

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency

Washington, DC 20250

**Agricultural Resource
Conservation Program
2-CRP (Revision 4)**

Amendment 9

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

The following subparagraphs have been amended to add provisions for CCC-770 CRP, CRP Contract Approval and Payment Checklist:

- 253 A and B
- 372 B through E
- 496 A.

Exhibit 26 has been added to include a copy of CCC-770 CRP.

Page Control Chart		
TC	Text	Exhibit
11	11-1 through 11-4 15-5 through 15-8 20-111, 20-112	1, pages 1, 2 26, pages 1, 2 (add) page 3 (add)

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Part 11 Approving CRP-1's

253 Approving and Numbering CRP-1's

A Requirements Before Approval

Before approving CRP-1's, County Offices shall:

- ensure that a separate CRP-1 is completed for:
 - each CRP-2 or CRP-2C
 - practices with different lifespans

Note: See paragraphs 137 and 195.

- determine acres to be enrolled by completing a paid-for measurement service

Exceptions: Measurement service is not required for:

- official fields
- any acreage currently enrolled that has been reoffered and accepted, if the specific area accepted was measured before enrollment.

Note: In early signup periods, offers were accepted by farm. Offers are now required to be by tract. If acreage currently enrolled were required to be reoffered separately because the acreage is located on more than 1 tract, the acreage is required to be measured.

- adjust the acreage on CRP-1 as appropriate according to the completed measurement service
- ensure that DCP acres and CRP acres do not exceed cropland on the farm, according to paragraph 225
- complete a second party review of all eligibility requirements and maximum payment rate calculations
- review the multiple county producer list with other County Offices
- *--ensure county cropland limit eligibility per Part 4.--*

Note: The first 5 CREP offers per county must be reviewed by STC before COC approval.

253 Approving and Numbering CRP-1's (Continued)

A Requirements Before Approval (Continued)

- determine the total annual rental rate for the acreage being offered and all previously approved CRP-1's
- ensure that NRCS has terminated all applicable WBP agreements

Note: File a copy of the terminated WBP agreement in the producer's CRP folder.

- adjust the value of CRP-1 for the acreage being offered to reflect the total rental payment, **if any**, the producer will be eligible to earn under the current CRP-1 considering annual rental payment limitation of \$50,000 per person per FY

Note: See paragraph 371 and Exhibit 27.

- *--complete CCC-770 CRP (Exhibit 26), Items 1 through 6 and 7A through 7K.--*

For signups 15, 16, 18, 20, 26, 29, and 33, a producer may change CRP practices only if all of the following conditions are met:

- original offer was accepted
- CRP-1 has not been approved
- the EBI score of the new practice is equal to or greater than the EBI score of the existing practice.

Important: When determining whether the EBI score of the new practice or practices is equal to or greater than the EBI score of the original practice or practices, COC must use the same EBI that was used for the original offer.

B Approving Contracts

Approve CRP-1's if:

- offer is included on the list of acceptable offers

Note: This is not applicable to continuous signup contracts.

- for continuous signup CRP-1's, all applicable requirements according to paragraph 112 have been met
- all required signatures have been obtained on all related CRP forms and plans

253 Approving and Numbering CRP-1's (Continued)

B Approving Contracts (Continued)

- a conservation plan is approved for the acreage
- the conservation plan is consistent with policies in paragraph 236
- DCP contract acres and CRP acres do not exceed the cropland on the farm, according to paragraph 225
- acreage determinations have been made and verified by a paid-for measurement service

Exceptions: Measurement service is not required for:

- official fields
- any acreage currently enrolled that has been reoffered and accepted, if the area accepted was measured before enrollment

Note: In early signup periods, offers were accepted by farm. Offers are now required to be by tract. If acreage currently enrolled were required to be reoffered separately because the acreage is located on more than 1 tract, the acreage is required to be measured.

- acreage measured using GIS tools developed by trained County Office GIS users.
- all acreage eligibility determinations have been made
- *--CCC-770 CRP (Exhibit 26), Items 1 through 6 and 8A through 8K have been completed.--*

253 Approving and Numbering CRP-1's (Continued)**C COC Responsibilities**

COC, or designee, shall:

- sign and date each eligible CRP-1 if:
 - listed as an acceptable offer
- **Note:** This is not applicable to continuous signup contracts.
- requirements in this paragraph have been met
- not approve CRP-1's for persons listed in subparagraph D
- follow conflict of interest provisions in 22-PM.

D Approval Responsibilities

An STC or DAFP representative shall review certain CRP-1's before approval. This table shows required reviews, persons responsible for review, and persons responsible for approval or disapproval.

CRP-1's for...	MUST be reviewed by...	BEFORE approval or disapproval by...
<ul style="list-style-type: none"> • COC members • County ES employees • FSA County Office employees • other County USDA employees • Conservation District board members 	DD	DD.
State Office employees	STC	STC.
STC members	DAFP	SED.
SED's	DAFP	STC.
Other FSA employees	DAFP	STC.

Note: Reviews must be completed for any entity for which the employees, who are subject to a required review, have a substantial beneficial interest, according to 1-PL.

Persons making the required reviews shall ensure that all:

- eligibility requirements are met
- required entries on CRP-1, CRP-2, and CRP-2C are completed.

SED or STC, as applicable, shall not approve CRP-1's unless authorized by DAFP in writing.

372 Making CRP Payments

A Rounding CRP Payments

Each of the following CRP payments shall be rounded to the nearest whole dollar using normal rules of rounding:

- annual rental payments
- CRP-SIP
- PIP
- CP23 one-time incentive payment
- C/S payments.

B Annual Rental Payments

Provided the participant is in compliance with the terms and conditions of CRP-1, disburse annual rental payments as designated on CRP-1.

CRP annual rental payments shall be made, subject to the availability of funds:

- after:
 - certification of compliance has been received
 - certification of compliance with adjusted gross income limitation has been received according to 1-PL
 - AD-1026 has been completed and signed
 - certification of compliance with 1-PL, when applicable
 - October 1, for each effective year
 - receiving notice from DAFP authorizing payments to be made

Note: CRP annual rental payments shall **not** be made until all eligibility determinations have been made according to 1-PL, including:

- “actively engaged in farming”
- “person” determination for payment limitation.
- *--CCC-770 CRP (Exhibit 26), Items 1 through 6 and 9A through 9K have been completed--*
- according to 1-FI and 1-CRP.

Note: See paragraph 375 for finality rule.

372 Making CRP Payments (Continued)**C CRP-SIP**

CRP-SIP is a one-time incentive payment made to participants that enroll certain practices under continuous signup provisions. See paragraph 125.

Provided the participant is in compliance with the terms and conditions of CRP-1, disburse CRP-SIP's according to the shares on approved CRP-1.

CRP-SIP's shall be made, subject to the availability of funds:

- after:
 - CRP-1 is approved
 - certification of compliance with adjusted gross income limitation has been received according to 1-PL
 - AD-1026 has been completed and signed
 - certification of compliance with 1-PL

Note: CRP-SIP's shall **not** be made until all eligibility determinations have been made according to 1-PL, including:

- “actively engaged in farming”
 - “person” determination for payment limitation.
- ~~CCC-770 CRP (Exhibit 26), Items 1 through 6 and 10A through 10E have been completed~~
- according to 1-FI and 1-CRP using program code “XXCRPSGNI”.

Note: See paragraph 375 for finality rule.

372 Making CRP Payments (Continued)

D PIP

PIP is a one-time incentive payment made to participants that enroll land in CRP to be devoted to continuous signup practices. See paragraph 125.

Provided the participant is in compliance with the terms and conditions of CRP-1, disburse PIP's according to the shares on approved CRP-1.

PIP's shall be made, subject to the availability of funds:

- after:
 - CRP-1 is approved
 - certification of compliance with adjusted gross income limitation has been received according to 1-PL
 - AD-1026 has been completed and signed
 - participant signs AD-245, page 2, and reports completion of practice
 - NRCS or TSP certifies performance on AD-862
 - all necessary documents to calculate total C/S amount are obtained
 - certification of compliance with 1-PL
 - partial PIP's are not authorized

Note: PIP's shall **not** be made until all eligibility determinations have been made according to 1-PL, including:

- “actively engaged in farming”
 - “person” determination for payment limitation
 - PIP shall be paid on or after the contract effective date
 - no partial payments shall be made on PIP.
- ~~CCC-770 CRP (Exhibit 26), Items 1 through 6 and 11A through 11I have been completed--~~*
- according to 1-FI and 1-CRP using program code “XXCRPPRI”.

Note: See paragraph 375 for finality rule.

372 Making CRP Payments (Continued)**E CP23 One-Time Incentive Payment**

CP23 one-time incentive payment is an incentive payment to encourage the restoration of cropped wetlands. See Exhibit 9.

Provided the participant is in compliance with the terms and conditions of CRP-1, disburse CP23 one-time incentive payment according to the shares on approved CRP-1.

CP23 one-time incentive payment shall be made, subject to the availability of funds:

- after:
 - CRP-1 is approved
 - certification of compliance with adjusted gross income limitation has been received according to 1-PL
 - AD-1026 has been completed and signed
 - participant signs AD-245, page 2, and reports completion of practice
 - technical agency certifies performance on AD-862
 - all necessary documents to calculate total C/S amount are obtained
 - certification of compliance with 1-PL

Note: CP23 one-time incentive payments shall **not** be made until all eligibility determinations have been made according to 1-PL, including:

- “actively engaged in farming”
- “person” determination for payment limitation.
- ~~“*--CCC-770 CRP (Exhibit 26), Items 1 through 6 and 11A through 11I have been completed--*”~~
- according to 1-FI and 1-CRP using program code “XXCRPWRI”.

Note: See paragraph 375 for finality rule.

F Prompt Payment

CRP participants who are issued CRP payments more than 30 calendar days after payments are authorized shall receive interest under the Prompt Payment Act according to 61-FI. See 50-FI for prompt payment interest rates.

496 Making CRP C/S Payments**A C/S Payments**

CRP C/S payments shall:

- be made subject to the availability of funds according to 1-FI
- be computed based on the rates and specifications in effect when C/S is approved on AD-245

Note: See paragraph 455 for an exception.

- be paid as soon as possible after all of the following have been completed:
 - COC approves CRP-1
 - producer signs AD-245, page 2 and reports completion of the practice
 - NRCS or TSP certifies performance
 - AD-1026 has been completed and signed
 - CCC-502 has been completed and signed
 - compliance with 1-PL
 - *--CCC-770 CRP (Exhibit 26), Items 1 through 6 and 12A through 12G--*

Note: See 61-FI for prompt payment provisions.

- not exceed:
 - 50 percent of eligible costs
 - 50 percent of land value

Exceptions: See paragraph 441.

- 100 percent of participant's out-of-pocket cost
- be exempt from maximum payment limitation provisions and offset for debts to FLP
- only be paid to signatories to approved CRP
- not be authorized for splitting practices on the same land for C/S purposes between different Federal programs

496 Making CRP C/S Payments (Continued)**A C/S Payments (Continued)**

- not be issued to Federal entities
- be recorded on AD-245
- be spot-checked according to subparagraph 454 J.

Note: See 58-FL. Make partial payments according to 1-CONSV and paragraph 497.
Record partial and final performance according to 1-CONSV.

B Approval Responsibilities for C/S Payments

An STC or DAFP representative shall review certain AD-245's before approval. This table shows required reviews, persons responsible for review, and persons responsible for approval or disapproval.

AD-245's for...	MUST be reviewed by...	BEFORE approval or disapproval by...
<ul style="list-style-type: none"> • COC members • County ES employees • FSA County Office employees • other County USDA employees • Conservation District board members 	DD	DD.
State Office employees	STC	STC.
STC members	DAFP	SED.
SED's	DAFP	STC.
Other FSA employees	DAFP	STC.

Note: Reviews must be completed for any entity for which the employees, who are subject to a required review, have a substantial beneficial interest, according to 1-PL.

Persons making the required reviews shall ensure that all:

- eligibility requirements are met
- required entries on CRP-1 and CRP-2 are completed.

SED or STC, as applicable, shall not approve CRP-1's unless authorized by DAFP in writing.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

This table lists the required report of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
CEP-58R	Status of CRP Research Project Report	Annually	State Offices submit to Director, CEPD by end of FY	Not required	279

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-245	Request for Cost Shares		Text, Ex. 12
AD-862	Conservation Reporting and Evaluation System		Text, Ex. 9
AD-893	Recommendation of Percent of Cropland To Be Enrolled in CRP/WRP	71	69
AD-894	Request for Cropland Waiver	70	69
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		125, 372, 404, 496
CCC-36	Assignment of Payment		375
CCC-37	Joint Payment Authorization		375
CCC-184	CCC Check		498
CCC-502	Farm Operating Plan		496
CCC-505	Voluntary Permanent CAB/Contract Acreage Reduction		225
CCC-674	Certification for Contracts, Grants, Loans, and Cooperative Agreements	Ex. 4	6
CCC-770 CRP	CRP Contract Approval and Payment Checklist	Ex. 26	253, 372, 496

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CPA-68	Record of Decisions and Applications		335
CRP-1	Conservation Reserve Program Contract	Ex. 16, 27	Text and Exhibits
CRP-1 Appendix	Appendix to Form CRP-1, Conservation Reserve Program Contract	Ex. 21	Text
CRP-1 Continuation	Continuation to the Conservation Reserve Program (CRP) Contract		137
CRP-1E Addendum	Addendum Regarding Possession of Conservation Reserve Program (CRP) Property Held by Federal Agency	Ex. 37	340, Ex. 6, 36
CRP-1G Addendum	CRP-1 Modification to Allow Early Land Preparation	280	34
CRP-1L	Emergency Forestry Conservation Reserve Program Contract	150.7	Part 6, Section 5, Ex. 9
CRP-2	Conservation Reserve Program Worksheet	196	Text, Ex. 9, 16, 19
CRP-2C	Conservation Reserve Program Worksheet (for Continuous Signup)	138	Text, Ex. 12
CRP-2F	Emergency Forestry Conservation Reserve Program Worksheet	150.5	150.3, 150.4, 150.6, 150.7, Ex. 18.5
CRP-15	Agreement for Reduction of Bases, Allotments, and Quotas		141, 198, 335, 339, 391, 428
CRP-15-1	Allotments and Quotas Extension Agreement		428
CRP-20	Notice of Conservation Reserve Program (CRP) Contract Termination	Ex. 36	340
CRP-23	Notice Regarding Accepted CRP Offers	Ex. 12	141, 202
CRP-24	Notice of Contract Approval	Ex. 12	141, 202, 253

Completing CCC-770 CRP, CRP Contract Approval and Payment Checklist

A Instructions

County Offices shall:

- complete CCC-770 CRP for the applicable section
- reproduce CCC-770 CRP locally

Note: Include form number and date on the reproduction.

- prepare CCC-770 CRP and file original in participant's CRP folder
- sign and date applicable signature line.

Completing CCC-770 CRP, CRP Contract Approval and Payment Checklist (Continued)

B Copy of CCC-770 CRP

Following is a copy of CCC-770 CRP. This form is available from the FFAS Employee Forms Web Site at <http://165.221.16.90/dam/ffasforms/forms.html>.

This form is available electronically.						
CCC-770 CRP U.S. DEPARTMENT OF AGRICULTURE (11-20-06) Commodity Credit Corporation		1. Producer's Name		2. Date Checklist Completed (MM-DD-YYYY)		
CRP CONTRACT APPROVAL AND PAYMENT CHECKLIST		3. State Office Name		4. County Office Name		
		5. Farm Number		6. Crop Year		
7. Prior to Contract Approval		Handbook or Other Applicable References	YES	NO	N/A	Date Completed
A. Is a CRP-1/CRP-2 properly completed for each offer and for practices with different life spans?		2-CRP paragraphs 137 and 139				
B. Is a paid for measure serviced completed prior to contract approval when applicable?		2-CRP paragraph 253				
C. Has the contract acreage been adjusted, when applicable, after a completed measurement service?		2-CRP paragraph 253				
D. Do the DCP acres and CRP acres meet the requirement not to exceed cropland on the farm?		2-CRP paragraph 225				
E. Has a second party review of all eligibility requirements and maximum payment rate calculations been conducted?		2-CRP paragraph 253				
F. Has the multiple county producer lists been reviewed with other County Offices as applicable?		2-CRP paragraph 253				
G. Has the county cropland 25 percent limitation been met?		2-CRP paragraph 253, Part 4				
H. Is a copy of the terminated WBP agreement on file?		2-CRP, paragraph 253				
I. Has the first five CREP offers been reviewed by the STC before COC approval?		2-CRP				
J. Has the value of CRP-1 for the acreage being offered been adjusted considering the annual rental payment limitation of \$50,000 per person per FY?		2-CRP, paragraph 253				
K. For changing a practice under a general signup, has the original offer been accepted, CRP-1 been approved and EBI score of the new practice equal to or greater than the EBI score of the existing practice?		2-CRP, paragraph 253				
8. Approving Contracts						
A. Is the offer on the list of accepted offers? (general signup only)		2-CRP, paragraph 253				
B. Have all eligibility requirements been met for continuous signup?		2-CRP paragraphs 253 and 112				
C. Have all signatures been obtained on the CRP-1, CRP-2, and the conservation plan?		2-CRP, paragraphs 253 and 198				
D. Have all signatures been obtained on all related CRP forms?		2-CRP, paragraph 253				
E. Has a conservation plan been approved for the acreage offered?		2-CRP, paragraph 253				
F. Is the conservation plan consistent with CRP policy?		2-CRP paragraphs 253 and 236				
G. Do the DCP contract acres and CRP acres meet the requirement not to exceed cropland on the farm?		2-CRP paragraph 235				
H. Have the acreage determinations been made and verified by a paid-for measurement service?		2-CRP paragraph 253				
I. Have all eligibility determinations been made?		2-CRP, paragraph 253				
J. Has the COC or designee signed and dated the CRP-1 for each acceptable offer?		2-CRP, paragraph 253				
K. Has the person with approval authority signed the CRP-1 for FSA staff and Conservation District board members?		2-CRP, paragraph 253				
9. Making Annual Rental Payments						
A. Is a certification of compliance on file?		2-CRP, paragraph 372				
B. Is a certification of compliance with adjusted gross income limitation according to 1-PL on file?		2-CRP, paragraph 372 1-PL				
C. Is a completed and signed AD-1026 on file?		2-CRP, paragraph 372				
D. Is a certification of compliance with 1-PL on file, when applicable?		2-CRP, paragraph 372 1-PL				
E. Has eligibility determinations been made according to 1-PL, including: • "actively engaged in farming" • "person" determination for payment limitation"?		2-CRP, paragraph 372 1-PL				
F. Will the payment be issued after October 1?		2-CRP, paragraph 372				
G. Has DAFP authorized annual rental payments?		2-CRP, paragraph 372				

Completing CCC-770 CRP, CRP Contract Approval and Payment Checklist (Continued)

B Copy of CCC-770 CRP (Continued)

CCC-770 CRP (11-20-06) Page 2

9. Making Annual Rental Payments (continued)	Handbook or Other Applicable References	YES	NO	N/A	Date Completed
H. Will annual rental payments be issued according to 1-FI and 1-CRP?	2-CRP, paragraph 372 1-FI 1-CRP				
10. Making SIP Payments					
A. Is a signed and approved CRP-1 on file?	2-CRP, paragraph 372				
B. Is a certification of compliance with adjusted gross income limitation according to 1-PL on file?	2-CRP, paragraph 372 1-PL				
C. Is a completed and signed AD-1026 on file?	2-CRP, paragraph 372				
D. Has eligibility determinations been made according to 1-PL, including: • "actively engaged in farming" • "person" determination for payment limitation?"	2-CRP, paragraph 372 1-PL				
E. Will the payment be issued according to 1-FI and 1-CRP using program code "XXCRPSGNI"?	2-CRP, paragraph 372 1-FI 1-CRP				
11. Making PIP, CP23, CP23A, and CP37 Payments					
A. Is a signed and approved CRP-1 on file?	2-CRP, paragraph 372				
B. Is a certification of compliance with adjusted gross income limitation according to 1-PL on file?	2-CRP, paragraph 372 1-PL				
C. Is a completed and signed AD-1026 on file?	2-CRP, paragraph 372				
D. Is a completed and signed AD-245, page 2, on file?	2-CRP, paragraph 372				
E. Is a completed and certified AD-862 (certified by NRCS, TSP, or Participant, as applicable) on file?	2-CRP, paragraph 372				
F. Are all necessary documents on file to properly calculate cost-share?	2-CRP, paragraph 372				
G. Is a certification of compliance with 1-PL on file?	2-CRP, paragraph 372 1-PL				
H. For PIP, will the payment be issued according to 1-FI and 1-CRP using program code "XXCRPPRI"?	2-CRP, paragraph 372 1-FI 1-CRP				
I. For CP23, CP23A, or CP37, will the payment be issued according to 1-FI and 1-CRP using program code "XXCRPWRI"?	2-CRP, paragraph 372 1-FI 1-CRP				
12. Making Cost-Share Payments					
A. Is a signed and approved CRP-1 on file?	2-CRP, paragraph 496				
B. Is a completed and signed AD-245, page 2, on file?	2-CRP, paragraph 496				
C. Is a completed and certified AD-862 (certified by NRCS, TSP, or Participant, as applicable) on file?	2-CRP paragraph 496				
D. Is a completed and signed AD-1026 on file?	2-CRP, paragraph 496				
E. Has eligibility determinations been made according to 1-PL, including: • "actively engaged in farming" • "person" determination for payment limitation?"	2-CRP, paragraph 496 1-PL				
F. Is the cost-share amount requested authorized according to procedure?	2-CRP paragraphs 496 and 441				
G. Is the person requesting the cost-share eligible to receive cost-share?	2-CRP, paragraph 496				
13. Remarks					
14. Certification: <i>I (we) the undersigned, certify the above items have been verified or updated accordingly.</i>					
15A. Signature of Preparer	15B. Title	15C. Date (MM-DD-YYYY)			
16A. Signature of Second Party Reviewer	16B. Title	16C. Date (MM-DD-YYYY)			
17A. Signature of Reviewer	17B. Title	17C. Date (MM-DD-YYYY)			

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