

## Checksheet for CREP

The following table provides an overview of activities that will occur with CREP signup offers.

<i>Step</i>	<i>Activity</i>	<i>Person Responsible</i>	<i>Date Completed</i>
<b>1</b>	Producer initiates CRP-2C by indicating location of land being offered on an aerial map and practice being offered.	Producer	
<b>2</b>	CRP-2C blocks 1, 2, 3A, 4A, 4B, 4C, 4D, 5A, 5B, 8, 10, 11A, 11D, 12, 21, 22, 23, 24A, 24C-I are completed.	FSA and Producer	
	State Form "Conservation Reserve Enhancement Program Application", blocks 1-14 (block 14 is producer signature), including Form W-9, are completed by producer. A copy is provided to FSA.	LCD and Producer	
	<b>15 Year Agreement</b>	<b>Perpetual Conservation Easement</b>	
	15 year agreement applicants are instructed to obtain a property tax statement indicating affected CREP parcels.	Perpetual easement applicants are instructed to contract for a title search in step #14. <b>Do not instruct easement applicants to contract for title work at this time.</b>	
<b>3</b>	Producer Eligibility - Producer is determined to be an eligible owner or operator.	COC or Designee	
<b>4</b>	<p>Acreage Eligibility - Land is determined to be either cropland or marginal pastureland. If cropland, cropping history has been determined eligible and the land has been determined to be physically and legally capable of being cropped. The land is also determined to be located in an area identified by CREP.</p> <p><b>Water Quality Areas</b></p> <p><b>Prairie Chicken Grassland Area North:</b> Land meets cropping history requirements and is <b><u>ONE</u></b> of the following:</p> <ul style="list-style-type: none"> <li>• HEL</li> <li>• weighted average EI of 8 or more</li> <li>• located within 1,000' of a water source eligible for CP21.</li> <li>• See Exhibit 11 for eligible water sources.</li> <li>•</li> </ul> <p><b>Blue Mounds Grassland Area:</b> Land meets cropping history requirements and is <b><u>BOTH</u></b> of the following:</p> <ul style="list-style-type: none"> <li>• HEL or weighted average EI of 8 or more</li> <li>• located within 1,000' of a water source eligible for CP21.</li> <li>• See Exhibit 11 for eligible water sources.</li> </ul>	COC or Designee	
<b>5</b>	Practice Eligibility - The practice is determined to be an eligible practice for CREP.	COC or Designee	

<b>Step</b>	<b>Activity</b>	<b>Person Responsible</b>	<b>Date Completed</b>
6	<p><i>Program Policy - The size of the practice being offered is within practice policy.</i></p> <p><i>CP21: At least 20' (200' for Lake Superior Area) wide but no more than an average 150' (300' for Lake Superior Area) wide. See paragraph 151B for possible exceptions.</i></p> <p><i>CP22: At least 35' (200' for Lake Superior Area) wide but no more than an average 150' (300' for Lake Superior Area) wide. See paragraph 151B for possible exception.</i></p> <p><i>CP8A: No more than 100' wide or 1000' long beginning at the edge of the CP21, CP22, CP29, or CP30 (Lake Superior Area only) also being installed. See paragraph 151B for possible exception.</i></p> <p><i>CP23 or CP23A: No more than 40 acres, including adjacent buffer areas limited to no more than 150 feet wide. See practice write up in Exhibit 11 for possible exception.</i></p> <p><i>CP29: At least 20' (200' for Lake Superior Area) wide, but no more than an average of 150' (300' for Lake Superior Area) wide.</i></p> <p><i>CP30 (Lake Superior Area Only): At least 200' wide but no more than an average of 300' wide.</i></p>	COC or Designee	
7	CRP-2C completed as per Step 2 above with an aerial map attached is forwarded to NRCS or LCD.	FSA	
	Perpetual easement applications are forwarded to NRCS for GPS delineation.	LCD	
8	<p><i>A site visit is completed to determine the following:</i></p> <ul style="list-style-type: none"> <li><i>• the acreage is suitable for the offered practice, this includes determining what type of water source is being protected in the case of practice CP21, CP22, CP29, and CP30 (Lake Superior only)</i></li> <li><i><b>Note:</b> For Lake Superior Project Area only, at least 51% of the land offered must be hydrologic soil group D soils.</i></li> <li><i>• the practice is NEEDED and feasible to solve the resource concern</i></li> <li><i>• the purpose of the practice as required for the applicable practice in Exhibit 11 is being met</i></li> <li><i>• minimum required width to meet FOTG standards</i></li> <li><i>• the eligible area is flagged in the field - this could be more than the minimum required at the producer request as long as the area does not exceed the applicable practice maximum and NRCS or LCD certifies that additional acreage will not reduce the performance of the practice.</i></li> </ul> <p><i>If land is determined ineligible, producer is notified by FSA using CRP-26. Notify LCD if determined ineligible.</i></p>	NRCS or LCD	

<b>Step</b>	<b>Activity</b>		<b>Person Responsible</b>	<b>Date Completed</b>
<b>9</b>	Paid-for measurement service of the flagged area is completed.		FSA	
	<b>15 Year Agreement</b>	<b>Perpetual Conservation Easement</b>	LCD or NRCS	
	GPS measurements or other methods describing the property are completed and FSA measurements are reconciled. Note: GPS points are not crucial for 15 year agreements.	GPS measurements are required. Measurements are reconciled with FSA measurements. Monumentations (fence post, magnets, rebar) are installed.		
GPS points are sent to LCD including txt file, mps file, shp file, (polygon and point) and notes by NRCS GPS ID#				
<b>10</b>	CRP-2C blocks 7, 11B, 11C, 13, 14A-F, 15, 16, 17A-F, 18, 19, 20, 24B, and 25 are completed.		FSA	
<b>11</b>	If land is determined eligible, producer is notified using CRP-23 and provided 30 days to come in and sign the CRP-2C, block 26 and CRP-1. Block 9 of the CRP-2C is completed by the landowner at the time of signing the CRP-2C. A copy of the signed CRP-2C is provided to both NRCS and LCD.		FSA	
<b>12</b>	<b>15 Year Agreement</b>	<b>Perpetual Conservation Easement</b>	LCD and Producer	
	Begin compiling ortho photo or other media to create location description of land offered for the agreement. The FSA official delineation is preferred with Town, Range, Section, 1/4 Section, Tax Parcel Number(s), and address information.  ARM-LWR 283 is completed. Producer is notified of lump sum payment that will be issued by State.	Title search is requested using the "TS Attachment" of State Form ARM-LWR-209.  "PCE Attachment" of State Form ARM-LWR-209 is completed. (Producer will be responsible for obtaining mortgage holder signatures.) A copy of the document with mortgage holder signature is provided to FSA.		
<b>13</b>		Title search results are received by producer. Producer is responsible for submitting title search results and search fee receipts (marked "paid") to LCD.  Note: Producer will not be reimbursed for title search fee until easement is recorded on land records.	Title Search Company	

<b>Step</b>	<b>Activity</b>		<b>Person Responsible</b>	<b>Date Completed</b>
14		<i>Review title search for encumbrances and attach copies and location information.</i>	LCD	
		<i>Forward above information with a copy of completed application, title search documents, encumbrance documents, GPS data, W-9, and CRP-2C and environmental benefits form to DATCP.</i>		
15	<b>15 Year Agreement</b>	<b>Perpetual Conservation Easement</b>	DATCP	
		<i>Review all documents, enters information into database, creates easement document and 15 Year Agreement document and Practice payment Reimbursement Form. LCD is notified if title issues are discovered. All documents are returned to LCD.</i>		
16		<i>Permanent monumentation must be installed if not previously installed at Step 9.</i>	LCD	
17	<i>Conservation plan of operations is completed, including all required signatures, applicable job sheets, and tree planting plan if needed for the practice.</i>		NRCS or LCD and Producer	
18	<i>Conservation plan is reviewed to ensure all required information is present, and approved.</i>		COC or Designee	
19	<i>If applicable, AD-1026, CCC-902, CCC-931, and CCC-505 are also completed.</i>		COC and Producer	
20	<b>15 Year Agreement</b>	<b>Perpetual Conservation Easement</b>	LCD and Producer	
	<i>All required documents are complete, with the exception of LCD final approval signature. Copies are provided to FSA.</i>	<i>All required documents are complete, including producer signature with the exception of DATCP final approval signature. Copies are provided to FSA. Producer submits check for recording fees indicated on ARM-LWR-286. Check is made payable to the county register of deeds. Fee will be reimbursed upon recording.</i>		
21	CCC-931 Completed		FSA & Producer	
22	<i>CRP-1 is approved. Provide a copy of the approved CRP-1 to LCD. CRP-2C items 3B and 6 are completed.</i>		COC	
23	<i>Producer is notified of contract approval using CRP-24 letter. A copy is provided to LCD.</i>		FSA	

<b>Step</b>	<b>Activity</b>		<b>Person Responsible</b>	<b>Date Completed</b>
<b>24</b>	<b>15 Year Agreement</b>	<b>Perpetual Conservation Easement</b>	LCD	
	<i>Signs ARM-LWR-283 denoting final approval. Copy of approved document is provided to FSA and DATCP. DATCP must also be provided copies of COC approved CRP-1, CRP-24, CRP-2C, ARM-LWR-209, W-9, and the Environmental Benefits form.</i>	<i>Signs ARM-LWR-286 denoting final approval. Copy is submitted to DATCP. DATCP must also be provided copies of COC approved CRP-1 and CRP-24.</i>		
	<i>State lump sum payment 2 party check, and Practice Payment Reimbursement form (ARM-LWR-287) are sent to LCD.</i>	<i>Signs final easement document and records on land records. Copies of recorded documents will be provided to LCD and FSA. State lump sum payment 2 party check, and Practice Payment Reimbursement form (ARM-LWR-287) are sent to LCD.</i>	DATCP	
<b>25</b>	<i>Identify land enrolled on official aerial photography.</i>	<i>Identify areas for which permanent easement is filed on official aerial photography. Land on which easement is recorded is not eligible for future CRP contracts.</i>	FSA	
<b>26</b>	<i>SIP payment is made, if applicable.</i>		FSA	
	<i>State lump sum payment check (for 15 year agreements or easement contracts) is endorsed and sent to producer.</i>		LCD	
<b>27</b>	<i>AD-245 and AD-862 are created. (Provide copy to LCD)</i>		FSA	
<b>28</b>	<i>AD-245 page 2 sent to producer.</i>		FSA	
<b>29</b>	<i>AD-862 needs information is completed.</i>		NRCS or LCD	
<b>30</b>	<i>Practice is installed, AD-245 page 2 is signed, and bills or other documentation are submitted to FSA.</i>		Producer	
<b>31</b>	<i>AD-862 is certified after practice installation.</i>		NRCS Must Sign (Inspection can be completed by LCD)	

<b>Step</b>	<b>Activity</b>	<b>Person Responsible</b>	<b>Date Completed</b>
32	Up to 50 percent cost-share payment is issued. If not issued within 30 days of date producer submitted all required information, late payment interest is due. A copy of completed AD-862 and AD-245 page 2 is provided to LCD. Block H2 of the AD-862 must be complete. Copies of all information used to calculate cost-sharing (receipts, bills, etc.) are provided to LCD.	FSA	
	State Practice Payment Reimbursement Form (ARM-LWR-287) is completed using the amount from AD-862, Block H2. The form is signed by the authorized county representative. A copy, including a copy of the AD-862, are submitted to DATCP.	LCD	
33	Issues 2 party Practice Payment check to LCD.	DATCP	
34	Endorse state Practice Payment check and send to producer.	LCD	
35	Upon practice completion, 40 percent PIP is issued. If not issued within 30 days of date producer submitted all required information, late payment interest is due.  <b><u>PIP's are not authorized on partial payments.</u></b> The practice must be complete before PIP may be paid.	FSA	
36	First year status review is completed. Ensure FSA and LCD receive a copy.	NRCS (Inspection can be completed by LCD)	
37	Second year status review is completed if first year status review was not "final". Ensure FSA and LCD receive a copy.	NRCS (Inspection can be completed by LCD)	
38	Third year status review is completed if second year status review was not "final". Ensure FSA and LCD receive a copy.	NRCS (Inspection can be completed by LCD)	