

## 2014 CRP Continuous Re-enrollment Plan Templates

These templates have been developed as a non-Toolkit means of developing plans for CRP re-enrollment contracts due by September 19, 2014. Their use is authorized in OH Bulletin 180-14-3. Templates have been developed for CP5A (Field Windbreak), CP8A (grassed Waterway) and CP21 (Filter Strip).

The templates allow for the development of a CRP plan including a conservation plan, CPA-1155 and associated job sheet. A plan map (photocopy or print of original map) would be produced separately.

The template is developed in Excel; for each practice there is a separate tab for the conservation plan, 1155 and job sheet. Job sheets reproduce the same information found in the job sheets for previously established practices found in eFOTG, Section IV.

Field offices electing to use these plans should download them, create locally tailored templates and save them on their local drives. The files are not locked so care must be taken in making any local edits.

The first tab "entry" is used to set up basic information that will be populated in the conservation plan, 1155 and job sheet. There are places to enter information such as the field office name, address and county name; populating this information and saving the template with the county name would be a good start. The planners name and title can be entered. There are blocks to enter up to 6 different location/description information; these are for farm number, tract number, field number and acres. The grassed waterway template has additional spaces to enter information specific to sites needing repair.

Once this information is entered, you can fill out any specific information for the plan, 1155 or job sheet. The plan and 1155 are filled with some default information such as practice description. You can alter this to meet locally desired narratives if you wish. Once the entry page is done, there should be very little modification of the plan or 1155 in typical cases. You may construct the 1155 of your local template to reflect the typically used MCM activities.

Input will be needed on the specifications page of the job sheet. Again, you may pre-populate this with information that is typical for your field office (seed mixes for example). Each of the job sheets provides a place to mark whether any repair work is needed to the practice or not. If some repair work is needed, specifications for that work can be included in the job sheet.

Once the documents have been completed, you should save them with a name specific to the contract.

The plans may be printed out as is and filled in by hand or filled in electronically.

If you have any comments or questions on the use of these templates, contact Mark DeBrock. These templates were developed by Kelly Hardison, Resource Conservationist in Bowling Green (Huge Thank You to Kelly!) and she might also assist you (time permitting) if you have questions concerning these templates.