

**For:** State and County Offices

**Updated CCC-920 and CCC-920 Appendix**

---

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



---

**1 Overview**

**A Background**

CCC-920, CCC-920 Appendix, and instructions have been updated.

**B Purpose**

This notice provides:

- County Offices with instructions for completing CCC-920's
- instructions for printing and attaching CCC-920 Appendix to CCC-920 **before** the producer signs CCC-920.

<b>Disposal Date</b>	<b>Distribution</b>
March 1, 2010	State Offices; State Offices relay to County Offices

## Notice GRP-20

### 2 County Office Action

#### A CCC-920 Instructions

Use the following instructions for completing CCC-920's.

Item	Instructions
1	Enter State and county codes and check digit.
2	Computer-generated.
3	Enter acreage to be enrolled in GRP.  <b>Important:</b> This amount may have to be corrected after completing a paid-for measurement service. All changes <b>must</b> be initialed and dated by <b>both</b> the employee making the change and the producer.
4	Enter farm number. Use the same number on all CCC-920's, if applicable.
5	Enter tract number, if applicable.
6	Enter length of CCC-920.
7	Enter the beginning and ending date of CCC-920.
8A	Enter County Office address.
8B	Enter County Office telephone number.
9A	Enter GRP rental rate for the county in which the land is physically located. If the land is physically located in more than 1 county, County Office shall use GRP rental rate for the county in which the predominant number of acres offered are physically located.
9B	Enter annual contract payment.  Calculate the annual contract payment by multiplying the acres for enrollment (item 3) times the rental rate per acre offered (item 9 A), rounded to the nearest dollar.  <b>Important:</b> This amount may have to be corrected after completing a paid-for measurement service.
9C	<b>Not applicable at this time.</b>
10	Enter the: <ul style="list-style-type: none"> <li>• tract number</li> <li>• field number</li> <li>• practice or practices the producer wants to install</li> <li>• applicable acreage amount</li> <li>• total estimated cost-share per practice.</li> </ul> <p><b>Note:</b> Only 1 practice length is permitted per CCC-920.</p>
11	The owners and operators are responsible for completing item 11 and providing the division of shares.
12	CCC representative shall sign and date when <b>all</b> eligibility requirements have been met.

Notice GRP-20

2 County Office Action (Continued)

B CCC-920

This is an example CCC-920. CCC-920's are available at <http://165.221.16.90/dam/ffasforms/forms.html>.

<b>CCC-920</b> (08-25-09)					<b>U.S. DEPARTMENT OF AGRICULTURE</b> Commodity Credit Corporation					1. ST. & CO. CODE & C/D 40 - 119		2. CONTRACT NUMBER 09-213	
<b>GRASSLAND RESERVE PROGRAM CONTRACT</b>										3. ACRES FOR ENROLLMENT 100.0		4. FARM NUMBER 1001	
										8A. COUNTY OFFICE ADDRESS (Include Zip Code): PAYNE COUNTY FARM SERVICE AGENCY 2600 S MAIN ST STILLWATER, OK 74074-7123			
8B. TELEPHONE NUMBER (Include Area Code): 405 372-7071										6. OFFER (Select one) Contract Type 10 Year 15 Year 20 Year		7. CONTRACT PERIOD FROM: (MM-DD-YYYY) TO: (MM-DD-YYYY) 09-15-2009 09-15-2019	
<p><i>THIS CONTRACT is entered into between the Commodity Credit Corporation (referred to as "CCC") and the undersigned owner(s), on the farm identified above. The undersigned person or persons may hereafter collectively be referred to as "the Participant". The Participant agrees to place the designated acreage into the Grassland Reserve Program ("GRP") for the stipulated contract period from the date the Contract is executed by the CCC or other use set by CCC. The Participant also agrees to implement on such designated acreage the Conservation Plan developed for such acreage and approved by the CCC and the Participant. Additionally, the Participant and CCC agree to comply with the terms and conditions contained in this Contract, including the Appendix to this Contract, entitled Appendix to CCC-920, Grassland Reserve Program Contract (referred to as "Appendix"). Return of the Appendix and any addendum there to are incorporated into this contract by reference and are binding upon the participant. BY SIGNING THIS CONTRACT PRODUCERS ACKNOWLEDGE RECEIPT OF THE FOLLOWING FORMS: CCC-920; CCC-920 Appendix and any addendum thereto.</i></p>													
9A. Rental Rate Per Acre \$ 8.25										10. Conservation Practices (See Page 2 for additional space)			
9B. Annual Contract Payment \$ 825										A. Tract No.			
9C. First Year Payment \$										B. Field No.			
										C. Practice No.			
										D. Acres			
										E. Total C/S			
<b>11. PARTICIPANTS</b>													
A(1). Name and Address (Include Zip Code) Matthew Williams RT. 1 Box 29 Coyle, OK 73027				(2) Share 100 %		(3) Signature (By)		(4) Title/Relationship of the Individual Signing in a Representative Capacity			(5) Date (MM-DD-YYYY)		
B(1). Name and Address (Include Zip Code)				(2) Share %		(3) Signature (By)		(4) Title/Relationship of the Individual Signing in a Representative Capacity			(5) Date (MM-DD-YYYY)		
C(1). Name and Address (Include Zip Code)				(2) Share %		(3) Signature (By)		(4) Title/Relationship of the Individual Signing in a Representative Capacity			(5) Date (MM-DD-YYYY)		
12. CCC USE ONLY - Payments according to the shares are approved.						A. Signature of CCC Representative						B. Date (MM-DD-YYYY)	
<p><b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1415, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for program benefits.</p> <p>The information collection is exempted from the Paperwork Reduction Act, as it is required for the administration of the Food, Conservation, and Energy Act of 2008 (see Public L. 110-246, Title II, Subtitle J-Miscellaneous Conservation Provisions).</p> <p>The provisions of criminal and civil fraud, privacy and other statutes may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></p>													
<p>The U.S. Department of Agriculture prohibits discrimination in all its programs 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 Adjudication and Compliance, 1400 Independence Avenue, SW, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 845-6136 (Spanish) or (800) 877-8339 (TDD) or (866) 377-8642 (Federal-relay). USDA is an equal opportunity provider and employer.</p>													



## Notice GRP-20

### 2 County Office Action (Continued)

#### C CCC-920 Appendix

County Offices **must**:

- print CCC-920 Appendix from <http://165.221.16.90/dam/ffasforms/forms.html>
- ensure that producers are provided CCC-920 Appendix **before** signing CCC-920.

### 3 Action

#### A County Office Action

County Offices shall:

- complete CCC-920 using the instructions in paragraph 2 A
- provide a copy of CCC-920 Appendix to producers **before** they sign CCC-920.

#### B State Office Action

State Offices shall ensure that County Offices follow the policies in this notice.