

For: State and County Offices

CCC-770 GRP, Grassland Reserve Program (GRP) Checklist

Approved by: Deputy Administrator, Farm Programs



1 Using CCC-770 GRP

A Purpose

This notice informs State and County Offices about CCC-770 GRP (Exhibit 1) that shall be used when:

- approving contracts
- issuing annual payments
- issuing easement payments and other acquisition-related costs (such as survey and legal fees)
- issuing C/S payments.

B County Office Action

County Offices shall use CCC-770 GRP when approving GRP rental contracts and issuing rental/easement payments.

C Accessing CCC-770 GRP

CCC-770 GRP is available from the FFAS Employee Forms Online Web Site at <http://165.221.16.90/dam/ffasforms/forms.html>.

Disposal Date	Distribution
July 1, 2007 2-20-07	State Offices; State Offices relay to County Offices

Notice GRP-15

2 Spot-Checking CCC-770 GRP

A Background

County Offices have come under close scrutiny because of audits and reviews:

- performed externally by Price-Waterhouse
- done internally by CORP checking improper payments.

The National Office was mandated to assemble a checklist (CCC-770 GRP) to assist County Offices.

B CCC-770 GRP Information

CCC-770 GRP is not intended to supersede or replace procedure. County Offices should:

- use CCC-770 GRP as a reminder of the most frequently “erred” determinations and certifications
- recognize that the questions asked on CCC-770 GRP are very general in nature.

Note: It is not practical for CCC-770 GRP to address every conceivable situation as it pertains to eligibility.

C Completing CCC-770 GRP

CCC-770 GRP:

- must be completed for every entity/participant who receives/request payments
- should be completed every time a determination or certification changed from a previous determination or certification
- is mandatory.

Note: CCC-770 GRP developed by the National Office is the only authorized checklist for GRP. County Offices shall **not** use State- or locally-generated checklists for GRP.

Notice GRP-15

2 Spot-Checking CCC-770 GRP (Continued)

D CED Spot Checks

CED or designated representative:

- shall spot check at a minimum, the following every FY quarter:
 - five CCC-770 GRP's, if 10 or less CCC-770 GRP's have been completed
 - ten CCC-770 GRP's, if 11 through 1,000 CCC-770 GRP's have been completed
- shall spot check every STC, COC, and/or NRCS/FSA employee CCC-770 GRP
- shall sign CCC-770 GRP, item 13 and check the "Concur" or "Do Not Concur" box for the randomly selected determination or certification changes
- shall report to COC and the STC representative any CCC-770 GRP that is check "Do Not Concur"
- are not required to spot check every CCC-770 GRP completed in their county.

E State Office Spot Check Selection

The State Office shall select the following for spot check by STC or their representative, at a minimum, every FY:

- three CCC-770 GRP's, if 10 or less CCC-770 GRP's have been completed
- five CCC-770 GRP's, if 11 through 1,000 CCC-770 GRP's have been completed.

F STC or Designee Spot Checks

STC or their designee shall:

- spot check determinations selected by the State Office
- spot check, at a minimum, 40 percent of the CED's spot checks in subparagraph D, which includes the required STC, COC, and NRCS/FSA employee CCC-770 GRP
- sign CCC-770 GRP, item 14 and check the "Concur" or "Do Not Concur" box for the selected determination or certification changes
- not duplicate spot checks completed by CED or their designated representative
- submit the results of the spot checks to SED.

Notice GRP-15

2 Spot-Checking CCC-770 GRP (Continued)

G National Report

SED's shall report the following by county to the National Office as of September 30 of each FY:

- the number of CCC-770 GRP's spot-checked by CED
- the number of CCC-770 GRP's spot-checked by DD
- the number of "Do Not Concur" signed by CED
- the number of "Do Not Concur" signed by DD.

SED shall e-mail the report to **jim.williams@wdc.usda.gov**. Reports are due to the National Office by the 2nd Monday of the new FY.

Example of CCC-770 GRP

Following is an example of CCC-770 GRP.

This form is available electronically.

CCC-770 GRP (02-06-07) GRASSLAND RESERVE PROGRAM (GRP) CHECKLIST	U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation		1. Name of Producer	2. Program Year		
			3. Date of Application <i>(MM-DD-YYYY)</i>	4. Farm Number		
			5. County Office Name	6. State Name		

PART A – GRP CONTRACT APPROVAL CHECKLIST <i>(Enter additional information in Item 10, "Remarks")</i>						
7. Prior to and contract Approval	Handbook or Other Applicable References	YES	NO	N/A	Date Completed	
A. Is there documentation that the application was approved for contract agreement?	<i>GRP Training</i>					
B. Is a CCC-920 properly completed for each?	<i>Notice GRP-2</i>					
C. Do the DCP acres and CRP acres meet the requirement not to exceed cropland on the farm?	<i>Notice GRP-9</i>					
D. Have the GRP acres been measured?	<i>GRP Training</i>					
E. Has the producer reduced DCP or GRP acres to ensure that the same acres have not been enrolled in both GRP and DCP?	<i>Notice GRP-9</i>					
F. Does the county have enough funds on the GRP ledger to fund the GRP contract?	<i>Notice GRP-12</i>					
G. Has a conservation plan been approved by NRCS for the acreage offered?	<i>Notice GRP-13</i>					
H. Have all signatures been obtained on the CCC-920 and the conservation plan?	<i>Notice GRP-2</i>					
I. Have all eligibility determinations been made?	<i>Notices GRP-12, GRP-2</i>					
J. Has the COC or designee signed and dated the CCC-920 for each acceptable application?	<i>Notice GRP-12</i>					

PART B – GRP ANNUAL PAYMENT CHECKLIST						
8. Making Annual Rental Payments						
A. Has the contract been in effect for one year?	<i>Notice GRP-12</i>					
B. Has the producer certified GRP acreage compliance?	<i>GRP Training</i>					
C. Has the Financial Services System been updated to reflect assignment and joint payment information for all CCC-36's and CCC-37's that have been received?	<i>63-FI, Section 3</i>					

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its program and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of Discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

Example of CCC-770 GRP (Continued)

CCC-770 GRP (02-06-07)		Page 2			
PART C – GRP EASEMENT PAYMENT CHECKLIST					
9. Making Easement Payments	Handbook or Other Applicable References	YES	NO	N/A	Date Completed
A. When was the AD-1161, "Application for Payment", received from NRCS?	<i>Notice GRP-5</i>				
B. Has the AD-1161 been signed by NRCS?	<i>Notice GRP-5</i>				
C. Has the Financial Services System been updated to reflect assignment and joint payment information for all CCC-36's and CCC-37's that have been received?	<i>63-FI, Section 3</i>				
PART D – GRP COST-SHARE PAYMENTS CHECKLIST					
10. Making Cost-Share Payments					
A. When was the AD-1161, "Application for Payment", received from NRCS?	<i>Notice GRP-5</i>				
B. Has the AD-1161 been signed by NRCS?	<i>Notice GRP-5</i>				
C. Are the approved conservation practice(s), eligible to receive cost-share, been identified in the CCC-920?	<i>Notice GRP-2</i>				
11. Remarks (Enter additional remarks from Parts A, B, C and D)					
12. CERTIFICATION: I (we) the undersigned certify the above items have been verified or updated accordingly.					
13A. Signature of Preparer	Date	13B. Signature of Preparer	Date		
13C. Signature of Preparer	Date	13D. Signature of Preparer	Date		
14. I concur/do not concur the above items have been verified and updated accordingly:		<input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur			
14A. CED Signature for Spot Check		14B. Date			
15. I concur/do not concur the above items have been verified and updated accordingly:		<input type="checkbox"/> Concur <input type="checkbox"/> Do Not Concur			
15A. DD Signature for Spot Check		15B. Date			