



Wisconsin Dept. of Agriculture Trade and Consumer Protection
 Agricultural Resource Management Division
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INSTRUCTIONS FOR COUNTY CREP 15-YEAR AGREEMENTS Sec 93.70, Wis. Stats.

These instructions are intended to aid with filling out the 15-Year Conservation Reserve Enhancement Program (CREP) Agreement form (ARM-LWR-283). CREP is a joint effort between federal, state, and county governments. Landowners should work with the County Land Conservation Department to complete and submit to DATCP the LWR-283 concurrently with establishment of the federal CREP CRP-1 with FSA. Obtain the necessary supporting materials from these partner agencies prior to filling out the LWR-283. When signing the agreement, the [Standard Terms and Conditions \(DOA-3054\)](#) and [Supplemental Standard Terms and Conditions for Procurements for Services \(DOA-3681\)](#) must be included with the agreement. Completed LWR-283's must be received by DATCP prior to December 31 the year following the CRP-1 establishment, or will be reported to FSA.

LANDOWNERS

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 added signature lines are needed or landowners are in different locations, use Exhibit A1 on last page of the LWR-283.

Landowners required to sign	All legal owners listed on the most recent property tax bills or deeds. NOTE: Required signatures may differ from those on the CRP-1.
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 designated primary landowner. This designation aids in database entry and filing the agreement.

COUNTY

Authorized county representatives that can sign 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. The agreement must be signed by the county that the enrolled land is located in, even if a representative from a neighboring county prepares the agreement materials.

LANDOWNER & CONTRACT INFORMATION (SECTION 1B)

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 (excluding General or Continuous CRP to CREP).

LOCATION & PAYMENT INFORMATION (SECTION 3)

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 added manually.

General rules are listed below:

- Multiple CRP-1 contracts can be included in a single County CREP Agreement, as long as the legal owners (as listed on property taxes or deeds) and the contract period are the same.
- Fill in one Parcel Tax ID and PLSS quarter-quarter for each table row.
- List one Conservation Practice (CP) and CRP-1 # per table. Multiple field numbers can be added for each 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 block #14 of the CRP-2C (weighted average soil rental rate).

SUPPORTING MATERIALS – Attach these documents in the following order:

- 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 entered.

- Map

The aerial photo should clearly delineate the CREP area enrolled under the agreement along with other natural or man-made features, including waterbodies being buffered. It should include the following: CREP boundary lines, field numbers, township and range boundary lines, 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. The CREP incentive payment is calculated using the *weighted average soil rental rate* from block #14.

- 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 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 entities such as trusts, corporations, partnerships, etc. 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 as one PDF 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.

1. Scan the application materials to a single .pdf file and name the file in the following format:
[County]_[OwnerLastName][OwnerFirstName]_[New/Reenroll]_[Submittal YearMonthDate]
Examples: “Dane_JonesDan_New_2017jan1” or “Iowa_FoyTrust_Reenroll_2017apr22”
2. Log in to the Secure FTP site:
 - Open a web browser such as Internet Explorer and enter <https://secureftp.wi.gov> into the search bar of the browser. Enter the username – **crepcountysftp** – and the password provided from DATCP.
3. Drag and drop the .pdf file(s) into the empty folder. To upload several at once, press and hold the control key to select multiple files, then drag/drop. 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 more submissions are made. Previous submitted files on the server will be replaced by newly submitted files if they have an identical name.
4. Notify DATCP via email, including names of applicants, to datcpcrep@wisconsin.gov.