

SWCD Lake Erie CREP Sign-up Process

Step	Implementers	Responsibilities
1	Landowner	<ul style="list-style-type: none"> • Visits USDA/SWCD Office to receive information and discuss eligibility requirements of the Ohio Lake Erie CREP Area.
	FSA/SWCD Office	<ul style="list-style-type: none"> • Discusses CREP Conservation practice(s) available and program eligibility requirements with producer. Explains specifications, installation and maintenance requirements. • Discuss CREP provisions: <ul style="list-style-type: none"> - Producer eligibility requirements - Land eligibility requirements - CRP county cropland limit has not been exceeded - CRP practice/initiative allocations has not been exceeded • Explains the State bonus payments for eligible practices within the Lake Erie CREP Program
2	Landowner	<ul style="list-style-type: none"> • Identifies farm location and practice installation site • Indicates the acreage they want to enroll on a digital imagery and identifies the practice they want to enroll or re-enroll • Initiates with the FSA office the CRP-2 Worksheet • Signs two (2) copies of the SWCD State Landowner Contract
3	NRCS/SWCD Office	<ul style="list-style-type: none"> • Verifies the practice is eligible for state bonus payments • Makes site visit for practice installation and verifies that the practice will meet program requirements • Completes SWCD State Landowner Contract and assigns a contract number to the contract • creates a project in Bee Hive in accordance to guidance document for each landowner approved for funding and charge time accordingly to each project
4	SWCD Board of Supervisors	<ul style="list-style-type: none"> • Reviews SWCD LE CREP Contract and approves to obligate cost share funds • Signs two copies of State Landowner Contract for State of Ohio Bonus payment and keeps one for SWCD records.
5	SWCD Office	<ul style="list-style-type: none"> • Notifies producer that practice is approved, and work may begin, returns a copy of the approved Landowner Contract to landowner. • Works with NRCS to develop a Conservation Plan for the practice(s)
6	Landowner	<ul style="list-style-type: none"> • Completes practice to NRCS Specifications and notifies SWCD that practice is completed. • Provides copy of invoices, bills and other supporting documents of the practice to the FSA and SWCD offices.

7	SWCD Office	<ul style="list-style-type: none"> • Makes a site visit and certifies practice has been installed and completed • Certifies to the SWCD Board the practice payment upon receiving a copy of the FSA Form 848B • SWCD Board approves and processes State Bonus payments and issues a request for payment to DSWC Area Office • Maps completed practice and acres in Beehive and makes sure that each practice has: Install date, BMP Name, Actual Quantity, entered in comment field.
	DSWC Area Office	<ul style="list-style-type: none"> • Receives CREP Payment Request for landowner payment from SWCD and verifies that funds/practices are correct • Issues a voucher request for funds to the Defiance SWCD for funds to be sent back to appropriate SWCD
	Defiance SWCD	<ul style="list-style-type: none"> • Receives approved signed copy of funding request from DSWC and issues funds to the approved SWCD
8	SWCD Office	<ul style="list-style-type: none"> • Receives funds from the Defiance SWCD and makes payment to Landowner •
9	DSWC Area Office	<ul style="list-style-type: none"> • Schedules practice review with SWCD • Spot reviews up to 10% of all practices and related paperwork.