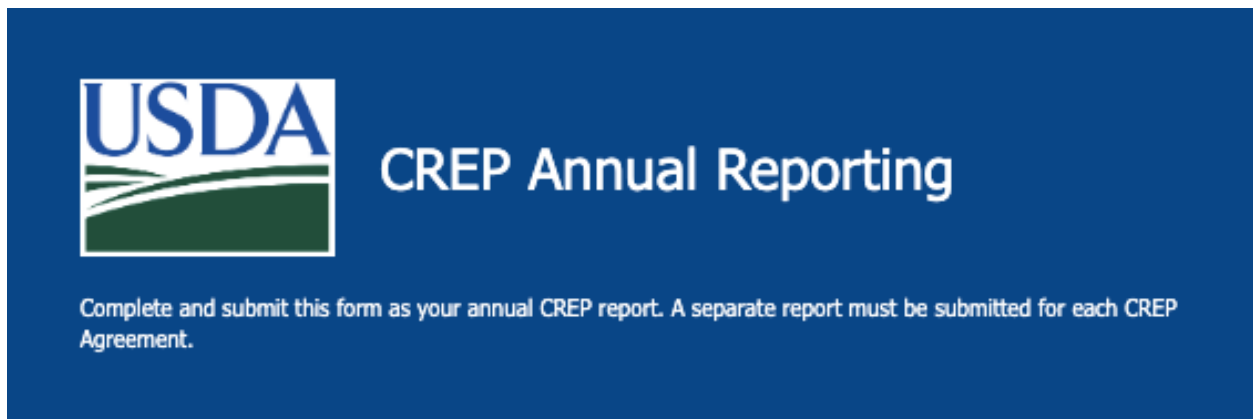


# Appendix 2. A Guide for Completing Conservation Reserve Enhancement Program Annual Reports Using the New Online Reporting Form



This guide is designed to help with the completion of annual Conservation Reserve Enhancement Program (CREP) reports using the new online reporting process. The report consists of five parts. Parts 1, 2, 4, and 5 must be completed and submitted for a report to be complete. Part 3 also must be completed if the CREP agreement identifies more than five goals.

Once a part of a report is started, it must be completed. **The report form does not have a mechanism to save the data entered and allow you to return to it later for completion.** Therefore, if the report will not be completed in one sitting, the best practice is to enter all the needed information into a word-processing document such as Microsoft-Word. Once all needed information has been gathered, complete the online report by cutting and pasting text from the word-processing document into the report.

Several pages have “required items” that are identified with a red asterisk (\*). These items must be completed before you can move to the next page.

If a question asks for the entry of a dollar amount, only include the numerals; that is, do not include the “\$” symbol.

This guide provides screenshots from the report parts and instructions to assist with the reporting process.

**Contact your State Farm Service Agency (FSA) CREP point of contact if you have any questions regarding information/data to be reported.**

To start a report, follow this link to part 1:

[https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP\\_hNkhXSao1nbnhUNDBVRFRWOEwwTVYySkk3MVQ2MINUT0pIOC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP_hNkhXSao1nbnhUNDBVRFRWOEwwTVYySkk3MVQ2MINUT0pIOC4u)

After each part is submitted, a link to the next part of the form will appear. The links to each part also are provided here:

Part 2: [https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP\\_hNkhXSao1nbnhUQTZGM0tPVDBWVVBVN05NQ0VJVU0yWFhBRC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP_hNkhXSao1nbnhUQTZGM0tPVDBWVVBVN05NQ0VJVU0yWFhBRC4u)

Part 3: [https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP\\_hNkhXSao1nbnhURDJDUUZHMEENDNU1VUE1ROTBTVhBVzZXNS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP_hNkhXSao1nbnhURDJDUUZHMEENDNU1VUE1ROTBTVhBVzZXNS4u)

Part 4: [https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP\\_hNkhXSao1nbnhUN1JXWjJYVU5CQlhDTIFZQzcwWTZJWVIONi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP_hNkhXSao1nbnhUN1JXWjJYVU5CQlhDTIFZQzcwWTZJWVIONi4u)

Part 5: [https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP\\_hNkhXSao1nbnhUNkVOUIBZN1dLNjBSVVBNR000TkxJVTRTTi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP_hNkhXSao1nbnhUNkVOUIBZN1dLNjBSVVBNR000TkxJVTRTTi4u)



## CREP Annual Reporting -Part 1

Complete and submit this form as Part 1 of your annual CREP report. A separate report must be submitted for each CREP Agreement.

\* Required

### 1. CREP Agreement Name \*

Enter the name of the CREP agreement that the report covers.

Enter your answer

### 2. Reporting Year \*

Enter "2021."

The value must be a number

### 3. Summary of CREP Agreement \*

Enter a summary of the CREP for which the information is being reported. Include the general purpose of the CREP Agreement and when it was initially approved. Specific, detailed goals (i.e., objectives) will be entered later.

*Example: The ABC CREP Agreement was initially approved on April 1, 2000. Its general purpose is to enhance water quality in the XYZ watershed by reducing soil erosion, nitrogen levels, and other pollutants from entering the XYZ river; reduce the water temperature in the XYZ river; and create wetlands within the XYZ watershed.*

Enter your answer

Next

Page 1 of 10

1. Enter the name of the CREP agreement that the report covers.
2. Enter the reporting year. CREP annual reports are based on the Federal fiscal year. Federal fiscal years are October 1–September 30. Thus, the 2021 reporting year covers the period from October 1, 2020, to September 30, 2021.
3. Enter the purpose of the CREP **as provided in the CREP agreement** and when it was initially approved. Specific, detailed goals (that is, objectives) will be entered later.  
*Example: The ABC CREP agreement was initially approved on April 1, 2000. Its general purpose is to enhance water quality in the XYZ drainage basin by reducing soil erosion, nitrogen levels, and other contaminants from entering the XYZ River, reduce the water temperature in the XYZ River, and create wetlands within the XYZ drainage basin.*

The FSA national office will be entering all acreage cap, enrollment acres, and Federal payment information directly into reports. In this section, please just provide **non-Federal payment and cost-sharing information**.

The screenshot shows a web form titled "CREP Annual Reporting -Part 1" with the USDA logo. It includes a red asterisk icon and the word "Required". The section is titled "NON-FEDERAL FINANCIAL COMMITMENTS".

4. Non-Federal Financial Commitments \*

Enter a description of the non-federal financial commitments [V11] [MK-FSI2] to the CREP for the reporting year, and the source, such as the ABC State Department of Natural Resources, the Save the XYZ River Foundation, the ABC Fish Organization, the ABC County Soil and Water Conservation District, etc., of the non-federal financial funds.

Enter your answer

5. Non-Federal Financial Commitments \*

Enter the total dollar amount (do not enter the "\$" symbol) of the non-federal payments issued for the reporting year:

The value must be a number

6. Non-Federal Financial Commitments Directly to CRP Participants \*

Enter the total dollar amount (do not enter "\$" symbol) of non-federal payments issued during the reporting year paid directly to CRP participants.

The value must be a number

At the bottom, there are "Back" and "Next" buttons, and a progress indicator showing "Page 2 of 10".

4. Enter a description of the non-Federal financial commitments to the CREP for the reporting year and the source of the non-Federal financial funds.  
*Example: The ABC State Department of Natural Resources provides (1) grants to local Conservation Districts in ABC State to provide technical assistance to CREP participants; (2) grants to ABC State Extension for outreach and education; and (3) payments to producers in the form of a one-time "bonus payment," "maintenance and management payment," and (or) an "incentive payment" based on the conservation practice and acreage enrolled.*
5. Enter the total dollar amount (do not enter the "\$" symbol) of the non-Federal payments issued for the reporting year.  
*Example: Enter the total dollar amount paid by ABC State Department of Natural Resources to the Conservation Districts in ABC State and ABC State Extension for the commitments listed in number 4.*

6. Enter the total dollar amount (do not enter “\$” symbol) of non-Federal payments reported previously that were paid directly to Conservation Reserve Program (CRP) participants.

*Example: Enter the total dollar amount paid directly to CRP participants by ABC State Department of Natural Resources for one-time “bonus payments,” “maintenance and management payments,” and (or) “incentive payments.”*

USDA CREP Annual Reporting -Part 1

\* Required

### NON-FEDERAL IN-KIND SUPPORT

Provide total non-Federal in-kind support in this section. A detailed breakdown will be provided in subsequent pages.

Please do not include outreach support activities in this section. Activities regarding outreach will be reported separately later in the report.

**7. Non-Federal In-kind Support \***  
Enter the total dollar value (do not enter the "\$" symbol) of all non-federal in-kind support provided during the reporting year.

The value must be a number

**8. Non-Federal In-Kind Support Directly to CRP Participants \***  
Enter the total dollar value (do not enter the "\$" symbol) of the non-federal in-kind support provided during the reporting year that went directly to CRP participants.

The value must be a number

Back Next Page 3 of 10

7. Enter the total dollar value (do not enter the “\$” symbol) of all non-Federal in-kind support provided during the reporting year.
8. Enter the total dollar value (do not enter the “\$” symbol) of the non-Federal in-kind support reported above that went directly to CRP participants.

**USDA** CREP Annual Reporting -Part 1

\* Required

### NON-FEDERAL IN-KIND SUPPORT – DETAILS

Breakdown of different non-federal in-kind support by type or action. Total dollar value of all specific in-kind support types should equal the dollar value entered above for #16.

**9. Non-Federal In-kind Support #1 \***  
 Enter a description of the first specific type of non-federal in-kind support provided during the reporting year.

Enter your answer

**10. Non-Federal In-kind Support #1 \***  
 Enter the dollar amount (do not enter the "\$" symbol) of non-federal in-kind support #1 provided during the reporting year.

The value must be a number

**11. Were there other types of non-federal in-kind support provided during the reporting year? \***

☐ Yes

☐ No

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9. Enter a description of the first specific type of non-Federal, in-kind support provided during the reporting year.
10. Enter the dollar amount (do not enter the “\$” symbol) of non-Federal in-kind support no. 1 provided during the reporting year. Dollar values provided here and in the next several questions related non-Federal, in-kind support should total to the amount entered above under question 7.
11. Select “Yes” if there were other types of non-Federal in-kind support provided during the reporting year. If you select “Yes,” you will be provided with an additional set of questions identical to questions 9–11. If you select “No” at any time, you will go directly to the section on “Other Non-Federal Commitments or Support.”

**NOTE:** From this point forward in the report, entry numbers seen in the provided screenshots might not match what you see in the report you are completing online.



## OTHER NON-FEDERAL COMMITMENTS OR SUPPORT

### 12. Other Non-Federal Commitments or Support

*Provide a description of any other non-federal contributions or support not covered above provided for the CREP during the reporting year.*

Enter your answer

### 13. Other Non-Federal Commitments or Support

*Enter the total dollar value (do not enter the "\$" symbol) of the other non-federal contributions or support provided during the reporting year.*

The value must be a number

### 14. Other Non-Federal Commitments or Support Directly to CRP Participants

*Enter the dollar value (do not enter the "\$" symbol) of the other non-federal contributions or support provided directly to CRP participants during the reporting year.*

The value must be a number

Back

Next

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12. Provide a description of any other non-Federal contributions or support not covered above provided for the CREP during the reporting year.
13. Enter the total dollar value (do not enter the "\$" symbol) of the other non-Federal contributions or support provided during the reporting year.
14. Enter the dollar value (do not enter the "\$" symbol) of the other non-Federal contributions or support provided directly to CRP participants during the reporting year.

USDA CREP Annual Reporting -Part 1

**IMPORTANT: DO NOT CLICK "SUBMIT" UNTIL PART 1 OF YOUR REPORT IS COMPLETE!**

Thank you for completing Part 1 of the annual report for the CREP Agreement. The annual report is essential to the CREP, and will be used to report to the U.S. Congress and USDA agencies, as appropriate. If there are any materials or information not captured by the report, please email such to Allison Owens at [allison.owens2@usda.gov](mailto:allison.owens2@usda.gov).

CAUTION: ONCE PART 1 OF THE REPORT IS SUBMITTED, YOU WILL NO LONGER HAVE ACCESS TO EDIT OR CHANGE PART 1.

[Back](#) [Submit](#) Page 10 of 10

It is time to submit part 1 of the annual CREP report. As indicated on the report, **Do Not Click "Submit"** until this part of the report is complete. Once you click submit, you will no longer have access to part 1 to edit or change. If you submit by mistake, please contact Allison Owens ([allison.owens2@usda.gov](mailto:allison.owens2@usda.gov)).

USDA CREP Annual Reporting -Part 1

**Thanks!**

Thank you for submitting Part 1 of the annual CREP report. Please continue your submission with Part 2 at the link below:

[https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP\\_hNkhXSao1nbnhUQTZGM0tPVDBWVVBVN05NQ0VJVU0yWFhBRC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP_hNkhXSao1nbnhUQTZGM0tPVDBWVVBVN05NQ0VJVU0yWFhBRC4u)

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After submitting part 1, a link to start part 2 is provided. In case you cannot immediately start part 2, the link also is provided here:

Part 2: [https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP\\_hNkhXSao1nbnhUQTZGM0tPVDBWVVBVN05NQ0VJVU0yWFhBRC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP_hNkhXSao1nbnhUQTZGM0tPVDBWVVBVN05NQ0VJVU0yWFhBRC4u)





## CREP Annual Reporting - Part 2

Complete and submit this form as Part 2 of your annual CREP report. A separate report must be submitted for each CREP Agreement.

\* Required

1. CREP Agreement Name \*

*Enter the name of the CREP agreement that the report covers (enter the same name as in Part 1).*

Enter your answer

2. Reporting Year \*

*Enter "2021."*

The value must be a number

Next

Page 1 of 8

1. Enter the name of the CREP agreement that the report covers (enter the same name as in part 1).
2. Enter the reporting year. CREP annual reports are based on the Federal fiscal year. Federal fiscal years are October 1–September 30. Thus, the 2021 reporting year covers the period from October 1, 2020, to September 30, 2021.



\* Required

### GOALS AND OBJECTIVES OF AGREEMENT

May be referred to as "goals" or "objectives" or something similar in the CREP Agreement. For reporting purposes, they will be referred to as a "goal."

#### 3. Goal 1 \*

Enter the first specific goal of the CREP Agreement, as specified in the CREP Agreement. Enter only one goal. Other goals specified in the CREP Agreement will be entered separately one at a time.

Enter your answer

#### 4. Goal Type \*

Please select the primary purpose of the goal from the list below.

☐ Water Quantity

☐ Water Quality

☐ Habitat

☐ Other

#### 5. Progress Towards Meeting Goal 1 \*

Describe specifically how progress towards achieving the identified Goal 1 is being measured and monitored, and the progress that has achieved in meeting the goal.

Enter your answer

3. Enter the first specific goal of the CREP agreement, **as specified in the CREP agreement**. Enter only one goal. Other goals specified in the CREP agreement will be entered separately one at a time.

*Example: The ABC CREP agreement specifies the following as one of the goals of ABC CREP: "Reduce erosion on cropland of 10,000 tons per year." Enter that specified goal, as provided in ABC CREP agreement, into this item on the report.*

4. Identify if this is a water quantity, water quality, habitat, or other goal. If you select "other," please provide a goal type.
5. Describe specifically how progress towards achieving the identified goal 1 is being measured and monitored, including the source used in determining progress, and the progress that has been achieved in meeting the goal. Please be specific in reporting the progress in achieving the goal; that is, please do not enter "progress being made" or similar nonspecific responses.

*Example: 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.*

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

6. Difficulties - Goal 1  
Enter any difficulties in meeting Goal 1.

Enter your answer

7. Are there additional goals associated with this agreement? \*

☐ Yes

☐ No

Back Next

6. Enter any difficulties in meeting goal 1.
7. Select “Yes” if additional goals are specified in the CREP agreement. If you select “Yes,” you will be provided with an additional set of questions identical to questions 3–7. You have the option of entering as many as five goals by continuing to select “Yes” at the end of each “Goals and Objectives of Agreement” page. If you select “No” at any time, you will go directly to the section on “Field Reviews.” If this CREP agreement has more than 5 goals, a link to part 3, which gives the option of entering as many as 10 additional goals (15 total), will be provided.

USDA CREP Annual Reporting - Part 2

**IMPORTANT: DO NOT CLICK "SUBMIT" UNTIL PART 2 OF YOUR REPORT IS COMPLETE!**

Thank you for completing Part 2 of the annual report for the CREP Agreement. The annual report is essential to the CREP, and will be used to report to the U.S. Congress and USDA agencies, as appropriate. If there are any materials or information not captured by the report, please email such to Allison Owens at [allison.owens2@usda.gov](mailto:allison.owens2@usda.gov).

CAUTION: ONCE PART 2 OF THE REPORT IS SUBMITTED, YOU WILL NO LONGER HAVE ACCESS TO EDIT OR CHANGE PART 2.

[Back](#) [Submit](#) Page 8 of 8

Never give out your password. [Report abuse](#)

It is time to submit part 2 of the annual CREP report. As indicated on the report, **Do Not Click "Submit"** until this part of the report is complete. Once you click submit, you will no longer have access to part 2 to edit or change. If you submit by mistake, please contact Allison Owens ([allison.owens2@usda.gov](mailto:allison.owens2@usda.gov)).

USDA CREP Annual Reporting - Part 2

**Thanks!**

Thank you for submitting Part 2 of the annual CREP report. Please continue your submission with Part 3 at the link below:

[https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP\\_hNkhXSao1nbnhURDJDUUZHMEENDNU1VUE1ROTBTVhBVzZXNS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP_hNkhXSao1nbnhURDJDUUZHMEENDNU1VUE1ROTBTVhBVzZXNS4u)

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After submitting part 2, a link to start part 3 is provided. In case you cannot immediately start part 3, the link also is provided here:

Part 3: [https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP\\_hNkhXSao1nbnhURDJDUUZHMEENDNU1VUE1ROTBTVhBVzZXNS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP_hNkhXSao1nbnhURDJDUUZHMEENDNU1VUE1ROTBTVhBVzZXNS4u)



## CREP Annual Reporting - Part 3

If the CREP has more than 5 goals, please report the requested information on the additional goals in Part 3.

If you submitted all of your goals in Part 2, please continue to Part 4.

Link to Part 4: [https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1G1-dcWfiNP\\_hNkhXSao1nbhUN1JXWjJYVU5CQlhDTIFZQzcwWTZJWVIONi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1G1-dcWfiNP_hNkhXSao1nbhUN1JXWjJYVU5CQlhDTIFZQzcwWTZJWVIONi4u)

\* Required

Please include your CREP Agreement Name and Reporting Year below.

1. CREP Agreement Name \*

*Enter the name of the CREP agreement that the report covers (enter the same name as in Part 1).*

2. Reporting Year \*

*Enter "2021."*

Next

Page 1 of 12

If no additional goals are associated with this CREP agreement, skip part 3 by clicking on the link to part 4 provided at the top of the screen. The link to go directly to part 4 also is provided here:

Part 4: [https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1G1-dcWfiNP\\_hNkhXSao1nbhUN1JXWjJYVU5CQlhDTIFZQzcwWTZJWVIONi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1G1-dcWfiNP_hNkhXSao1nbhUN1JXWjJYVU5CQlhDTIFZQzcwWTZJWVIONi4u)

The instructions for part 4 begin on page 18 of this guide. Otherwise, proceed with completing part 3.

1. Enter the name of the CREP agreement that the report covers (enter the same name as in part 1).
2. Enter the reporting year. CREP annual reports are based on the Federal fiscal year. Federal fiscal years are October 1–September 30. Thus, the 2021 reporting year covers the period from October 1, 2020, to September 30, 2021.



\* Required

### GOALS AND OBJECTIVES OF AGREEMENT

May be referred to as "goals" or "objectives" or something similar in the CREP Agreement. For reporting purposes, they will be referred to as a "goal."

#### 3. Goal 6 \*

Enter the tenth specific goal of the CREP Agreement, as specified in the CREP Agreement. Enter only one goal. Other goals specified in the CREP Agreement will be entered separately one at a time.

Enter your answer

#### 4. Goal Type \*

Please select the primary purpose of the goal from the list below.

☐ Water Quantity

☐ Water Quality

☐ Habitat

☐ Other

#### 5. Progress Towards Meeting Goal 6 \*

Describe specifically how progress towards achieving the identified Goal 6 is being measured and monitored, and the progress that has been achieved in meeting the goal.

Enter your answer

3. Enter the sixth specific goal of the CREP agreement, **as specified in the CREP agreement**. Enter only one goal. Remaining goals specified in the CREP agreement will be entered separately one at a time.  
*Example: The ABC CREP agreement specifies the following as one of the goals of ABC CREP: "Reduce erosion on cropland of 10,000 tons per year." Enter that specified goal, as provided in ABC CREP agreement, into this item on the report.*
4. Identify if this is a water quantity, water quality, habitat, or other goal. If you select "other," please provide a goal type.
5. Describe specifically how progress towards achieving the identified goal 6 is being measured and monitored, including the source used in determining progress, and the progress that has been achieved in meeting the goal. Please be specific in reporting the progress in achieving the goal; that is, please do not enter "progress being made" or similar nonspecific responses.

*Example: 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.*

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

6. Difficulties - Goal 6  
*Enter any difficulties in meeting Goal 6.*

Enter your answer

7. Are there additional goals associated with this agreement? \*

☐ Yes

☐ No

Back Next

6. Enter any difficulties in meeting goal 6.
7. Select “Yes” if additional goals are specified in the CREP agreement. If you select “Yes,” you will be provided with an additional set of questions identical to questions 3–7. You have the option of entering as many as 10 goals in part 3 by continuing to select “Yes” at the end of each “Goals and Objectives of Agreement” page.

The screenshot shows the final step of the CREP Annual Reporting process. At the top, the USDA logo is on the left, and the title "CREP Annual Reporting - Part 3" is on the right. The main content area has a light gray background with a white box containing the following text:

**IMPORTANT: DO NOT CLICK "SUBMIT" UNTIL PART 3 OF YOUR REPORT IS COMPLETE!**

Thank you for completing Part 3 of the annual report for the CREP Agreement. The annual report is essential to the CREP, and will be used to report to the U.S. Congress and USDA agencies, as appropriate. If there are any materials or information not captured by the report, please email such to Allison Owens at [allison.owens2@usda.gov](mailto:allison.owens2@usda.gov)

CAUTION: ONCE PART 3 OF THE REPORT IS SUBMITTED, YOU WILL NO LONGER HAVE ACCESS TO EDIT OR CHANGE PART 3.

At the bottom of the white box are two buttons: a gray "Back" button and a blue "Submit" button. To the right of the "Submit" button is a progress indicator showing "Page 12 of 12" with a blue line representing the progress.

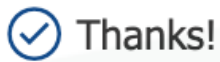
Below the white box, there is a small text line: "Never give out your password. [Report abuse](#)"

It is time to submit part 3 of the annual CREP report. As indicated on the report, **Do Not Click "Submit" until this part of the report is complete. Once you click submit, you will no longer have access to part 3 to edit or change.** If you submit by mistake, please contact Allison Owens ([allison.owens2@usda.gov](mailto:allison.owens2@usda.gov)).





## CREP Annual Reporting - Part 3



Thanks!

Thank you for submitting Part 3 of the annual CREP report. Please continue your submission with Part 4 at the link below:

[https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP\\_hNkhXSao1nbhUN1JXWjJYVU5CQlhDTIFZQzcwWTZJWVIONi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP_hNkhXSao1nbhUN1JXWjJYVU5CQlhDTIFZQzcwWTZJWVIONi4u)

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After submitting part 3, a link to start part 4 is provided. In case you cannot immediately start part 4, the link also is provided here:

Part 4: [https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP\\_hNkhXSao1nbhUN1JXWjJYVU5CQlhDTIFZQzcwWTZJWVIONi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1Gl-dcWfiNP_hNkhXSao1nbhUN1JXWjJYVU5CQlhDTIFZQzcwWTZJWVIONi4u)



## CREP Annual Reporting - Part 4

Complete and submit this form as Part 4 of your annual CREP report. A separate report must be submitted for each CREP Agreement.

\* Required

1. CREP Agreement Name \*

*Enter the name of the CREP agreement that the report covers (enter the same name as in Part 1).*

Enter your answer

2. Reporting Year \*

Enter "2021."

The value must be a number

Next

Page 1 of 5

1. Enter the name of the CREP agreement that the report covers (enter the same name as in part 1).
2. Enter the reporting year. CREP annual reports are based on the Federal fiscal year. Federal fiscal years are October 1–September 30. Thus, the 2021 reporting year covers the period from October 1, 2020, to September 30, 2021.

USDA CREP Annual Reporting - Part 4

\* Required

### FIELD REVIEWS

3. Were field reviews of specific acreages conducted during the reporting year? \*


Select "Yes" if any non-federal field reviews were conducted. If you select "No" you will be directed to the section on "Outreach Activities."

☒ Yes

☐ No

Back Next

3. Select "Yes" if any non-Federal field reviews were completed. If you select "No," you will be directed to the section on "Outreach Activities."

 CREP Annual Reporting - Part 4

\* Required

### FIELD REVIEWS

**4. Field Review Description \***  
*If a field review(s) was performed, a description of the review(s) and the date the review(s) were performed must be reported.*

Enter your answer

**5. Field Review Findings \***  
*If a field review(s) was performed, enter the results of the field review(s) performed.*

Enter your answer

**6. Were Field Review Findings Reported to FSA? \***

☐ Yes

☐ No

Back

Next

4. If a field review(s) was completed, a description of the review(s) and the date the review(s) were completed must be reported.
5. If a field review(s) was completed, enter the results of the field review(s) completed. Please be specific.
6. Please indicate if the findings of any field review(s) were reported to the FSA.

The screenshot shows a web form titled "USDA CREP Annual Reporting - Part 4". The section is "OUTREACH ACTIVITIES". Below the title, there is a paragraph: "If any outreach activities were performed during the reporting year, enter a detailed description of each activity. Up to 6 activities may be reported in this section. If more than 6 outreach activities were performed during the reporting year, they may be entered later in the report under 'additional information.'".

Question 7 is "Outreach Activity 1". It has a text input field with the placeholder "Enter your answer".

Question 8 is "Do you have additional Outreach Activities?". It has two radio button options: "Yes" and "No".

At the bottom, there are three buttons: "Back", "Next" (which is highlighted with a blue border and a dashed top edge), and a progress indicator showing "Page 4 of 5" with a blue progress bar.

7. If any outreach activities were completed during the reporting year, enter a detailed description of each activity.
8. If more than one outreach activity was completed during the reporting year, click "Yes." If not, click "No" to advance to the end of part 4. As many as six outreach activities can be reported in this section. If more than six outreach activities were completed during the reporting year, they may be entered later in the report under "Additional Information."

USDA CREP Annual Reporting - Part 4

**IMPORTANT: DO NOT CLICK "SUBMIT" UNTIL PART 4 OF YOUR REPORT IS COMPLETE!**

Thank you for completing Part 4 of the annual report for the CREP Agreement. The annual report is essential to the CREP, and will be used to report to the U.S. Congress and USDA agencies, as appropriate. If there are any materials or information not captured by the report, please email such to Allison Owens at [allison.owens2@usda.gov](mailto:allison.owens2@usda.gov).

CAUTION: ONCE PART 4 OF THE REPORT IS SUBMITTED, YOU WILL NO LONGER HAVE ACCESS TO EDIT OR CHANGE PART 4.

[Back](#) [Submit](#) Page 5 of 5

Never give out your password. [Report abuse](#)

It is time to submit part 4 of the annual CREP report. As indicated on the report, **Do Not Click “Submit” until this part of the report is complete. Once you click submit, you will no longer have access to part 4 to edit or change.** If you submit by mistake, please contact Allison Owens ([allison.owens2@usda.gov](mailto:allison.owens2@usda.gov)).

USDA CREP Annual Reporting - Part 4

**Thanks!**

Thank you for submitting Part 4 of the annual CREP report. Please continue your submission with Part 5 at the link below:  
[https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1GI-dcWfiNP\\_hNkhXSao1nbhUNkVOUIBZN1dLNjBSVVBNR000TkxJVTRTTi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1GI-dcWfiNP_hNkhXSao1nbhUNkVOUIBZN1dLNjBSVVBNR000TkxJVTRTTi4u)

[Submit another response](#)

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After submitting part 4, a link to start part 5 is provided. In case you cannot immediately start part 5, the link also is provided here:

Part 5: [https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1GI-dcWfiNP\\_hNkhXSao1nbhUNkVOUIBZN1dLNjBSVVBNR000TkxJVTRTTi4u](https://forms.office.com/Pages/ResponsePage.aspx?id=5zZb7e4BvE6GfuA8-g1GI-dcWfiNP_hNkhXSao1nbhUNkVOUIBZN1dLNjBSVVBNR000TkxJVTRTTi4u)



## CREP Annual Reporting - Part 5

Complete and submit this form as Part 5 of your annual CREP report. A separate report must be submitted for each CREP Agreement.

\* Required

1. CREP Agreement Name \*

*Enter the name of the CREP agreement that the report covers (enter the same name as in Part 1).*

Enter your answer

2. Reporting Year \*

*Enter "2021."*

The value must be a number

Next

Page 1 of 6

1. Enter the name of the CREP agreement that the report covers (enter the same name as in part 1).
2. Enter the reporting year. CREP annual reports are based on the Federal fiscal year. Federal fiscal years are October 1–September 30. Thus, the 2021 reporting year covers the period from October 1, 2020, to September 30, 2021.



\* Required

## OTHER INFORMATION

### 3. Success Stories \*

*Please provide an example of at least one success story that occurred during the reporting year.*

Enter your answer

### 4. Challenges

*Describe any challenges that were encountered implementing the CREP agreement during the reporting year.*

Enter your answer

### 5. Future Actions \*

*Describe any proposed future actions that may be taken under the CREP directed towards meeting the purpose and goals of the agreement.*

Enter your answer

3. Please provide an example of at least one success story that occurred during the reporting year. Please be specific.
4. Describe any challenges that were encountered implementing the CREP agreement during the reporting year.
5. Describe any proposed future actions that may be taken under the CREP directed towards meeting the purpose and goals of the agreement. Please be specific because it is important that reports be “future facing.”

### 6. Suggestions for Improvement

*Please provide any suggestions that you have related to improving the implementation of the CREP.*

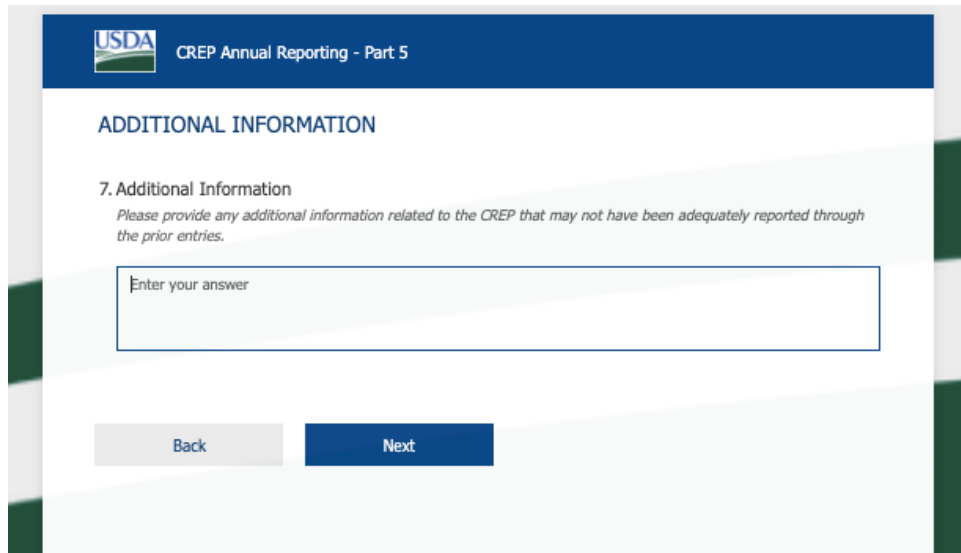
Enter your answer

Back

Next




6. Please provide any suggestions that you have related to improving the implementation of the CREP.



The screenshot shows a web form titled "USDA CREP Annual Reporting - Part 5". The main heading is "ADDITIONAL INFORMATION". Below this, the section is labeled "7. Additional Information" with a sub-instruction: "Please provide any additional information related to the CREP that may not have been adequately reported through the prior entries." There is a large text input box with the placeholder text "Enter your answer". At the bottom of the form, there are two buttons: "Back" (light gray) and "Next" (dark blue).

7. Please provide any additional information related to the CREP that may not have been adequately reported through the prior entries.



CREP Annual Reporting - Part 5

PHOTOS

8. PHOTOS

Photos add to the quality of the annual report and may be submitted for inclusion in the annual report. If submitting photos, please indicate the sections to which the photo(s) are associated. Do not submit more than a total of 8 photos. Submit photos via email to Allison Owens at [allison.owens2@usda.gov](mailto:allison.owens2@usda.gov). Include the CREP Name and the date the annual report was submitted in the email.

☐ Cover Page

☐ Introduction

☐ Purpose

☐ Outreach Activities

☐ Success Stories

☐ Challenges


☐ Future Actions

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Next

Page 4 of 6


8. Photographs add to the quality of the annual report and may be submitted for inclusion in the annual report. If submitting photographs, please indicate the sections to which the photograph(s) are associated. Do not submit more than a total of eight photographs. Submit photographs via email to Allison Owens ([allison.owens2@usda.gov](mailto:allison.owens2@usda.gov)). Include the CREP name and the date the annual report was submitted in the email.

 CREP Annual Reporting - Part 5

\* Required

**FINISH**

**9. Date Report Completed \***  
*Enter the date that the annual report was completed. Select using the provided calendar.*

Please input date in format of M/d/yyyy 

**10. Contact \***  
*Enter the name of the individual that can be contacted about questions related to this annual report.*

Enter your answer

**11. Contact Email \***  
*Provide the email address of the contact person.*

Enter your answer

[Back](#) [Next](#)

9. Enter the date the annual report was completed. Select the date using the provided calendar.
10. Enter the name of the individual who can be contacted about questions related to this annual report.
11. Provide the email address of the contact person.

**IMPORTANT: DO NOT CLICK "SUBMIT" UNTIL YOUR REPORT IS COMPLETE!**

Thank you for completing the annual report for the CREP Agreement. The annual report is essential to the CREP, and will be used to report to the U.S. Congress and USDA agencies, as appropriate. If there are any materials or information not captured by the report, please email such to Allison Owens at [allison.owens2@usda.gov](mailto:allison.owens2@usda.gov).

CAUTION: ONCE THE REPORT IS SUBMITTED, YOU WILL NO LONGER HAVE ACCESS TO EDIT OR CHANGE THE REPORT.

[Back](#) [Submit](#) Page 6 of 6

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It is time to submit part 5 of the annual CREP report. As indicated on the report, **Do Not Click "Submit" until this part of the report is complete. Once you click submit, you will no longer have access to part 5 to edit or change.** If you submit by mistake, please contact Allison Owens ([allison.owens2@usda.gov](mailto:allison.owens2@usda.gov)).

**Thanks!**

Thank you for submitting the annual CREP report. Your report is completed. If you would like to receive a copy of the final report, please submit a request through your State FSA Office, and one will be sent to you.

[Submit another response](#)

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You have completed part 5 of the annual CREP report. If you would like to receive a copy of the full final report, please submit a request through your State FSA Office, and a copy will be sent to you.

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