

**GRASSLAND RESERVE PROGRAM**  
**FISCAL YEAR 2012 APPLICATION PACKET CHECKLIST**

1. For all new easement applications, the field office (FO) must send the following documents to the Natural Resources Conservation Service (NRCS) state office (SO) no later than close of business (COB) **February 10, 2012**:
  - Form AD-1153 signed by the landowner and district conservationist or supervisory district conservationist
    - Power of Attorney can be used provided it allows for the Grassland Reserve Program (GRP) or “all programs”—if a POA is used, a copy is to be included in the application packet
    - Field A: GRP
    - Field 3: offered acres, Section-Township-Range, farm and tract numbers if known
    - Field 9: 30-year easements and 30-year contracts are no longer options
  - Easement plan map
    - Proposed easement boundaries must be identified
    - Legal description of the proposed GRP easement area
    - Easement acres
    - Ingress/egress to the proposed easement area
  - Copy of the landownership deed
  - Subsidiary printout report for adjusted gross income and highly erodible land/wetland conservation determination
2. If an application is approved for funding, the FO must send the above listed documents as well as the following documents to the SO no later than COB **February 10, 2012**:
  - Form AD-1154, Long-Term Agreement, if applicable
  - Any documents associated with a legal entity (e.g., trust agreement, articles of incorporation), if applicable
    - Identify ownership type and include ownership documents
      - Individual
      - Trust—copies of all applicable trusts
      - Limited Liability Corporation (LLC)—LLC agreement
      - Limited Partnership—partnership agreement
      - Corporation—corporate documents indicating who can enter into GRP with the NRCS
    - Note: a Dun and Bradstreet Data Universal Numbering System (DUNS) number and current registration in the Central Contractor Registration (CCR) database are required for receiving payments under an Employer Identification Number (EIN).
  - Forms CCC-901 or CCC-902, if applicable
  - Form CCC-505, Base Reduction Certification—when no base acres exist, Farm Service Agency County director acknowledgement (email or written) of no base acres may be sent in lieu of Form CCC-505