

Section 3 Processing Continuous Signup Offers

211 Continuous Signup Process Information

A Step by Step Process – Application through Payment

This step-by-step shall be used for all Continuous CRP without regard to steps referring to SWCD. Steps identified with SWCD are applicable to CREP only.

STEP	WHO?	RESPONSIBILITIES
1	Applicant *Landowner if Easement is required *CREP only	Visits FSA Office to initiate application. (FSA county office employee SHALL use TERRA and COLS for application process.) Identifies area(s) to be placed into CRP. Indicates <u>estimated acreage</u> to be offered. Indicates <u>potential</u> practice(s). (FSA and applicant create scenario(s) in TERRA).
2	FSA	Determines Applicant Eligibility: <ul style="list-style-type: none"> • Determine 12-month ownership (Requires Deed). Note: If operator/tenant is applying, determine that he/she has been tending land for previous 12 months (i.e. FSA-578) and will have a 10-15 year (depending on practice) lease with owner. *Discuss requirement of owner signing State Easement, if applicable. • *Determine land is within CREP area. • Determine land is parallel and adjacent to a qualifying water source, if applicable. • Determine cropping history and other land eligibility criteria. • Complete other applicable items of CRP-2C per 2-CRP, par. 212, in COLS. • Obtain applicable eligibility forms per 1-PL or 5-PL as applicable. • Determine that CRP acres do not exceed available cropland on the farm. *CREP only

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STEP	WHO?	RESPONSIBILITIES
3	Applicant	Reads and Completes Item 26 – 26C of CRP-2C. Note: Date in Item 26B indicates what Sign-Up Number (Item 3A) to use. Sign-up number will remain the same through contract approval.
4	FSA	Provides copy of CRP-2C and TERRA Scenario to NRCS.
5	NRCS	Determines Needs/Feasibility of practice offered: <ul style="list-style-type: none"> • Schedule site visit with Applicant. Note: Requests FSA and NCFS, if applicable, to make site visit with NRCS and Applicant. If NCFS cannot make site visit at this time, NRCS should communicate with NCFS concerning site suitability for tree species on questionable sites. • Determine if land offered is suitable for the practice offered (verify that eligible land requirements have been met). • Determine if practice offered is needed and feasible to solve the resource concern. Note: If not, other options/practices should be discussed. • Flag eligible area of practice for measurement. • Complete NRCS-CPA-52, Environmental Assessment. • *Complete NC-CREP-WQ, Water Quality Minimum Criteria (see NC Exhibit 57). • Complete applicable items on CRP-2C (i.e. soils data for Non-SSURGO II counties). *CREP only
6	NRCS	Returns CRP-2C, aerial photo, revised if applicable, copy of NRCS-CPA-52 for FSA concurrence and *NC-CREP-WQ to FSA. *CREP only

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STEP	WHO?	RESPONSIBILITIES
7	FSA	<p>Maximum payment rate on CRP-2C, Item 20, is pre-filled in COLS from TERRA upload. Provide CRP-2C to applicant for his/her decision and entry of acceptable payment rate in CRP-2C, Item 9. Obtain applicant’s initials and date.</p> <p>Notifies applicant of acceptable offer using CRP-23 (modify for Continuous Signup language per 2-CRP, Exhibit 5).</p>
8	Applicant	Pays for measurement service, if applicable. See 2-CP for rates.
9	FSA	Completes measurement service on eligible/flagged area.
10	FSA	<p>CRP-1 is printed from COLS. County office may, if applicable, make changes to reflect measured acres and new field numbers on CRP-1. Note: FSA Employee and Participant MUST initial/date changes made to CRP-1. Ensure all required signatures have been obtained.</p> <p>Provides a completed copy of CRP-1 to NRCS and *SWCD. *CREP only</p>
11	*SWCD *CREP only	Completes Landowner questionnaire and CREP-STATE Contract for 30-year or permanent easement agreements. (Signature of landowner and SWCD required.)
12	NRCS	Sends NCFS a Forestry/Tree Practice Technical Coordination form for practices CP3, CP3A, CP22, CP31, and CP23, CP23A, if applicable.
13	NCFS	<p>Completes Tree Planting Plan and/or Forest Management Plan for practices CP3, CP3A, CP22, CP31, and CP23, CP23A, if applicable.</p> <p>Provides four copies of Tree Planting Plan and/or Forest Management Plan to NRCS.</p> <p>Returns Forestry/Tree Practice Technical Coordination form to NRCS.</p>

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STEP	WHO?	RESPONSIBILITIES
14	NRCS	<p>Works with applicant and SWCD to develop the Conservation Plan of Operations and Schedule of Operations (AD-1155).</p> <p>Incorporates the Tree Planting Plan and/or Forest Management Plan from NCFS into the overall plan documents.</p> <p>Obtains signatures for the plan documents from ALL CRP-1 signatories.</p> <p>Obtains approval of plan documents by SWCD.</p> <p>Provides approved plan documents to FSA County Committee (COC) or CED.</p> <p>Issues Plan documents and Tree Planting Plan and/or Forest Management Plan, if applicable, to applicant and NCFS.</p> <p>Note: A revised CRP contract requires a revised Conservation Plan.</p>
15	FSA FSA COC/CED	<p>Completes CCC-770-CRP1, CRP Contract Approval Checklist (reference 2-CRP, par. 7A).</p> <p>Reviews plan documents to ensure all requirements are met per 2-CRP, par. 366. If requirements are not met, return plan documents to NRCS.</p> <p>Approve plan documents (revised plan, if applicable).</p> <p>Approve CRP-1 after all requirements in 2-CRP, par. 401, are met.</p> <p>Note: Step 15 must be within 6 months of completion of Step 3.</p>
16	FSA	<p>Enter CRP-1 approval in COLS (approved contract moves over to the Conservation Contract Maintenance Software). System assigns CRP Contract Number.</p> <p>Make SIP payment, if applicable, (see 2-CRP, par. 66). SIP is not applicable to CREP.</p> <p>Provides copy of approved CRP-1 to NRCS and *SWCD. *Also provide SWCD with conservation plan map. *CREP only.</p> <p>Creates cost-shares (c/s) request in CSS for applicable practices/components per the CPO. Print FSA-848 and reference signature of applicant and COC approval to CRP-1; file in contract folder.</p>

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STEP	WHO?	RESPONSIBILITIES
19	FSA	<p>Accepts CRP-1 Participant's certification of practice on FSA-848B, <i>for practices that do not require technical agency certification.</i> (See 2-CRP, par. 508.)</p> <p>Obtains certification of performance on FSA-848B from NRCS or NCFS as applicable on practices that require technical agency certification. (See 2-CRP, par. 508.) Note: NCFS will report tree planting establishment for CP22, CP23 and CP23A to NRCS as NRCS is the overall technical agency for these practices.</p> <p>Calculates c/s and obtains 2nd party review of calculations.</p> <p>Completes CCC-770-CRP2, CRP Cost Share Payment Checklist (see 2-CRP, par. 7). Issues c/s payment.</p> <p>Completes CCC-770-CRP4, CRP PIP, CP23, CP23A, CP37 and SIP Payment Checklist (see 2-CRP, par. 7). Issues PIP payment and/or CP23/CP23A one-time WRI payment, if applicable (see 2-CRP, par. 197 and Exhibit 11). PIP is not applicable to CREP.</p>
20	FSA	<p>Completes CCC-770-CRP3, CRP Annual Payment Checklist (see 2-CRP, par. 7)</p> <p>Issues Annual Rental Payment.</p>
21	FSA *CREP only	<p>Notifies SWCD of revisions to CREP contracts, i.e. acreage changes, new participants, etc.. Provides SWCD copy of CRP-1. Note: Removing acreage from CRP contract does not release easement restrictions.</p>

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STEP	WHO?	RESPONSIBILITIES
22	NCFS	<p>Will provide NRCS two listings by name and CRP-1 number for contracts having tree plantings that:</p> <ul style="list-style-type: none"> • Do not have adequate tree cover established or require replanting • Have established adequate tree cover <p>See 2-CRP, par. 601</p>
23	NRCS	<p>NRCS will provide a copy of the NCFS lists to FSA indicating "Final Status Review" for those CRP-1's that have adequate tree cover.</p> <p>See 2-CRP, par. 601</p>
24	FSA NRCS	<p>FSA will provide NRCS with the number of CRP-1's required for status reviews. NRCS will complete a status review on up to 10% of all CRP-1's before the end of each FY until all practices in the plan are applied and the approved cover is established.</p> <p>See 2-CRP, par. 601</p>
25	FSA	<p>FSA will conduct annual spot checks:</p> <ul style="list-style-type: none"> • according to 2-CP after NRCS certifies final status review that the practice is established. • on at least 10 percent of CRP-1's including, CREP, approved for: <ol style="list-style-type: none"> 1. spot treatment during the primary nesting or brood rearing season according to paragraph 427 2. early land preparation according to paragraph 637.
25	DSWC	<p>Notifies FSA of easement acquisitions on a quarterly basis.</p>