

Checklist of Items for Closing

The following list is provided to facilitate the closing process and for your convenience.

<p>Immediately subsequent to cooperative agreement signature</p>	<ul style="list-style-type: none"> • Submit to NRCS and the USDA Office of the General Counsel (OGC) a copy of the template or transaction specific easement document for review as to form and content. • Notify NRCS if payment is to be made at closing or on a reimbursable basis. If funds are made at closing, inform NRCS at least 60 days prior to closing. • Submit to NRCS an appraisal, not more than a year old at the time of closing. The appraisal must conform to the Uniform Appraisal Standards for Federal Land Acquisitions.
<p>Only if you want funds @ closing</p>	<p>Submit to NRCS the closing agent name, address, phone number and fax number. An electronic fund transfer account needs to be established for the closing agent. This can take up to six weeks and needs to be started well ahead of the anticipated closing date.</p> <p>Also, NRCS issues a copy of the closing agent requirements, Exhibit E of CPM, Part 519 to the cooperating entity. The cooperating entity provides a copy of the instructions to the closing agent. The closing agent certifies to the cooperating entity that it meets these requirements and cc's the NRCS State Office.</p>
<p>Need before NRCS/OGC can transmit Preliminary Title Opinion authorizing closing on FRPP-funded transaction</p>	<p>Submit to NRCS:</p> <ul style="list-style-type: none"> • A copy of the AD-1026 (Highly Erodible Land (HELIC) and Wetland Conservation (WC) Certification Form) on file with the FSA County Office. • A copy of the Baseline Documentation Report to NRCS • CCC-526 (Payment Eligibility Adjusted Gross Income Certification) • Signed Conservation Plan • Title Commitment for title review by NRCS and OGC.
<p>Request from NRCS prior to closing</p>	<p>Request notarized NRCS Acceptance Form to be recorded as part of conservation easement deed .</p>
<p>Need before NRCS can make payment</p>	<p>Submit to NRCS:</p> <ul style="list-style-type: none"> • Submit SF-270 (Request for Advance or Reimbursement). The format for submission varies depending on whether the payment is issued at closing, or on a reimbursable basis. Contact NRCS for an example of how the form is to be filed. • A copy of recorded deed and baseline documentation • Final Title Policy on an US ALTA 9/28/1991 Form and that the policy identifies as the insured, in its status as co-grantee, the “United States, by and through the Secretary of Agriculture, its successors and assigns.” • CPA-230 (Confirmation of Matching Funds) • The landowner name, address, and social security number or tax identification number
<p>After receipt of NRCS payment</p>	<p>Annually submit monitoring and easement review report</p>