2013 Grassland Reserve Program – Easement Application Flow Chart

Last Updated 1/30/14

Step 1

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

- ☐ Conservation Program Application (NRCS-CPA-1200) (117 KB PDF)
- ☐ Average Adjusted Gross Income & Consent to Disclosure of Tax Information (CCC-933)
- ☐ Highly Erodible Land Conservation and Wetland Conservation Certification (AD-1026) (105 KB PDF)
- ☐ Direct Deposit (SF-1199) (92.1 KB PDF)
- ☐ Member's Information (CCC-901) (*only if applying as legal entity) (52 KB PDF)
- ☐ DUNS Number (*only if entity applying with EIN) (105 KB PDF) Word Document (14 KB DOC)
- ☐ Adjusted Gross Income Waiver Request (*only if landowner income >$1,000,000) (59.4 KB PDF)
- ☐ 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(48 KB PDF)
- Hazardous Substances Checklist
- NEPA Evaluation (427 KB XLS)
- 2012 NH NRCS GRP Ranking Criteria (15 KB PDF)
- Grazing Management Plan (required if livestock present or planned)

→ If ineligible - STOP. NRCS notifies ineligible applicants

Step 4

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

- GRP Easement Deed (61 KB PDF)
- 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) (64 KB PDF) 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