

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Agricultural Resource
Conservation Program
2-CRP (Revision 5)**

Amendment 21

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Part 21 has been amended to reference veterans for TIP.

Exhibits 35.5 and 35.6 have been added to provide procedure for processing WRI payments.

Exhibit 35.7 has been added to provide guidance for authorizing payments earned in 2012 and prior years.

Exhibits 56 and 57 have been added to provide procedure for processing Oregon CIB payments.

Exhibits 60, 61, and 62 have been amended to clarify that the exhibits are **not** applicable to 2014 and future years.

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462 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 197.

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, when authorized:

- after:
 - CRP-1 is approved
 - certification of compliance with adjusted gross income limitation has been received according to 1-PL or 4-PL, as applicable
 - 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 or 4-PL, as applicable
 - partial PIP's are not authorized

Note: PIP's shall **not** be made until all eligibility determinations have been made according to 1-PL or 4-PL, as applicable.

- according to 1-FI * * *.

Note: See paragraph 465 for finality rule.

462 Making CRP Payments (Continued)

E CP23 and CP23A One-Time WRI Payment for CRP-1's Approved Before November 3, 2008

CP23 and CP23A one-time WRI payment is an incentive payment to encourage the restoration of cropped wetlands. See Exhibit 11.

Provided the participant is in compliance with the terms and conditions of CRP-1, disburse CP23 and CP23A one-time WRI payment according to the shares on approved CRP-1 only for CRP-1's approved before November 3, 2008.

Exception: Payments for CREP CRP-1 participants must adhere to the written CREP agreements. Changes made in PIP/SIP/WRI for CRP's general and continuous signup do not automatically apply to CREP's unless those agreements indicate that these payments shall be made "according to 2-CRP" or "consistent with National CRP directives" or similarly worded reference. CREP agreements which include specific payment provisions such as "25% WRI hydrology restoration payments shall be paid for practices CP23 and CP23A" must be adhered to as written.

CP23 and CP23A one-time WRI payment shall be made, when authorized:

- after:
 - CRP-1 is approved
 - certification of compliance with adjusted gross income limitation has been received according to 1-PL or 4-PL, as applicable
 - 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 or 4-PL, as applicable

Note: CP23 and CP23A one-time WRI payments shall **not** be made until all eligibility determinations have been made according to 1-PL or 4-PL, as applicable.

- according to 1-FI.

Notes: See paragraph 465 for finality rule.

--See Exhibits 35.5 and 35.6 for WRI payments.--

462 Making CRP Payments (Continued)**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.

***--G Authorized Payments for 2012 and Prior Years**

The Conservation Payment software for 2012 and prior year CRP and related payments was disabled on September 5, 2013. Any outstanding payments for 2012 or a prior year must be issued through the authorized payment process. See Exhibit 35.7 for additional information for handling authorized payments.--*

463 Dividing Payments Among Participants for Successor-in-Interest CRP-1's**A CRP Rental Payments**

Earned CRP annual rental payments **shall** be paid according to the division of shares agreed to by the participants on CRP-1.

B Dividing CRP Payments Among Predecessor and Successor Participants

Annual rental payments shall be divided between predecessors and eligible successors as agreed to among the participants if both of the following are met:

- COC determines there is no scheme and device to defeat or circumvent the purpose of any program provision, including payment limitation and permitted entity provisions
- eligible successors-in-interest sign a revised CRP-1 within 60 calendar days of notification by COC or CED.

If there is no agreement among predecessors and eligible successors, annual rental payments shall be divided based on the earlier of the date the:

- deed is recorded on the land records
- successor acquired right of occupancy, through foreclosure proceedings, of the land under CRP-1.

Note: This provision only applies to land acquired through foreclosure proceedings. See paragraph 555 for succession-in-interest provisions.

463 Dividing Payments Among Participants for Successor-in-Interest CRP-1's (Continued)**B CRP Rental Payments for Succession-in-Interest (Continued)**

CRP participants shall be responsible for either:

- refunding any payments that may become due if CRP-1 is not assumed
- ensuring that the successor-in-interest agrees to and signs, if applicable, the version of CRP-1 Appendix in effect when the preceding CRP-1 was signed.

If acreage under CRP-1 is sold to a successor and the successor sells the acreage before the County Office becomes aware of the initial sale, the newest owner may be allowed to succeed to CRP-1.

Note: If the original owner received payments earned after the sale of the land, refunds of that amount, plus interest, shall be collected from the original owner. Issue applicable payments to new owner.

If a successor terminates CRP-1 and the predecessor has earned part of the annual rental payment, the successor shall be responsible for refunds, including the amount earned by the predecessor.

Note: Ensure that the payment is issued to the predecessor even though CRP-1 is terminated. No interest will be paid.

When dividing CRP annual rental payments between previous owners and new owners, select all participants for special payment processing according to 1-CRP, paragraph 355.

Part 20 CREP

771 General CREP Information

A Background

On February 19, 1997, CCC issued a final rule in 7 CFR 1410.50(b) that provides that CCC may enter into agreements with States to use CRP to cost-effectively further “specific conservation and environmental objectives of that State and the nation.”

CREP has been established to provide a flexible and cost-effective means to address agricultural resource problems by targeting Federal and State resources to specific geographic regions of substantial environmental sensitivity for a 10- to 15-year period.

CREP as part of CRP is administered under the same statutes and Federal regulations. Administration and management of CREP at the national level is the responsibility of the FSA CREP Program Manager. After CREP agreements are entered into with State governments or Indian Tribes, eligible cropland and marginal pastureland may be offered and enrolled on a continuous signup basis. The State CREP supplement to 2-CRP is drafted by the FSA State Office after the CREP agreement is signed by the Secretary and the State Governor and **must** receive approval by the Program Manager before publication.

Notes: CREP policies and procedures generally adhere to those of CRP’s continuous signup except where modified by specific provisions outlined in CREP agreements and related State supplements to this handbook.

Payments for CREP CRP-1 participants must adhere to the written CREP agreements. Changes made in PIP/SIP/WRI for CRP’s general and continuous signup do not automatically apply to CREP’s unless those agreements indicate that these payments shall be made “according to 2-CRP” or “consistent with National CRP directives” or similarly worded reference. CREP agreements which include specific payment provisions such as “25% WRI hydrology restoration payments shall be paid for practices CP23 and CP23A” must be adhered to as written unless amended by a modified CREP agreement and State directive.

--See Exhibits 56 and 57 for additional information for processing Oregon CIB payments.--

771 General CREP Information (Continued)

B CREP Primary Goals

The primary goal of CREP is to establish a unique CRP program initiative through which the resources of both a State or Tribal government, or NGO, and CCC/FSA can be targeted in a coordinated manner to address specific high priority conservation and environmental objectives of that State and the nation.

CREP agreements are to be designed for specific geographic areas within a State that have been adversely impacted by agricultural activities through the use of approved conservation buffer and related practices. CREP conservation practices **must** be designed to achieve substantial on-site and off-site natural resource benefits targeting 1 or more of the following goals:

- restore/establish wildlife habitat
- enhance water quality
- reduce soil erosion
- enhance air quality
- restore/establish wetlands
- promote conservation forestry
- increase control of critical invasive species
- enhance critical threatened and endangered plant and animal species survival
- achieve a net water savings in ground and/or surface waters and conserve energy.

The achievement of multiple natural resource benefits through CREP contracts is strongly encouraged.

Important: All cropland and marginal pastureland proposed for a CREP project **must** meet all eligibility criteria according to paragraph 151. CREP agreements **cannot**:

- be used to create new categories of eligible land, or modify cropping history or producer eligibility provisions in paragraph 151
- provide for FSA to exceed total county cropland limits, unless standard 25 percent waivers are approved as outlined in paragraph 81
- be used to assist State and/or local governmental agencies toward meeting requirements of a court order, settlement agreement, or other legal mandate.

C USDA Assistance

To meet CREP goals, USDA provides financial, educational, and technical assistance to help producers voluntarily implement conservation practices that will enhance the environment in an economically efficient manner. This assistance will be provided after a CREP agreement is signed by the State Governor, or designee, or Tribal Representative and the Secretary of Agriculture, or designee, to implement a State's CREP.

Part 21 TIP

801 Overview

A Background

--The Agricultural Act of 2014 amended the Food Security Act of 1985 to authorize \$33 million for the voluntary transition of land enrolled under an expiring CRP contract from a retired or retiring owner or operator to a veteran, beginning, or SDA farmer or rancher to-- return the land to production for sustainable grazing or crop production.

Retired or retiring owners and operators who qualify under TIP may be eligible to receive annual rental payments for up to 2 additional years after the CRP-1 expiration date provided the transition is **not** to a family member as defined in Exhibit 2.

Note: Family members of the retired or retiring owners or operators may participate in TIP; however, the additional 2 years of annual rental payments will **not** be paid.

B TIP Regulation

*--FR was published on June 5, 2014, that provides regulatory authority for TIP.

C Signup Period for TIP

Eligible retired or retiring owners and operators and veteran, beginning, or SDA farmers or ranchers may enroll in TIP on a continuous basis beginning on June 9, 2014.

To be considered eligible, veteran, beginning, or SDA farmers or ranchers and CRP--* participants must enroll in TIP during the period beginning 1 year before the CRP contract expiration date and the earlier of the following:

- August 15 of the year when the CRP contract is scheduled to expire
- *--\$33 million statutory limit has been reached.--*

Note: The August 15 deadline is to allow NRCS or TSP the required time to complete the TIP sustainable grazing or crop production conservation plans.

* * *

802 Eligible Land

A Eligible Land for TIP

All or a portion of land under an expiring CRP contract may be eligible to enroll in TIP, if COC or CED determines that **all** of the following have been met:

- producer eligibility requirements in paragraph 803
- ~~land~~ eligibility requirements in subparagraph 804 A for contracts scheduled to expire on or after September 30, 2014~~--*~~

* * *

- land under CRP-1 is in compliance according to 2-CRP, Part 17.

B Easement Eligibility for TIP

Land expiring from CRP-1 under an easement that would prohibit the land from being farmed in a sustainable manner is **not** eligible to be enrolled under CRP-1R.

803 Eligible Producers

A Retired or Retiring Owner or Operator Eligibility

To be eligible for TIP, producers must be retired or retiring owners or operators on land under an expiring CRP contract. See Exhibit 2 for definition.

Notes: An owner or operator that has livestock may meet the definition of retired or retiring farmer or rancher, provided that the livestock producer is no longer a producer of an agricultural crop. The livestock producer must certify that he or she will cease active labor in farming as a producer of agricultural crops on CRP-1R.

Absentee landowners, who are **not** providing active labor as producers of agricultural crops, may be eligible as a retired or retiring farmer or rancher, provided all other eligibility requirements are met.

--One or more participants under CRP-1 may be eligible to transition land to a veteran,-- beginning, or SDA farmer or rancher and enroll in TIP if **all** of the following have been met:

- at least 1 participant on an expiring CRP-1 is a retired or retiring farmer or rancher on the land as self-certified on CRP-1R
- persons or entities on the expiring CRP-1 must receive, in the aggregate, at least 50 percent of the annual rental payments

Note: The retired or retiring members of an entity must own at least 50 percent of the stock of the entity to be eligible for TIP.

- retired or retiring owner or operator agrees to sell, has a contract to sell, or leases the land *--for a minimum of 5 years to a veteran, beginning, or SDA farmer or rancher before--* CRP-1R begins

Notes: See paragraph 807.

In the case of a long-term lease, the lease must be a nonrevocable, long-term lease of at least 5 years, with or without an option to purchase the land, which must begin on the CRP-1R beginning date.

- *--retired or retiring owner or operator and veteran, beginning, or SDA farmer or rancher--* have signed CRP-1R according to paragraph 805

803 Eligible Producers (Continued)

A Retired or Retiring Owner or Operator Eligibility (Continued)

- *--retired or retiring owner or operator agrees to allow veteran, beginning, or SDA--* farmer or rancher to make conservation and land improvements, according to a modified conservation plan approved by NRCS or TSP, **beginning** on the date COC or CED approves CRP-1R according to paragraph 806.

Notes: Land improvements in the last year of the CRP contract under CRP TIP will **not** be permitted during the primary nesting season unless CRP-1 cover was already disturbed because of allowable land improvements started before the first day of the primary nesting season.

If land improvements are to be made in the last year of CRP-1 according to paragraph 806, CRP-1 participants must modify the CRP conservation plan according to the recommendations of NRCS or TSP.

Important: CRP participants:

- are responsible for the land under an expiring CRP-1 until that CRP-1 expires
- must modify the CRP-1 conservation plan if land improvements are to be made during the last year of CRP-1.

When 1 or more retired or retiring owners or operators on a CRP contract agree to transition *--their portion of the land under CRP-1 to veteran, beginning, or SDA farmer or rancher,--* CCC may approve CRP-1R provided all signatories to CRP-1 sign CRP-1R and all other eligibility criteria are met. The land transfer must not have taken place until after participants have signed CRP-1R.

Note: All signatories to CRP-1 are **not** required to be retired or retiring; however, all CRP-1 signatories are required to sign CRP-1R. At least 1 participant with at least 50 percent share on CRP-1 must meet the retired or retiring farmer criteria. If all signatories on CRP-1 do **not** agree to sign CRP-1R, then the land is **not** eligible under TIP.

Example 1: Three participants have equal shares in an expiring CRP contract. Two of the participants are retiring and intend to participate in TIP. The land is eligible for TIP because the shares of the 2 retiring participants equal at least 50 percent provided all signatories sign CRP-1R and all other eligibility criteria have been met.

Example 2: Four participants have equal shares in an expiring CRP contract. Two of the participants are retiring and intend to participate in TIP. The land is eligible for TIP because the shares of the 2 retiring participants equal at least 50 percent provided all signatories sign CRP-1R and all other eligibility criteria have been met.

803 Eligible Producers (Continued)**A Retired or Retiring Owner or Operator Eligibility (Continued)**

Example 3: Five participants have equal shares in an expiring CRP contract. Two of the participants are retiring and intend to participate in TIP. The land is **not** eligible for TIP because the shares of the 2 retiring participants do **not** equal at least 50 percent of the shares on the expiring CRP contract.

Notes: All CRP-1 shareholder signatories are eligible to receive the 2 years annual rental payments provided they have signed CRP-1R, are otherwise eligible, and the provisions of this paragraph are met.

TIP payments will be issued according to the shares at the time CRP-1 expires.

***--B Veteran, Beginning, or SDA Farmer or Rancher Eligibility**

A veteran, beginning, or SDA farmer or rancher may be eligible for TIP provided the veteran, beginning, or SDA farmer or rancher agrees to **all** of the following:--*

- buy or lease (under a long-term lease of at least 5 years) the land under CRP-1 from a retired or retiring owner or operator during the last year of CRP-1 before its scheduled September 30 expiration
- develop and implement the required conservation plans according to paragraph 806
- self-certify and sign CRP-1R.

Notes: A minor combined with a parent or legal guardian in a farming operation under 4-PL, would not meet beginning farmer or rancher criteria until the minor is of legal age and no longer combined. In rare cases, where COC has determined the minor stands alone and is not combined with a parent or legal guardian, the minor may meet the beginning farmer or rancher definition provided COC determines the minor materially and substantially participates in the operation of the farm or ranch involved in CRP-1R.

For TIP, the definition of SDA farmer or rancher does **not** include gender. See Exhibit 2.

804 TIP for CRP-1's

* * *

--A TIP for CRP-1's That Expire on or After September 30, 2014--

Generally, land subject to CRP-1R must be returned to production using sustainable grazing or crop production methods.

Beginning on October 1 that is 1 year before the CRP-1 scheduled expiration date of September 30, the retired or retiring owner or operator may sign CRP-1R to allow the *--veteran, beginning, or SDA farmer or rancher to do 1 or more of the following:--*

- modify the current CRP-1 conservation plan to begin conservation and land improvements

Note: CRP-1 signatories are responsible for the CRP cover until CRP-1 expires. If land improvements are to be made in the last year of CRP-1, CPO must be modified by CRP-1 participants.

- begin the certification process under the Organic Foods Production Act of 1990
- offer eligible land into continuous CRP.

Note: Land improvements in the last year of the CRP contract under CRP TIP will **not** be permitted during the primary nesting season unless CRP-1 cover was already disturbed because of allowable land improvements started before the first day of the primary nesting season.

*--If all other eligibility requirements are met, the veteran, beginning, or SDA farmer or rancher with an approved CRP-1R is eligible to offer transitioned land for continuous CRP according to Part 6, Section 1.

Note: Eligible veteran, beginning, or SDA farmers or ranchers with an approved CRP-1R will be eligible to re-enroll, beginning on May 1 of the year CRP-1 expires, partial field continuous conservation practices in CRP, according to a CRP conservation plan and the provisions of TIP. The re-enrolled acres will become effective on October 1 following the expiration of CRP-1 of the qualified retired or retiring owner or operator, provided that the veteran, beginning, or SDA farmer or rancher has control of the property and meets all other qualifying conditions of CRP.

The veteran, beginning, or SDA farmer or rancher enrolling into continuous CRP is **not required** to meet 12-month owner/operator criteria for acres under CRP-1R.

In cooperation with NRCS, County Offices must inform the veteran, beginning, or SDA--* farmer or rancher to contact NRCS for more information about the opportunity to enroll in CSP or EQIP. Enrollment in CSP or EQIP must begin October 1, on or after CRP-1 expires.

Note: Land under CRP-1R is **not** eligible to be enrolled into general signup.

805 CRP-1R Signature Requirements

A Required Signatures

CRP-1R must be signed by **all** of the following:

- retired or retiring owners or operators
- ~~veteran, beginning, or SDA farmer or rancher~~
- all signatories to CRP-1.

Exception: See subparagraph 335 C for signature requirement exceptions.

Note: See paragraph 810 for an example of CRP-1R.

806 Required Conservation Plans for TIP

~~A~~ Veteran, Beginning, or SDA Farmer or Rancher TIP Conservation Plan Requirements

During the last year of CRP-1 before its scheduled expiration, the veteran, beginning, or ~~SDA~~ SDA farmer or rancher must develop a conservation plan that meets acceptable standards for sustainable grazing or crop production methods to be implemented beginning on the approved CRP-1R beginning date (item 8 A). The sustainable grazing and crop production methods must be designed as a part of an overall plan defined on an ecosystem level to be useful in creating integrated systems of plant and animal production practices that have a site-specific application that would:

- meet human needs for food and fiber
- enhance the environment and the natural resource base
- use nonrenewable resources efficiently
- sustain the economic viability of the farming operation.

~~The~~ The veteran, beginning, or SDA farmer or rancher must complete **all** of the following for ~~acres~~ acres under CRP-1R:

- **sustainable grazing or crop production conservation plan** that meets NRCS FOTG for sustainable grazing or crop production methods according to this paragraph to be effective on the CRP-1R beginning date
- conservation plan according to Conservation Compliance Provisions of the 1985 Act that requires completing AD-1026 for HEL
- **CRP conservation plan** that meets the requirements for continuous CRP, CSP, or EQIP, as applicable, if enrolling the acres in 1 or more of these programs that are under CRP-1R after CRP-1 expires.

806 Required Conservation Plans for TIP (Continued)

B Retired or Retiring Owner or Operator Conservation Plan Requirements

Beginning on the first day of the last year of CRP-1, retired or retiring CRP participants with *-an approved CRP-1R must allow the veteran, beginning, or SDA farmer or rancher to--* install certain conservation practices and institute land improvements that are consistent with the conservation plan during the last year of CRP-1 according to an approved modified conservation plan in consultation with NRCS or TSP.

Note: The retired or retiring farmer or rancher must, in consultation with FSA and NRCS or TSP, ensure that the CRP-1 conservation plan has been modified for land *-improvements agreed upon with the veteran, beginning, or SDA farmer or rancher.--* The retired or retiring owner or operator is responsible for ensuring that the conservation plan is modified if land improvements are being made on land under CRP-1.

The following are allowable conservation and land improvements in the last year of CRP-1 under TIP, according to an approved modified conservation plan:

- preparing the land for certified organic food production
- laying out contours for contour buffer strips
- surveying and site preparation for contour farming
- installing filter strips
- installing fencing
- installing livestock watering facilities

Note: Grazing is **not** allowed before CRP-1 expiration.

- installing pipelines
- installing ponds
- installing terraces
- installing water wells
- installing waterways

--806 Required Conservation Plans for TIP (Continued)*B Retired or Retiring Owner or Operator Conservation Plan Requirements (Continued)**

- other potential improvements for re-enrolling acres into continuous CRP according to NRCS or TSP guidelines
- other appropriate practices as recommended by NRCS or TSP.

Notes: Land improvements in the last year of CRP-1 under CRP TIP will **not** be permitted during the primary nesting season unless CRP-1 cover was already disturbed because of allowable land improvements started before the first day of the primary nesting season.

Land improvements in the last year of CRP-1 do not include planting a commodity crop except when used as a temporary cover establishing conservation practices.

CRP C/S assistance is **not** authorized for TIP.

Using other Federal C/S assistance requires refund of CRP C/S assistance according to subparagraph 491 B.

Generally, only the acres under CRP-1R must be returned to sustainable grazing or crop production methods.

Notes: CRP-1 provisions continue to apply through its expiration for land **not** covered by CRP-1R.

For expired CRP-1 land that is **not** enrolled in an approved TIP CRP-1R, the land may be returned to an agricultural commodity using normal crop production methods in compliance with Conservation Compliance Provisions of the 1985 Act. See 6-CP.

C TIP and Early Land Preparation

Certain conservation and land improvements are allowable in the last year (beginning October 1 of the year CRP-1 expires) of CRP-1 as provided in subparagraph B.

Early land preparation provisions in paragraph 637 generally apply to land enrolled under a TIP modification to CRP-1. However, if the desired early land preparation activity conflicts with acceptable standards for sustainable grazing or crop production, then early land preparation provisions must **not** be used.

Important: TIP participants requesting early land preparation must follow all of the provisions in paragraph 637.--*

806 Required Conservation Plans for TIP (Continued)**C TIP and Early Land Preparation (Continued)**

Activities allowable under TIP in the last year of CRP-1 relates to conservation and land improvements. As a general matter, destruction of the cover before CRP-1 is expired should **not** be approved. If, however, in the extraordinary case where NRCS or TSP determines that allowing the cover to be disturbed in the last year of CRP-1 to prepare to plant an agricultural crop after CRP-1 expires meets the criteria of a sustainable conservation system, the CRP conservation plan may be modified.

807 Approving CRP-1R's**A Requirements Before CRP-1R Approval**

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

- ensure that a separate CRP-1R is completed and signed for each **expiring** CRP-1 enrolled in TIP

Note: CRP-1R must be approved no later than September 30 of the year CRP-1 expires.
* * *

- determine acres to be transitioned
- *--ensure that the retired or retiring owner or operator and veteran, beginning, or SDA farmer or rancher has completed all required conservation plans according to paragraph 806, as applicable
- ensure retired or retiring owners or operators have provided sufficient evidence that the land entered into under TIP will be either sold or long term leased to a veteran,--* beginning, or SDA farmer or rancher effective the day CRP-1R begins.

Note: Sufficient evidence must include 1 of the following:

- written long term lease (at least 5 years duration)
- contract for deed
- statement signed by TIP participants reflecting either the long term lease or contract to sell.

807 Approving CRP-1R's (Continued)**B COC or CED Approval of CRP-1R's**

COC or CED shall approve CRP-1R's if all of the following are met:

- all required signatures have been obtained on all related CRP forms and conservation plans according to paragraphs 805, 806, and 808
- a modified conservation plan is approved for land improvements in the last year of CRP-1, if applicable
- the conservation plan is consistent with polices in Part 11
- all producer eligibility criteria has been met
- all land eligibility criteria has been met
- sufficient evidence has been provided according to subparagraph A.

C COC Responsibilities

COC or designee shall:

- approve/disapprove CRP-1R, as applicable
- sign and date CRP-1R
- follow conflict of interest provisions in 22-PM.

Note: COC or CED shall **not** approve CRP-1R until **all** requirements in subparagraph B has been met.

D Approval Responsibilities

Follow the provisions for approval responsibilities for CRP-1R's according to subparagraph 401 D.

E County Office Action

After requirements in subparagraphs A through D have been met, notify the retired or retiring *--owner or operator and the veteran, beginning, or SDA farmer or rancher in writing of--* approval/disapproval of CRP-1R's.

808 CRP-1R Provisions

A CRP-1R Duration

CRP-1R begins on October 1 that is the day after the CRP-1 scheduled expiration date and ends 2 years following the CRP-1 expiration date of September 30.

* * *

Note: Preparing or installing certain conservation practices may occur up to 1 year before the beginning date of CRP-1R according to paragraph 806.

Example: A retired operator has land under CRP contract that expires on
 *--September 30, 2014. The retiring operator and SDA farmer signed CRP-1R on June 14, 2014, and the retired operator modified the CRP-1 conservation plan to make conservation land improvements in the last year of CRP-1. COC or CED approved the modified conservation plan and CRP-1R on August 1, 2014. CRP-1R goes into effect October 1, 2014.

B CRP-1R Payments

Retired or retiring owners or operators with an approved CRP-1R may receive up to 2 additional annual rental payments **after CRP-1 expires** provided that the retired or retiring owner or operator is **not** a family member of the veteran, beginning, or SDA farmer or--* rancher according to the definition of family member in Exhibit 2.

Note: See:

- Exhibit 60 for general information about TIP payments
- Exhibit 61 for additional information about recording TIP payments
- Exhibit 62 for handling contract modifications for payment processing.

*--**Example:** The retired or retiring farmer and a nonfamily member veteran, beginning, or SDA farmer or rancher completed and signed CRP-1R on May 17, 2014, for CRP-1 scheduled to expire on September 30, 2014. The CRP-1R period is October 1, 2014, through September 30, 2016. The retired or retiring owner or operator may receive the first CRP-1R payment after October 1, 2015, and the final TIP payment after October 1, 2016, provided all other payment eligibility--* criteria are met.

808 CRP-1R Provisions (Continued)

C CRP TIP Payment Limitation

Payment limitation as applicable for other CRP-1's will be applied to CRP-1R annual rental payments.

D CRP TIP AGI Provisions

The AGI determination of the expiring CRP-1 will continue for the additional 2 years for annual rental payments under TIP.

E Succeeding to CRP-1R

A new owner of land, purchased from the retired owner or operator, that was transitioned *--under TIP and is under a long-term lease with a veteran, beginning, or SDA farmer or rancher, may succeed to an approved CRP-1R, provided the successor continues to honor the lease with the veteran, beginning, or SDA farmer or rancher and all the provisions of--* CRP-1R are met.

* * *

808 CRP-1R Provisions (Continued)

F Modifications to CRP-1R's for Payments

Allowable modifications to TIP CRP-1R's are:

- TIP contract number on CRP-1R and on the TIP spreadsheet **must** be identical to CRP-1 * * * at the time CRP-1 expires for TIP payments to be processed and issued

Note: Any revision to CRP-1 number in the last year of CRP-1 **must** be revised on the approved TIP CRP-1R.

Example: If CRP-1 number is 314A when CRP-1 expires, then CRP-1R number **must** be 314A-TIP. See 2-CRP, subparagraph 810 A, item 2 for TIP CRP-1R numbering procedure.

- TIP acres **must** be less than or equal to the acres on the expiring CRP-1.

* * *

Note: Unless correcting a data entry error, the following CRP-1R fields must **not** be changed:

- Rental Rate Per Acre CRP-1
- CRP-1R Beginning Date
- CRP-1R End Date.

809 Outreach

***--A Targeting Veteran, Beginning, or SDA Farmers or Ranchers**

FSA will announce TIP through press releases, newsletters, and any other available means. In addition, State and County Offices must conduct additional outreach activities to ensure participation of veteran, beginning, or SDA farmers or ranchers.

For outreach efforts specific to this notice, State Offices must ensure, using all available means, that veteran, beginning, or SDA groups are informed of the opportunities provided under TIP.

State Offices must prioritize efforts to plan targeted outreach activities jointly with partner organizations whose mission specifies service to target groups as veteran, beginning, or--* SDA farmers or ranchers.

810 Completing CRP-1R's

A Instructions for Completing CRP-1R

Complete CRP-1R according to the following.

Item	Instructions
1	Enter State and county code and administration location.
2	Enter CRP-1R number. Note: Expiring CRP-1 contract number from CRP-1, item 3, plus the extension "TIP". Example: 567-TIP
3	Enter acres for enrollment into TIP.
4	Enter farm number.
5	Enter tract number.
6	Enter County Office address and telephone number.
7	Enter rental rate/acre from CRP-1, item 7.
8A	Enter TIP beginning date (beginning date of CRP-1R). See subparagraph 808 A.
8B	Enter TIP ending date (ending date of CRP-1R). See subparagraph 808 A.
9	*--Retired or retiring owner or operator and veteran, beginning, or SDA--* farmer or rancher shall read the self-certification statement.
10	Participants shall read and fill in the CRP contract number.
10A	Require retired or retiring owner or operator to print name, enter share on CRP-1, sign, and date.
10B	*--Require veteran, beginning, or SDA farmer or rancher to print name, sign, and date. Note: Do not enter share for veteran, beginning, or SDA farmer or rancher.--*
10C	Require CRP-1 signatories to print name, enter share on CRP-1, sign, and date.
11	COC or CED approves CRP-1R.

810 Completing CRP-1R's (Continued)

B Example of CRP-1R

The following is an example of CRP-1R.

Note: CRP-1R is available at <http://intra3.fsa.usda.gov/dam/ffasforms/currentforms.asp>.

This form is available electronically.

CRP-1R (05-14-10) U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation CONSERVATION RESERVE PROGRAM TRANSITION INCENTIVES PROGRAM CONTRACT	1. ST. & CO CODE & ADMIN. LOCATION 46 029		2. TIP CONTRACT NUMBER 567 TIP		
	3. ACRES FOR ENROLLMENT 15.1	4. FARM NUMBER 4768	5. TRACT NUMBER(S) 2258		
6. COUNTY OFFICE ADDRESS (Include Zip Code) Codington County FSA Office PO Box 1536 810 10 th Ave. SE Watertown, SD 57201 TELEPHONE NUMBER (Include Area Code): 605-886-8202		7. RENTAL RATE 58.00		8. CONTRACT PERIOD A. BEGINNING (MM-DD-YYYY) 12/01/2010 B. ENDING (MM-DD-YYYY) 09/10/2012	

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a, as amended). The authority for requesting the information identified on this form is 7 CFR Part 1410, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Food, Conservation, and Energy Act of 2008 (Pub. L. 110-246). The information will be used by CCC to consider and, if so decided, process the offer to enter into a Conservation Reserve Program contract, to assist in determining eligibility, and to determine the correct parties to the Conservation Reserve Program contract. The information collected on this form may be disclosed to other Federal, State, and Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Information provided hereunder will be subject to the provisions of section 1619 of Pub. L. 110-246, section 2004 of Pub. L. 107-171, the Privacy Act, and other applicable privacy laws. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to offer to enter into a Conservation Reserve Program contract.

This information collection is exempted from the Paperwork Reduction Act, as it is required for administration of the Food, Conservation, and Energy Act of 2008 (see Pub. L. 110-246, Title II, Subtitle J - Miscellaneous Conservation Provisions). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. **RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.**

9. CERTIFICATION:

By signing below, the retired or retiring participant in Item 10A(1) certifies to all of the following: (1) I/we have either retired from farming or am retiring from farming within 5 years; (2) effective on the date in Item 8A, I have sold, have a contract to sell, or leased under a non-revocable long-term lease of at least 5 years, the acres identified in Item 3 to the beginning or socially disadvantaged farmer(s) or rancher(s) identified in Item 10B(1); (3) I will no longer operate the acres identified in Item 3 beginning on the date in Item 8A; and (4) the beginning or socially disadvantaged farmer(s) or rancher(s) in Item 10B(1) may: a) begin Organic Foods Production Certification, b) develop a conservation plan and install practices and initiate land improvements consistent with the conservation plan as necessary, and c) offer to enroll under continuous Conservation Reserve the acres identified in Item 3.

By signing below, the beginning or socially disadvantaged farmer or rancher identified in Item 10B(1) certifies: (1) I am a beginning farmer or rancher or a socially disadvantaged farmer or rancher as defined in the regulations at 7 CFR Part 1410; (2) I agree to develop and implement a conservation plan in compliance with the Conservation Compliance Provisions of the Food Security Act of 1985, Pub. L. 99-198 (the 1985 Act), which requires completion of form AD-1026; (3) I agree to develop and implement a conservation plan that meets applicable standards for sustainable grazing and/or crop production methods on the acres identified in Item 3; (4) I understand that I may be eligible to enroll in the Conservation Stewardship Program under 7 CFR Part 1470 or the Environmental Quality Incentives Program under 7 CFR Part 1466; (5) I understand that I may be eligible to enroll under the continuous Conservation Reserve Program; and (6) I understand that I may begin Organic Foods Production Certification.

10. PARTICIPANTS: (As a signatory to CRP contract		567	, I agree to allow this contract to be modified under the TIP provisions.)	
A(1) RETIRED OR RETIRING FARMER OR RANCHER NAME AND ADDRESS (Zip Code): Joe Farmer	(2) SHARE 75 %	(3) SIGNATURE (BY): /s/ Joe Farmer	DATE (MM-DD-YYYY)	
		(4) TITLE/RELATIONSHIP (of Individual Signing in the Representative Capacity) (If more than three individuals are signing, continue on attachment.)		
B(1) BEGINNING OR SOCIALLY DISADVANTAGED FARMER OR RANCHER NAME AND ADDRESS (Zip Code): Peter Lancer	(2) SHARE %	(3) SIGNATURE (BY): /s/ Peter Lancer	DATE (MM-DD-YYYY)	
		(4) TITLE/RELATIONSHIP (of Individual Signing in the Representative Capacity) (If more than three individuals are signing, continue on attachment.)		
C(1) PARTICIPANT'S NAME AND ADDRESS (Zip Code): Gladys Forsyth	(2) SHARE 10 %	(3) SIGNATURE (BY): /s/ Gladys Forsyth	DATE (MM-DD-YYYY)	
		(4) TITLE/RELATIONSHIP (of Individual Signing in the Representative Capacity) (If more than three individuals are signing, continue on Page 2)		

(If more than three individuals are signing, continue on Page 2)

11. CCC USE ONLY - Payments according to the shares are approved.	A. SIGNATURE OF CCC REPRESENTATIVE	B. DATE (MM-DD-YYYY)
--	------------------------------------	----------------------

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

810 Completing CRP-1R's (Continued)

B Example of CRP-1R (Continued)

CRP-1R (05-14-10)		CONTINUATION OF ITEM 10		Page 2 of 2
A(1) RETIRED OR RETIRING FARMER OR RANCHER NAME AND ADDRESS (<i>Zip Code</i>): Sue Olson	(2) SHARE 10 %	(3) SIGNATURE (BY): /s/ Sue Olson	DATE: (MM-DD-YYYY)	
		(4) TITLE/RELATIONSHIP (<i>of Individual Signing in the Representative Capacity</i>)		
B(1) BEGINNING OR SOCIALLY DISADVANTAGED FARMER OR RANCHER NAME AND ADDRESS (<i>Zip Code</i>):	(2) SHARE %	(3) SIGNATURE (BY):	DATE: (MM-DD-YYYY)	
		(4) TITLE/RELATIONSHIP (<i>of Individual Signing in the Representative Capacity</i>)		
C(1) PARTICIPANT'S NAME AND ADDRESS (<i>Zip Code</i>):	(2) SHARE %	(3) SIGNATURE (BY):	DATE: (MM-DD-YYYY)	
		(4) TITLE/RELATIONSHIP (<i>of Individual Signing in the Representative Capacity</i>)		
A(1) RETIRED OR RETIRING FARMER OR RANCHER NAME AND ADDRESS (<i>Zip Code</i>):	(2) SHARE %	(3) SIGNATURE (BY):	DATE: (MM-DD-YYYY)	
		(4) TITLE/RELATIONSHIP (<i>of Individual Signing in the Representative Capacity</i>)		
B(1) BEGINNING OR SOCIALLY DISADVANTAGED FARMER OR RANCHER NAME AND ADDRESS (<i>Zip Code</i>):	(2) SHARE %	(3) SIGNATURE (BY):	DATE: (MM-DD-YYYY)	
		(4) TITLE/RELATIONSHIP (<i>of Individual Signing in the Representative Capacity</i>)		
C(1) PARTICIPANT'S NAME AND ADDRESS (<i>Zip Code</i>):	(2) SHARE %	(3) SIGNATURE (BY):	DATE: (MM-DD-YYYY)	
		(4) TITLE/RELATIONSHIP (<i>of Individual Signing in the Representative Capacity</i>)		
A(1) RETIRED OR RETIRING FARMER OR RANCHER NAME AND ADDRESS (<i>Zip Code</i>):	(2) SHARE %	(3) SIGNATURE (BY):	DATE: (MM-DD-YYYY)	
		(4) TITLE/RELATIONSHIP (<i>of Individual Signing in the Representative Capacity</i>)		
B(1) BEGINNING OR SOCIALLY DISADVANTAGED FARMER OR RANCHER NAME AND ADDRESS (<i>Zip Code</i>):	(2) SHARE %	(3) SIGNATURE (BY):	DATE: (MM-DD-YYYY)	
		(4) TITLE/RELATIONSHIP (<i>of Individual Signing in the Representative Capacity</i>)		
C(1) PARTICIPANT'S NAME AND ADDRESS (<i>Zip Code</i>):	(2) SHARE %	(3) SIGNATURE (BY):	DATE: (MM-DD-YYYY)	
		(4) TITLE/RELATIONSHIP (<i>of Individual Signing in the Representative Capacity</i>)		

811 Processing Applications for TIP

A TIP Application Process

The following provides a chronological guide for processing applications for TIP.

Step	Action
1	FSA will announce TIP through press releases, newsletters, and any other available means. In addition, State and County Offices will conduct additional outreach activities to ensure participation of low income and minority producers.
2	<p>A producer is interested in enrolling in TIP. County Offices shall:</p> <ul style="list-style-type: none"> • review TIP with the producer • provide the producer with the TIP factsheet and discuss applicable program provisions • explain producer, land, and other eligibility requirements.
3	<p>*--The retired or retiring owner or operator and veteran, beginning, or SDA--* farmer or rancher will initiate CRP-1R and identify the following:</p> <ul style="list-style-type: none"> • State and county code where the acreage being transitioned is administratively located • expiring CRP contract to transition under TIP • TIP contract number and contract acres <p>Note: Expiring CRP-1 contract number from CRP-1, item 3, plus the extension "TIP".</p> <p>Example: 567-TIP.</p> <ul style="list-style-type: none"> • number of CRP-1 transition acres • farm number • tract number • rental rate/acre from CRP-1, item 7.
4	Retired or retiring owner or operator will self-certify to selling or long-term leasing expiring acres on CRP-1R.

811 Processing Applications for TIP (Continued)

A TIP Application Process (Continued)

Step	Action
5	*--Veteran, beginning, or SDA farmer or rancher will self-certify on CRP-1R.
6	The following producers will sign CRP-1R: <ul style="list-style-type: none"> • retired or retiring owners and operators • veteran, beginning, or SDA farmers or ranchers • all signatories to CRP-1.
7	Retired or retiring owner or operator and veteran, beginning, or SDA farmer or rancher will work with NRCS or TSP to develop and complete the modification of conservation plan if land improvements will be made on the land subject to CRP in the last year of CRP-1.
8	Veteran, beginning, or SDA farmer or rancher will:--* <ul style="list-style-type: none"> • develop and implement a conservation compliance plan and submit a completed AD-1026 to the administrative county • ensure that the conservation plan meets applicable standards for sustainable grazing and/or crop production methods.
9	COC or CED after review will provide CRP-1R approval.

812 Managing CRP-1R TIP Contracts and Spot Check Policy

A Participant Responsibilities

All signatories on a CRP-1R are jointly and severally responsible for complying with the terms and conditions of CRP-1R.

- *--Exception:** Only signatories that have a share of CRP-1R **and** the veteran, beginning,--* or SDA are responsible for compliance. Zero share CRP-1R signatories are not jointly responsible.

B Examples of Violations under TIP

COC shall consider a participant to be in violation of CRP-1R if:

- *--retired or retiring and/or veteran, beginning, or SDA withdraws CRP-1R after signing--* CRP-1R
- participants voluntarily break long term lease or contract for deed after signing CRP-1R
- participants erroneously self-certified to TIP definitions according to paragraph 803

Note: COC will use personal knowledge to determine accuracy of self-certification on CRP-1R.

- participants do not follow the applicable conservation plan for TIP.

Notes: County Office will spot check 15 percent of TIP conservation plans until enrollment into TIP reaches the minimum number needed to draw a statistically reliable sample.

County Office will spot check the conservation plans for TIP through the end date of CRP-1R according to subparagraph 808 A.

If COC determines 1 or more of the participants are in violation of the terms and conditions of CRP-1R, COC will assess a \$1,500 per CRP-1R to the applicable participant or participants, in addition to refunds plus interest for any TIP payments issued before the violation was discovered. In the case of a violation, any unpaid TIP payments will not be issued. COC shall determine the participant or participants in violation and assess damages as applicable.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

The following 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	636

Forms

The following lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-245	Request for Cost Shares		Text, Ex. 2, 41
AD-862	Conservation Reporting and Evaluation System		Text, Ex. 11
AD-893	Recommendation of Percent of Cropland To Be Enrolled in CRP/WRP	83	81
AD-894	Request for Cropland Waiver	82	81
AD-1026	Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification		Text, Ex. 35.5, 35.7, 56, 60
CCC-36	Assignment of Payment		465
CCC-37	Joint Payment Authorization		465
CCC-502	Farm Operating Plan		35, 519, Ex. 35.7, 60
CCC-505	Voluntary Permanent CAB/Contract Acreage Reduction		401
CCC-526	Payment Eligibility Average Adjusted Gross Income Certification		35, 131, Ex. 60
CCC-674	Certification for Contracts, Grants, Loans, and Cooperative Agreements	Ex. 6	6
CCC-770 CRP1	CRP Contract Approval Checklist	Ex. 35	7
CCC-770-CRP2	CRP Cost Share Payment Checklist	Ex. 35	7
CCC-770-CRP3	CRP Annual Rental Payment Checklist	Ex. 35	7, 462
CCC-770-CRP4	CRP PIP, CP23, CP23A, CP37 and SIP Payment Checklist	Ex. 35	7
CCC-901	Members Information 2009 and Subsequent Years		35, 519

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

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-902	Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years		Ex. 35.5, 35.7, 56
CCC-920	Grassland Reserve Program Contract		401
CCC-926 ^{1/}	Average Adjusted Gross Income (AGI) Statement		35, 131, Ex. 35.5, 56
CCC-931	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information		35, 131, 401, Ex. 35.5, 56
CCC-933	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information (For the 2013 crop, program, and fiscal years only)		35, 131, 401
CCC-941	Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information - Agricultural Act of 2014		Ex. 35.5, 56
CRP-1	Conservation Reserve Program Contract	Ex. 21, 31	Text and Exhibits
CRP-1 Appendix	Appendix to Form CRP-1, Conservation Reserve Program Contract	Ex. 29	Text
CRP-1 Continuation	Continuation to the Conservation Reserve Program (CRP) Contract		211
CRP-1E Addendum	Addendum Regarding Possession of Conservation Reserve Program (CRP) Property Held by Federal Agency		551
CRP-1G Addendum	CRP-1 Modification to Allow Early Land Preparation	637	35
CRP-1L	Emergency Forestry Conservation Reserve Program Contract		261, 263, 264, Ex. 11
CRP-1R	Conservation Reserve Program Transition Incentives Program Contract	810	Text, Ex. 60-62
CRP-2	Conservation Reserve Program Worksheet	333	Text, Ex. 11, 21, 26
CRP-2C	Conservation Reserve Program Worksheet (for Continuous Signup)	212	Text, Ex. 5
CRP-2F	Emergency Forestry Conservation Reserve Program Worksheet		81
CRP-20	Notice of Conservation Reserve Program (CRP) Contract Termination		551
CRP-23	Notice Regarding Accepted CRP Offers	Ex. 5	215, 341
CRP-24	Notice of Contract Approval	Ex. 5	

^{1/} CCC-926 is obsolete; however, is still in effect for existing CRP contracts.

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

Abbreviations Not Listed in 1-CM

The following lists approved abbreviations not listed in 1-CM.

Approved Abbreviation	Term	Reference
CIB	cumulative impact bonus	Ex. 2, 35.5, 56, 57, 60
COLS	Conservation Online System	81, 286, 332, 339, Ex. 21
CP	conservation practice	Text, Ex. 11, 26
CPO	Conservation Plan of Operation	669
CSP	Conservation Stewardship Program	151, 804, 806
EA	environmental assessment	Text
EBI	environmental benefits index	Text, Ex. 26
EFCRP	Emergency Forestry Conservation Reserve Program	66, Part 9, 546, Ex. 2, 11, 35.5, 35.7, 56, 60
EI	erodibility index	81, 151, 774, Ex. 2, 11, 26
ESA	Endangered Species Act	366, 367
FID	Feature ID field	181
FONSI	Finding of No Significant Impact	665, 772
FOTG	Field Office Technical Guide	Text, Ex. 11, 26
FRPP	Farm and Ranch Lands Protection Program	554, 575, 630
FWP	Farmable Wetlands Pilot Program	Text, Ex. 11
HFRP	Healthy Forest Restoration Program	554, 575, 630
HUC	hydrologic unit code	Ex. 26
NGO	Non-Government Organization	771, 772, 775
NHPA	National Historic Preservation Act	366, 367
NOAA	National Oceanic and Atmospheric Administration	367
OLP	online payment	Ex. 35.7
PIP	practice incentive payment	Text, Ex. 11, 35.7
PLS	pure live seed	426, 491
PNIF	private nonindustrial forestland	261, 262, Ex. 2, 11
PV	present value	264
RA	regional attorney	Text
REX	re-enrollments and extensions	335, 546, 571, Ex. 20, 60

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

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
RKLS	Gross Potential Erosion or Potential Erosion	Ex. 26
RUSLE	Revised Universal Soil Loss Equation	52, 151, Ex. 26
SAFE	State Acres for Wildlife Enhancement	Text, Ex. 35.5, 56, 60, 63
SEC	State Environmental Coordinator	367, 639, 692
SHPO	State Historic Preservation Officer	367, 772, 776
SIP	signup incentive payment	Text, Ex. 35.7
SRC	State Resource Conservationist	Ex. 11
RTCP	Reimbursement Transportation Cost Program	Ex. 35.5, 56, 60
TERRA	Tool for Environmental Resource Results Assessment	171, 181, 286
THPO	Tribal Historic Preservation Officer	367
TIP	Transition Incentive Program	401, 576, 577, Part 21, Ex. 35.5, 35.7, 56, 60-62
TIPA	Transition Incentive Program Agreement	126, 401, 463, 577
TSP	Technical Service Provider	Text, Ex. 2, 11, 26
USLE	Universal Soil Loss Equation	151
WEQ	Wind Erosion Equation	52, 151
WESL	Wind Erosion Soils List	Ex. 26
WHIP	Wildlife Habitat Incentive Program	151, 181
WRI	wetland restoration incentive	Text, Ex. 11, 35.5, 35.6, 56, 60

Redelegations of Authority

The following table lists redelegations of authority in this handbook.

Redelegation	Reference
STC may delegate an official representative to sign documents.	31
COC may delegate to CED the responsibility to approve requests for haying and grazing.	664, 680, 693, 716, 720, 721, 741

Definitions of Terms Used in This Handbook (Continued)**C/S Payment**

A C/S payment is a payment provided by USDA to help CRP participants establish approved conservation practices that are required on CRP-1.

Cropped Wetlands

Cropped wetlands are farmed wetlands and wetlands farmed under natural conditions.

CRP Contract or CRP-1

CRP contract or CRP-1 is the approved agreement, including the approved conservation plan, that:

- is entered into, in writing, between COC and the participant
- sets forth the terms and conditions for participation in CRP.

***--Cumulative Impact Bonus (CIB)**

CIB is an incentive payment authorized only through Oregon CREP agreements. See Oregon State Office guidelines for policy and procedure related to CIB.--*

Dead or Dry Litter Crop

A dead or dry litter crop:

- provides high tonnage of residue and mulch for erosion control
- conserves moisture until the permanent vegetative cover is established
- is an annual crop established before seeding of a permanent vegetative cover
- is used in arid areas where a lack of moisture prevents establishment of permanent vegetative cover in the normal manner.

Easement Practice

An easement practice is a practice that requires an easement be filed for a specific period of time that identifies FSA real property interest.

Definitions of Terms Used in This Handbook (Continued)

Erodibility Index (EI)

EI is the revised universal soil loss equation factor used to determine the inherent erodibility of a soil without management by dividing the potential average annual rate of erosion (rainfall factor times soil erodibility times (length of slope and percentage slope factor)) for each soil by the predetermined soil loss tolerance (T) value for the soil.

Family Member

A family member defined according to 7 CFR Part 718 and part 1410 as “an individual to whom a person is related as spouse, lineal ancestor, lineal descendant, or sibling, including a:

- (1) Great grandparent;
- (2) Grandparent;
- (3) Parent;
- (4) Child, including a legally adopted child;
- (5) Grandchild;
- (6) Great Grandchild;
- (7) Sibling of the family member in the farming operation; and
- (8) Spouse of a person listed in items 1 through 7.”

Field Windbreak

A field windbreak is a vegetative barrier with a linear configuration composed of:

- trees
- shrubs
- approved perennial vegetation.

Gleaning

Gleaning is placing livestock on fields after harvesting to use the excess crop residue and grains that remain in the field.

***--General Information for WRI Payments**

A Introduction

The WRI payment process is an automated process that determines the following:

- whether the producer is eligible to receive payment
- payment amounts that can be sent to NPS for disbursement
- overpayment amounts that will be updated to the Pending Overpayment Report if the producer is determined ineligible after a payment has been disbursed.

Note: See subparagraph 462 E for additional information on WRI payments.

B Payment Processing and Eligibility

The WRI payment process uses the common payment process developed for other programs, such as SURE, TIP, ELAP, and RTCP. See 9-CM for additional information on the common payment process including the eligibility rules applicable for WRI.

C Frequency of Payment Processing

WRI payments are processed nightly for the following:

- payment amounts recorded through the WRI payment process during the workday
- any payment on the Nonpayment or Insufficient Funds Reports will be reprocessed nightly to determine whether the condition previously preventing the payment has been corrected. See 9-CM for additional information on the Common Payment Reports.

D eFunds Allotment

WRI payments are controlled through the e-funds process. Allotments will be provided to each County Office by the National Office based on total net WRI payment amounts for the applicable program year by administrative State and County Office as computed through the WRI payment process.

If additional funds are required, County Offices shall contact the appropriate State Office specialist. State Offices shall contact the National Office to request additional allotments by sending an e-mail with the program year and amount to **jean.agapoff@ca.usda.gov**--*

***--General Information for WRI Payments (Continued)**

E Payment Limitation

The payment limitation for WRI is \$50,000. The following programs are subject to the same \$50,000 for the program year:

- CIB
- CRP
- EFCRP
- SAFE
- TIP
- WRI.

The accumulated total of all payments for these programs cannot exceed \$50,000 for the applicable program year. Determining the amounts subject to payment limitation also varies based on whether the contract is subject to 1-PL, 4-PL, or 5-PL rules. WRI payments for 2013 and future years are subject to 4-PL or 5-PL provisions.

See 1-PL, 4-PL, and 5-PL for additional information on controlling payment limitation.

F Payment Due Date

61-FI provides general guidance for determining payment due dates for various programs. The WRI payment system sends the current system date to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors. County Offices shall manually determine the payment due date by determining the later of the following:

- date producer signed CRP-1
- date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-902
 - CCC-926, CCC-931, or CCC-941, as applicable
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation.

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices shall:

- manually determine the payment due date based on the factors identified in this subparagraph
- follow the provisions of 61-FI for issuing the interest payment.--*

***--General Information for WRI Payments (Continued)**

G AGI

AGI provisions are applicable to WRI, but eligibility is based on the AGI status at the time the CREP contract is approved.

Since WRI does **not** have an automated contract process and AGI is based on the eligibility applicable at the time the contract is approved, there is no way for the payment system to check AGI eligibility. Therefore, County Offices shall follow this table if a producer or member does **not** meet AGI provisions.

IF the producer on CRP-1...	THEN County Offices shall...
does not meet AGI provisions	<ul style="list-style-type: none"> • notate the ineligibility on CRP-1 • not record the payment in the WRI payment software.
is an entity or joint operation and at least 1 member does not meet applicable AGI provisions	notify their State Office. State Offices shall contact PECD for assistance.

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***--WRI Payment Software for 2013 and Future Years**

A Introduction

Because a fully automated payment process has **not** been developed for WRI, payment amounts must be calculated manually and then recorded in the web-based WRI payment process.

B Accessing the WRI Home Page

To access the WRI Home Page, go to FSA's Applications Intranet web site at <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>. Under Applications Directory, CLICK "Wetland Restoration Initiative Payments (WRI)".

Users will be prompted to login through the USDA eAuthentication Login Screen. Login in the normal manner and the WRI Home Page will be displayed.

The following is an example of the WRI Home Page.



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***--WRI Payment Software for 2013 and Future Years (Continued)**

C Recording Payment Amounts

Record WRI payment amounts according to this table.

Reminder: Do **not** record payment amounts for producers who do **not** meet AGI provisions. See Exhibit 35.5, subparagraph G for additional information.

Step	Action	Result
1	On the WRI Home Page: <ul style="list-style-type: none"> • select the administrative State and county associated with the producer’s CRP-1 • CLICK “Continue”. 	The Main Menu will be displayed.
2	On the Main Menu, CLICK “Record a Calculated Payment”.	The SCIMS Search Page will be displayed.
3	The SCIMS Search Page will provide various options for selecting a producer. Enter the producer information using the desired option and select the applicable producer to continue.	The Enter a New Contract Number Page will be displayed with the selected producer name.
4	On the Enter a New Contract Number Page: <ul style="list-style-type: none"> • enter the contract number from CRP-1 • CLICK “Continue”. 	The Record a Calculated Payment Page will be displayed.
5	On the Record a Calculated Payment Page: <ul style="list-style-type: none"> • enter the payment amount for the selected producer and contract • CLICK “Submit”. 	The Record a Calculated Payment Confirmation Page will be displayed.
6	On the Record a Calculated Payment Confirmation Page, CLICK “Confirm” to record the payment amount.	The Main Menu will be redisplayed with a message confirming the payment has been added.

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***--WRI Payment Software for 2013 and Future Years (Continued)**

D Modifying/Deleting WRI Payment Amounts

Modify and delete WRI payment amounts according to this table.

Step	Action		Result
1	On the WRI Home Page: <ul style="list-style-type: none"> select the administrative State and county associated with the producer's CRP-1 CLICK "Continue". 		The Main Menu will be displayed.
2	On the Main Menu, CLICK "Modify/Delete a Calculated Payment".		The SCIMS Search Page will be displayed.
3	The SCIMS Search Page will provide various options for selecting a producer. Enter the producer information using the desired option and select the applicable producer to continue.		The Select a Contract Number Page will be displayed with the selected producer name.
4	On the Select a Contract Number Page: <ul style="list-style-type: none"> select the contract for the selected producer who needs to be modified or deleted from the drop-down list CLICK "Continue". 		The Modify/Delete a Calculated Payment Page will be displayed.
5	On the Modify/Delete a Calculated Payment Page, the recorded payment amount will be displayed.		
	IF the user wants to...	THEN...	
	modify the payment amount previously recorded	<ul style="list-style-type: none"> revise the payment amount displayed <p>Note: The full payment amount should be entered regardless of amounts previously recorded and/or paid to the producer for the contract.</p> <ul style="list-style-type: none"> CLICK "Modify". 	
	delete the payment	CLICK "Delete".	The Delete a Calculated Payment Confirmation Page will be displayed.
6	On the Modify/Delete a Calculated Payment Confirmation Page, CLICK "Confirm" to modify or delete the payment amount.		The Main Menu will be redisplayed with a message confirming the payment has been modified or deleted.

--*

***--WRI Payment Software for 2013 and Future Years (Continued)**

E Enter a New Contract Number Page

The Enter a New Contract Number Page allows the user to specify the contract number associated with CRP-1. The contract number entered:

- can contain numbers and letters
- should **not** include any spaces or special characters, such as hyphens
- should **not** include the word “WRI”.

The following is an example of the Enter a New Contract Number Page.

The following options are available on the Enter a New Contract Number Page.

Option	Action
Change State/County	Option on the left navigation menu allows the user to go back to the WRI Home Page.
Main Menu	Option on the left navigation menu allows the user to go back to the WRI Main Menu.
Continue	Continues to the Record a Calculated Payment Page.

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***--WRI Payment Software for 2013 and Future Years (Continued)**

E Enter a New Contract Number Page (Continued)

The following error messages may be displayed on the Enter a New Contract Number Page if the data recorded does **not** meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Corrective Action
A Contract Number selection is required	Ensure that the contract number from CRP-1 has been entered.
Contract Number can contain letters and number only. No spaces or special characters allowed.	Correct the contract number by removing the spaces and/or special characters, such as hyphens. Example: 451D

F Record a Calculated Payment Page

The Record a Calculated Payment Page allows the user to record the manually calculated WRI payment associated with the selected producer and contract. The payment amount entered must be:

- in whole dollars
- greater than \$0.

The following is an example of the Record a Calculated Payment Page.

***--WRI Payment Software for 2013 and Future Years (Continued)**

F Record a Calculated Payment Page (Continued)

The following options are available on the Record a Calculated Payment Page.

Option	Action
Change State/County	Option on the left navigation menu allows the user to go back to the WRI Home Page.
Main Menu	Option on the left navigation menu allows the user to go back to the WRI Main Menu.
Submit	Displays the confirmation page to record the payment. Once confirmed, returns to the WRI Main Menu.
Cancel	Discontinues the process and returns to the WRI Main Menu without saving the payment amount.

The following error messages may be displayed on the Record a Calculated Payment Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Corrective Action
The amount recorded in each field must be in whole dollars.	Correct the payment amount recorded by entering whole dollars without cents.
Payment amount is empty or not numeric for account WRI, Wetland Restoration Initiative.	The payment amount was either not entered or included something other than numeric values, such as a \$, comma, or character. Enter the numeric payment amount only.
Payment amount must be greater than 0.	Payment amounts being recorded for the first time must be greater than zero. Change the payment amount to continue.

G Modify/Delete a Calculated Payment Page

The Modify/Delete a Calculated Payment Page allows the user to modify or delete the calculated payment amount that was previously recorded. When modifying payment amounts, the payment amount entered:

- shall be the full calculated payment for the applicable producer, contract, and year

Example: \$1,000 was originally recorded for the producer and contract and the payment was disbursed to the producer. It is then determined the WRI contract acres used to calculate the payment were incorrect. After correcting the acres, the revised payment amount is \$900.

\$900 is the modified payment amount.--*

***--WRI Payment Software for 2013 and Future Years (Continued)**

G Modify/Delete a Calculated Payment Page (Continued)

- must be recorded in whole dollars
- must be greater than \$0.

The following is an example of the Modify/Delete a Calculated Payment Page.

The following options are available on the Modify/Delete a Calculated Payment Page.

Option	Action
Change State/County	Option on the left navigation menu allows the user to go back to the WRI Home Page.
Main Menu	Option on the left navigation menu allows the user to go back to the WRI Main Menu.

--*

*--WRI Payment Software for 2013 and Future Years (Continued)

G Modify/Delete a Calculated Payment Page (Continued)

Option	Action	
Modify	<p>The Modify a Calculated Payment Confirmation Page will be displayed to confirm the modified payment amount is correct. Once confirmed:</p> <ul style="list-style-type: none"> • the payment triggers to reprocess to determine whether the producer is over or underpaid • the WRI Main Menu will be redisplayed. 	
	IF the producer is...	THEN...
	underpaid	assuming all other eligibility requirements are met, the payment will be processed and sent to NPS for certification/signature the next workday.
overpaid	the producer is listed on the Pending Overpayment Report. See 9-CM.	
Delete	<p>The Delete a Calculated Payment Confirmation Page will be displayed to confirm the payment should be deleted. Once confirmed, the payment triggers to reprocess to determine whether the producer is overpaid.</p> <p>If overpaid, the overpayment amount is listed on the Pending Overpayment Report.</p>	
Cancel	Discontinues the process and returns to the WRI Main Menu without saving the changes made to the payment amount.	

The following error messages may be displayed on the Modify/Delete a Calculated Payment Page if the data recorded does **not** meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Corrective Action
The amount recorded in each field must be in whole dollars.	Correct the payment amount recorded by entering whole dollars without cents.
Payment amount is empty or not numeric for account WRI, Wetland Restoration Initiative.	The payment amount was either not entered or included something other than numeric values, such as a \$, comma, or character. Enter the numeric payment amount only.
Payment amount must be greater than 0.	Payment amounts being recorded for the first time must be greater than zero. Change the payment amount to continue.

--*

***--Authorized Payment Process for 2012 and Prior Years**

A Introduction

The automated payment process is designed to:

- compute payments or provide a process to record payment amounts
- check producer eligibility based on the rules applicable to the payment being processed
- control payment limitation
- send outstanding payments to NPS and overpayment amounts to NRRS.

After an automated payment system is disabled, any outstanding payments must be issued following an authorized review process. The purpose of the review process is to:

- verify the requested payment has been earned
- determine the amount of the outstanding payment.

The Conservation Payment software for 2012 and prior year CRP and related payments was disabled on September 5, 2013. The remainder of this exhibit provides guidance for the authorized payment process for 2012 and prior year CRP annual rental, EFCRP annual rental, PIP, SIP, and TIP annual rental payments.

B Establishing the Authorized Review Process

The authorized review process for 2012 and prior year CRP payments has been delegated to State Offices with oversight review by the National Office.

State Offices shall review case file documentation submitted by County Offices before authorizing payments earned in 2012 or a prior year. To expedite the review process and ensure that outstanding payments are issued timely to eligible producers, State Offices have discretionary authority to create a review team or teams to assist with the review effort. However, State Offices remain responsible for establishing the protocol to ensure that any payment authorized is proper and all applicable eligibility requirements have been met before authorizing County Offices to issue additional payments.

For each case where a payment is authorized to be issued through OLP, all documentation shall be submitted to the National Office for potential review. See subparagraph C for additional information.

It is recommended that Authorization Review Teams consist of staff with the following expertise:

- CRP policy and procedure
- payment limitation and payment eligibility policy and procedure.--*

***--Authorized Payment Process for 2012 and Prior Years (Continued)**

C Review Process

This table provides general guidance on the steps for reviewing cases before authorization is provided to County Offices to issue additional payments.

Step	Action	Documentation Required	
1	Verify CRP-1 is properly signed and approved by COC, and determine the contract or incentive payment amount.	CRP-1 associated with the requested authorized payment.	
2	Determine why payment was not issued timely.	Explanation provided by the County Office as to why the payment was not issued before the Conservation Payment software was disabled.	
3	Verify payment has not been issued, or determine the amount originally issued if a portion has been issued.	<ul style="list-style-type: none"> • FWADM Report by the producer or member. • Financial Inquiry Report for the producer or member. • Conservation Payment Report. 	
4	If the payment entity is an entity or a joint operation, determine the members of the operation.	CCC-502 or CCC-902 applicable for the year the requested payment was earned.	
5	Determine whether the payment entity meets all eligibility requirements. Note: If the payment entity is a joint operation, then eligibility must also be checked for members of the joint operation.	The Subsidiary Print ensures that payment eligibility requirements have been met for the payment entity and members, if applicable. Note: See 3-PL, paragraph 303 for additional information.	
	IF the contract is subject to...		THEN the following eligibility requirements must be met...
	1-PL provisions		<ul style="list-style-type: none"> • fraud, including FCIC fraud • conservation compliance • controlled substance • actively engaged – 2002 Farm Bill • cash rent tenant • foreign person • AD-1026 • person eligibility – 2002 Farm Bill • permitted entity • Federal crop insurance.
	4-PL provisions		<ul style="list-style-type: none"> • fraud, including FCIC fraud • conservation compliance • controlled substance • AD-1026 • Federal crop insurance.

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*--Authorized Payment Process for 2012 and Prior Years (Continued)

C Review Process (Continued)

Step	Action	Documentation Required	
6	Determine whether AGI requirements were met for the payment entity for the applicable contract. Note: If the payment entity is an entity or joint operation, then AGI eligibility must also be checked for the members of the entity or joint operation.	Screen shot of the "Update AGI" web page in the Conservation Payment software for the contract and producer.	
7	Determine whether there are any payment reductions because of haying, grazing, unauthorized uses, etc.	Documentation provided by the County Office.	
8	Recompute the payment to determine the amount due the producer taking into consideration: <ul style="list-style-type: none"> all reductions as determined in steps 5 through 7 prior payments previously issued. 	Additional documentation, such as NAD appeal or succession information, may be needed to complete this step.	
9	Determine the maximum amount that can be paid because of payment limitation. Note: For payment limitation purposes, all amounts issued to or attributed to an individual or entity must be taken into consideration if they are associated with a CRP contract subject to 4-PL provisions.	<ul style="list-style-type: none"> Payment Limitation Details Report for the payment entity and/or member. See 3-PL, paragraph 143 for additional information. FWADM and/or Financial Inquiry Reports. MABDIG to determine other operations associated with the producer or member, as applicable. <p>Note: Payments authorized through OLP will not be reflected on the Payment Limitation Details Report, so State Offices will have to develop an alternate method to account for payments issued through OLP.</p>	
10	Determine the available obligation amount for the contract.	Outstanding Obligation Report. See subparagraph E.	
11	Determine whether prompt payment interest is due.		
	IF prompt payment interest is...		THEN...
	not due		proceed to step 12.
due	<ul style="list-style-type: none"> calculate the prompt payment interest amount according to 61-FI contact CEPD, Policy Analysis Branch for additional funds. 		
12	Issue additional payments using OLP according to subparagraph F.		

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***--Authorized Payment Process for 2012 and Prior Years (Continued)**

D Authorized SharePoint Site

PECD has created a SharePoint site for submitting case file documentation related to requests for authorized payments for programs, such as DCP, SURE, and NAP. A section has been added to the SharePoint site to log authorized payments for 2012 and prior year CRP and related payments authorized by State Offices. Specific information was sent to State Offices by e-mail about the steps for uploading documentation to the site.

In addition, a special mailbox has been created for the submission of case file documentation. State Offices were notified by e-mail of the e-mail address and should continue to submit documentation for all CRP and related conservation payments authorized.

When authorizing CRP payments for 2012 and prior years, State Offices shall submit all documentation associated with the case file along with the amount of the payment authorized. The National Office will conduct compliance reviews to verify authorized payments are proper.

E Outstanding Obligation Report

Before any payment can be authorized through OLP, the contract must have a corresponding obligation. For CRP and related payments, obligations occur as follows:

- annual payments, including CRP, EFCRP, and TIP, are obligated in a batch process before the applicable October payment run
- SIP and PIP payments are manually obligated.

A report has been created that lists all 2012 and prior year CRP, EFCRP, and TIP contracts with outstanding obligations. Theoretically, if a contract has **not** been fully paid, then the contract should be listed on this report with the amount of the unliquidated obligation or “Unpaid Amount”. The following is an example of the type of information included in the report.

Note: SIP and PIP payments are **not** included on the Outstanding Obligation Report because they are obligated manually.

State	County	Contract Number	Payment Year	Contract Amount	Obligation Amount	Partial Paid Amount	Unpaid Amount	Obligation Identifier	Obligation Request Identifier	Program Year	Budget Fiscal Year
25	011	1345A	2012	\$2,408	\$2,408	\$0	\$2,408	28548002	843951	2000	2012
27	015	1246A	2012	\$1,471	\$1,471	\$0	\$1,471	28546050	843952	2000	2012
46	025	10032G	2012	\$2,413	\$2,413	\$0	\$2,413	34606537	1625411	2012	2012

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***--Authorized Payment Process for 2012 and Prior Years (Continued)**

E Outstanding Obligation Report (Continued)

The Outstanding Obligation Report is posted on the PECD Authorized Payment SharePoint site. Additional information for accessing the site has been provided according to subparagraph C. State Offices shall contact CEPD, Policy Analysis Branch for assistance:

- if an existing obligation does **not** exist for CRP, EFCRP, or TIP contracts
- to request an obligation for SIP and PIP.

F Issuing Authorized Payments Through OLP

If the State Office determines a payment should be authorized, County Offices shall follow this table to issue the authorized payment through OLP.

Note: County Offices shall refer to 1-FI, Part 3 for additional information for processing OLP payments.

Field	Description	
Program Code	Payment Type	Value
	CRP Annual Rental	XXWECRP
	EFCRP Annual Rental	XXWEEFCRPAR
	SIP - CRP Incentive Program	XXECPRINCENTIV
	PIP - CRP Incentive Program	
	TIP - 2011	XXCRPTIP
	TIP - 2012	XXCRPTIPCP
Obligation ID	Identifier number given to the obligated funds.	
Budget Fiscal Year	Year in which funding was authorized and where obligations are created.	
Contract Number	Reference type to identify contract.	
Payment Year	FY in which the payment was earned.	

--*

***--General Information for CIB Payments**

A Introduction

CIB is an incentive payment authorized only through Oregon CREP agreements. See Oregon State Office guidelines for policy and procedure related to CIB.

The CIB payment process is an automated process that determines the following:

- whether the producer is eligible to receive payment
- payment amounts that can be sent to NPS for disbursement
- overpayment amounts that will be updated to the Pending Overpayment Report if the producer is determined ineligible after a payment has been disbursed.

B Payment Processing and Eligibility

The CIB payment process uses the common payment process developed for other programs, such as SURE, TIP, ELAP, and RTCP. See 9-CM for additional information on the common payment process including the eligibility rules applicable for CIB.

C Frequency of Payment Processing

CIB payments are processed nightly for the following:

- payment amounts recorded through the CIB payment process during the workday
- any payment on the Nonpayment or Insufficient Funds Reports will be reprocessed nightly to determine whether the condition previously preventing the payment has been corrected. See 9-CM for additional information on the Common Payment Reports.

D eFunds Allotment

CIB payments are controlled through the e-funds process. Allotments will be provided to each County Office by the National Office based on total net CIB payment amounts for the applicable program year by administrative State and County Office as computed through the CIB payment process.

If additional funds are required, County Offices shall contact the appropriate State Office specialist. State Offices shall contact the National Office to request additional allotments by sending an e-mail with the program year and amount to **jean.agapoff@ca.usda.gov.--***

***--General Information for CIB Payments (Continued)**

E Payment Limitation

The payment limitation for CIB is \$50,000. The following programs are subject to the same \$50,000 for the program year:

- CIB
- CRP
- EFCRP
- SAFE
- TIP
- WRI.

The accumulated total of all payments for these programs cannot exceed \$50,000 for the applicable program year. Determining the amounts subject to payment limitation also varies based on whether the contract is subject to 1-PL, 4-PL, or 5-PL rules. CIB payments for 2013 and future years are subject to 4-PL or 5-PL provisions.

See 1-PL, 4-PL, and 5-PL for additional information on controlling payment limitation.

F Payment Due Date

61-FI provides general guidance for determining payment due dates for various programs. The CIB payment system sends the current system date plus 30 calendar days to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors. County Offices shall manually determine the payment due date by determining the later of the following:

- date producer signed CRP-1
- date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-902
 - CCC-926, CCC-931, or CCC-941, as applicable
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation.

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices shall:

- manually determine the payment due date based on the factors identified in this subparagraph
- follow the provisions of 61-FI for issuing the interest payment.--*

***--General Information for CIB Payments (Continued)**

G AGI

AGI provisions are applicable to CIB, but eligibility is based on the AGI status at the time the CREP contract is approved.

Since CIB does **not** have a fully automated payment process and AGI is based on the eligibility applicable at the time the contract is approved, there is no way for the payment system to check AGI eligibility. Therefore, County Offices shall follow this table if a producer or member does **not** meet AGI provisions.

IF the producer on CRP-1...	THEN County Offices shall...
does not meet AGI provisions	<ul style="list-style-type: none"> • notate the ineligibility on CRP-1 • not record the payment in the CIB payment software.
is an entity or joint operation and at least 1 member does not meet applicable AGI provisions	notify their State Office. State Offices shall contact PECD for assistance.

--*

***--CIB Payment Software for 2013 and Future Years**

A Introduction

Because a fully automated payment process has **not** been developed for CIB, payment amounts must be calculated manually and then recorded in the web-based CIB payment process.

B Accessing the CIB Home Page

To access the CIB Home Page, go to FSA’s Applications Intranet web site at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**. Under Applications Directory, CLICK “Cumulative Impact Bonus Payments (CIB)”.

Users will be prompted to login through the USDA eAuthentication Login Screen. Login in the normal manner and the CIB Home Page will be displayed.

The following is an example of the CIB Home Page.



***--CIB Payment Software for 2013 and Future Years (Continued)**

C Recording Payment Amounts

Record CIB payment amounts according to this table.

Reminder: Do **not** record payment amounts for producers who do **not** meet AGI provisions. See Exhibit 56, subparagraph G for additional information.

Step	Action	Result
1	On the CIB Home Page: <ul style="list-style-type: none"> select the administrative State and county associated with the producer's CRP-1 CLICK "Continue". 	The Main Menu will be displayed.
2	On the Main Menu, CLICK "Record a Calculated Payment".	The SCIMS Search Page will be displayed.
3	The SCIMS Search Page will provide various options for selecting a producer. Enter the producer information using the desired option and select the applicable producer to continue.	The Enter a New Contract Number Page will be displayed with the selected producer name.
4	On the Enter a New Contract Number Page: <ul style="list-style-type: none"> enter the contract number from CRP-1 CLICK "Continue". 	The Record a Calculated Payment Page will be displayed.
5	On the Record a Calculated Payment Page: <ul style="list-style-type: none"> enter the payment amount for the selected producer and contract CLICK "Submit". 	The Record a Calculated Payment Confirmation Page will be displayed.
6	On the Record a Calculated Payment Confirmation Page, CLICK "Confirm" to record the payment amount.	The Main Menu will be redisplayed with a message confirming the payment has been added.

--*

***--CIB Payment Software for 2013 and Future Years (Continued)**

D Modifying/Deleting CIB Payment Amounts

Modify and delete CIB payment amounts according to this table.

Step	Action	Result	
1	On the CIB Home Page: <ul style="list-style-type: none"> select the administrative State and county associated with the producer's CRP-1 CLICK "Continue". 	The Main Menu will be displayed.	
2	On the Main Menu, CLICK "Modify/Delete a Calculated Payment".	The SCIMS Search Page will be displayed.	
3	The SCIMS Search Page will provide various options for selecting a producer. Enter the producer information using the desired option and select the applicable producer to continue.	The Select a Contract Number Page will be displayed with the selected producer name.	
4	On the Select a Contract Number Page: <ul style="list-style-type: none"> select the contract for the selected producer who needs to be modified or deleted from the drop-down list CLICK "Continue". 	The Modify/Delete a Calculated Payment Page will be displayed.	
5	On the Modify/Delete a Calculated Payment Page, the recorded payment amount will be displayed.		
	IF the user wants to...		THEN...
	modify the payment amount previously recorded		<ul style="list-style-type: none"> revise the payment amount displayed <p>Note: The full payment amount should be entered regardless of amounts previously recorded and/or paid to the producer for the contract.</p> <ul style="list-style-type: none"> CLICK "Modify".
delete the payment	CLICK "Delete".	The Delete a Calculated Payment Confirmation Page will be displayed.	
6	On the Modify/Delete a Calculated Payment Confirmation Page, CLICK "Confirm" to modify or delete the payment amount.	The Main Menu will be redisplayed with a message confirming the payment has been modified or deleted.	

--*

***--CIB Payment Software for 2013 and Future Years (Continued)**

E Enter a New Contract Number Page

The Enter a New Contract Number Page allows the user to specify the contract number associated with CRP-1. The contract number entered:

- can contain numbers and letters
- should **not** include any spaces or special characters, such as hyphens
- should **not** include the word “CIB”.

The following is an example of the Enter a New Contract Number Page.

The following options are available on the Enter a New Contract Number Page.

Option	Action
Change State/County	Option on the left navigation menu allows the user to go back to the CIB Home Page.
Main Menu	Option on the left navigation menu allows the user to go back to the CIB Main Menu.
Continue	Continues to the Record a Calculated Payment Page.

--*

***--CIB Payment Software for 2013 and Future Years (Continued)**

E Enter a New Contract Number Page (Continued)

The following error messages may be displayed on the Enter a New Contract Number Page if the data recorded does **not** meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Corrective Action
A Contract Number selection is required	Ensure that the contract number from CRP-1 has been entered.
Contract Number can contain letters and number only. No spaces or special characters allowed.	Correct the contract number by removing the spaces and/or special characters, such as hyphens. Example: 451D

F Record a Calculated Payment Page

The Record a Calculated Payment Page allows the user to record the manually calculated CIB payment associated with the selected producer and contract. The payment amount entered must be:

- in whole dollars
- greater than \$0.

The following is an example of the Record a Calculated Payment Page.

The screenshot displays the USDA Farm Service Agency Cumulative Impact Bonus (CIB) interface. At the top, it shows the USDA logo and 'United States Department of Agriculture Farm Service Agency'. The page title is 'Cumulative Impact Bonus (CIB)'. A navigation bar includes links for 'CIB Home', 'About FSA', 'Help', 'Contact Us', 'Exit CIB', and 'Logout of eAuth'. A sidebar on the left contains a 'CIB Menu' with 'Welcome', 'Role: County User', and 'Payments' sections. The 'Payments' section has links for 'Change State/County' and 'Main Menu'. The main content area is titled 'Record a Calculated Payment' and contains the following information: Year: 2013, Admin State: Mississippi, Admin County: Coahoma, and Producer: IMA FARMER. Below this is a text input field for 'Cumulative Impact Bonus (\$)' with the value '0'. At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer of the page includes 'Screen ID: CPS-WEB004', 'Last Modified: 01/03/2014 4:1:39 PM', and a 'Back to Top ^' link.

***--CIB Payment Software for 2013 and Future Years (Continued)**

F Record a Calculated Payment Page (Continued)

The following options are available on the Record a Calculated Payment Page.

Option	Action
Change State/County	Option on the left navigation menu allows the user to go back to the CIB Home Page.
Main Menu	Option on the left navigation menu allows the user to go back to the CIB Main Menu.
Submit	Displays the confirmation page to record the payment. Once confirmed, returns to the CIB Main Menu.
Cancel	Discontinues the process and returns to the CIB Main Menu without saving the payment amount.

The following error messages may be displayed on the Record a Calculated Payment Page if the data recorded does **not** meet the applicable validations. Users **must** correct these conditions before proceeding to the next applicable page.

Error Message	Corrective Action
The amount recorded in each field must be in whole dollars.	Correct the payment amount recorded by entering whole dollars without cents.
Payment amount is empty or not numeric for account CIB, Cumulative Impact Bonus.	The payment amount was either not entered or included something other than numeric values, such as a \$, comma, or character. Enter the numeric payment amount only.
Payment amount must be greater than 0.	Payment amounts being recorded for the first time must be greater than zero. Change the payment amount to continue.

G Modify/Delete a Calculated Payment Page

The Modify/Delete a Calculated Payment Page allows the user to modify or delete the calculated payment amount that was previously recorded. When modifying payment amounts, the payment amount entered:

- shall be the full calculated payment for the applicable producer, contract, and year

Example: \$1,000 was originally recorded for the producer and contract and the payment was disbursed to the producer. It is then determined the CIB contract acres used to calculate the payment were incorrect. After correcting the acres, the revised payment amount is \$900.

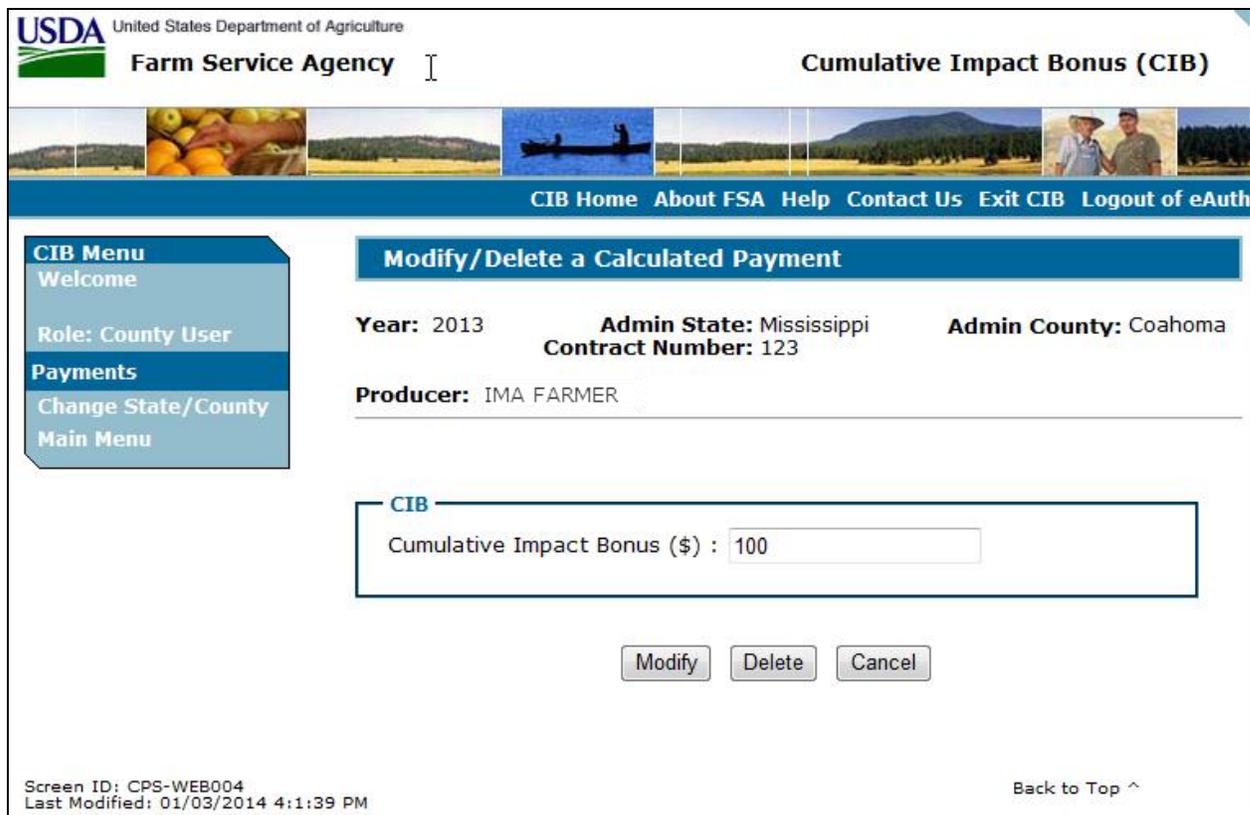
\$900 is the modified payment amount.--*

***--CIB Payment Software for 2013 and Future Years (Continued)**

G Modify/Delete a Calculated Payment Page (Continued)

- must be recorded in whole dollars
- must be greater than \$0.

The following is an example of the Modify/Delete a Calculated Payment Page.



The following options are available on the Modify/Delete a Calculated Payment Page.

Option	Action
Change State/County	Option on the left navigation menu allows the user to go back to the CIB Home Page.
Main Menu	Option on the left navigation menu allows the user to go back to the CIB Main Menu.

--*

*--CIB Payment Software for 2013 and Future Years (Continued)

G Modify/Delete a Calculated Payment Page (Continued)

Option	Action	
Modify	<p>The Modify a Calculated Payment Confirmation Page will be displayed to confirm the modified payment amount is correct. Once confirmed:</p> <ul style="list-style-type: none"> • the payment triggers to reprocess to determine whether the producer is over or underpaid • the CIB Main Menu will be redisplayed. 	
	IF the producer is...	THEN...
	underpaid	assuming all other eligibility requirements are met, the additional payment will be processed and sent to NPS for certification/signature the next workday.
	overpaid	the producer is listed on the Pending Overpayment Report. See 9-CM.
Delete	<p>The Delete a Calculated Payment Confirmation Page will be displayed to confirm the payment should be deleted. Once confirmed, the payment triggers to reprocess to determine whether the producer is overpaid.</p> <p>If overpaid, the overpayment amount is listed on the Pending Overpayment Report.</p>	
Cancel	Discontinues the process and returns to the CIB Main Menu without saving the changes made to the payment amount.	

The following error messages may be displayed on the Modify/Delete a Calculated Payment Page if the data recorded does **not** meet the applicable validations. Users must correct these conditions before proceeding to the next applicable page.

Error Message	Corrective Action
The amount recorded in each field must be in whole dollars.	Correct the payment amount recorded by entering whole dollars without cents.
Payment amount is empty or not numeric for account CIB, Cumulative Impact Bonus.	The payment amount was either not entered or included something other than numeric values, such as a \$, comma, or character. Enter the numeric payment amount only.
Payment amount must be greater than 0.	Payment amounts being recorded for the first time must be greater than zero. Change the payment amount to continue.

--*

General Information for TIP Payments

A Introduction

The TIP payment process is an automated process that determines the following:

- whether the producer is eligible to receive payment
- payment amounts that can be sent to NPS for disbursement
- overpayment amounts that will be updated to the Pending Overpayment Report if the producer is determined ineligible after a payment has been disbursed.

*--Note: This policy is for contracts approved **before** FY 2014. Additional guidance for 2014 TIP contracts is forthcoming.--*

B Payment Processing and Eligibility

The TIP payment process uses the common payment process developed for other programs, such as SURE, ELAP, and RTCP. See 9-CM for additional information on the common payment process including the eligibility rules applicable for TIP.

C Frequency of Payment Processing

TIP payments are processed nightly for the following:

- payment amounts recorded through the TIP payment process during the workday
- any payment on the Nonpayment or Insufficient Funds Reports will be reprocessed nightly to determine whether the condition previously preventing the payment has been corrected. See 9-CM for additional information on the Common Payment Reports.

D Payments Less Than \$1

TIP payment process will:

- issue payments that round to at least \$1
- **not** issue payments less than 50 cents.

E eFunds Allotment

TIP payments are controlled through the e-funds process. Allotments will be provided to each County Office by the National Office based on total net TIP payment amounts for the applicable program year by administrative State and County Office as computed through the TIP payment process.

If additional funds are required, County Offices shall contact the appropriate State Office specialist. State Offices shall contact the National Office to request additional allotments by

--sending an e-mail with the program year and amount to PECD.--

General Information for TIP Payments (Continued)

F Payment Limitation

The payment limitation for TIP is \$50,000. The following programs are subject to the same \$50,000 for the program year:

- *--CIB--*
- CRP
- EFCRP
- SAFE
- TIP
- *--WRI--*

The accumulated total of all payments for these programs cannot exceed \$50,000 for the applicable program year. Determining the amounts subject to payment limitation also varies *--based on whether the contract is subject to 1-PL or 4-PL rules. All TIP payments are subject to 1-PL provisions.

See 1-PL and 4-PL for additional information on controlling payment limitation.--*

G Payment Due Date

61-FI provides general guidance for determining payment due dates for various programs. The TIP payment system sends the current system date to NPS as the payment due date. The system **cannot** determine the payment due date because of numerous factors. County Offices shall manually determine the payment due date by determining the later of the following:

- date producer signed CRP-1R
- date producer filed payment eligibility documentation, including the following:
 - AD-1026
 - CCC-502
 - CCC-526, if AGI provisions were applicable to the expiring CRP contract
- if the producer is an entity or joint operation, date members filed the requisite payment eligibility documentation
- availability of software to process the payment, usually the first week of October of the applicable payment year.

If the payment is **not** issued within 30 calendar days after the later of the dates in this subparagraph, then prompt payment interest is payable to the producer. County Offices shall:

- manually determine the payment due date based on the factors identified in this subparagraph
- follow the provisions of 61-FI for issuing the interest payment.

TIP Payment Software

A Introduction

Because an automated application process has not been developed for TIP, the amounts calculated through the TIP Workbook must be recorded in the web-based TIP payment process.

B Accessing the TIP Home Page

To access the TIP Home Page, go to FSA's Applications Intranet web site at ***--<http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>. Under Applications Directory,--*** CLICK "TIP Payment Process".

Users will be prompted to login through the USDA eAuthentication Login Screen. Login in the normal manner and the TIP Home Page will be displayed.

The following is an example of the TIP Home Page.

USDA United States Department of Agriculture
Farm Service Agency
Transition Incentives Program (TIP)

TIP Home About FSA Help Contact Us Exit TIP Logout of eAuth

TIP Menu
Welcome Bobbie Butler
Role: County User
Payments

Select Administrative State/County

Year: 2012

Select Administrative State/Counties

State-County: Mississippi-Coahoma

Continue

Screen ID: CPS-WEB011
Last Modified: 08/17/2012 2:23:46 PM

Back to Top ^

TIP Payment Software (Continued)

C Recording Payment Amounts

Payments can be recorded for * * * 2013 and 2014; however, they will **not** process until the payment due date.

* * *

- 2013 installment payments will process after October 1, 2013.
- 2014 installment payments will process after October 1, 2014.

*--**Note:** This process is **not** applicable to TIP contracts enrolled in 2014 and future years.--*

Record TIP payment amounts according to this table.

Reminder: Do **not** record payment amounts for producers who do **not** meet AGI provisions. See Exhibit 60, subparagraph H for additional information.

Step	Action	Result
* * *	* * *	* * *
1	*--On the TIP Home Page:--* <ul style="list-style-type: none"> • select the administrative State and county associated with the producer’s CRP-1R • CLICK “Continue”. 	The Main Menu will be displayed.
2	On the Main Menu, CLICK “Record Calculated Payment”.	The SCIMS Search Page will be displayed.
3	The SCIMS Search Page will provide various options for selecting a producer. Enter the producer information using the desired option and select the applicable producer to continue.	The Enter New Contract Number Page will be displayed with the selected producer name.
4	On the Enter New Contract Number Page: <ul style="list-style-type: none"> • enter the contract number from CRP-1R from the TIP Workbook <p>Reminder: The contract number shall be the same as the expiring CRP contract, and “TIP” shall not be included in the contract number.</p> <ul style="list-style-type: none"> • CLICK “Continue”. 	The Record Calculated Payment Page will be displayed.
5	On the Record Calculated Payment Page: <ul style="list-style-type: none"> • enter the payment amount for the selected producer and contract • CLICK “Submit”. 	The Record Calculated Payment Confirmation Page will be displayed.

TIP Payment Software (Continued)

C Recording Payment Amounts

Step	Action	Result
6	On the Record Calculated Payment Confirmation Page, CLICK “Confirm” to record the payment amount.	The Main Menu will be redisplayed with a message confirming the payment has been added.
7	<p>After the payment is added, an internal tracking number will be displayed with the contract number.</p> <p>Example: In this example, the “24” is the internal control number for contract 451D.</p>  <p>Recommendation: County Offices should record the internal control number on CRP-1R and/or the TIP Payment Report printed from the TIP Workbook process.</p>	

D Modifying/Deleting TIP Payment Amounts

Modify and delete TIP payment amounts according to the following.

Step	Action	Result
1	<p>On the TIP Home Page:</p> <ul style="list-style-type: none"> select the administrative State and county associated with the producer’s CRP-1R CLICK “Continue”. 	The Main Menu will be displayed.
2	On the Main Menu, CLICK “Modify/Delete Calculated Payment”.	The SCIMS Search Page will be displayed.
3	The SCIMS Search Page will provide various options for selecting a producer. Enter the producer information using the desired option and select the applicable producer to continue.	The Select Contract Number Page will be displayed with the selected producer name.

TIP Payment Software (Continued)

D Modifying/Deleting TIP Payment Amounts (Continued)

Step	Action	Result						
4	<p>On the Select Contract Number Page:</p> <ul style="list-style-type: none"> select the contract for the selected producer that needs to be modified or deleted from the drop-down list <p>Note: The internal contract number assigned when the payment was originally recorded is displayed with the contract number in the drop-down list. For example “451D (24)”.</p> <ul style="list-style-type: none"> CLICK “Continue”. 	<p>The Modify/Delete Calculated Payment Page will be displayed.</p>						
5	<p>On the Modify/Delete Calculated Payment Page the recorded payment amount will be displayed.</p> <table border="1" data-bbox="331 835 1133 1325"> <thead> <tr> <th data-bbox="331 835 570 915">IF the user wants to...</th> <th data-bbox="570 835 1133 915">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 915 570 1325"> <p>modify the payment amount previously recorded</p> </td> <td data-bbox="570 915 1133 1325"> <ul style="list-style-type: none"> revise the payment amount displayed <p>*--Note: The calculated contract payment amount for the producer should be entered--* regardless of amounts previously recorded and/or paid to the producer for the contract.</p> <ul style="list-style-type: none"> CLICK “Modify”. </td> </tr> <tr> <td data-bbox="331 1325 570 1436"> <p>delete the payment</p> </td> <td data-bbox="570 1325 1133 1436"> <p>CLICK “Delete”.</p> </td> </tr> </tbody> </table>	IF the user wants to...	THEN...	<p>modify the payment amount previously recorded</p>	<ul style="list-style-type: none"> revise the payment amount displayed <p>*--Note: The calculated contract payment amount for the producer should be entered--* regardless of amounts previously recorded and/or paid to the producer for the contract.</p> <ul style="list-style-type: none"> CLICK “Modify”. 	<p>delete the payment</p>	<p>CLICK “Delete”.</p>	<p>The Modify Calculated Payment Confirmation Page will be displayed.</p> <p>The Delete Calculated Payment Confirmation Page will be displayed.</p>
IF the user wants to...	THEN...							
<p>modify the payment amount previously recorded</p>	<ul style="list-style-type: none"> revise the payment amount displayed <p>*--Note: The calculated contract payment amount for the producer should be entered--* regardless of amounts previously recorded and/or paid to the producer for the contract.</p> <ul style="list-style-type: none"> CLICK “Modify”. 							
<p>delete the payment</p>	<p>CLICK “Delete”.</p>							
6	<p>On the Modify/Delete Calculated Payment Confirmation Page, CLICK “Confirm” to modify or delete the payment amount.</p>	<p>The Main Menu will be redisplayed with a message confirming the payment has been modified or deleted.</p>						

Handling Contract Modifications for Payment Processing

A Introduction

An automated contract process has **not** been developed for TIP contracts. As such, contract information was originally maintained on an Excel spreadsheet and uploaded to the National Office.

In August 2012, a new process was implemented to capture and maintain the contract information.

- An Excel workbook was distributed that required County Offices to record detailed contract information.
- Workbooks were uploaded to a new SharePoint site and imported into a database. A report was then posted to the SharePoint site that includes contract information for all States and counties from the upload.
- A section was added to the SharePoint site that allows State and/or County Office users to add new contracts or modify existing contract information that was uploaded.

***--Note:** This process is **not** applicable to TIP contracts enrolled in 2014 and future years.--*

B TIP SharePoint Site

The TIP SharePoint site was established so all contract information could be submitted to the National Office instead of an automated contract process. Initially, the site was used to upload the TIP Workbooks that were updated by State and County Offices in August 2012.

The site is now used to:

- dispense information related to TIP
- provide a method for reporting contract changes.

Access the TIP SharePoint site at

<https://fsa.sc.egov.usda.gov/mgr/dafp/PECD/TIPpayments/default.aspx>.

C SharePoint Authorized Users

When the SharePoint site was initially deployed, a list of users was obtained from each State Office. This list included all State and County Office users with responsibility for administering TIP.

An e-mail message should be sent to Tracey Smith at **tracey.smith@wdc.usda.gov** to do either of the following:

- request that new users be added
- delete users that no longer are responsible for administering TIP.

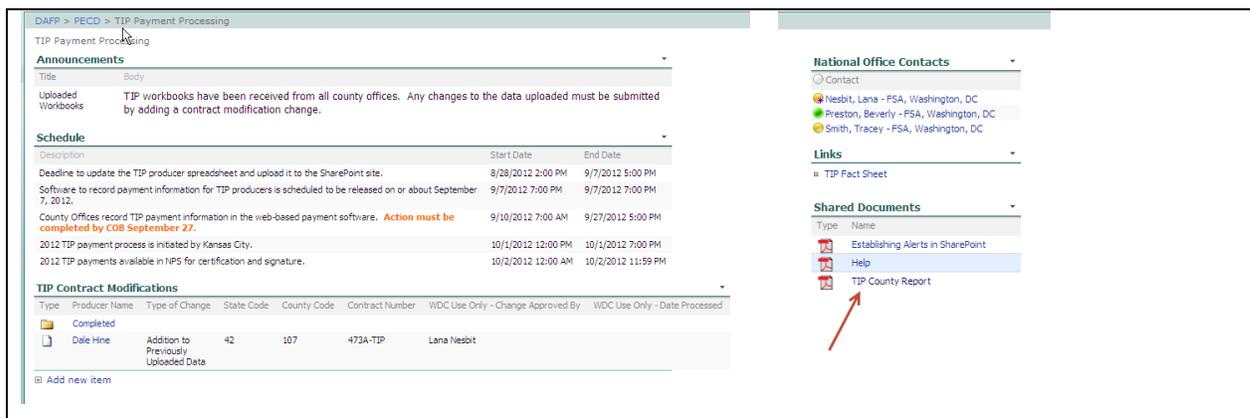
***--Handling Contract Modifications for Payment Processing (Continued)**

D TIP County Report

The TIP County Report is a comprehensive list of all TIP contracts enrolled. It is critical that this report be maintained throughout the life of TIP because the information is used to:

- oversee program activities since software is **not** available for TIP contracts
- obligate funds that must be in place to pay participating, eligible producers.

The TIP County Report can be accessed from the TIP SharePoint site by clicking the report under the “Shared Documents” section.



E Reporting Contract Changes

The TIP SharePoint site includes a “TIP Contract Modifications” section. State and County Offices shall ensure that all changes to TIP contract information are reported to the National Office for reasons including, but not limited to, the following:

- information uploaded through the TIP workbook process was incorrect or incomplete
- CRP-1R has been modified because of succession or revision
- CRP-1R has been terminated.--*