

**VERMONT CREP PROCESS**  
**11/02/04**

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

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

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

## 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