

171 Overview (Continued)

C Continuous CRP Signup Process Flow

The following table provides activities that must be completed for WA CREP signup offers.

Step	Continuous CRP Signup Activity	Reference
1	Producer: - expresses an interest in enrolling in CRP through the WA CREP - indicates the acreage they want to enroll on digital imagery/map and identifies the CRP practice they want to enroll. Note: Offers for CP23, CP23A, and CP30 must be sent to the STO for verification of acreage availability prior to preceding to the next step. Important: If the producer contacts NRCS or the Conservation District (CD) about the WA CREP, the producer must be referred to FSA to initiate and process an offer as outlined in this table.	Paragraph 211
2	CD enters participant information in Conservation Practice Database System (CPDS).	
3	County Office determines whether all the following are met: - all producer eligibility requirements - all land eligibility requirements Important: This includes determining if offered acreage meets: - eligibility requirements for marginal pastureland according to subparagraph 181 C - specific CREP practice eligibility criteria as noted within Exhibit 11, such as, being adjacent to an approved CREP stream for the CP22 practice - CRP county cropland limit has not been exceeded.	Paragraphs 81, 126, 130, 131, 151, and 181

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C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
4	If all requirements in step 3 are: - met, create a TERRA scenario, upload it into COLS, and print CRP-2C Note: COF's must add eligible stream layer to TERRA to confirm location of eligible streams as required by CREP practice eligibility criteria as noted within Exhibit 11. - not met; Stop, do not proceed, and inform producer the eligibility requirements are not met using CRP-26. Important: Manual CRP-2C's are not authorized.	4-CRP
		Subparagraph 215 A and 1-APP
5	COC or CED provides the following to CD and NRCS DC: - unsigned CRP-2C - shapefiles/map identifying acreage offered and location of the approved CREP stream	Subparagraph 211 D
6	If land offered for enrollment is: - new land (land not currently enrolled in CRP or the WA CREP), go to step 6A - land currently enrolled in the WA CREP being offered for re-enrollment, go to step 6B - Land currently enrolled in CRP being offered for re-enrollment in the WA CREP, stop do not proceed, and inform producer the eligibility requirements are not met using CRP-26. - a combination of new land (land not currently enrolled in CRP or the WA CREP) and land currently enrolled in the WA CREP being offered for re-enrollment, go to step 6A for the new land and step 6B for the land currently enrolled in the WA CRP being offered for re-enrollment.	Paragraphs 181 and 211

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C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
6A	Based on a site visit, CD and NRCS DC determine, using the WA CREP Suitability and Feasibility Worksheet, if: • implementation of the WA CREP practice offered is feasible and needed to, and will, solve or address the resource concern(s) listed for the CREP practice • the existing cover is solving or addressing the resource concern(s) in the CREP practice purpose • practice offered meets the purpose of the CREP practice according to Exhibit 11 • the acreage offered is suitable for installation of the NRCS conservation practices needed to apply the CREP practice. Important: CD and NRCS DC must include additional documentation justifying applicable eligibility criteria as provided in the WA CREP Suitability and Feasibility Worksheet.	Paragraphs 181 and 211, Exhibit 11, and WA CREP Suitability and Feasibility Worksheets
6B	Based on a site visit, CD and NRCS DC determines, using either conservation assistance notes, status review form, or CREP Contract Expiration Status Review form, if the: • WA CREP practice is being maintained according to the conservation plan, including the engineering design and size requirements, if applicable • approved cover is being maintained according to the conservation plan • WA CREP practice is resolving or addressing the resource concern(s) and meets the purpose of the practice • NRCS conservation practices are applied in a way that meets the purpose of the WA CREP practice • WA CREP practice meets the current practice standards for the practice according to Exhibit 11. If any of the above are not being met, CD and NRCS DC must provide to FSA the condition of the practice/approved cover not being met.	Paragraphs 181 and 211, Exhibit 11, and applicable NRCS document

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C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
7	CD and NRCS DC: - provides modified shapefiles/map to County Office if necessary Important: NRCS or TSP must document feet of stream bank adjacent to the offered acreage on the WA CREP Suitability and Feasibility Worksheet. - provides the County Office: - for new land (land not currently enrolled in CRP or the WA CREP) offered, a signed and dated WA CREP Suitability and Feasibility Worksheet and other documentation supporting eligibility determinations, if applicable - for land currently enrolled the WA CREP being offered for re-enrollment, either conservation assistance notes, status review form, or State NRCS Office developed form, as applicable, and other documentation supporting NRCS determination, if applicable.	Subparagraph 211 F, WA CREP Suitability and Feasibility Worksheet, and/or applicable NRCS document
8	CD enters property and resource concern information in CPDS	

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C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
9	COC or CED reviews CD and NRCS DC documents and findings. County Office files all documents received from CD and NRCS DC in the CRP folder. If CD and NRCS DC determined the practice and acreage offered is: - for new land (land not currently enrolled in CRP or WA CREP): - not suitable, needed, and feasible; Stop and notify the producer the practice is not acceptable using CRP-26 - suitable, needed, and feasible without any changes; go to step 11 - suitable, needed, and feasible, but only if required changes are made; go to step 10 - for land currently enrolled in the WA CREP being offered for re-enrollment: - not maintained according to the conservation plan; Stop, the land is not eligible for enrollment; handle noncompliance according to paragraph 603 - not resolving or addressing the resource concern(s) per the purpose of the practice; Stop, the land is not eligible for enrollment; handle noncompliance according to paragraph 603 - practice and cover is being maintained according to the conservation plan, including the engineering design and size requirements, if applicable; practice is resolving or addressing the resource concern(s); practice meets the purpose of the practice and the current practice standards for the practice according to Exhibit 11; and the CREP conservation practices are applied in a way that meets the purpose of the WA CREP practice; go to step 11 - practice and cover is being maintained according to the conservation plan, including the engineering design and size requirements, if applicable, but does not meet the current practice standards; go to step 10. When producer modifies the practice or acreage offered after CD and NRCS DC has made the determinations in this step, Stop and go back to step 4.	Paragraphs 211, 215, and 603

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C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
10	COC or CED notifies producer of required changes needed to make the practice acceptable. If producer: • agrees to make all required changes, go back to step 3, and create new TERRA scenario, CRP-2C, and geospatial data/map, then proceed to step 11 • does not agree to make all required changes, Stop and notify producer offer is not acceptable using CRP-26.	Paragraph 215
11	CD meets with the COC to present activities planned on acreage determined suitable and feasible for the WA CREP. At a minimum, CD must provide: • photos of the site • shapefiles/map • description of the project and planned activities	
12	County Offices will ensure that the base limitation is not exceeded.	Paragraphs 212 and 401
13	County Office completes and prints CRP-2C and CRP-1 and notifies the producer that CRP-2C and CRP-1 are ready for signature. Important: Manual CRP-1's and CRP-2C's are not authorized.	Paragraphs 214 and 215
14	County Office completes paid-for measurement service, if requested.	Paragraph 215
15	Producer signs and dates completed CRP-2C and CRP-1 and provides the signed documents to the County Office.	Subparagraph 215 B

C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
16	County Office: - notifies producer of acceptability of offer using CRP-23 - provides producer a copy of signed CRP-1 and CRP-2C - provides producer a copy of CRP-1 Appendix AND the Addendum to Appendix for Form CRP-1 Specifically for Conservation Reserve Program Contracts under Conservation Reserve Enhancement Program - updates offer status in COLS to “submit to plan” - provides CD and NRCS DC a copy of the: - letter of acceptability sent to producer (CRP-23) - signed CRP-1 - signed CRP-2C - new shapefiles/map created in step 10, if applicable.	Paragraphs 214 and 215
17	CD enters BMP information in CPDS and sets status to “Ready for Funding”.	
18	CD begins CPA-52 with focus benchmark Special Environmental Concerns. This includes coordination with USFWS and NMFS as needed to determine project effects to listed species. Note: If any consultations are needed, CD and NRCS must contact FSA to initiate consultation process.	
19	County Office initiates any consultation processes. Important: Refer to WA Amendment 1 to 1-EQ for instructions on sending request to STO and completion of consultation requirements. If a cultural resource survey is: - needed, complete the step action table in WA Exhibit 12, - if not needed; go to step 20.	

C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
20	CD and NRCS DC work with the producer to develop the Conservation Plan of Operations (CPO). When engineering practices (off-stream or stream crossing) are included in the CPO, NRCS Engineering JAA is required for design approval. One of the following options must be used: • CD tech completes designs, CD engineer stamps them as engineer of record, & NRCS staff with appropriate JAA completes functional review; • CD engineer completes designs and stamps. NRCS staff with appropriate JAA completes functional review; or • NRCS employee with JAA completes the design.	
21	CD and NRCS DC provide County Office with: • CD and NRCS DC signed conservation plan and all supporting documentation • NRCS-CPA-52 with the NRCS portion completed. Important: WA CREP technical work must be completed or supervised by an employee with the appropriate job approval authority (JAA) for the applicable Washington CREP practice.	Paragraphs 366 and 367
22	County Office: • verifies all necessary consultations are complete, if needed • obtains copy of all permits or other permissions necessary to perform and maintain practices as provided by NRCS on NRCS-CPA-52, Section G • completes FSA's portion of NRCS-CPA-52 • ensures all required signatures on CRP-1 and conservation plan have been obtained • updates offer status in COLS to "submit to COC".	Subparagraph 366 B, paragraph 367, and 4-CRP
23	If determined complete and acceptable, COC or CED signs conservation plan.	Paragraph 366

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C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
24	County Office ensures all eligibility documents, including the AGI certification, are filed and recorded in subsidiary file for the FY of the COC/CED approval date.	Paragraph 131
25	COC or CED approves CRP-1.	Paragraph 401
26	County Office records contract period on CRP-1.	
27	County Office enters COC approval date and effective start date from CRP-1 into COLS.	Paragraph 213 and 4-CRP
28	County Office: - records CRP-1 number obtained from COLS/CCMS on CRP-1 and CRP-2C - record C/S requested in CSS and generate FSA-848A - notifies producer that CRP-1 is approved using CRP-24 and provides producer a copy of approved CRP-1, CRP-2C, and FSA-848A.	Paragraphs 215, 401 and 500
29	County Office provides a copy of the CRP-1 to their local CD and the SCC CREP Program Manager	
30	County Office provides a copy of the FSA-848A and FSA-848B to CD and NRCS DC.	
31	CD updates BMP information and enters remaining CREP contract data in CPDS.	
32	CD Board and landowner sign “CREP landowner agreement” to ensure cost recovery vehicle and specify landowner/CD obligations.	