



Natural Resources Conservation Service  
6013 Lakeside Blvd.  
Indianapolis, IN 46278

December 19, 2006

INDIANA BULLETIN NO. 180-7-1

SUBJECT: CPA – Toolkit Template for Continuous Conservation Reserve Program Plans

Purpose: To distribute information on the Toolkit Template for Continuous Conservation Reserve Program Plans for fiscal year 2007 (Template, Cost-List, plus instructions to be sent under separate cover.)

Expiration Date: September 30, 2007

Background: To ensure that NRCS Indiana completes the planning requirements for Continuous Conservation Reserve Program (CCRP) plans in a consistent and timely manner, a CCRP Toolkit Template system similar to the one used for fiscal year 2006 General Signup and Re-Enrollments and Extensions will be used for all CCRP planning efforts.

To minimize sending these large files to all employees, all of the necessary files needed to run the templates along with instructions will be sent to the Resource Management Specialists in each area for distribution to the field staff who will need them.

As with all CRP planning, please deliver the following documents to FSA as soon as they are completed for each CRP-2C received:

1. AD-1155 or NRCS-CPA-1155 (generated from the CCRP Toolkit Template).
  - a. **NRCS will schedule practices in the Toolkit Template System using the eFOTG practice codes and narratives that correspond with the CP practices and acres that FSA provides on the CRP-2C.**
    - i. Participants who wish to change their offer (as specified on the *CRP-2C* such as adding/deleting practices, changing offered acres, etc.) **should be directed to FSA** to request the change.
      1. If the requested change is approved, FSA will issue NRCS a new *CRP-2C*.
    - ii. Mid Contract Management activities will be scheduled for non-forestry practices only using the Electronic Field Office Technical Guide (eFOTG) practice 647 (Early Successional Habitat Development/Management), narrative 3301.
      1. See the '*CRP Mid Contract Management Guidance – Indiana*' for additional information (issued with a joint memo on June 9, 2006).
    - iii. NRCS will collect the CRP participants' signature(s) and Soil and Water Conservation District Board's signature prior to delivering to FSA.

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2. Written **Practice Specifications** that provides the details needed to establish and maintain the practice according to the eFOTG standards and CRP policy, and the options available for Mid Contract Management.
  - a. Several CCRP-specific Program Job Sheets will be made available in the near future.
3. **Environmental Evaluation (NRCS-CPA-052)**.
  - Existing environmental information in the current plan and the case file can be used if sufficient. NRCS can initial and re-date the existing NRCS-CPA-052, where all of the practices remain unchanged and a review indicates no change from the existing form.
  - If there is no NRCS-CPA-052 then one must be completed.

Note that the AD-1155 & 1156 forms are changing to the NRCS-CPA-1155 & 1156 forms. This change has been made in ProTracts and will be forthcoming in Toolkit in the near future. Either version of the forms will be valid.

If you have any questions about the CRP Toolkit Template System, please contact Bruce Milligan, Resource Conservationist at (317) 290-3200, ext. 347 or Shannon Zezula, State Resource Conservationist at (317) 290-3200, ext. 388. For questions about CRP policy, please contact Harold Thompson, Assistant State Conservationist – Programs at (317) 290-3200, ext. 320.

/s/

JANE E. HARDISTY  
State Conservationist

cc: Doug Hovermale, Program Specialist, FSA, Indianapolis, IN  
Gail Peas, Program Specialist, FSA, Indianapolis, IN