA-848 was not approved in CSS by 3:30 p.m. CDT on September 30, 2022.

The County Office will select “+New” on the FY22 Continuous CRP and CREP Manual Tracking of CRP-1 and FSA848's SharePoint.



The County Office will complete the SharePoint form using the instructions provided on page 5.

Note: Additional instructions and reminders are included on the SharePoint form.

Important: CRP-1's with annual rental amounts exceeding \$50,000 require the rental rate per acre (CRP-1, item 9A) and total acres enrolled (CRP-1, item 4) in the Comments section of the SharePoint form.

The County Office must save the SharePoint form once all required entries have been completed.

Notice CRP-984

3 Instructions for Entering Manually Tracked Obligations Through SharePoint (Continued)

A Completing Continuous CRP and CREP Manual Tracking of CRP-1 and FSA-848's Report (Continued)

The following is an example of the Continuous CRP and CREP Manual Tracking of CRP-1 and FSA-848's Report.

The screenshot shows a web-based form for manual tracking of CRP-1 and CREP obligations. The form is titled "USDA United States Department of Agriculture Farm Service Agency Conservation Division". It contains various input fields and dropdown menus for entering data. The form is organized into several sections:

- State:** A dropdown menu.
- County:** A dropdown menu.
- Signup Type:** A dropdown menu with "Find items" selected.
- Contract Number:** A text input field.
- CRP-1 Date:** A date input field with "9/29/2022" entered.
- Contract Length:** A dropdown menu with "Find items" selected.
- Annual Rental Amount:** A text input field with "Item 9B on CRP-1" entered. A blue callout box says "Please Provide Justification for Annual Rental Exceeding \$50,000 in Comments Section".
- Interim plan:** A dropdown menu with "Find items" selected.
- Tract:** A text input field.
- Is SIP applicable?:** A toggle switch, currently turned off.
- Is PIP applicable?:** A toggle switch, currently turned on.
- Complete PIP and SIP Percent only for CREP:** A blue callout box.
- SIP Percent or Rate:** A dropdown menu with "Find items" selected.
- PIP Percent:** A dropdown menu with "Find items" selected.
- Is Cost Share Applicable?:** A dropdown menu with "Find items" selected.
- Choose YES even if Cost Share is anticipated:** A green callout box.
- CREP Name:** A dropdown menu with "Find items" selected.
- 1st CP:** A dropdown menu with "Find items" selected.
- 1st CP Acres:** A text input field.
- 1st Zero Dollar Cost Share:** A dropdown menu with "Find items" selected.
- 2nd CP:** A dropdown menu with "Find items" selected.
- 2nd CP Acres:** A text input field.
- 2nd Zero Dollar C/S?:** A dropdown menu with "Find items" selected.
- 3rd CP:** A dropdown menu with "Find items" selected.
- 3rd CP Acres:** A text input field.
- 3rd Zero Dollar C/S?:** A dropdown menu with "Find items" selected.
- 4th CP:** A dropdown menu with "Find items" selected.
- 4th CP Acres:** A text input field.
- 4th Zero Dollar C/S?:** A dropdown menu with "Find items" selected.
- 5th CP:** A dropdown menu with "Find items" selected.
- 5th CP Acres:** A text input field.
- 5th Zero Dollar C/S?:** A dropdown menu with "Find items" selected.
- 6th CP:** A dropdown menu with "Find items" selected.
- 6th CP Acres:** A text input field.
- 6th Zero Dollar C/S?:** A dropdown menu with "Find items" selected.
- Comment:** A large text area at the bottom.

Notice CRP-984

3 Instructions for Entering Manually Tracked Obligations Through SharePoint (Continued)

A Completing Continuous CRP and CREP Manual Tracking of CRP-1 and FSA-848's Report (Continued)

The following table provides instructions for completing the SharePoint form.

Field	Action
State Name	Select State from the drop-down list.
County	Manually select the administrative county name from the drop-down list.
Signup Type	Select signup type from the drop-down list (CRP-1, item 8).
Contact Number	Enter number from CRP-1, item 3.
CRP-1 Date	Enter date from CRP-1, item 12B.
Contract Length	Select contract length from the drop-down list.
Annual Rental Amount	Enter number from CRP-1, item 9B.
CREP Name	If applicable, select the CREP name.
Is SIP Applicable?	Choose the answer.
Is PIP Applicable?	Choose the answer.
PIP Percent	Select PIP percent from the drop-down list, if applicable.
SIP Percent or Rate	Select SIP percent or rate from the drop-down list, if applicable.
Is Cost Share Applicable?	Choose "Yes" or "No" from the drop-down list.
1st CP	Select the first conservation practice from the drop-down list (CRP-1, item 10C).
1st CP Acres	Enter all acres covered by that practice (CRP-1, item 10D).
1st Zero Dollar Cost Share	Select "Yes" if the practice is established and does not require cost share or select "No" if establishment is needed.
2nd CP	Select the second conservation practice from the drop-down list (CRP-1, item 10C).
2nd CP Acres	Enter all acres covered by that practice (CRP-1, item 10D).
2nd Zero Dollar C/S?	Select "Yes" if the practice is established and does not require cost share or select "No" if establishment is needed.
3rd CP through 6th CP	Repeat entering conservation practices as necessary.
3rd CP Acres through 6th CP Acres	Enter acres for each conservation practice as necessary.
3rd Zero Dollar C/S through 6th Zero Dollar C/S?	Select "Yes" if the practice is established and does not require cost share or select "No" if establishment is needed.
Comment	Enter any necessary comments. Note: CRP-1's with annual rental amounts exceeding \$50,000 require the rental rate per acre (CRP-1, item 9A) and total acres enrolled (CRP-1, item 4).

Notice CRP-984

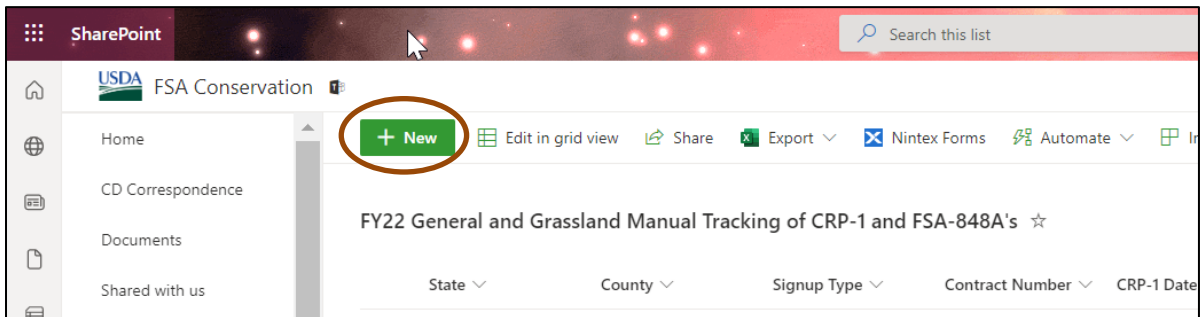
3 Instructions for Entering Manually Tracked Obligations Through SharePoint (Continued)

B Completing General and Grassland Manual Tracking of CRP-1 and FSA-848's Report

One entry is required for each of the following:

- CRP-1 approved after 3:30 p.m. CDT and before COB September 30, 2022, and the unapproved FSA-848
- CRP-1 approval loaded in COLS, but FSA-848 was not approved in CSS by 3:30 p.m. CDT on September 30, 2022.

The County Office will select “+New” on the FY22 General and Grassland Manual Tracking of CRP-1 and FSA-848's SharePoint.



The County Office will complete the SharePoint form using the instructions provided on page 8.

Note: Additional instructions and reminders are included on the SharePoint form.

Important: CRP-1's with annual rental amounts exceeding \$50,000 require the rental rate per acre (CRP-1, item 9A) and total acres enrolled (CRP-1, item 4) in the Comments section of the SharePoint form.

The County Office must answer “Yes” for “Is Cost Share Applicable?” if cost share is anticipated.

The County Office must save the SharePoint form once all required entries have been completed.

Notice CRP-984

3 Instructions for Entering Manually Tracked Obligations Through SharePoint (Continued)

B Completing General and Grassland Manual Tracking of CRP-1 and FSA-848's Report (Continued)

The following is an example of the General and Grassland Manual Tracking of CRP-1 and FSA-848's Report.

The screenshot shows a web-based form for manual tracking. At the top, there is a header with the USDA logo and the text "United States Department of Agriculture Farm Service Agency Conservation Division". Below the header, the form is organized into several sections:

- Basic Information:** Includes dropdown menus for "State", "County", and "Signup Type".
- Contract Details:** Includes a text field for "Contract Number", a date picker for "CRP-1 Date" (set to 9/29/2022), and a dropdown for "Contract Length".
- Financials:** Includes a text field for "Annual Rental Amount" with a callout box: "Provide Justification in Comments for Annual Rentals Exceeding \$50,000".
- Cost Share:** Includes a dropdown for "Is Cost Share Applicable?" (set to "Find items") and a callout box: "Choose Yes if Cost Share is Anticipated".
- Interim Plan:** Includes a dropdown for "Interim plan" (set to "Please Select").
- CP Details:** A table with 6 rows for "1st CP" through "6th CP". Each row has three columns: "CP" (dropdown, set to "Find items"), "CP Acres" (text field), and "Zero CS CP" (dropdown, set to "Please Select").
- Comment:** A large text area at the bottom for "Comment".

Notice CRP-984

3 Instructions for Entering Manually Tracked Obligations Through SharePoint (Continued)

B Completing General and Grassland Manual Tracking of CRP-1 and FSA-848's Report (Continued)

The following table provides instructions for completing the SharePoint form.

Field	Action
State	Select State from the drop-down list.
County	Manually select the administrative county name from the drop-down list.
Signup Type	Select signup type (General or Grassland) from the drop-down list (CRP-1, item 8).
Contact Number	Enter number from CRP-1, item 3.
CRP-1 Date	Enter date from CRP-1, item 12B.
Contract Length	Enter contract length (10 or 15 years) from the drop-down list.
Annual Rental Amount	Enter number from CRP-1, item 9B.
Is Cost Share Applicable?	Choose "Yes" or "No" from the drop-down list.
Interim plan	Choose "Yes" or "No" from the drop-down list.
1st CP	Select the first conservation practice from the drop-down list (CRP-1, item 10C).
1st CP Acres	Enter all acres covered by that practice (CRP-1, item 10D).
1st Zero CS CP	Select "Yes" if the practice is established and does not require cost share or select "No" if establishment is needed.
2nd CP	Select the second conservation practice from the drop-down list (CRP-1, item 10C).
2nd CP Acres	Enter all acres covered by that practice (CRP-1, item 10D).
2nd Zero CS CP	Select "Yes" if the practice is established and does not require cost share or select "No" if establishment is needed.
3rd CP through 6th CP	Repeat entering conservation practices as necessary.
3rd CP Acres through 6th CP Acres	Enter acres for each conservation practice as necessary.
3rd Zero CS CP through 6th Zero CS CP	Select "Yes" if the practice is established and does not require cost share or select "No" if establishment is needed.
Comment	Enter any necessary comments. Note: CRP-1's with annual rental amounts exceeding \$50,000 require the rental rate per acre (CRP-1, item 9A) and total acres enrolled (CRP-1, item 4).

Notice CRP-984

4 Action

A State Office Action

State Offices will:

- ensure that County Offices are aware of the contents of this notice
- submit questions to Jim Williams, Conservation Division, Support Branch Chief.

B County Office Action

County Offices will:

- by 12 p.m. (noon) on October 4, 2022, use the applicable SharePoint Manual Tracking Form to record CRP-1's approved between 3:30 p.m. CDT and COB September 30, 2022
- by 12 p.m. (noon) on October 4, 2022, use the applicable SharePoint Manual Tracking Form to record FSA-848's not approved in CSS before 3:30 p.m. CDT on September 30, 2022
- notify the State Office by email that all applicable CRP-1's and FSA-848's have been reported on the SharePoint sites
- submit a negative report by email to the State Office, if applicable.