United States Department of Agriculture

NRCS

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KANSAS BULLETIN NO. KS300-12-22

SUBJECT: LTP–Wetlands Reserve Program Application Packets and Application Acceptance Procedure

Purpose. To provide guidance regarding Wetlands Reserve Program (WRP) application packet material and procedure for application submission

Expiration Date. September 30, 2013

The WRP allows for a continuous application process and, as such, applications should be submitted to the state office promptly throughout the year. Applications will be approved for funding throughout the fiscal year (FY) as long as funds are available and the ranking worksheet score is 50 points or greater. Unfunded applications may be deferred to the next FY upon verification from landowner. A large pool of eligible applications is critical for a successful WRP program. District conservationists are encouraged to make special efforts in promoting WRP in your counties.

Accepting applications remains the responsibility of field office (FO) staff. The following is a three-step procedure FOs should follow to submit a WRP application.

1. **Provide landowner with program information**
   When a landowner expresses an interest in the WRP, FOs shall provide the following information materials that are available electronically as printable documents.
   - WRP Fact Sheet (attachment 1)
   - A sample Form AD-1158, Subordination Agreement and Limited Lien Waiver
   - Form NRCS-CPA-1200, Conservation Program Application
   - WRP Application Questionnaire
   - A sample NRCS-CPA-31, Agreement For The Purchase Of Conservation Easement
   - A sample NRCS-CPA-30, Warranty Easement Deed
   - Current WRP Geographical Area Rate Cap county rates

After reviewing the information materials provided, if the landowner indicates an interest to continue in the program and/or wants a determination as to whether their land is eligible for the WRP, FOs shall assist the landowner by completing the following application acceptance procedure.

2. **WRP application acceptance procedure**
   - Obtain a fully completed and signed application (Form NRCS-CPA-1200) from the landowner(s) and the WRP application questionnaire. All landowners listed on the land deed will need to sign the NRCS-CPA-1200. Item A on the NRCS-CPA-1200 requires entities with an Employee Identification Number to have a Dun & Bradstreet Data Universal Numbering System (DUNS) number and current registration in the Central Contractor Registration (CCR) database in order to receive a payment. Instructions on obtaining DUNS number and registering with CCR are provided on Attachment 1.
   - Obtain a copy of the land ownership deed from the applicant.

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DIST: A, F, S, Thurlow

- Determine land ownership. If not owned for seven years at the time of application, inform landowner of ineligibility unless waiver request and documentation is submitted (see Bulletin KS-300-12-21).
- Determine landowner(s) or entity eligibility for highly erodible land conservation and wetland conservation (HELC/WC) and adjusted gross income (AGI) provisions of the Farm Bill. All landowners that are listed on the land ownership deed will need to have this eligibility determined. In addition, all members of an entity are required to have HELC/WC and AGI eligibility determined. Form CCC-931, Average Adjusted Gross Income Certification and Consent to Disclosure of Tax Information, is to be used to gather this eligibility determination. Once Form CCC-931 is completed it should be provided to the Farm Service Agency (FSA)
  a. If the landowner is an entity:
     (1) Acquire copy of Form CCC-901, Member's Information, for the entity from the FSA, which indicates the percent share ownership for each member.
     (2) Secure legal documents from applicant for the entity (i.e., Articles of Incorporation, Trust papers, Limited Liability Company papers) indicating person(s) who have authority to sign contractual documents on behalf of the entity.
- Create a WRP Customer Service Toolkit (CST) customer file that has a unique identification for WRP. Refer to Toolkit Task Guide #45 for additional guidance.
- Develop a WRP easement boundary area shapefile with the proposed easement boundary in CST with assistance from the landowner. Toolkit Task Guide #45 provides guidance for developing a WRP easement boundary layer. In addition to the identified easement boundary, the map should identify the route for ingress/egress from the nearest public road. If the proposed easement boundary is adjacent to a public road, identify the location of the field access or access point on the map. Map should also provide road names and acres in offer area.
- Print a hard copy of the easement boundary area map.

3. **Submitting the application packet**

   Once the application acceptance procedure is complete, **FO staff should assemble an application packet and forward it, through the area office,** to the assistant state conservationist for water resources (ASTC-WR). The packet should include:
   - Original application Form NRCS-CPA-1200 signed by all landowner(s)
   - 7-year ownership waiver request letter (if applicable)
   - Completed and signed WRP Application Questionnaire
   - Copy of land ownership deed
   - Subsidiary printout report for HELC/WC and AGI for legal landowner(s) and members of an entity
   - Entity legal documents (if applicable)
   - Copy of Form CCC-901 (if applicable)
   - Hard copy of the proposed easement boundary area map
   - Application packet cover memo that is fillable using the tab key (Attachment 2)

Once the ASTC-WR receives the application packet(s), the Easement Programs Team (EPT) will conduct a preliminary review of eligibility. Upon determination of eligibility for the landowner(s) and completion of a preliminary title search and environmental records review, the EPT will schedule a field visit with the landowner(s). Field and area staff will be notified of scheduled field visits along with copies of correspondence initiated by the EPT.

Contact: Jeffrey L. Gross, Assistant State Conservationist, at 785-823-4550, or jeff.gross@ks.usda.gov, or Lynn E. Thurlow, Soil Conservationist, 785-823-4548, or lynn.thurlow@usda.gov

(Signed) GAYE L. BENFER, ACTING FOR

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