

CERTIFICATION DOCUMENTATION CHECKLIST

This checklist should be used to verify that the entity application package is complete. Upon a review of this checklist, and associated documentation, the full package should be forwarded to the Director, Easement Programs Division (EPD). All of the requested items are the documents applicable to each transaction.

Entity Name:

Date of Submission:

Cover Letter

- Letter requests certification and outlines the entity's ability to meet FRPP certification requirements.
- Acknowledges entity will adjust procedures to ensure FRPP purposes are met and enforceable.

Application Package

Spreadsheet of 25 Agricultural Conservation easements acquired, managed, and held by the entity. This list must include the 5 most recent FRPP transactions. The list must include the current fee owner, the date the easement was closed, and the date of the last monitoring event. All easements funded through FRPP or FPP should be identified. Upon a review of this spreadsheet, the State must randomly select 5 easements in addition to the 5 most recent FRPP transactions and request the following information:

5 Non-FRPP Projects

- Copy of the Recorded Deed
- Most recent monitoring report for the property

5 Most Recent FRPP Projects

- Cooperative Agreement
- Deed
- Title Report
- Appraisal Report
- Appraisal Technical Review(s)
- Most recent monitoring report
- Related Payment documents (e.g. Form 230, SF-270)

Monitoring and Enforcement

- Written acquisition, monitoring and enforcement policies of the eligible entity.
- Summary of all enforcement actions taken over the last two years.

Non-Governmental Organizations

- Documentation of the existence of a dedicated fund and the amounts set aside in the dedicated fund for monitoring and enforcement. Documentation will include either financial statements or bank records.

NOTE: The fund must have a minimum of \$50,000 for entities that hold 15 or fewer easements and at least \$3,000 for each easement the entity holds over 15.

Optional

- A notarized certification by an authorized official that the eligible entity is a business in good standing and not subject to any pending suspension or debarment action by any accreditation, certification, of funding agency or organization.
- Documentation of accreditation that relates to entity ability to meet certification requirements.

State Conservationist Submission

- State Conservationist has no additional information related to the entity's potential for certification OR
- State Conservationist has additional information on the entity's potential certification and it is attached.

Signature

State Conservationist

Date