

Checklist for Reviewing Grassland Reserve Program Plans						
The official contract folder is maintained in the State Office						
Field Office		Planner				
Participant Name		Reviewer			Date	
Item	Question	Yes	No	N/A	Comments	
1	Form AD-1153, Application for Long-Term Contracted Assistance, signed by the owner or tenant. Note: For easements, names on the Form AD-1153 must match those on deed exactly.					
2	Copy of the current land deed (for easement applicants).					
3	Ranking worksheet 1) Field check: Answers on ranking form match the quality/condition of the application acreage. 2) Copy of ranking worksheet.					
4	Landowner eligibility documents as required by GRP Policy (USDA DM9500-012, Chapter 3, Part 1, Section 7 a,b,c,d). Note: Form CCC-931 is to be used for adjusted gross income (AGI) certification.					
5	Articles of Incorporation, Trust Agreement, Power of Attorney (POA), etc., if applicable. NOTE: Must be an unlimited POA. Farm Service Agency (FSA) POA will not be sufficient (easements only).					
6	Current (for the time) Form NRCS-CPA-52, Environmental Evaluation Worksheet, is properly completed and preparer has proper authority.					
7	Conservation Easement Deed (copy of recorded deed or rental agreement contract).					
8	GRP Management plan in the file.					

Item	Question	Yes	No	N/A	Comments
9	Conservation Plan and associated plan map.				
10	Conservation plan practices in customer toolkit and recorded in Performance Results System (PRS).				
11	Final Restoration Plan and map (if applicable).				
12	Completed status reviews and landowner verification.				