



Wisconsin Dept. of Agriculture Trade and Consumer Protection
 Agricultural Resource Management Division
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INSTRUCTIONS FOR COUNTY CREP AGREEMENTS Sec 93.70, Wis. Stats.

These instructions are intended to aid with filling out the Conservation Reserve Enhancement Program (CREP) Agreement form (ARM-LWR-283). CREP is a joint effort between federal, state, and county governments. Obtain the necessary supporting materials from these partner agencies prior to filling out the LWR-283.

LANDOWNER

Landowners including individuals, corporations, partnerships, trusts, and other entities must sign and date the form. All legal landowners listed on property tax forms are required to sign. For trusts, partnerships and other entities, documentation will be required to determine the proper signing authority, such as trust or corporate documents. If additional signature lines are needed or landowners are in different locations, use and attach Exhibit A1 (ARM-LWR-285).

Landowners required to sign	All legal owners listed on the most recent property tax bills or deeds.
Landowners listed in Section 1B	All legal owners as well as those receiving payment.
Primary landowner	The first landowner listed in Section 1B is the primary landowner. This designation aids in database entry and filing of the agreement.

COUNTY

Authorized county representatives include the County Conservationist, County Executive, Land Conservation Committee Chair, and County Board Chair. If the county wishes to add an authorized representative, the county must send authority documentation to DATCP.

SECTION 1B. LANDOWNER & CONTRACT INFORMATION

The first landowner listed shall be the primary landowner. If there are multiple landowners, percent payments of the incentive will be made in the manner indicated. Payments can be made to up to three separate landowners.

- **Reenrolls:** If applicable, include the original state-issued Agreement ID number(s) of reenrolled land. This only applies to CREP-to-CREP reenrolls.

SECTION 3. LOCATION & PAYMENT INFORMATION

This section is used to identify the acres enrolled and incentive provided under the agreement. If additional space is needed, copy this page and number it as the next page of the agreement. If an additional page for Section 3 is added, the Total Incentive Payment and Total Agreement Acres listed in Section 4 will need to be corrected manually.

General rules are listed below:

- Fill in one Parcel Tax ID and PLSS quarter, quarter for each row. Field numbers do not need to be broken out into separate rows.
- List only one Conservation Practice (CP), Tract #, and CRP-1 # listed per table.
- Total acres listed in the Tillable or Non-Tillable rows together should equal the acres listed in the above rows.
- The rate is obtained from box 15 of the CRP-2C.

SUPPORTING MATERIALS

- W-9

A W-9 tax form is required for all landowners requesting a percentage of the incentive payment. Use the most recent form and ensure that it is signed. If LLC, be sure the tax classification is checked.

- Map
The aerial photo should clearly delineate the CREP area enrolled under the agreement along with other natural or man-made features including waterbodies. It should include the following: the date created, the Farm and Tract #, township and range boundary lines, CRP boundary lines, field numbers, and a scale bar.
- CRP-1
This is the CRP Contract between the USDA-FSA and the landowners. Be sure that it is signed by the CCC and that all information is consistent with the CREP Agreement form LWR-283.
- CRP-2C
Be sure that all information on this CRP Worksheet is consistent with all other agreement materials.
- CRP-23/24 Letter (Notice of Contract Approval)
This letter is sent by the USDA to the landowners and provides approval to place the designated land into CREP.
- Property Tax Bills
Include the most recent tax statements for each Parcel ID listed in Section 3. The address, landowner name, and legal description must match the agreement. All owners listed on tax bills are required to sign the agreement.
- Environmental Benefit Report (ARM-LWR-284)
This form is available on the [DATCP website](#) and includes a Calculation Sheet to aid in calculating average annual pollution reduction. To determine “length buffered”: if only one side of a waterbody is being buffered, divide the length in half. If both sides are being buffered, then enter the full length for “length buffered”.
- Ownership Documents *as needed*
If landowner names do not match the most recent property tax statements, or if not all owners are listed on tax statements, include documents such as deeds or other proof of ownership.
- Signing Authority Documents *as needed*
Signing authority documents are required in order to identify the signature authority for trusts, corporations, partnerships, and other entities. Acceptable documentation may include but is not limited to a Certificate of Trust, an Operating Agreement, or a Designation of Successor.

SUBMITTAL

County staff shall submit CREP Agreement materials in the following order: CREP Agreement (LWR-283), W-9, Map, CRP-1, CRP-2C, CRP-23/24 Letter (Notice of Contract Approval), Property Tax Bills, Environmental Benefit Report (LWR-284), and additional supporting documents as needed.

- Scan the application materials to a single .pdf file and name the file in the following format:
[County]_[OwnerLastName][OwnerFirstName]_[New/Reenroll]_[Submittal YearMonthDate].pdf
Example: “Dane_JonesDan_New_2017jan1.pdf” or “Iowa_FoyTrust_Reenroll_2017apr22.pdf”
- Follow one of two options:
 1. Open a SFTP client software program and enter the following information:
 - a) Host name: **secureftp.wi.gov**. b) Username: **crepcountysftp**. The password is provided from DATCP. Note: If you don’t have SFTP client software on your computer, download and install a program such as [WinSCP](#). Choose the most recent “Installation Package”.
 2. Open a web browser such as Internet Explorer and enter <https://secureftp.wi.gov> into the search bar of the browser. You should see the “Globalscape” logo on the webpage that displays. Enter the username – **crepcountysftp** – and the password provided from DATCP.
- Drag and drop the .pdf file(s) into the empty folder. Press and hold the control key to select multiple files, then drag/drop to upload several at once. File names will appear on SFTP directory and will upload automatically to the DATCP CREP server. File names shown in the SFTP server will refresh if further submissions are made. Previous submitted files on the server will be replaced by new files submitted with the same name.
- Notify DATCP via email, including names of applicants, to datcpcrep@wisconsin.gov.