



Parcel Workbook(s)

Complete a separate workbook for each parcel submitted

2008 Farm Bill Farm and Ranch Lands Protection Program

2013 Fiscal Year

This document is in the form of a fill-able workbook. Completing this entire document is one of the required items for all parcels with applications for federal easements under the Natural Resources Conservation Service (NRCS) New Hampshire Farm and Ranch Lands Protection Program (FRPP).

Applications can be mailed or hand delivered to the NRCS State Office. One original copy of all application documents is required.

FRPP applications are accepted on a continuing basis throughout each fiscal year for the life of the 2008 Farm Bill. Monthly, the eligible, cleared applications will be batched and ranked. Dollars will be obligated to top ranking projects as funding becomes available. The applications that do not rank high enough will retain their ranking score and be automatically reconsidered in the next month's ranking. Applications will be ranked only once during each fiscal year. Once an application is ranked it retains that ranking score for the entire Fiscal Year. If the Landowners or Entities revise and resubmit their application within the same fiscal year in order to improve their ranking score, their revised application will not be re-ranked or reconsidered for funding until the subsequent fiscal year.

Applications may be mailed or hand-delivered to:

Attention: FRPP Easements Staff
USDA – NRCS
Federal Building
2 Madbury Road
Durham, NH 03824
(603) 868-7581

If you have any questions in regard to this parcel workbook, please contact the NH NRCS Easement Programs Staff:

Ryan DuBois, FRPP Legal Instruments Examiner (603) 868-9931 ext 124
Sue Knight, Program Specialist (603) 868-9931 ext 118
Deb Weymouth, Assistant State Conservationist - Programs (603) 868-9931 ext 102

2008 Farm Bill

New Hampshire FRPP Parcel Proposal Workbook

In order for an application to be eligible for ranking the following must be completed, submitted and **cleared**:

Landowner Eligibility, CPA-1200, Parcel Workbook and all outlined required attachments, Entity Workbook, Written Pending Offer, Confirmation of Entity's Matching Funds, SF-1199A form (for Entity).

If an application is submitted prior to the monthly ranking but any of that application's components have not cleared by the ranking date, that application's ranking will be deferred until all application components have cleared.

Parcel/Farm Name: _____

Date Submitted to NRCS: _____

Estimated closing/completion date: _____

(Must be completed within 18 months from the end of the fiscal year in which the cooperative agreement is signed. Government fiscal years run from October 1st to September 30th)

- Part 1: Landowner Eligibility Documentation
- Part 2: Contact Information for the Easement Parcel
- Part 3: Parcel Information
- Part 4: Easement Value and Funding Request
- Part 5: Qualifying Criteria Attachments
- Part 6: Required Attachments
- Part 7: Additional Attachments
- Part 8: Important Questions
- Part 9: Additional Mandatory Program Requirements (FYI)
- Part 10: Certification Statements
- Appendix A: 2008 Farm Bill FRPP Manual Table for Calculating Federal and Entity Shares of the Easement Purchase Price

FRPP qualifying factors

(Please check all that apply)

- Soils**
(see Part 3 and Part 6 of this workbook)
- Historical Cultural Resources**
(see Part 6 of this workbook)
- State Special Initiative**
(see Part 6 of this workbook)

-  -Questions with a **flower** indicate one of the three **qualifying** criteria for the FRPP program.
-  -Questions with a **three stars** indicate the questions or items that are required for program **eligibility**.
-  -Questions with a **star in a circle** indicate information that will be utilized on the **ranking** sheet.

Part 1: Landowner Eligibility Documentation

Prior to being ranked the landowner(s) must ensure the following eligibility documentation is completed and submitted to the Natural Resources Conservation Service (NRCS) for review. Upon approval of the documents, NRCS will send the forms to the Farm Services Agency (FSA). All of the landowner eligibility documents need to clear the FSA system prior to the monthly ranking in order to be considered for that round. Applications for landowners whose eligibility documents have not cleared through the FSA will continue to be processed and will be ranked in the next ranking round, once cleared.

A. Landowner Name(s): _____

B. Address(s) (Town, State, Zip):

C. Phone (s): _____ Email(s) _____

**** Eligibility Documents:** Individuals and entities (such as Trusts or Limited Liability Corporations) will complete different forms in different ways, depending upon how land ownership is documented in the deed (ex: Trust, LLC, etc.). Please refer to the following link below to determine which forms need to be completed for your respective land ownership category. Be sure to utilize the most up-to-date versions of the forms from NH-NRCS FRPP website.

Please contact Ian Rodgers with any questions regarding the completion of these forms at (603) 868-9931 ext. 104. http://www.nh.nrcs.usda.gov/programs/Eligibility_Guidance.html

D. Form AD-1026 – Compliance with Highly Erodible Land & Wetland Conservation Provisions. Payment eligibility requires participants and affiliates to file an AD-1026 to develop and use conservation systems on highly erodible land that are planted to annually tilled crops and to be in compliance with wetland provisions of the 1985 Food Security Act (and subsequent updates). FSA maintains these records.

Attached

E. Form CCC-931 – Compliance with Average Adjusted Gross Income (AGI) Requirements and Consent to Disclosure of Tax Information

Each individual or entity (such as a Trust or Limited Liability Corporations) that requests program benefits must self-certify their average adjusted gross income for the 3 taxable years preceding the year for which benefits are requested. The CCC-931 form is fiscal year specific. If you applied in preceding years, you will need to file a new form with current information for the fiscal year in which you are applying.

Attached

F. Form CCC-901 – Member’s Information. A CCC-901 must be completed and on file for all entity applicants (a trust, LLC, corporation, etc). A CCC-901 is not required when the land is owned by individuals (such as a husband and wife). Each member’s name, full Social Security or employer identification number, address, percentage share of ownership, and signature authority must be provided.

Attached N/A

NOTE: All cooperating entities must have a valid Dun & Bradstreet Data Universal Numbering System (DUNS) number and an active registration with the Central Contractor Registration (CCR) prior to submitting the application. **In addition, any landowner that is**

required to fill out a CCC-901 and has an EIN for a tax ID number will need to acquire a DUNS number and register with the CCR prior to submitting an application.

*DUNS numbers can be obtained either on the internet or over the phone. For internet access, go to <http://fedgov.dnb.com/webform> and follow the link "Click Here to request your DUNS number via the web." To obtain a DUNS number over the phone, call the Dun & Bradstreet Government Customer Response Center at 1-866-705-5711. Once you have received your DUNS number you can then begin the SAM registration process. For a DUNS user guide, go to www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf

Part 2: Contact Information for the Easement Parcel

A. Parcel Name: _____

B. Parcel Location, Town, State, Zip: _____

County: _____

C. Landowner Point of Contact (LPC): _____

Please provide the following information if the Landowner Point of Contact's (LPC) information is not listed in Part 1. A, B and C of this parcel workbook.

D. LPC Mailing Address: _____

E. LPC Town, State, Zip _____

F. LPC Phone: _____ Email: _____

Part 3: Parcel information

Use the FRPP Calculator, on our website at <http://www.nh.nrcs.usda.gov/programs/FRPPflowchart.html>, under Step 1, to complete the table below. Fill in the white cells in the order that they appear A-T. If there are no acres for a particular category for your parcel put a zero (0).

	Easement Acres	Percentage of Easement
A. Total Easement Acres		
Soils Information		
★ B. Total Prime Soil		
★ C. Total Statewide Important		
★ D. Total Local Important		
★ E. Total Unique		
★ F. Total Important Soils (Min of 50%)		
Forestland and Wetland Information		
* G. Total Forested Acres (MAX of 66%)		
H. Forested Wetland		
I. Non- Wetland Forested		
J. Non – Forested Wetland		
K. Forest management plan required?		
Land Cover Type		
L. Cropland		
M. Pastureland		
N. Hayland		
★ O. Rangeland		
P. The sum of all cover types listed above		
Impervious Surface		

R. Current impervious surface area on		
S. Total allowable impervious surface area		
T. Allowable Impervious surface area		

Part 4. Easement Value and Funding Request

Use the FRPP Calculator, on our website at <http://www.nh.nrcs.usda.gov/programs/FRPPflowchart.html>, under Step 1, to complete the table below. Fill in the white cells in the order that they appear A-G. If there is no landowner donation or stewardship fees please put \$0.00 as a place holder.

	Dollars	Percentage of FMV	Percentage of Purchase Price
A. Estimated Purchase Price			
B. Estimated Fair Market Value (FMV)			
C. Estimated Landowner Donation			
D. Estimated Cooperating Entity Contribution			
E. Estimated Federal Contribution			
F. Date of Estimated FMV			
G. Estimated stewardship fee to be paid by landowner (if applicable)			

- ★ H. Is the entity able to leverage more than 50% of estimated Fair Market Value in matching cash funds at the time of application? Yes No
 - If yes, how much _____%

- ★ Was the Estimated Fair Market Value based on an appraisal? Yes No

If yes, attach a copy and indicate the appraisal type:

- Full
- Summary
- Opinion of Value or an Appraisal Consulting Assignment (subject to USPAP regulations for the development and reporting of real property appraisal consulting).

**Appraisals are not required for determining the estimated value or easement purchase price, however summary appraisals are recommended to establish Fair Market Value.

Part 5: Qualifying Criteria Attachments

Please attach the following applicable qualifying criteria information to this workbook. Only one of the three qualifying criteria below is required for the parcel to be eligible for FRPP. All three (3) criteria below, if applicable to the parcel, can be used for ranking purposes. If your parcel qualifies under more than one qualifying criteria, please provide the documentation to ensure that all ranking points will be awarded. Please label each item as Part 5.A, Part 5.B, etc.

★ A. **Soils**

Map and table of the prime, unique, statewide and locally important soils on the parcel. Maps and tables should be clear and legible so the NRCS employee who conducts the ranking can calculate the number of acres of each soil type within the proposed easement boundary. If exclusion areas exist adjacent to the proposed FRPP easement boundaries, they must be clearly delineated on the attached soils map and cannot be included in the calculation of eligible soils.

 **B. Historical Cultural Resources**

Provide documentation that demonstrates the historic or archaeological resources on the property. The documentation needs to show that the sites are listed, were formerly listed, or were determined eligible for listing in the national or state register of historic places. Be sure to provide the book number, page number and date of each listing.

 **C. State Special Initiative**

If your parcel lies within the boundaries of one of the following targeted state initiative areas it will be eligible for FRPP: Quabbin to Cardigan, Upper Ammonoosuc and Israel Watersheds, Connecticut River, Merrimack River, Saco River, or Great Bay/Salmon Falls focus areas. Determination to be made by NRCS based upon the location of the parcel on the aerial map provided to NRCS.

Part 6. Required Attachments

Please attach the following to this workbook. Please label each item as Part 6.A, Part 6.B, etc. and be sure that all maps include a map scale and north arrow.

-  **A.** Aerial Map showing the proposed easement boundaries. If specific areas of the land, owned in fee, by the landowners (such as an area around an existing residential house) are going to be excluded (termed an exclusion area) from the proposed FRPP easement, these exclusion areas must be clearly delineated on the map and be excluded from the calculations of total easement area and the important soils calculations .
-  **B.** Copy of the most recent ownership deed(s) demonstrating that the land is privately owned.
-  **C.** CPA-1200: Application for all Farm Bill Programs offered by NRCS. For instructions on filling out the form refer to link below "Instruction sheet for filling out CPA-1200" at the following link: <http://www.nh.nrcs.usda.gov/programs/FRPPflowchart.html> in step 1, bullet 1.

Part 7. Additional Attachments

Please attach the following to this workbook. Some of the criteria listed below will be used to calculate the parcel ranking score; these criteria are labeled with a star in a circle. Please label each item as Part 7.A, Part 7.B, etc. and be sure that all maps include a map scale and north arrow.

-  **A.** Map of the parcel showing the proposed FRPP easement area in proximity to other protected areas, such as other lands under conservation easement, town managed forestland, state-owned lands, etc. Distance measured is a straight line from the closet point on the proposed FRPP parcel to the closest point on the nearest protected land.
-  **B.** Map showing the proximity to other agricultural infrastructure (such as retail stores that sell local products, Tractor Supply, Agway or Blue Seal Feed stores, tractor and equipment dealerships or repair facilities, CSA, Farmer's Markets, or other working farmlands not owned by the FRPP applicant). Distance measured as driving distance along roadways from the location of the agricultural operation or infrastructure to the parcel.

Address of starting location: _____

Address of closest ag. operation or infrastructure: _____

Distance in miles: _____

- ★ C. Map of the Wildlife Action Plan tiers that show the boundaries of the proposed FRPP parcel.
- D. Was a forest management plan determined to be needed from Part 3K of the FRPP calculator (FRPP calculator located on website at <http://www.nh.nrcs.usda.gov/programs/FRPPflowchart.html> under step 1)? Yes No
- a. If yes, does one exist for this parcel? If so, please attach a copy with application. If one is required based upon Part 3K of the FRPP Calculator and one does not exist, it will need to be completed prior to closing (if parcel ranks high enough for funding).
- E. Formal boundary survey for the property? Yes No
- F. Scenic photos of the property. Yes No
- G. Is there a current NRCS conservation plan on the easement parcel? Yes No
If yes, please include an official signed copy of the plan (including Conservation District, landowner, and NRCS representative signatures). If no, a completed conservation plan will be required prior to closing.

Part 8: Important Questions

If the space provided below to answer the following questions is not sufficient please attach your answer and label it accordingly Part 8.A, 8.B, etc.

SubdivisionNote: FRPP policy generally prohibits subdivision of offered easement, pre or post closing. If the landowner is looking to subdivide the parcel in the future, the parcels should be submitted as separate applications based upon the future subdivision. Once application is submitted and the funds are obligated to the parcel, it is treated as a whole unit and cannot be subdivided into separate easements post closing.

- A. Does the landowner wish to subdivide the parcel? Yes No
If yes,
- If locations and dimensions are known, proposed parcel should be subdivided and submitted as separate parcels at the time of application.
 - If future subdivision is desired, contact NRCS immediately to discuss subdivision plans *prior* to sending in application
- B. Does the landowner wish to build additional residences on the property? Yes No
- If yes, the location of the residence is restricted to the building envelope, as specified in conservation easement, and this residence must be specifically for family working full time on the farm or full time farm workers. If possible, this location should be excluded from the easement area. If the intent of the residence is not to house family working full time on the farm or full time farm workers, the area where this future residence will reside must be excluded from the easement boundaries.
- C. Will the land be sold in fee *prior* to closing on the conservation easement deed? Yes No

- If yes, the land can only be sold to private landowners. Please contact NRCS to verify that the future transfer will not violate the rules and regulations of the FRPP Manual.
- If land is transferred prior to closing, the new landowners will need to submit landowner eligibility documents (AD-1026, CCC-931 and possibly CCC-901), a CPA-1200 and the most current deed. The landowner eligibility needs to clear FSA prior to closing on the easement.

D. Does the Entity plan to purchase the land in fee post closing? Yes No

- It is important to note that, if the entity will be the Grantee of the FRPP conservation easement, then the entity cannot be the fee owner. Even if the time, that the entity is both Grantee and fee owner is only a matter of minutes. Easement enforcers cannot hold easement rights on land that they own.

E. If unique farmland soils are identified on the proposed parcel, what specialty crops are grown that qualify this land as unique cropland? _____

F. Are there exceptions on the preliminary title commitment that would hinder the furtherance of the FRPP program objectives (such as the right to expand the footprint of an existing utility right of way, surface mineral rights owned by a third party, etc.)? Yes No

If yes, explain: _____

G. Does your farm provide food on a local or regional basis? Yes No

If yes, please provide a brief description:

Part 9: Additional Mandatory Program Requirements (FYI)

- NRCS staff will conduct a hazardous materials record search and field visit of the offered property within 120 days of signing the FRPP cooperative agreement with the entity.
- NRCS staff will conduct a landowner interview with the landowner and entities to clarify policy and funding requirements prior to the obligation of FRPP funds
- If future residences are to be constructed within the FRPP easement area (post closing), they will be for the purposes of worker housing only.
- The building envelope, designated area for future structures within the easement area, shall be identified in the easement deed language and/or on the recorded boundary survey map prior to closing. The allowable building envelope size is recommended to be three to five percent of the property.

Part 10. Certification Statements

COOPERATING ENTITY(ies) SIGNATURE

The undersigned agrees to the Mandatory Program Requirements in Part 9 of this parcel workbook and certifies that the above information accurately represents the applicant, land and agricultural operation associated with this application for the NRCS Farm and Ranch Lands Protection Program (FRPP)

Primary Cooperating Entity: _____

Printed Name: _____ Title: _____

(Date)

(Signature)

When Applicable

Secondary Cooperating Entity Name: _____

Printed Name: _____ Title: _____

(Date)

(Signature)

LANDOWNER(S) SIGNATURE

The undersigned agrees to the Mandatory Program Requirements in Part 9 of this parcel workbook and certifies that the above information accurately represents the applicant, land and agricultural operation associated with this application for the NRCS Farm and Ranch Lands Protection Program (FRPP)

Printed Name: _____

(Date)

(Signature)

Printed Name: _____

(Date)

(Signature)

Appendix A: Calculating Federal and Entity Shares of Easement Purchase Price for parcels that are enrolled in 2009 and Subsequent Years.

Summary table, based on an easement with an appraised fair market value of \$100,000:

Scenario	Appraised Fair Market Value	Landowner Donation (Percent of Value)	Basis of Minimum Entity Share	Purchase Price	Minimum Entity Cash Share (Percent of Basis)	Maximum FRPP Share (Percent of Value)
1	\$100,000	Zero	Appraised Fair Market Value		\$50,000 (50%)	\$50,000 (50%)
2	\$100,000	\$10,000 (10%)	Appraised Fair Market Value		\$40,000 (40%)	\$50,000 (50%)
3	\$100,000	\$20,000 (20%)	Appraised Fair Market Value		\$30,000 (30%)	\$50,000 (50%)
4	\$100,000	\$30,000 (30%)	Appraised Fair Market Value		\$20,000 (20%)	\$50,000 (50%)
5	\$100,000	\$33,333 (33.33%)	25% of Purchase Price	\$66,667	\$16,667 (25%)	\$50,000 (50%)
6	\$100,000	\$40,000 (40%)	25% of Purchase Price	\$60,000	\$15,000 (25%)	\$45,000 (45%)
7	\$100,000	\$50,000 (50%)	25% of Purchase Price	\$50,000	\$12,500 (25%)	\$37,500 (37.5%)
8	\$100,000	\$60,000 (60%)	25% of Purchase Price	\$40,000	\$10,000 (25%)	\$30,000 (30%)
9	\$100,000	\$70,000 (70%)	25% of Purchase Price	\$30,000	\$7,500 (25%)	\$22,500 (22.5%)
10	\$100,000	\$80,000 (80%)	25% of Purchase Price	\$20,000	\$5,000 (25%)	\$15,000 (15%)
11	\$100,000	\$90,000 (90%)	25% of Purchase Price	\$10,000	\$2,500 (25%)	\$7,500 (7.5%)