

2008-2010 CRP RE-ENROLLMENTS AND EXTENSIONS (REX) STEP-BY-STEP PROCESS

COMPLIANCE DETERMINATION/NOTIFICATION PHASE		
Step #	WHO	DOES WHAT
1.	FSA	<p>For Each 2008-2010 REX Offer:</p> <ol style="list-style-type: none"> 1) Issues 2008-2010 REX notification letter to producer (Notice CRP-519). 2) Collect required compliance fee from producers and record in REX software. (Notice CRP-511, Notice CRP-518, Notice CRP-519). 3) Complete FSA-409 for each REX offer (Notice CRP-511). 4) Make applicable edits to REX offer contracts. (Notice CRP-518). 5) Complete site visit for each REX offer in which producer has paid for a compliance determination and record compliance findings on <i>Indiana REX Inspection Form. Complete by deadline of September 1, 2006.</i> 6) Record Date of compliance site visit into REX software (FSA-409 Block 35C Date) and comments.
2.	FSA COC	<p>For Each 2008-2010 REX Compliance Check:</p> <ol style="list-style-type: none"> 1) FSA COC shall review the FSA-409 and Indiana REX Inspection Form and issue a determination of whether the cover is compliant with CRP regulations.
3.	FSA	<ol style="list-style-type: none"> 1) Enters COC compliance determination into REX software and any applicable comments 2) If none of the acres under contract are found to be compliant: <ol style="list-style-type: none"> a) Letter shall be issued to the producer detailing the findings of the compliance check and notification that the acres are not eligible for continuation under REX provisions and provide appeal rights. 3) If only a portion of the acres under contract are found to be non-compliant: <ol style="list-style-type: none"> a) Letter shall be issued to the producer detailing the findings of the compliance check and notification of the acres eligible for continuation under REX provisions and provided 15 days to respond to offer by notifying FSA and signing applicable documents. Producer shall be provided appeal rights on the non-compliance determination of the remaining acres. 4) If all acres under contract are found to be compliant: <ol style="list-style-type: none"> a) Letter shall be issued to the producer detailing the findings of the compliance check and notification of the acres eligible for continuation under REX provisions and provided 15 days to respond to the offer by notifying FSA and signing applicable documents.

CONTRACTING PHASE		
Step #	WHO	DOES WHAT
1a.	FSA	<p>For Each REX <u>Extension</u> Offer that Producer notifies FSA of intent to continue:</p> <ol style="list-style-type: none"> 1) FSA will ensure that participant information and practice acre information are correct in the REX software. 2) Extension offer will be submitted for completion by answering eligibility questions and entering date that participant finalizes extension offer. 3) Print form CRP-1F for producer's signature(s). <ol style="list-style-type: none"> a) Form CRP-1F is only available to print once the extension offer is submitted according to step #2 above. b) Form CRP-1F may be obtained by accessing the Print Forms option located on the left hand side of the REX portion of the COLS navigation menu. 4) Obtain producer(s) signature on form CRP-1F <ol style="list-style-type: none"> a) At least one signature should be obtained from eligible participant prior to 15 day deadline. Additional required signatures must be obtained prior to COC approval. 5) CRP-1F form should be presented to the FSA County Committee for approval. <u>COC shall approve CRP-1F by deadline of December 15, 2006.</u> 6) Extension should be processed in sys/36 software by <u>December 29, 2006.</u>

CONTRACTING PHASE - CONTINUED		
STEP #	WHO	DOES WHAT
1b.	FSA	<p>For each REX Re-Enrollment offer that the producer notifies FSA of intent to continue:</p> <ol style="list-style-type: none"> 1) FSA will ensure that participant information and practice acre information are correct in the REX software. 2) Soils information for the acreage being re-enrolled will be entered into the REX software for the calculation of new maximum payment rate. <ol style="list-style-type: none"> a) Producers may offer the new maximum payment rate, even if the original CRP contract was offered with a reduced rate, or they can choose to reduce the rental rate offered. 3) On Submit Contract screen, FSA shall enter the rental rate the producer wishes to offer, answer the two eligibility questions, and enter the date that the producer has finalized the information and wishes to submit the offer. 4) Print forms, CRP-2, CRP-1 and CRP1K for producer's signature(s). <ol style="list-style-type: none"> a) Forms CRP-2, CRP-1 and CRP-1K are only available to print once the contract has been submitted according to step #3 above. b) Forms CRP-2, CRP1 and CRP-1K may be obtained by accessing the Print Forms option located on the left hand side of the REX portion of the COLS navigation menu. 5) Obtain producer(s) signature on forms CRP-2, CRP-1 and CRP-1K <ol style="list-style-type: none"> a) At least one signature should be obtained from eligible participant prior to 15 day deadline. Additional required signatures must be obtained prior to COC approval. 6) Provide producer(s) with copy of applicable CRP-1 Appendix dated 5/1/03. 7) Immediately forward copy of CRP-2, plan map, REX Inspection Form and FSA-409 to NRCS for development of Conservation Plan. <p>NOTE: All offers should be referred to NRCS for conservation planning by October 27, 2006.</p>

CONTRACTING PHASE - CONTINUED		
STEP #	WHO	DOES WHAT
2.	NRCS	<p>For Each REX CRP-2 received from FSA:</p> <ol style="list-style-type: none"> 1) Generates an AD-1155 for each CRP-2 by scheduling practices in the Toolkit Template System using eFOTG practice code 645 and the REX standard narrative (3201 for grass practices, or 3202 for trees). NRCS will not complete a site visit to complete the AD-1155. <ol style="list-style-type: none"> a) Mid-Contract Management activities will be scheduled for non-forestry practices only using the eFOTG practice 647, narrative 3301. 2) Completes a CPA-52 (Environmental Evaluation Worksheet) on the REX acres. <ol style="list-style-type: none"> a) Existing CPA-52s from the original CRP plan are sufficient as long as the date is changed to reflect a current evaluation. 3) Completes a CRP REX Program Job Sheet. 4) NRCS will collect CRP participants' signature(s) and SWCD Board signature on AD-1155. 5) Deliver to FSA a copy of signed AD-1155 and CRP REX Program Job Sheet and CPA-52 by November 30, 2006.
3.	FSA	<p>For each 2008-2010 REX Re-enrollment offer FSA shall:</p> <ol style="list-style-type: none"> 1) Collect AD-1155 plans from NRCS and ensure that the following is present: <ol style="list-style-type: none"> a) All acreage included in the REX re-offer is included in the AD-1155 plan. b) CRP Maintenance Language c) CRP Mid-Contract Management Language d) Reference to CRP REX Job Sheet and Mid-Contract Management Job Sheet. e) The AD-155 is signed by NRCS and the Producer. Signature by the SWCD Board is encouraged but not required for approval. 2) Review each AD-1155, CRP-2, CRP-1 and CRP-1K with the FSA County Committee. <ol style="list-style-type: none"> a) Collect the County Committee signature on the AD-1155 by December 15, 2006. b) Collect the County Committee signature on the CRP-1 and CRP-1K by December 15, 2006. 3) Forward copies of approved AD-1155 with referenced JobSheets, CRP-2, CRP-1, CRP-1K (approved by COC) and CRP-1 Appendix to the Producer(s). 4) Forward copies of all CRP AD-1155's approved by the COC back to NRCS. 5) Extend REX contracts in the sys/36 and/or transmit all REX re-enrollments from COLS to the sys/36 by December 29, 2006.