

Wyoming NRCS

Farm and Ranch Lands Protection Program

2014 Workbook

This workbook contains information on entity, land and landowner eligibility and includes links to the forms and resources to apply to FRPP.

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General Information

The purpose of the Farm and Ranch Lands Protection Program (FRPP) is to protect agricultural use and related conservation values of eligible land by limiting nonagricultural uses of the land. The program protects valuable farm and ranch lands for future generations by working cooperatively with State, Tribal, and local governments and nongovernmental organizations. State, Tribal, or local governments or nongovernmental organizations must have an active farm and ranch land protection programs and apply to participate in FRPP as eligible entities.

Eligible entities that have pending offers on eligible land to landowners who meet Farm Bill and FRPP program eligibility may submit their proposed parcels to NRCS Wyoming State office continuously throughout the year. The Wyoming State Conservationist establishes cutoff dates after which applications received will be ranked (Please see the WY NRCS website for the cutoff dates for FY 2014). State office staff ranks the proposed applications and the State Conservationist selects parcels for funding. Eligible entities will be contacted by email with the State Conservationist's selection approximately 30 days after the cutoff date.

NRCS enters into cooperative agreements with eligible entities associated with the parcels selected and obligates the NRCS funds for their acquisition after funds are made available by Congress. NRCS refers to eligible entities that have entered into an FRPP cooperative agreement as "cooperating entities." Cooperating entities are responsible for the closing, monitoring and enforcement of the easement and must submit annual monitoring reports to the Wyoming NRCS State Office.



Information for Entities

NRCS works with eligible state, local and non-profit entities who arrange for the purchase of development rights through conservation easements on private lands. The entity must be determined to be eligible before any proposed easements submitted by that entity will be considered.

Entity Eligibility Criteria

Any state or local unit of government, or non-profit organization can apply for FRPP funds by submitting the *Wyoming 2014 FRPP Entity Application* and by demonstrating:

- Commitment to long-term conservation of agricultural lands (organization charter or mission, agricultural land protection policy and date when organization began conserving agricultural lands);
- Ability to acquire, manage, and enforce easements (legal and realty staff or support);
- Sufficient staff dedicated to monitoring and easement stewardship (ratio of total easements held/ number of stewardship staff)

Eligible entities requesting funding must have a Dun and Bradstreet (DUNS) number and must be registered in the System Awards Management (SAM). *Instructions for SAM - DUNS Registration* [Quick Guide for Entities SAM DUNS Registrations.pdf](#)

Complete the Entity Application form with attachments and submit to:

Emily Fife, Easement Remediation Coordinator
USDA/NRCS State Office
PO Box 33124
Casper, Wyoming 82602-5011

Entities will be notified by email of their eligibility status within 30 days of submission. If you have any questions, please contact Emily Fife at 307-233-6774 or 503-801-5009 or by email emily.fife@or.usda.gov.

After Eligibility Determination

Eligible entities may submit applications for up to 50% FRPP funding on eligible parcels with eligible landowners. Entities must complete and sign Form SF-424, "Application for Federal Assistance"; Form SF-424A, "Budget Information - Non-Construction Programs"; Form SF-424B, "Assurances - Non-Construction Programs"; Form SF-1199A, "Direct Deposit Form" and submit the pending offer for each parcel and have the required matching funds in cash at the time of application. Eligible entities will need to demonstrate the availability of entity's matching funds (organization's official balance sheet, bank account statements, governmental entity fund account) for each parcel submitted.

- Form SF-424 [SF424 fillable form.pdf](#)
- Form SF-424A [SF424A fillable form.pdf](#)
- Form SF-424B [SF424B fillable form.pdf](#)
- Form SF-1199A [SF1199-A fillable form.pdf](#)

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Wyoming 2014 FRPP Entity Application

Entity Information

- 1. Entity Name:
- 2. Type of Entity (government, non-profit):
- 3. Mailing Address:
- 4. Phone: 5. Email:
- 6. Tax ID:
- 7. DUNS Number:
- 8. Date registration activated in System for Award Management (SAM):

Entity Eligibility

- 1. Does the applying entity have authority to acquire, manage, or enforce conservation easements? Y N
- 2. Does the applying entity hold more than five conservation easements? Y N
- 3. Does the applying entity have an established farm and ranch land protection program? Y N
- 4. Does the applying entity have established easement terms, title and appraisal standards? Y N
- 5. Does the applying entity have sufficient staff or a stewardship agreement and funds dedicated to stewardship and annual monitoring? Y N

Attachment Checklist: Required information must be attached to this application

- Copy of applying entity’s policy to acquire, manage, and/or enforce agricultural conservation easements
- Total number of easements acquired, held, managed, and/or enforced by the applying entity and number of stewardship/monitoring staff
- Copy of applying entity’s managing documents (articles of incorporation, bylaws etc...)
- Copy of applying entity’s signatory documentation authorizing an individual to sign on its behalf
- Copy of applying entity’s appraisal, survey, and title policies or standards
- Copy of applying entity’s stewardship and monitoring policies
- List of applying entity’s staff with corresponding responsibilities

Signature: Authorized Individual for Cooperating Entity _____

Date Submitted _____

Complete the Entity Application form with attachments and submit to:
Emily Fife, Easement Remediation Coordinator
USDA/NRCS State Office
PO Box 33124, Casper, WY 82602-5011

Information on Land and Landowner Eligibility

The cooperating entity must ensure that both the land and any and all landowners are eligible to participate in FRPP in FY 2014 before submitting an application. The eligibility of the land and the landowner for each proposed easement must be established at the time the application is submitted for potential funding.

Eligible land must:

- Be privately owned;
- Must meet one of the following Land Eligibility Criteria:
 - Criteria 1** - Contain at least 50 percent prime, unique, statewide or locally important farmland, or meet the soils waiver criteria established by the Wyoming State Conservationist

Criteria 2 - Contain historical or archaeological resources

For a parcel to be considered under this criterion, the entity must:

- provide documentation that the historic or archaeological characteristics of the parcel are on or are formally eligible for listing on the National Register of Historic Places or is on the State or Tribal Historic Register.

Criteria 3 - Furthers a state or local farmland protection policy consistent with the purpose of FRPP “to protect agricultural use and related conservation values of eligible land by limiting nonagricultural uses of the land.”

For a parcel to be considered under this criterion, the cooperating entity must:

- provide documentation and background on the state or local policy that is consistent with the purposes of FRPP (evidence of an established policy)
- provide NRCS with their farmland protection program criteria for selecting parcels that address State or local policy (evidence that the entity’s program uses criteria to further State or local policy)
- provide documentation on how the parcel furthers state or local policy and is consistent with the purposes of FRPP (evidence purpose of FRPP is supported by enrolling this parcel)

At the time of application, the eligible entity must identify under which one of the three land eligibility criteria the land is being submitted for enrollment. Note: There is neither minimum soils requirement nor soils waiver needed for Criteria 2 and 3.

- Be subject to a pending offer or option to purchase;
- Contain cropland, grassland, pasture land, or forest land that contribute to the economic viability of an agricultural operation;
- Not include forest land of greater than two-thirds of the easement; and
- Possess on-site and off-site conditions which will allow the easement to be effective in achieving the purposes of the program.

For each proposed easement application, the landowner(s) legal name and contact information must be provided. The landowner(s) must complete a CPA 1200. The landowner(s) must be compliant with Highly Erodible and Wetland Conservation provisions of the 1985 Farm Bill, as amended. A current AD-1026 must be on file with the Farm Service Agency and must be included with the application. The landowner(s) must also complete and file a CCC-933 Average Adjusted Gross Income Certification and if applicable, a CCC-901 Members Information with FSA.



Land and Landowner Eligibility Forms

Cooperating entities should work with landowners to complete and file forms with the local Farm Services Agency.

If the landowner(s) is (are) private individuals:

- CPA-1200 – Conservation Program Application [NRCS-CPA1200 fillable form.pdf](#)
- AD-1026 – Highly Erodible Land Conservation (HELC) & Wetland Conservation (WC) Certification
Each landowner named on the property deed must complete a separate AD1026 form [AD1026 fillable form.pdf](#)
- CCC-931 – Average Adjusted Gross Income (AGI) Certification [link to FY2014 CCC 931 form when available from FSA](#)
Each landowner who will be named on the easement deed must complete the CCC-931 form

If the landowner is a legal entity (trust, limited liability corporation, joint venture, etc.):

- CPA-1200 – Conservation Program Application [NRCS-CPA1200 fillable form.pdf](#)
- AD-1026 – Highly Erodible Land Conservation (HELC) & Wetland Conservation (WC) Certification
The legal entity named on the property deed and each member of the legal entity must complete a separate AD1026 form [AD1026 fillable form.pdf](#)
- CCC-901 – Members Information [CCC901 fillable form.pdf](#)
- CCC-931 – Adjusted Gross Income (AGI) Statement
The legal entity named on the property deed and each member of the legal entity must complete a separate AGI form. [link to FY2014 CCC 931 form when available from FSA](#)

Conservation plans are required on FRPP easements with highly erodible land and are prepared by NRCS at the local field office. Forest management plans are required on all FRPP easements with forest cover on greater than 40 acres or 20 percent of the easement area (whichever is greater). Required conservation and forest management plans and should be in development or completed by easement closing.

Parcel Application

In addition to the above, the entity must include:

- A copy of the signed offer to purchase the easement with parcel legal *Example of Pending Offer to Landowner*
- A listing of funding sources and amounts for each application;
- A current aerial photograph with the easement area and local road network indicated;
- A map of the proposed easement boundary; and
- A completed proposed easement ranking sheet *Wyoming 2014 FRPP Ranking form* [link to WY 2014 FRPP Ranking form when available on WY NRCS site](#)

The maps and ranking sheet shall include only those lands for which the FRPP program funds are requested; not any exception areas located on the farm. The ranking sheet should contain the specific proposed easement details as well as the subsequent score. Details include:

- Percent of prime, unique, and important farmland in the proposed easement;
- Percent of cropland, pastureland, and grassland in the proposed easement;
- Ratio of total acres in the proposed easement to the average farm size in the county;
- Proximity of the proposed easement to other preserved farms, or land;
- Proximity of the proposed easement to other agricultural operations and infrastructure

Complete the Parcel Application form for each parcel with attachments and submit to:

Emily Fife, Easement Remediation Coordinator
 USDA/NRCS State Office
 PO Box 33124
 Casper, Wyoming 82602-5011

Wyoming 2014 FRPP Parcel Application

Landowner Information

1. Landowner Name(s):
2. Mailing Address:
3. Phone:
4. Email:
5. Tax ID(s):
6. Landowner(s) determined HEL and WC compliant and AGI eligible by FSA for FY 2014? Y N
7. Name(s) that will be on the conservation easement deed:

Parcel Information:

1. FRPP Land Eligibility Criteria (select one):
 - Soils
 - Historical/Archaeological Resources
 - Further State or Local Policy
2. Parcel Address (if different from above):
3. Parcel Data:

Total Offered Acres:	Percent Impervious Surface:
Prime Farmland Acres:	Percent Prime of Total Offered Acres:
Statewide Farmland Acres:	Percent Statewide of Total Offered Acres:
Forested Wetland Acres:	
Non-Wetland Forested Acres:	Percent Forested of Total Offered Acres:
Non-Forested Wetland Acres:	
4. Does the offered easement area have a forest management plan in place? Y N N/A
5. Does the current landowner control the subsurface mineral rights? Y N
 - If not, who owns the subsurface mineral rights?
6. Does the property have any liens from creditors? Y N
7. Does the landowner desire to subdivide the easement? Y N
8. Does the landowner desire to construct additional residences on the easement? Y N
9. Does the landowner agree to allow NRCS staff to inspect the property prior to closing? Y N

Wyoming 2014 FRPP Parcel Application
Attachment Checklist

Attachments – Required additional information must be submitted with this application

- Completed Form CCC-1200 Conservation Program Application
- Copy of Form AD-1026, Highly Erodible Land/Wetland Conservation Certification filed with FSA
- Copy of Form CCC-931, Average Adjusted Gross Income Certification filed with FSA
- If the landowner is an entity, copy of CCC-901 Members Information
- Written offer to purchase the easement signed by landowner and cooperating entity
- Copy of Form "Landowner Interview Worksheet & Estimate of Matching Funds & Stewardship Fees"
- Documentation from cooperating entity demonstrating the availability and source(s) of matching funds
- A current aerial photograph with the easement area and local road network indicated
- Map displaying easement area and units of prime, unique and/or statewide important soil units of offered parcel
- Map displaying easement area and cropland, grazingland, forestland, non-forested wetland and forested wetland areas of offered parcel with acreage identified for each
- Proximity map of protected parcels within one mile of offered parcel
- Proximity map of agricultural parcels within one mile of offered parcel
- If applicable, a copy of the signed HEL Conservation Plan and/or Forest Management Plan
- Documentation of National or State Register status if applying under Historical/Archaeological Resources SF 424, 424a, 424b
- Copy of state or local policy applicable if applying under Furthers State Policy Eligibility Criteria
- Documentation of Percent Impervious Surface of offered parcel
- Current deed of ownership of the offered parcel
- Copy of documentation if ownership of the subsurface rights of the offered parcel
- Statement or description of the following: Accessibility to agricultural markets, on-or-off farm infrastructure and other support systems, pressure from non-ag development, level of threat from urban development

Signature: Authorized Individual for Cooperating Entity _____

Date Submitted _____

Complete the Parcel Application form for each parcel with attachments and submit to:

Emily Fife, Easement Remediation Coordinator
USDA/NRCS State Office
PO Box 33124
Casper, Wyoming 82602-5011



FRPP Timeline

After a Parcel Application is received -

2 - 5 Weeks: Application and eligibility review will begin immediately after sign-up begins. Entities may continue to update their applications and submit additional materials up until the ranking cutoff date. Applicants may be contacted by NRCS with requests for clarification or additional information.

5 - 6 Weeks: Applications are ranked and entities will be notified of funding decisions via letter after each ranking period. As part of the ranking and eligibility process, NRCS will complete a pre-acquisition database search for hazardous materials on or near the proposed easement. In addition, NRCS will conduct an on-site visit to determine the condition of the land. NRCS will also interview the landowner to ensure that all FRPP requirements are understood and that any information collected is accurate and complete.

6 - 10 Weeks: Once selections are made the entity and NRCS work toward creating a cooperative agreement or executing an amendment to an existing cooperative agreement. See *FY2014 Cooperative Agreement template* [link to FY2014 Cooperative Agreement template when available on WY NRCS site](#)

10 - 40 Weeks: The cooperating entity and NRCS work toward securing a closing by reviewing title work, securing title insurance, reviewing appraisal and reviewing final deed language

Note: Reviewing/clearing title is the most lengthy and crucial part of acquiring FRPP easements and ensuring clean title can be achieved. The earlier in the process you have a full title search completed and start working on the encumbrances getting either subordinated, released, removed or modified to satisfy the integrity to the proposed conservation easement the faster the process will work.

Reviewing and revising appraisals can be very lengthy if the appraisal has an unsatisfactory review. Do not obtain the services of an appraiser without clearly defining what is needed to meet FRPP requirements. An unsatisfactory appraisal could cost a considerable amount of money and time to have redone. See *FRPP Specifications for Appraisals* [519.102 Specifications for Appraisals.pdf](#)

40 - 52 Weeks: After setting the closing date the entity either closes the easement with NRCS reimbursing after closing as method of payment; or submits a request for advancement of funds to be sent to closing agent. See *FRPP Closing Agent Requirements* [519.112 Closing Agent Requirements.pdf](#)

52 - 65 Weeks: After closing entity and NRCS receive copies of all settlement statements, copy of recorded deed, copy of all other curative documents required at closing (subordinations, releases etc.).

65 - 70 Weeks: NRCS issues a confirmation letter to the entity and landowner that the easement has been officially accepted and reminds the entities that annual monitoring reports are required.



Forms and Resources

Below is a list of forms and resources for quick reference. Please click on the links below to download forms and information.

A. Forms and Information for Entity Application

WY NRCS 2014 FRPP Entity Application

Instructions for SAM - DUNS Registration [Quick Guide for Entities SAM DUNS Registrations.pdf](#)

B. Forms for Eligible Entities

Form SF-424 [SF424 fillable form.pdf](#)

Form SF-424A [SF424A fillable form.pdf](#)

Form SF-424B [SF424B fillable form.pdf](#)

Form SF-1199A [SF1199-A fillable form.pdf](#)

C. Forms for Parcel Application

CCC-901 fillable form [CCC901 fillable form.pdf](#)

CCC-931 fillable form [link to FY2014 CCC 931 form when available from FSA](#)

CPA-1200 fillable form [NRCS-CPA1200 fillable form.pdf](#)

AD-1026 fillable form [AD1026 fillable form.pdf](#)

WY NRCS 2014 FRPP Parcel Application

WY NRCS 2014 FRPP Ranking form [link to WY 2014 FRPP Ranking form when available on WY NRCS site](#)

[Example of Pending Offer to Landowner](#)

D. Resources for Cooperating Entities

NRCS Form Copy of Form "[Landowner Interview Worksheet & Estimate of Matching Funds & Stewardship Fees](#)"

FRPP Specifications for Appraisals [519.102 Specifications for Appraisals.pdf](#)

FRPP Closing Agent Requirements [519.112 Closing Agent Requirements.pdf](#)

FY2014 Cooperative Agreement template [link to FY2014 Cooperative Agreement template when available on WY NRCS site](#)

Additional Resources:

Link to National FRPP website [National FRPP website](#)

Link to FRPP Manual [Conservation Programs Title 440 Part 519 FRPP Manual](#)