WA CREP Step-by-Step Roles & Responsibilities

APPLICATION & ELIGIBILITY

1) Producer expresses interest to FSA, NRCS, or CD. If an unofficial payment estimate is developed, ensure landowner knows final payment will be determined at time of contract approval by COC.

2) Agencies notify each other about producer interest via monthly interagency teleconference.

3) Landowner and CD partially complete CRP-2C Application form (requires FSA Farm, Tract, Field Eligibility Creation or Update).

4) CD enters participant information in CDPS.

5) FSA determines eligibility of owner, landuse (marginal pasture or cropland) and approximate size. FSA calculates preliminary rental rate based on mapped soils. If eligible, notify CD.
   a) If not eligible, FSA notifies producer of ineligibility using CRP-26 (eligibility), copy to CD.

6) CD staff visit site and complete Suitability and Feasibility Worksheet for each CRP Conservation Practice (CP).
   a) If functioning buffer exists, CD notifies FSA, who notifies producer of ineligibility using CRP-26 (eligibility).
   b) If practices not appropriate, CD notifies FSA, who notifies producer of ineligibility using CRP-26 (eligibility).
   c) If Conservation Practice(s) are appropriate, CD provides Suitability and Feasibility Worksheet(s) to NRCS for review and approval. If NRCS requires additional site-specific information, CD will accompany NRCS to the site.
   d) NRCS provides signed Suitability and Feasibility Worksheets to FSA.

7) CD enters property and resource concerns information in CPDS.

CONSERVATION PLAN of Operations (CPO) DEVELOPMENT AND CONTRACT APPROVAL

8) Producer visits FSA office and signs CRP-2C (This shows producer intent to proceed.)

9) CD presents “conceptual plan” to COC and solicits input. Required elements include site photos, a map, and a description of the project (what is going to happen). Recommend payment estimate is discussed. If an unofficial payment estimate is developed, ensure landowner knows final payment will be determined at time of contract approval by COC.

10) CD enters BMP information in CPDS.

11) CD begins CPA-52, with focus benchmark Special Environmental Concerns. Includes coordination with USFWS as needed to determine project effects to listed species.

12) FSA requests cultural resources info from CD using conceptual plan elements (plan map, site photos, project description, etc). FSA starts Section 106 consultation process and makes determination if a survey is needed.

December 2021
13) If a survey is needed:
   a) FSA notifies producer and CD
   b) CD acquires list of certified archeologists from SHPO
   c) CD collects bids from responding certified archeologists IAW RCW contracting requirements
   d) CD enters tract information in CPDS under Funding Program Type = CREP and requests CR
      Survey funds from WSCC
   e) WSCC approves fund request
   f) CD contracts with Certified Archeologist IAW RCW contracting requirements
   g) CD coordinates contractor with landowner for access
   h) CD receives report and invoice from contractor
   i) CD provides invoice to WSCC, report to FSA
   j) CD pays contractor
   k) WSCC pays invoice to CD

14) CD GPS’s site, CD provides FSA with stream length and enrollment area shapefile

15) CD works with producer to develop Conservation Plan of Operations (CPO). NRCS may be involved
    on challenging sites at CD or FSA request. If an unofficial payment estimate is developed, ensure
    landowner knows final payment will be determined at time of contract approval by CoC.

16) When engineering practices (off-stream water or stream crossing) are included in the CPO, NRCS
    Engineering JAA is required for design approval. One of the following options will be selected:
       a) CD tech completes designs, CD engineer stamps them as engineer of record, & NRCS staff
          with appropriate JAA completes functional review
       b) CD engineer completes designs and stamps & NRCS staff with appropriate JAA completes
          functional review
       c) NRCS employee with JAA does the design (only utilize if a or b is not an option)

17) NRCS reviews and approves Conservation plan & CPA-52 for technical adequacy.

18) CD ensures all docs complete including signatures. Copies to FSA.

19) FSA approves final CRP-1. Copies to producer and CD.

20) Plan approved by CoC

21) FSA creates cost share form FSA848A (agreed-upon components, extant and payment rates), send
    to producer and to CD. Create form FSA848B (completion form – completed immediately following
    contract approval to “set aside” funding), send to CD or NRCS (cost share)

22) CD updates BMP information and enters remaining CREP contract data in CPDS

23) CD Board and landowner sign CREP landowner agreement to ensure cost recovery vehicle and
    specify landowner/CD obligations. Boards DO NOT approve CREP plans/projects as that’s FSA’s CoC
    role.

CONSERVATION PLAN IMPLEMENTATION

24) CD requests 10% cost share funds from WSCC using CPDS based on 848A (if within 6 months of
    upcoming work window)

25) CD provides list of reputable contractors to producer
26) Producer installs practice components with guidance from CD. CD completes as-built documentation (summary of materials utilized, quantity installed, and dated photos) and provides to FSA along producer bills/receipts. FSA completes the FSA-848B. CD signs as TSP and producer signs.
   a) For Engineering practice certifications, NRCS JAA is needed. Designs which were stamped by CD Engineer will have as built stamped by CD Engineer. Designs completed by NRCS staff with appropriate JAA will have as-built reviewed and approved by NRCS.

27) CD enters date of first planting information in CPDS

28) FSA requests NRCS certifies practice completion (after all components are installed) by providing 848B to NRCS. NRCS certifies form 848B. For example, CP22 is complete following installation of site prep, planting, fence installation and damage protection tubes.

29) FSA issues up to 50% CS to producer, copy to CD. Issue 40% PIP when all practices installed.

30) CD sends invoices and payment share (848B) info to WSCC

31) WSCC pays State share of CS

**MAINTENANCE (years 1-5 from date of 1st planting)**

32) CD reviews maintenance plan with producer annually

33) CD provides list of reputable contractors to producer

34) CD inspects project 1 time (min) per year for first 5 years and completes LTP-13 Annual Status Review form with attached site photos. Work with producer to ensure maintenance is completed. CD provides copy of inspection to FSA.

35) CD bi-annually requests funds from WSCC for maintenance using CPDS. Requires proof of on-site inspection (LTP-13, above) uploaded as a document.

36) WSCC approves fund request

37) CD provides maintenance invoices to WSCC

38) WSCC pays invoice to CD

39) CD pays landowner or contractor

*Note: FSA may request NRCS 3rd party review at any time during practice establishment and maintenance phases via written request to DC.*

**MID-CONTRACT MANAGEMENT (Required for all contracts)**

40) CD will determine best idea of MCM during CPO development. FSA will populate that information on FSA-848A. MCM is no longer cost-shared by FSA. The State will provide 50% of the cost if producer provides receipts.

41) Producer could request revision to conservation plan based on needs of the contract acreage at the time of MCM, which would require a plan modification, but no c/s from FSA.

42) CD completes as-built and collects producer receipts.

43) Upon completion, FSA will record producer certification and move on. If there are concerns about it being complete/effective, FSA will either inspect the site or ask CD to inspect the site.
RE-ENROLLMENT

44) FSA notifies producer and CD of pending contract expiration 1 year before contract end date.
45) CD conducts CREP Contract Expiration Status Review along with LTP-13 Annual Status Review form 1-2 years before end of contract
46) CD provides CREP Contract Expiration Status Review and supporting paperwork to NRCS for review. NRCS signs the Status Review paperwork and provides to FSA for re-enrollment consideration.
47) If needed, CD amends conservation plan to meet spec, apply for cost share through County Committee, cost share funds for State share; amend conservation plan with CoC approval
48) CD prepares new CPO including mid-contract management and CPA-52 for next enrollment.
49) NRCS reviews and signs CPO.
50) FSA approves final CRP-1. Copies to producer and CD
51) Plan approved by CoC
52) FSA creates cost share form FSA848A (agreed-upon components, extant and payment rates), send to producer and to CD. Create form FSA848B (completion form – completed immediately following contract approval to “set aside” funding), send to CD and NRCS (cost share)