

2013 Grassland Reserve Program – Easement Application Flow Chart

www.or.nrcs.usda.gov/programs/grp/

Step 1

The following constitutes a complete application package submitted by the landowner:

- Conservation Program Application ([NRCS-CPA-1200](#))
- Average Adjusted Gross Income and Consent Disclosure of Tax Information ([CCC-931](#))
- Highly Erodible Land Conservation and Wetland Conservation Certification ([AD-1026](#))
- Direct Deposit ([SF-1199A](#))
- Member's Information ([CCC-901](#)) (*only if applying as legal entity)
- DUNS # (only if entity applying with EIN)
- Adjusted Gross Income Waiver Request (*only if landowner income > \$1,000,000)
- Maps- showing total ownership and GRP area for consideration
- Ownership Deed

Step 2

NRCS determines landowner eligibility and files necessary waivers, title searches, and hazardous substances record search (AAI)

If ineligible- STOP.
NRCS notifies ineligible applicants

Step 3

NRCS contacts landowner to schedule on site visit to develop the following:

- Preliminary Land Eligibility
- Proposed Easement Boundary
- Preliminary Certificate of Inspection and Possession
- Hazardous Substances Checklist
- NEPA Evaluation
- Ranking using Ranking Sheet
- Grazing Management Plan (required if livestock present or planned)

If ineligible- STOP.
NRCS notifies ineligible applicants

Step 4

NRCS contacts landowners to schedule final meeting to discuss the following:

- GRP Easement Deed
- Easement Compensation (\$)
- Ranking Score
- Grazing Management Plan (required if livestock present or planned)

If landowner is unsatisfied – STOP
Landowner must decide whether to formally defer or withdraw

Step 5

NRCS makes selections based on ranking scores and available funds.

If unfunded, eligible applicants receive deferral letter at the end of fiscal year.

Step 6

If selected, landowner reviews NRCS offer and Agreement to Purchase (ATP) document.

Step 7

Landowner accepts offer and signs ATP. State Conservationist obligates acquisition funds and NRCS has 12 months from date of signature to close on easement.

If landowner rejects offer - STOP
Landowner must formally defer or withdraw

NRCS—HELPING PEOPLE HELP THE LAND.

THE NATURAL RESOURCES CONSERVATION SERVICE PROVIDES LEADERSHIP IN A PARTNERSHIP EFFORT TO HELP PEOPLE CONSERVE, MAINTAIN, AND IMPROVE OUR NATURAL RESOURCES AND ENVIRONMENT.

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