

For: State and County Offices

FY 2016 CREP Annual Report and Project Administration

Approved by: Acting Deputy Administrator, Farm Programs



1 CREP Annual Report

A Background

CREP was established, under CRP, to address specific recognized environmental issues of State and National importance. Each CREP Agreement requires the State to provide a CREP annual performance report to FSA no later than a specified date indicated in the CREP Agreement, usually 90 calendar days after the end of the Federal FY (September 30). The CREP annual performance report is a critical tool used to:

- monitor program accomplishments
- justify average cost per acre of enrollment
- justify continued Federal and State CREP funding
- indicate continued State partner financial and administrative support
- identify possible changes or enhancements to ensure that CREP goals are achieved in a cost-effective manner.

Note: Each CREP annual performance report must contain certain information, including a detailed monitoring report, according to FSA CRP National directives and the terms of the CREP Agreement.

B Purpose

This notice reminds FSA State Offices that FY 2016 CREP annual performance reports are due according to the specific requirement in the CREP Agreement, FSA CRP National directives, and this notice.

Disposal Date	Distribution
June 1, 2017	State Offices; State Offices relay to County Offices, NRCS State Offices, and State CREP Partners

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C Annual Reports

Annual CREP reports must:

- be provided for each CREP project on or before the required deadline in the CREP Agreement, even if there have been no substantial new enrollments or other major project changes since the previous annual report was submitted

Exceptions: CREP annual performance reports are:

- not required for CREP projects which have been suspended or terminated for new enrollment in a FY prior to FY 2016; however, negative reports are **required** for such projects
- required for CREP projects that were suspended or terminated in FY 2016.

Note: Separate annual performance reports must be submitted for each CREP project. States with more than 1 CREP project must provide a **separate** annual performance report for each project.

Important: Failure to submit the CREP annual performance report is a violation of the terms of the CREP Agreement.

- identify:
 - accomplishments in achieving each of the measurable goals, objectives, and purpose of the Agreement

Note: See subparagraph D for more information about identifying accomplishments.

- reason(s) for not obtaining, or lagging behind in obtaining, the identified goals, objectives, and purpose of the CREP Agreement, if applicable, and actions taken or that will be taken in the subsequent FY to obtain the stated goals and objectives
- reason(s) new enrollment levels are below expected, if applicable, and actions taken or that will be taken in the subsequent FY to address the level of new enrollments
- specifically how the non-Federal partners met the minimum 20 percent total project cost requirement and the minimum 10 percent total project cost requirement for direct payments to participants or new funding for the CREP.
- provide an estimate of the environmental benefits achieved through the CREP project in the last year, and overall since the project's inception.

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D General CREP Policy

CREP is administered with legal agreements between FSA/CCC and State governments. These agreements often include project contributions from local non-governmental organizations in a partnership effort. FSA State Offices shall immediately notify CEPD if any State CREP partners discontinue providing payments or other project resources as established in these CREP Agreements.

FSA State Offices may not establish or modify CREP operating policies and/or procedures without CEPD and State CREP partner approval. All Handbook 2-CRP amendments/supplements must be approved by CEPD **before** publication, including 2-CRP handbook amendments completed because of revising or amending CREP Agreements.

Unless otherwise specifically established in CREP Agreements, the CRP TERRA Tool's maps, data, and calculations must be used whenever applicable for all CREP offer and contract processing by FSA County Offices.

E Identifying Accomplishments

CREP annual performance reports must identify the accomplishments, or lack thereof, in achieving **each** of the goals, objectives, and purpose of the CREP Agreement. The report must address each of the specific goals, objectives, and purposes identified in the CREP Agreement in detail and provide the source of the data used to support the accomplishments provided.

Example: The objectives of the ABC CREP Agreement are to reduce erosion on cropland of 10,000 tons per year, reduce 14,000 pounds of phosphorus from entering the ABC River per year, and produce an additional 3,000 XYZ birds annually. The ABC CREP annual performance report must identify the:

- tons of erosion reduced from cropland in the CREP area in the last year and provide the source used in determining the amount of erosion reduced
- pounds of phosphorus reduced from entering ABC River in the CREP area in the last year and provide the source used in determining the amount of phosphorus reduced
- number of XYZ birds produced in CREP area in the last year and provide the source used in determining the number of XYZ birds produced.

An estimate of the progress in meeting each of the goals, objectives, and purpose of the CREP Agreement **must** be provided if sufficient monitoring and evaluation measures have not been conducted to provide documented accomplishments. The method used to reach any estimated accomplishment must also be identified.

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2 State Office Action

State Offices managing 1 or more CREP Agreements shall:

- review each CREP Agreement for the due date of the CREP annual performance report
- inform the State contact person of the due date
- provide a copy of this notice to State CREP partners
- provide State partner with relevant CREP enrollment and other data according to the terms of the CREP Agreement
- notify Virgil Ireland, CREP Program Manager, of any issues about timely submission of CREP annual performance reports, or if applicable a negative report, by December 31, 2016, by e-mail at **virgil.ireland@wdc.usda.gov**
- ensure an electronic copy of the CREP annual performance report is e-mailed to Virgil Ireland, CREP Program Manager, at **virgil.ireland@wdc.usda.gov**.