



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

March 24, 2008

INDIANA BULLETIN NO. 180-8-2

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

Purpose: To distribute the Toolkit Template for Continuous Conservation Reserve Program and Conservation Reserve Enhancement Program Plans for fiscal year 2007

Expiration Date: September 30, 2008.

To ensure that the planning requirements for Continuous Conservation Reserve Program (CCRP) and Conservation Reserve Enhancement Program (CREP) plans are completed in a consistent and timely manner, a combined CRP/CREP Toolkit Template system similar to the ones used in previous fiscal years will be used for all CRP and CREP planning efforts. An updated cost list for both CCRP and CREP practices has also been created based on FSA's latest State Cost-share Plan, recently released with "FSA Indiana Notice CRP-08-05".

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 and Jerod Chew, ISDA, in each area for distribution to the field staff who will need them.

As with all CRP planning, please deliver the following 3 documents to FSA as soon as they are completed for each CRP-2 received:

1. **AD-1155 or NRCS-CPA-1155** (generated from the CRP/CREP Toolkit Template).
 - a. **Practices will be scheduled 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-2.**
 - i. Participants who wish to change their offer (as specified on the CRP-2 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 a new CRP-2.
 - ii. Mid Contract Management activities will be scheduled for non-forestry practices using the Electronic Field Office Technical Guide (eFOTG) practice 647 (Early Successional Habitat Development/Management).
 1. See the 'CRP Mid Contract Management Guidance – Indiana' for additional information (issued with a joint memo on June 9, 2006).
 - iii. CRP participants' signature(s) and Soil and Water Conservation District Board's signatures will be collected prior to delivering to FSA.

2. Written ***Practice Specifications*** that provide 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. CRP and CREP-specific Program Job Sheets are available at <http://www.in.nrcs.usda.gov/programs/CRP/crphomepage.html>.
3. ***Environmental Evaluation (NRCS-CPA-052)***.

If you have any questions about the CRP/CREP 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 the Assistant State Conservationist – Programs at (317) 290-3200, ext. 320.

/s/

JANE E. HARDISTY
State Conservationist

Attachment

cc: Gail Peas, Conservation Program Specialist, FSA, Indianapolis, IN
Michelle Howell, Program Specialist, FSA, Indianapolis, IN
Tammy Lawson, Director, Division of Soil Conservation, ISDA, Indianapolis, IN
Jerod Chew, Asst. Director, Division of Soil Conservation, ISDA, Indianapolis, IN