



Natural Resources Conservation Service  
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August 20, 2012

**NEW MEXICO BULLETIN NO. 300-12-06**

**SUBJECT:** LTP- Conservation Reserve Program (CRP) Additional Guidance for Fiscal Year (FY) 2012 Fund Use

**Due Date: October 5, 2012**

**TO:** All Field Offices

**Purpose.** To provide guidance concerning CRP technical assistance and to provide guidance on required CRP technical assistance documentation for funds obligated in FY 2012.

**Expiration Date.** December 31, 2012

This bulletin provides guidance to ensure CRP technical assistance funds are used appropriately.

The additional CRP apportionment approved by the Office of Management and Budget (OMB) includes a reporting requirement that requires NRCS to establish a new Work Breakdown Structure (WBS) Element to track the applicable obligations and expenditures charged to CRP. **THE ONLY ALLOWABLE CHARGES FOR THIS WBS ELEMENT ARE SALARIES, BENEFITS AND AGREEMENTS.** To capture the salary and benefits charges, a new program code called CRP Limited will be established in WebTCAS for use beginning in pay period 17.

CRP is a reimbursable program, therefore, NRCS must earn the technical assistance dollars that are apportioned to Farm Service Agency (FSA) for NRCS services, and States must earn the CRP dollars allocated to them by National Headquarters. Any assistance provided for Continuous Sign Up, General Sign Up, Conservation Reserve Enhancement Program (CREP), State Acres for Wildlife Enhancement (SAFE), or Farmable Wetlands Program (FWP) must be charged to the CRP program.

**CRP Reporting Requirement:**

As a condition of the NRCS/FSA CRP reimbursable agreement, FSA requested that NRCS track the number and/or the acres of the following CRP technical assistance tasks and activities:

- Program eligibility determinations only for the Continuous Sign Up, CREP, and FWP (number only);
- Number and acres of CRP conservation plans; and
- Number and acres of conservation practices and systems applied.

MORE

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The NRCS Easement Programs Division will collect the number and acres of CRP conservation plans and conservation practice and systems applied from Customer Service Toolkit and the Performance Results System. All CRP plans and Conservation Plan Schedule of Operations shall be generated in Customer Service Toolkit in order for the agency to accurately report the number of plans and practices completed or applied for CRP. Planners must make certain to select the CRP program option in Customer Service Toolkit when developing the conservation plan. For program eligibility determinations, please be certain that each determination is entered into the Data Entry Screen in PRS. It is very important that NRCS accurately reflects all the CRP related work that is being performed in order to earn the allocated technical assistance funds.

For FY 2012, field office employees shall also use the attached spreadsheet to track the following items:

- The number of emergency grazing plans developed
- The number of plans modified to include emergency haying
- The number of plans developed or updated for the Highly Erodible Land Initiative

Area Conservationists are to consolidate the requested data from field offices and forward the attached consolidated spreadsheet for the area to the State Resource Conservationist by **October 5, 2012**.

### **CRP Workload Tasks and Activities:**

NRCS is responsible for carrying out the technical assistance tasks as outlined in the Memorandum of Agreement (MOA) between NRCS, FSA and Commodity Credit Corporation (CCC). The CRP technical assistance tasks and activities include:

1. Determine certain program eligibility for the Continuous CRP (CCRP), Conservation Reserve Enhancement Program (CREP), and the Farmable Wetland Program (FWP);
2. Conservation planning;
3. Conservation practice design systems implementation and certification of ten percent of all practices;
4. Provide policy and program support.
5. Complete the form CPA-052 to document the potential environmental impacts associated with the proposed CRP contract (FSA will sign the form)
6. Revise conservation plans as appropriate.(including plans developed by TSPs)
7. Conduct annual status reviews on at least ten percent (includes TSPs) of all CRP contracts as requested by FSA
8. Conduct practice certifications on approximately ten percent (includes TSPs) of all applied practices
9. Conduct quality control reviews and assist FSA in providing training to ensure high levels of customer service for CRP.

(For a comprehensive list of NRCS CRP responsibilities refer to the most current MOA.)

NRCS State and field offices must make certain that these activities are charged to the appropriate CRP account.

If you have questions or need further clarification please contact your Area Conservationist and/or George Chavez, State Resource Conservationist, at (505) 761-4421 or email: [george.chavez@nm.usda.gov](mailto:george.chavez@nm.usda.gov).

A handwritten signature in black ink, appearing to read "J. Xavier Montoya". The signature is fluid and cursive, with the first name "J. Xavier" and the last name "Montoya" clearly distinguishable.

J. XAVIER MONTOYA  
State Conservationist

Attachment:  
NM FY 2012 CRP Tracking