

# Indiana Conservation Reserve Program (CRP) And Conservation Reserve Enhancement Program (CREP) Step by Step Process

<b>APPLICATION PHASE</b>		
<b>Step #</b>	<b>WHO</b>	<b>DOES WHAT</b>
<b>1.</b>	<b>Producer</b>	<b>Expresses their interest in CRP at the local FSA or NRCS Office</b>
<b>2.</b>	<b>FSA/Conservation Partner</b>	Provides basic information on CRP/CREP practices and informs Producer that <b>recorded deed</b> for the acreage being offered is required to initiate a CRP-2C and begin enrollment process.
<b>3.</b>	<b>Producer</b>	Provides <b>recorded deed</b> to FSA and initiates <b>CRP-2C</b>
<b>4.</b>	<b>FSA</b>	<p>For each offer:</p> <ol style="list-style-type: none"> <li>1) Works with interested CRP applicants to determine eligibility for enrollment of acreage into the CRP by determining the following:               <ol style="list-style-type: none"> <li>i) Offered acreage is cropland and meets the cropping eligibility requirement of being planted to an agricultural commodity four out of the six years <b>2002 through 2007 (or three of the last ten years for FWP practices)</b></li> <li>ii) Verify ownership or <u>control</u> of the acreage for the life of the contract</li> <li>iii) Verify that, or assist producer(s) in completing, a CCC-926, AD-1026, appropriate CCC-901 (if applicable) and crop insurance proof/waiver.</li> <li>iv) Verify acreage meets other programmatic requirements (i.e. floodplain for CP23 and CP31, field boundary for CP33, etc.)  <b>NOTE:</b> for persons/acreage that are determined to be ineligible, follow the Appeals/Mediation Process in 1-APP.</li> </ol> </li> <li>2) Explains the <b>CRP Mid-Contract Management and CRP Maintenance Requirements</b>, and possible <b>DCP base reductions and Succession in Interest</b>. Provides producer(s) with <b>CRP-1 Appendix</b>.</li> <li>3) Delineate acreage utilizing the TERRA GIS Tool.</li> <li>4) Input offer information into COLS software to generate offer forms. (CREP not supported by COLS- manually generated CRP-2C must be used).</li> <li>5) For SAFE offer requests - request acreage allocation from the FSA State Office.</li> <li>6) For each eligible producer wishing to continue, the following will be forwarded to the local <b>NRCS office and IDNR DOF</b>, if applicable (<b>within 5 work days of the Producer initiating the CRP-2C</b>)*:               <ol style="list-style-type: none"> <li>a) <b>CRP-2C [paragraph 212C of the 2-CRP (Rev. 5) Handbook]</b> with blocks 1 through 5B, 7, 8, 10 through 13, and 21 through 25 completed</li> <li>b) <u>Legible map</u> with offered CRP acreage clearly defined.</li> <li>c) List of all CRP participants with primary contact identified with contact phone (cell).</li> </ol> </li> </ol>

## APPLICATION PHASE - continued

Step #	WHO	DOES WHAT
5.	NRCS	<p>For each <b>CRP CRP-2C</b>:</p> <ol style="list-style-type: none"> <li>1) Contacts each producer to set up a Field Visit for planning and eligibility/feasibility determinations.</li> <li>2) Involve <b>IDNR DOF</b> for all forestry practices to coordinate the development of practice specifications.</li> <li>3) Completes a field visit of offered acreage to determine whether the acreage is eligible and suitable for the practice(s) offered and if the practice(s) is needed and feasible to solve the resource concern. <b>NOTE:</b> for sites that are not eligible, FSA must be notified so that a CRP-26 may be issued.</li> <li>4) Identifies each eligible practice's specific location on an <b>Aerial Photo</b>.</li> <li>5) Collects data needed to complete the Practice Details needed to get the CRP practices installed</li> <li>6) Collects data for completing the <b>NRCS-CPA-52</b> (parts A – P).</li> <li>7) If practice being offered is to be enrolled as a CREP, forward a copy of the CRP-2 to the appropriate <b>ISDA CREP Leader</b>.</li> </ol>
6.	ISDA CREP Leader	<ol style="list-style-type: none"> <li>1) Fills out CREP Participation Agreement and accesses the <b>ISDA CREP Website (Sharepoint)</b> and inputs the necessary practice, acres and incentive information necessary to obligate the <b>CREP State Agreement</b>.</li> <li>2) Explains the <b>CREP Participation Agreement</b>, payment policies and any other applicable state payment forms to the producer.</li> </ol>
7.*	Producer	<ol style="list-style-type: none"> <li>1) Signs the <b>CREP Participation Agreement before CRP-1 obligation</b>.*</li> </ol>
8.*	ISDA CREP Leader	<ol style="list-style-type: none"> <li>1) Approves <b>CREP Participation Agreement. (Update Sharepoint as neccesary)</b>*</li> <li>2) Notifies the <b>NRCS DC</b> of state CREP funding status via email.</li> <li>3) Forwards copy of approved <b>CREP Participation Agreement to FSA</b>.*</li> </ol>

\* NOTE: the CREP participant may sign the *CREP Participation Agreement* at any time, but prior to *CRP-1* obligation.

## APPLICATION PHASE - continued

Step #	WHO	DOES WHAT
9.	NRCS DC	<p>For each CRP-2C Requiring CIT technical assistance:</p> <p>NOTE: if the practice is for CREP, <u>do not</u> proceed with Technical Assistance unless state CREP funding approval is received from the <b>ISDA CREP Leader</b>.</p> <ol style="list-style-type: none"> <li>1) Arranges to provide technical assistance to the <b>Participant</b> <ol style="list-style-type: none"> <li>a) Refers engineering practices, as appropriate, to the Conservation Implementation Team using accepted procedures ensuring that if the practice is to be enrolled as CREP, it is designated on the referral.</li> <li>b) Logs all technical assistance requests to the CIT in the CRP Tracking Report.</li> </ol> </li> </ol>
9a	CIT	<p>For each CRP referred by the NRCS DC for technical assistance:</p> <ol style="list-style-type: none"> <li>1) Provides requested technical assistance for the necessary establishment of the CRP practice, and notifies the <b>NRCS DC</b> when completed.</li> <li>2) When the requested technical designs are completed, forward to the <b>NRCS DC</b>:             <ol style="list-style-type: none"> <li>a) Requested engineering or establishment plan.</li> </ol> </li> </ol>
9b	NRCS DC	<ol style="list-style-type: none"> <li>1) Completes <b>CRP-2C</b>.             <ol style="list-style-type: none"> <li>a) Completes and/or verifies information in blocks 14A through 14D, 17A through 17D (if infeasible acreage is represented in block 13) of the <b>CRP-2C [paragraph 212C of the 2-CRP (Rev. 5) Handbook]</b> ensuring that practice acreage and location correspond to any technical plans received from CIT.</li> </ol> </li> <li>2) Completes <b>AD-1155, Plan Map</b> and <b>NRCS-CPA-52</b>.             <ol style="list-style-type: none"> <li>a) Enters <b>EACH PRACTICE AND THE ACRES AS IDENTIFIED EXACTLY ON THE CRP-2C and/or Engineering Plan</b> into Toolkit using the CRP Template System.</li> <li>b) Completes appropriate <b>Practice Specifications</b> according to the data collected during the field visit.</li> </ol> </li> <li>3) Notifies participant of availability of the <b>AD-1155</b> for review.</li> <li>4) Explains the <b>AD-1155</b> and any applicable Practice or Technical Specifications to the <b>Producer</b> and obtains their signature on <b>AD-1155</b> and from <b>IN-ENG-49</b> acknowledging receipt of the technical plan, if applicable.</li> </ol>

## APPLICATION PHASE - continued

Step #	WHO	DOES WHAT
10.	Producer	1) Signs the <b>AD-1155</b> and form <b>IN-ENG-49</b> (if applicable) after reviewing the <b>AD-1155, Practice Specifications, and Plan Map.</b>
11.	NRCS	1) Signs the <b>AD-1155</b> after collecting the <b>Producer's</b> signature and the <b>Conservation District Board's</b> signatures on the <b>AD-1155</b> generated from Toolkit. 2) Delivers the signed <b>AD-1155</b> , any applicable <b>Practice Specifications, Plan Map, Bill of Materials</b> (if applicable), and <b>NRCS-CPA-52</b> to <b>FSA.</b>
12.	FSA	1) Complete <b>CRP-2C and CRP-1</b> in COLS. If practice acreage requires revision based on AD-1155, then TERRA scenario and COLS offer shall be edited. 2) Issue <b>CRP-23</b> to signatories of CRP-1 notifying them of acceptable CRP Offer, maximum payment rate that may be obtained and that CRP-1 and CRP-2C are ready for signature.
13.	Producer	1) Pay for required <u><i>paid for measurement service.</i></u> 2) Complete <b>CRP-2C</b> by completing block 9, 26A and 26B. 3) Fill in block 10A of completed <b>CRP-1</b> and sign block 12 with contract shares indicated. 4) If additional signatures are required, participant must <b>obtain signatures of all owners listed on the deed</b> with their appropriate shares designated. 5) Obtain either signature of tenant on CRP-1 with designated shares or obtain a signed statement from operator voluntarily relinquishing right to CRP acreage. If the operator signs the CRP-1, then all CRP-1 signatories must sign the <b>Tenant Certification</b> (2-CRP (Rev. 5) Par. 130E). 6) Provide CCC-505 or CCC-517 if DCP base reduction or redistribution is required.  <p style="text-align: center;"><b>NOTE: If the CRP-1 and CRP-2C are not signed within 30 calendar days from the date the producer is notified that the CRP-2C is ready for signature, the offer shall be rejected by FSA and NRCS shall be notified of the rejected offer.</b></p>

## CONTRACTING PHASE

Step #	WHO	DOES WHAT
1.	FSA	<p>For each CRP <b>CRP-1</b>:</p> <ol style="list-style-type: none"> <li>1) Collects CPO and designs from NRCS and ensures the following are present by completing the <b>CRP Plan Checklist</b>:               <ol style="list-style-type: none"> <li>i) <b>AD-1155 with:</b> <ol style="list-style-type: none"> <li>(1) Reference to <b>Practice Specifications</b> and other supplemental documents for practice details.</li> <li>(2) <b>CRP MAINTENANCE LANGUAGE.</b></li> <li>(3) <b>CRP MID-CONTRACT MANAGEMENT LANGUAGE</b></li> <li>(4) The <b>AD-1155</b> is signed by the <b>Producer(s), NRCS</b> and the <b>Conservation District.</b></li> </ol> </li> <li>ii) <b>Practice Specifications</b> that provide practice details.</li> <li>iii) <b>Aerial Photo Plan Map</b> with the specific location of each practice clearly marked.</li> </ol> </li> <li>2) Collects from NRCS a completed <b>NRCS-CPA-52</b> that ensures all environmental concerns are addressed to document NEPA Compliance. <b>FSA will need to complete Parts Q – S, and sign and date Part S and return a completed copy to NRCS</b></li> <li>3) Ensures that <b>CREP Participation Agreement</b> has been approved by ISDA CREP Leader (if applicable).</li> <li>4) Reviews each <b>AD-1155</b> with the <b>Practice Specifications</b> and the <b>Aerial Photo Plan Map</b> as the complete CRP Plan with the <b>County Committee.</b> <ol style="list-style-type: none"> <li>i) Collects the <b>County Committee</b> signature on the <b>AD-1155.</b></li> <li>ii) Collects the <b>County Committee</b> signature on the <b>CRP-1.</b></li> </ol> </li> <li>5) Enters the <b>CRP-1</b> information into <b>System 36.</b></li> <li>6) Forwards <b>CRP-24</b>, copies of <b>CRP AD-1155 with Practice Specifications, CRP-1, CRP-1 Appendix, CRP-2C</b> approved by the <b>County Committee</b> and <b>CCC- 245s</b> and <b>AD-862s</b> for non-engineered practices only to the <b>Producer(s)</b> (within <b>5 work days of receiving COC approval</b>).*</li> <li>7) Processes Signing Incentive Payment (<b>SIP</b>) for applicable practices.</li> <li>8) Forwards copies of all <b>CRP AD-1155s</b> approved by the <b>County Committee</b> back to the <b>NRCS</b> office of origin.</li> </ol>

PRACTICE IMPLEMENTATION/CERTIFICATION PHASE		
Step #	WHO	DOES WHAT
2.	Producer	<p>1) Arranges to have the practices installed according to the <i>CRP Plan</i> and any associated <i>Practice Specifications or engineering designs</i>.</p> <p>a) Questions concerning the implementation of the practices will be directed to <b>NRCS</b>.</p> <p><b>NOTE: Any deviations from approved CRP-1 Contract or AD-1155 <u>must</u> be communicated to FSA immediately.</b></p> <p>2) Certifies practice completion on <b>AD-245 Page 2</b> and submits receipts to <b>FSA</b>.</p> <p>3) <b>For Non-Engineered Practices only</b>, self-certifies that the practice was installed according to CRP Policy and NRCS Standards and Specifications on the <b>AD-862</b>.</p> <p>4) An annual timely certification of compliance shall be filed on either <b>FSA-578</b> or <b>CRP-817U</b> BEFORE annual rental payments may be issued.</p>
3.	FSA	<p>For each certified <b>AD-245 Page 2</b> received:</p> <p>1) Date stamp, initial and make copies of producer's receipts.</p> <p>2) Verify producer's expenses in accordance with 2-CRP (Rev. 5) Part 15, and per the <b>AD-1155</b> and attachments, and notify NRCS of the completed self-certified practices.</p> <p>3) Forward <b>AD-862</b> to local <b>NRCS</b> for certification of completion for all practices with engineered components (i.e., CP23, FWP, CP8A, CP21 with erosion control structure, etc.) (<b>within 5 work days of receiving the certified 245 from the Producer</b>).*</p>
4.	NRCS	<p>For each engineered practice <b>AD-862</b> received from FSA:</p> <p>1) Completes site visit to verify that the practice was installed in accordance with the <b>AD-1155</b> and engineering plan.</p> <p>2) Certifies completion, or notes deficiencies, on <b>AD-862</b> and returns to the originating FSA Office (<b>within 15 work days of receiving the AD-862 from FSA</b>).*</p>

**PRACTICE IMPLEMENTATION/CERTIFICATION PHASE - continued**

Step #	WHO	DOES WHAT
5.	FSA	<p>For each certified <b>AD-862 received:</b></p> <ol style="list-style-type: none"> <li>1) Issue Cost-Share Payments in accordance with 1-CONSV (Rev.2) paragraphs 177-204.</li> <li>2) Issue Practice Incentive Payment (PIP) for applicable practices <b>(within 30 days of receiving the certified AD-862 from NRCS or Producer).*</b></li> <li>3) Forward completed <b>AD-862</b> to <b>ISDA CREP Leader</b> for processing of State Clean Water Incentive payment.</li> </ol>
6.	ISDA CREP Leader	<ol style="list-style-type: none"> <li>1) Complete CREP Practice Self-Certification form with SWCD authorized signature and ISDA authorized signature.</li> <li>2) If payment is to be processed by someone other than the ISDA CREP Leader, forward the CREP Practice Self-Certification to the appropriate SWCD for processing of State Clean Water Incentive payment.</li> </ol>

## SERVICING PHASE

Step #	WHO	DOES WHAT
1.	NRCS/FSA	<ol style="list-style-type: none"> <li>1) Each <b>FSA County Office</b> will calculate the number of required <b>Status Reviews</b> by computing 10% of the previous years approved CRP-1 contracts. FSA County Office shall select this number of contracts from the CRP-1 practices in the county that have not had a Final status review. Local NRCS/FSA personnel will determine the prioritization of practices to be reviewed and a list of contracts for the <b>NRCS</b> to perform <b>Status Reviews</b> in the fiscal year shall be developed (2-CRP (Rev. 5) Par. 601B).               <ol style="list-style-type: none"> <li>a) This list will be developed and provided to <b>NRCS District Conservationist</b> by <b>March 1</b> of each year.</li> </ol> </li> <li>2) <b>NRCS DC</b> completes all <b>Status Reviews</b> on the list according to the National NRCS/FSA Joint Agreement.</li> <li>3) <b>NRCS DC</b> will sign and provide copies of <u>all</u> Status Reviews completed to the local <b>FSA office</b>.</li> </ol>
2.	FSA	<ol style="list-style-type: none"> <li>1) FSA shall forward to the applicable <b>IDNR District Forester</b> in their area a list of all forestry practices that have not had a final <b>Status Review</b> performed. Applicable forestry practices include: CP3, CP3A and CP31.               <ol style="list-style-type: none"> <li>a) This list will be developed and provided to <b>IDNR District Forester</b> by <b>March 1</b> of each year along with a copy of a map that delineates the location of the practice and the certified AD-862.</li> </ol> </li> </ol>

NRCS = local NRCS Office; FSA = local FSA Office; Producer = Producer eligible to submit CRP Offer  
 DC = District Conservationist; CIT = Conservation Implementation Team; IDNR = Indiana Department of Natural Resources; DOF = Division of Forestry; IDNR DOF practices = CP3, CP3A, and CP31  
 \* = Suggested Time Frames

**SERVICING PHASE - continued**

Step #	WHO	DOES WHAT
3.	FSA	<p>For all Status Reviews <u>WITH DEFICIENCIES IDENTIFIED</u>:</p> <p>1) FSA will send a letter to the <b>Producer</b> along with a copy of the <b>Status Review</b> informing them of the need to correct the deficiency.</p> <p>a) Refer all technical questions to <b>NRCS or IDNR District Forester</b>.</p> <p>b) Carbon Copy <b>NRCS or IDNR District Forester</b>.</p> <p><b>REVISIONS AND CORRECTIONS</b> Complete Revisions and Corrections in accordance with 2-CRP (Rev.5) paragraphs 546-555 and 1-CRP (Rev. 1) paragraphs 301-304.</p> <p><b>COMPLIANCE ACTIVITIES</b> Perform Compliance Activities in accordance with 2-CRP (Rev.5) paragraphs 601-605 and 4-CP (Rev.5) paragraph 34.</p>
4.	FSA	<p><b>TERMINATIONS</b> Process Terminations in accordance with 2-CRP (Rev.5) paragraphs 571-580 and 1-CRP (Rev.1) paragraphs 305-309.</p> <p><b>PROCESSING RENTAL PAYMENTS</b> Issue Annual Rental Payments in accordance with 2-CRP (Rev.5) paragraphs 461-470 and 1-CRP (Rev.1) paragraphs 353-361.</p> <p><b>APPEALS</b> Handle Appeals in accordance with 1-APP.</p> <p><b>ASSIGNMENTS</b> Process Assignments in accordance with 63-FI (Rev. 2).</p> <p><b>ISSUING RE-COSTSHARING</b> Issue cost sharing for re-establishment in accordance with 2-CRP (Rev. 5) Part 15.</p>

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 \* = Suggested Time Frames