

171 Overview (Continued)

C Continuous CRP Signup Process Flow

The following table provides activities that must be completed for MN CREP III offers.

Step	Continuous CRP Signup Activity	Reference
1	<p>Producer visits the local FSA/NRCS/SWCD office:</p> <ul style="list-style-type: none"> • expresses an interest in enrolling in CRP • indicates the acreage they want to enroll on digital imagery/map and identifies the practice they want to enroll • reviews requirements for the State RIM Reserve perpetual conservation easement program • producer submits MN CREP III PII release. <p>(Field office staff of the above listed agencies may want to schedule appointments with producers or choose a point person for MN CREP III. Local offices should decide what would work best for them).</p> <p>It is encouraged that local FSA/NRCS/SWCD staff work together to create an initial boundary, utilizing the CLU layer, the landowners deed, and other physical situations.</p>	<p>Paragraphs 4, 126, and 211</p>
2	<p>County Office determines whether all the following are met:</p> <ul style="list-style-type: none"> • all producer eligibility requirements • all land eligibility requirements • CRP county cropland limit has not been exceeded. 	<p>Paragraphs 81, 126, 130, 131, 151, and 181</p>
3	<p>If all requirements in step 2 are:</p> <ul style="list-style-type: none"> • met, create a TERRA scenario, upload it into COLS, and print CRP-2C • not met; Stop, do not proceed, and inform producer the eligibility requirements are not met using CRP-26. 	<p>4-CRP</p>
4	<p>FSA provides the following to NRCS or TSP:</p> <ul style="list-style-type: none"> • unsigned CRP-2C • copy of TERRA scenario, including all offered acreage • geospatial data/map identifying acreage offered. 	<p>Subparagraph 215 A and 1-APP</p> <p>Subparagraph 211 D</p>

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C Continuous CRP Sign up Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
5	<p>If land offered for enrollment is:</p> <ul style="list-style-type: none"> • new land (land not currently enrolled in CRP), go to step 5A • land currently enrolled in CRP being offered for re-enrollment, go to step 5B • a combination of new land (land not currently enrolled in CRP) and land currently enrolled in CRP being offered for re-enrollment, go to step 5A for the new land and step 5B for the land currently enrolled in CRP being offered for re-enrollment. 	<p>Paragraphs 181 and 211</p>
5A	<p>Based on a site visit, NRCS/TSP determines, using the CRP Suitability and Feasibility Worksheet, if:</p> <ul style="list-style-type: none"> • implementation of the CRP practice offered is feasible and needed to, and will, solve or address the resource concern(s) listed for the CRP practice • the existing cover is solving or addressing the resource concern(s) in the CRP practice purpose • practice offered meets the purpose of the CRP practice according to Exhibit 11 • the acreage offered is suitable for installation of the NRCS conservation practices needed to resolve the resource concern of the CRP practice. . 	<p>Paragraphs 181 and 211, Exhibit 11, and CRP Suitability and Feasibility Worksheet</p>

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C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
5B	<p>Based on a site visit, NRCS/TSP determines, using either conservation assistance notes, status review form, or State NRCS Office developed form, if the:</p> <ul style="list-style-type: none"> • CRP 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 • CRP 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 CRP practice • CRP practice meets the current practice standards. <p>If any of the above are not being met, NRCS/TSP must provide to FSA the condition of the practice/approved cover not being met.</p> <p>In addition to the requirements for land currently enrolled in CRP offered for re-enrollment, land currently enrolled in general CRP offered for re-enrollment through continuous CRP, must also meet the following:</p> <ul style="list-style-type: none"> • The CRP Suitability and Feasibility Worksheet must be completed to document a new resource concern not addressed by the original practice; and • Participant must have additional practice enhancement requirements included in the CRP Suitability and Feasibility Worksheet to be eligible to change practices or signup type. 	<p>Paragraphs 181 and 211, 601, Exhibit 11, and applicable NRCS document</p>

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C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
6	<p>NRCS or TSP:</p> <ul style="list-style-type: none"> • returns unsigned CRP-2C and geospatial data/map to County Office • provides the County Office: <ul style="list-style-type: none"> • for new land (land not currently enrolled in CRP) offered, a signed and dated CRP Suitability and Feasibility Worksheet and other documentation supporting NRCS determination, if applicable • for land currently enrolled in CRP 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. 	<p>Subparagraph 211 F, CRP Suitability and Feasibility Worksheet, and/or applicable NRCS document(s)</p>
7	<p>COC or CED reviews NRCS or TSP documents and findings. County Office files all documents received from NRCS or TSP in the CRP folder.</p> <p>If NRCS or TSP determined the practice and acreage offered is:</p> <ul style="list-style-type: none"> • for new land (land not currently enrolled in CRP): <ul style="list-style-type: none"> • 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 9 • suitable, needed, and feasible, but only if required changes are made; go to step 8 	<p>Paragraphs 211, 215, and 603</p>

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C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
7 (Cntd)	<ul style="list-style-type: none"> • for land currently enrolled in CRP being offered for re-enrollment: <ul style="list-style-type: none"> • 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 are 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; and the NRCS conservation practices are applied in a way that meets the purpose of the CRP practice; go to step 9 • practice and cover are 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 8. <p>When producer modifies the practice or acreage offered after NRCS or TSP has made the determinations in this step, Stop and go back to step 3.</p>	Paragraphs 211, 215, and 603
8	<p>COC or CED notifies producer of required changes needed to make the practice acceptable. If producer:</p> <ul style="list-style-type: none"> • 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 9 • does not agree to make all required changes, Stop and notify producer offer is not acceptable using CRP-26. 	Paragraph 215

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C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
9	County Offices will ensure that the base limitation is not exceeded.	Paragraphs 212 and 401
10	County Office completes and prints CRP-2C and CRP-1 and notifies the producer that CRP-2C and CRP-1 are ready for signature.	Paragraphs 214 and 215
11	<p>Producer signs and dates completed CRP-2C and CRP-1 and provides the signed documents to County Office.</p> <p>Note: Offers will not be submitted until at least one valid signature to shares is collected on the CRP-1 and CRP-2C by the deadline established for the signup.</p>	Subparagraph 215
12	<p>County Office provides SWCD a copy of the:</p> <ul style="list-style-type: none"> • signed CRP-1 • signed CRP-2 • TERRA scenario • TERRA shapefile • CRP Suitability and Feasibility Worksheet • MN CREP III PII release document • land deed • CCC-860, if applicable 	Paragraph 215 B

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C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
13	<p>SWCD and BWSR will:</p> <ul style="list-style-type: none"> • review the MN CREP III additional eligibility requirements for the State RIM Reserve perpetual conservation easement with producer. • complete the State RIM Reserve perpetual conservation easement program application Excel workbook and Environmental Benefits Scoresheet for the practices included in the offer. • collect producer signature(s) on all required State RIM Reserve perpetual conservation easement forms including the application. • determine batching period timelines. • formulate a listing of all applications to be considered for the batching period and recommend specific Environmental Benefits Score cut-off. • confirm the State RIM Reserve perpetual conservation easement program applications have been accepted for funding and provide a list of funded applications to the MN FSA STO. • review the deed to determine if there are circumstances requiring a boundary change to the offered acres. • provide the FSA County Office with notification letter that all land to be enrolled into MN CREP III under the CRP contract has been approved for enrollment in the State RIM Reserve perpetual conservation easement program. 	
14	<p>If rejected for enrollment into the State RIM Reserve perpetual conservation easement program, the County Office will notify the producer using the CRP-26 and guidance provided in MN Exhibit 5.</p>	<p>Paragraph 215, Exhibit 5, and MN Exhibit 5</p>

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C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
15	<p>If accepted into the State RIM Reserve perpetual conservation easement program, the County Office:</p> <ul style="list-style-type: none"> • 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 • updates offer status in COLS to “submit to plan” • provides NRCS a copy of the: <ul style="list-style-type: none"> • letter of acceptability sent to producer (CRP-23) • signed CRP-1 • signed CRP-2C • new geospatial data/map created in step 8, if applicable. 	<p>Paragraphs 215, 334, and 366</p>
16	<p>County Office completes a paid-for measurement service, if requested.</p>	<p>Paragraph 215 and 401</p>
17	<p>County Office completes a second party review to ensure all eligibility requirements are met, and forwards a copy of the first five MN CREP III offers to the FSA State Office Conservation Section with the following:</p> <ul style="list-style-type: none"> • <u>completed and signed</u> CRP-1 • <u>completed and signed</u> CRP-2C (both sides) • <u>completed</u> CRP Suitability and Feasibility Worksheet • <u>BWSR RIM Reserve enrollment approval letter</u> • TERRA scenario <p>Note: The first five MN CREP III offers in each county may not be approved until reviewed and authorized for approval by the State Office.</p>	<p>Paragraph 401</p>
18	<p>NRCS provides County Office with:</p> <ul style="list-style-type: none"> • NRCS signed conservation plan and all supporting documentation • NRCS-CPA-52 with the NRCS portion completed. 	<p>Paragraphs 366 and 367</p>

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C Continuous CRP Signup Process Flow (Continued)

Step	Continuous CRP Signup Activity	Reference
19	County Office: <ul style="list-style-type: none"> • completes all necessary consultations, 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”. 	Paragraph 366 B, 367, and 4-CRP
20	If determined complete and acceptable, COC or CED signs conservation plan.	Paragraph 366
21	County Office ensures that AGI certification is filed and recorded in subsidiary file for the FY of the COC/CED approval date.	Paragraph 131
22	County Office will ensure applicable Landlord/Tenant Provisions have been met with Tenant Certification Statement or Operator signature on the CRP-1 with shares, if applicable.	Paragraph 130
23	County Office will ensure the applicable CCC-505 or CCC-517 is filed if base reduction or redistribution is required.	Paragraph 401
24	COC or CED approves CRP-1.	Paragraph 401
25	County Office records contract period on CRP-1.	Paragraph 401
26	County Office enters COC approval date and effective start date from CRP-1 into COLS.	Paragraph 213 and 4-CRP
27	County Office: <ul style="list-style-type: none"> • records CRP-1 number obtained from CCMS on CRP-1 and CRP-2C • records C/S requested in CSS and generate FSA-848A within 5 workdays of CRP-1 approval • notifies producer that CRP-1 is approved using CRP-24 and provides producer a copy of approved CRP-1, CRP-2C, and FSA-848A • issue SIP • provide a copy of the approved CRP-1 to SWCD 	Paragraphs 197, 215, 401, and 500