

171 Overview (Continued)

**D MN CREP III Signup Process Flow**

The following flow chart is a step by step guide to assist county offices in the MN CREP III offer process:

Step	County Office Guide for Sign Up Activities for CRP Contract and State of Minnesota RIM Easement	Reference
1	<p>Producer visits the local FSA/NRCS/SWCD office:</p> <ul style="list-style-type: none"> <li>• expresses an interest in enrolling in CREP</li> <li>• indicates the acreage they want to enroll on a digital imagery and identifies the practice they want to enroll.</li> <li>• reviews requirements for the RIM reserve perpetual conservation easement program with the producer.</li> </ul> <p>(Field office staff of 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>	Paragraph 211
2	<p>FSA County office determines if all the following are met:</p> <ul style="list-style-type: none"> <li>• producer eligibility requirements</li> <li>• land eligibility requirements</li> <li>• CRP county cropland limit has been exceeded</li> <li>• CRP practice/initiative allocation has not been exceeded.</li> </ul>	Paragraphs 81, 126, 130, 131, 151, and 181
3A	<p>If all requirements in step 2 are:</p> <ul style="list-style-type: none"> <li>• met, create a TERRA Scenario, upload it into COLS and print CRP-2C</li> </ul>	TERRA and COLS User Guide.
3B	<ul style="list-style-type: none"> <li>• not met; Stop and do not proceed.</li> </ul>	Paragraph 215 and 1-APP
4	<p>Producer submits MN CREP III PII release.</p>	MN Exhibit 6

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<p><b>5</b></p>	<p>FSA submits to NRCS or TSP:</p> <ul style="list-style-type: none"> <li>• unsigned CRP-2C</li> <li>• copy of TERRA scenario, including all offered acreage</li> <li>• digital imagery identifying the acreage offered.</li> </ul>	<p>Paragraph 211</p>
<p><b>6</b></p>	<p>NRCS and/or TSP completes a site visit to:</p> <ul style="list-style-type: none"> <li>• determine if existing cover is functioning as the practice offered</li> <li>• Determine land eligibility and suitability for approved MN CREP III practices</li> <li>• Identify resource concern, ensure the practice is needed and feasible to solve the resource concern, and ensure the purpose of the practice is being met according to Exhibit 11</li> <li>• Complete the Documentation of Eligibility and Suitability Worksheet.</li> </ul>	<p>Paragraphs 181 and 211, Exhibit 11, and NRCS’s Documentation of Suitability and Feasibility Worksheet</p>
<p><b>7</b></p>	<p>NRCS or TSP submits to FSA:</p> <ul style="list-style-type: none"> <li>• Completed, signed, and dated Documentation of Eligibility and Suitability Worksheet</li> <li>• unsigned CRP-2C and digital imagery.</li> </ul>	<p>Paragraph 211 and NRCS’s Documentation of Suitability and Feasibility Worksheet</p>
<p><b>8</b></p>	<p>COC or CED reviews NRCS or TSP documents and findings. County Office files copy of signed and dated Documentation of Suitability and Feasibility Worksheet in the CRP folder.</p> <p>If NRCS or TSP determined the practice and acreage offered is:</p> <ul style="list-style-type: none"> <li>• not suitable, needed and feasible; <b>Stop</b> and notify the producer the practice is <b>not</b> acceptable.</li> <li>• suitable, needed and feasible without any changes; go to step 10</li> <li>• suitable, needed and feasible, but only if required changes are made; go to step 9.</li> </ul> <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>	<p>Paragraphs 211 and 215</p>

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<b>9</b>	<p>COC or CED notifies producer of required changes needed to make the practice acceptable. If producer:</p> <ul style="list-style-type: none"> <li>• agrees to make all required changes, update TERRA Scenario and COLS, then proceed to step 10.</li> <li>• does not agree to make all required changes, stop and notify producer offer is not acceptable using CRP-26.</li> </ul>	Paragraph 215
<b>10</b>	County Offices shall ensure that the base limitation is not exceeded.	Paragraph 212
<b>11</b>	County Office completes and prints CRP-2C and CRP-1.	Paragraph 214 and 215
<b>12</b>	Producer signs and dates completed CRP-2C and CRP-1, and provides the signed documents to county office.	Paragraph 215.
<b>13</b>	<p>FSA submits to the SWCD a <b>copy</b> of the following:</p> <ul style="list-style-type: none"> <li>• Producer signed and completed CRP-1 and CRP-2C</li> <li>• TERRA Scenario</li> <li>• TERRA Shapefile</li> <li>• Documentation of Eligibility and Suitability Worksheet</li> <li>• MN CREP III PII Release Document</li> <li>• Land Deed</li> <li>• CCC-860, if applicable (Paragraph 215B)</li> </ul>	MN Exhibit 6
<b>14</b>	The landowner (the operator may be present also) visits the SWCD office, and reviews MN CREP III eligibility the additional requirements for the RIM easement portion of the MN CREP III.	MN Exhibit 6
<b>15</b>	SWCD completes RIM application excel workbook and the Environmental Benefits Scoresheet for the practices included in the offer.	MN Exhibit 6
<b>16</b>	Producer completes and signs all required RIM forms including the RIM application. SWCD submits RIM application excel workbook and all other required information to BWSR.	MN Exhibit 6
<b>17</b>	BWSR will determine batching period timelines and inform local SWCD Staff of the determined timeframes.	MN Exhibit 6
<b>18</b>	BWSR will formulate a listing of all applications to be considered for each batching period and recommend specific Environmental Benefits Score cut-off level. BWSR will provide their recommendation to the FSA State Office to forward to DAFP for review.	MN Exhibit 6

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<p><b>19</b></p>	<p>Once the FSA National Office concurs with the batching period cut-off score, BWSR will confirm that the applications have been accepted for RIM easement funding. BWSR will provide a list of the funded applications to the FSA State Office. The FSA State Office will provide the list to the FSA County Offices.</p>	<p>MN Exhibit 6</p>
<p><b>20</b></p>	<p>BWSR will review the deed to determine if there are circumstances requiring a boundary change to the offered acres. BWSR, the County SWCD, FSA and NRCS offices will work together with the producer to make any necessary acreage changes and re-determine land eligibility if necessary.</p> <p>Once the offered acreage determination is final and agreed upon by all parties, BWSR, through SWCD, will provide the FSA County Office with a letter notifying FSA that all the land to be enrolled into MN CREP III under the CRP contract has been approved for enrollment into a perpetual easement under the State’s RIM Reserve perpetual conservation easement program.</p>	<p>MN Exhibit 6</p>
<p><b>21</b></p>	<p>County Office:</p> <ul style="list-style-type: none"> <li>• notifies producer of acceptability of offer using CRP-23</li> <li>• provides producer a copy of signed CRP-1 and CRP-2C</li> <li>• provides producer a copy of CRP-1 Appendix</li> <li>• provides NRCS a copy of the letter of acceptability sent to producer</li> <li>• provides NRCS a copy of signed CRP-1 and CRP-2C</li> <li>• updates offer status in COLS to “submit to plan”.</li> </ul>	<p>Paragraph 214, 215, and 334</p>
<p><b>22</b></p>	<p>County Office completes paid-for measurement service, if requested.</p>	<p>Paragraph 215</p>
<p><b>23</b></p>	<p>FSA COF completes second party review of all eligibility requirements and, if all eligibility requirements are met, forwards a copy of the first five MN CREP III offers, with the following attachments, to the FSA State Office Conservation Section:</p> <ul style="list-style-type: none"> <li>• <u>Completed and signed CRP-1</u></li> <li>• <u>Completed and signed CRP-2C</u> (both sides)</li> <li>• <u>Completed NRCS Documentation of Eligibility and Suitability Worksheet</u></li> <li>• <u>BWSR letter approving RIM enrollment</u></li> <li>• <u>TERRA Scenario</u></li> </ul> <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>MN Exhibit 6</p>

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24	NRCS provides County Office with: <ul style="list-style-type: none"> <li>• NRCS signed conservation plan and all supporting documentation</li> <li>• NRCS-CPA-52 with the NRCS portion completed.</li> </ul>	Paragraph 336 and 367
25	County Office: <ul style="list-style-type: none"> <li>• completes FSA’s portion of NRCS-CPA-52</li> <li>• completes and all necessary consultations</li> <li>• obtains copy of all permits or other permissions necessary to perform and maintain practices as provided by NRCS on NRCS CPA-52 section G.</li> </ul> County Office updates offer status in COLS to “submit to COC”.	Paragraph 336 and 367
26	If determined complete and acceptable, COC or CED signs conservation plan.	Paragraph 366
27	County Office ensures that AGI determination is made for the FY of the COC/CED approval date.	Paragraph 131
28	COC or CED approves CRP-1.  County Office notifies producer that CRP-1 is approved using CRP-24, and provides producer a copy of approved CRP-1.	Paragraph 401
29	County Office enters COC approval date and effective start date from CRP-1 into COLS.	Paragraph 213 and COLS user Guide
30	Once the CRP-1 is approved, a CRP-SIP shall be issued, if applicable.	Paragraph 197
31	The FSA County Office shall provide a copy of the approved CRP-1 to SWCD for their records.	MN Exhibit 6
32	BWSR easement staff prepares the State Agreement for Conservation Easement.	MN Exhibit 6
33	SWCD shall secure landowner signatures on the State Agreement and transmit to BWSR for processing. SWCD provide a copy of the approved State Agreement for Conservation Easement to the local FSA Office.	MN Exhibit 6
34	When all required CRP Cost Share (C/S) documents are filed and processed, the CRP C/S may be paid. In addition, a CRP-PIP payment may be paid.	Part 15

**Note:** Producers remain free to enroll other eligible land in General, Continuous, FWP and/or SAFE signups. The MN CREP III is simply another option for landowners and operators to consider as they make land management decisions.