

VERMONT CREP PROCESS
11/02/04

STEP	IMPLEMENTERS	RESPONSIBILITIES
1	<p style="text-align: center;">Producer</p> <p style="text-align: center;">USDA Service Center</p>	<ul style="list-style-type: none"> • Visit USDA service center to receive information on CREP /CRP • Discuss CREP / CRP eligibility requirements with producers • Discuss available and eligible practices(CP8, CP21, CP22, CP23) with producers for VT CREP • Work through example rental payment worksheet with producer
2	<p style="text-align: center;">Producer</p> <p style="text-align: center;">and</p> <p style="text-align: center;">County FSA Office</p>	<ul style="list-style-type: none"> • Initiate CRP 2 Worksheet at county FSA Office (appointment may be necessary) • File forms needed for producer eligibility determinations (list of forms) • Preliminary identification of land tract, potential practices, and estimated acreage to be offered • Discuss PFW provisions with producers • Answer any remaining questions regarding CREP / CRP <p>NOTE: Upon the completion of step 2, step 3 through step 7 must be completed within 6 months</p>
3	<p style="text-align: center;">County FSA Office</p>	<ul style="list-style-type: none"> • Enter acreage offered on aerial photocopy • Complete producers, land, and practice eligibility determinations • Complete CRP 2 according to paragraph 100 if basic eligibility requirements are met • Send NRCS and AAF&M preliminary CRP 2, VT CREP Form 1 (for crop land & hay land), and proposed GIS map • Phone call or e-mail to AAF&M and FSA State Office to reserve proposed acres
4	<p style="text-align: center;">NRCS, Producer, AAF&M, PFW, NRCD, and/or TSP</p>	<ul style="list-style-type: none"> • In office review of preliminary contract and map information • Schedule field visit with producer and as many other project partners as possible and applicable • Determine problem(s) and assess resource conditions • Determine alternative practices or systems to resolve resource concerns • Work with landowner and other conservation partners to select practices and or systems • Document existing conditions (benchmark conditions) • Document environmental effects (CPA-52 form) • Complete RMS Quality Criteria Forms and Worksheets (resource concerns to be addressed)

		<ul style="list-style-type: none"> • Develop practice standards, specifications, and appropriate job sheets for proposed practices • GPS offered acreage with landowner • Develop cost estimates and cost/share contract for proposed practices • Assess need for cultural resources review / complete ECS-1 if applicable • Assess need for any regulatory permits / complete permit applications as necessary • Develop Conservation Plan • Discuss landowner responsibilities to install and maintain practices • Complete Conservation Plan and CRP 2, including soil map and soil acreage data • Return completed CRP 2 (final) to County FSA Office • Send copy of Conservation Plan, Schedule of Operations, project map, and any other pertinent forms or permits (ECS-1 or stream alteration permit) to AAF&M, PFW, and other project partners as needed <p>NOTE: FSA calculates the Maximum Payment Rate</p>
5	<p>NRCS</p> <p>AAF&M</p> <p>PFW</p> <p>County FSA Office</p> <p>Producer</p>	<ul style="list-style-type: none"> • Conservation District approves Conservation Plan • Send approved and signed Conservation Plan, Contract Support Document, and CPA-52 to County FSA Office • Contacts County FSA Office to approve Conservation Plan • Contacts County FSA Office to approve Conservation Plan and Schedule of Operations • Collects all signatory documents and contacts producers • Complete FSA Form 409 (measurement service) • Complete FSA Form CCC-502 • Determine Federal Crop Insurance requirements have been met • Determine conservation compliance requirements have been met • Complete and obtain all necessary signatures on CRP 1 • Complete CREP contract for producer • Approve and sign AAF&M CREP Contract Application Form • Signs Completed CRP 2 and CRP-1 • Approve and sign Conservation Plan and Contract Support Document • Approve and sign CREP Contract and PFW Landowner Agreement
6	County FSA Office	<ul style="list-style-type: none"> • Send copies of signatory page of Conservation Plan and Contract Support Document to appropriate agencies (AAF&M, PFW, producer, NRCS) • Send signed CREP Contract to AAF&M

		<ul style="list-style-type: none"> • Send signed PFW Landowner Agreement to USFWS
7	<p>County FSA Committee</p> <p>County FSA Office</p>	<ul style="list-style-type: none"> • Review Conservation Plan and Contract Support Document • Approve CRP-1 • Issue notice of CRP 1 approval to producer (CRP 24) • Issue CRP-SIP to producer • Issue AD 245 to producer (Request for payment) • Send AD 862 to NRCS • Enter contract information in System 36 <p>NOTE: Step 7 must be completed within 6 months of the completion of step 2</p>
8	VT AAF&M	<ul style="list-style-type: none"> • Issue State Incentive payment to producer upon receipt of applicable contract forms from producer and FSA
9	<p>NRCS, NRCD, PFW, TSP</p> <p>Producer</p>	<ul style="list-style-type: none"> • Coordinate with producer on logistics of practice implementation • Complete practice according to Conservation Plan, practice specifications, and requirements • Report practice performance using page 2 of AD 245 • Furnish invoices, bills, other supporting documents of practice costs to County FSA Office and Natural Resources Conservation District
10	<p>NRCS</p> <p>NRCD</p>	<ul style="list-style-type: none"> • Complete and return AD 862 to County FSA Office • NRCS includes CCRP/CREP projects in (5%) annual spot check review for engineering and agronomic applications • Send copy of PFW invoice to AAF&M
11	County FSA Office	<ul style="list-style-type: none"> • Calculate and issue cost share payments to producer • Calculate and issue PIP to producer • Send page 2 of AD 245 with transmittal memorandum to local NRCD • Send copy of AD 862 and Disbursement Statements to AAF&M
12	County FSA Office	<ul style="list-style-type: none"> • Issue annual rental payments when authorized • Conduct spot checks according to 2 CRP for CRP 1 compliance after final status review by NRCS
13	VT AAF&M	<ul style="list-style-type: none"> • Provide a year end report to FSA summarizing the status of enrollments under the VT CREP • Ensure compliance with State requirements after CRP 1 expiration
14	NRCS	<ul style="list-style-type: none"> • Make recommendations to producer when Operation and Maintenance Plan is not being followed

List of Forms Associated with CCRP / CREP Process

Farm Service Agency Forms:

- CRP-1
- CRP-2
- Form 409
- CCC 502
- AD 245
- AD 862
- AD 1026
- CRP 24
- CCC 526 (payment limitation)
- FSA 570 (crop insurance waiver)

Agency of Agriculture, Farm and Markets Forms:

- VT CREP Form-1
- CREP Contract

Natural Resources Conservation Service Forms:

- Conservation Plan
- Schedule of Operations (NRCS-LTP-11)(Must be developed in Customer Service Tool Kit)
- CPA-52
- RMS Quality Criteria Forms and Worksheets
- ECS-1
- Appropriate Job Sheets

U.S. Fish and Wildlife Service Forms:

- Partners for Fish and Wildlife Landowner Agreement