

**ACEP-WRE and EWP-FPE
6-Part Folder Checklist**

National Database No. _____ Name _____

* Starred items are required when application is submitted to the EPT office.

COVER 1

<p>_____ NRCS-CPA-152 Transfer Agreement (if/when applicable)</p> <p>_____ AD-1154 Long-Term Agreement, Special Provisions, General Provisions</p> <p>_____ Title Certificate</p> <p>_____ Final Certificate of Inspection and Possession</p> <p>_____ Warranty Easement Deed</p> <p>_____ Subordination Agreement / Limited Lien Waiver</p> <p>_____ Certificate of Use and Consent</p> <p>_____ Title Commitment</p> <p>_____ Amended Option Agreement to Purchase</p> <p>_____ Agreement to Purchase a Conservation Easement</p> <p>_____ * Hazardous Materials Field Inspection Checklist & Hazardous Materials Landowner Interview</p> <p>_____ Prelim Cert of Inspection & Possession (<i>w/ Exhibit A map identifying access and Hazardous Substance Checklist</i>)</p> <p>_____ AAI (All appropriate inquiries) – Environmental Database Search & Preliminary Title Search (?)</p> <p>_____ * NRCS-CPA-1200 Conservation Program Application (<i>WRE only</i>) / AD-1153 Application for Contracted Assistance (<i>EWP only</i>)</p> <p>_____ * Ranking Criteria</p> <p>_____ * Landowner offer (if ranking points awarded)</p> <p>_____ * Landowner Disclosure Worksheet</p> <p>_____ * Professional Biological T/E recommendation (if ranking points awarded)</p> <p>_____ * Damage Estimate/Worksheets (<i>EWP only</i>)</p> <p>_____ * Related Easement Docs (<i>Powers; Corp. Officers; Bylaws; Trust docs; assignable, recorded access easement; etc.</i>)</p> <p>_____ * Copy of Deed(s) (and Land Contract, <i>if applicable</i>)</p>	<p>Date Easement Recorded _____</p> <p>AGI Compliant Check _____</p> <p>Date of most Recent Deed _____</p>
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COVER 2

<p>_____ * 6-Part Folder Checklist</p> <p>_____ * IA-CPA-15 Conservation Assistance Notes</p> <p>_____ General correspondence (Reverse chronologically)</p> <p>_____ Closing instructions</p> <p>_____ Closing agent accepts</p> <p>_____ Ordered closing services</p> <p>_____ Closing agent information</p>	<p>_____ NRCS Acceptance Letter</p> <p>_____ Waiver request(s)</p> <p>_____ * Letter certifying eligibility</p> <p>_____ * AGI and HEL/WC compliance for all landowners (WRP only) – USDA Producer Subsidiary Print</p> <p>_____ * FSA Producer Farm Data Report</p> <p>_____ * CCC-902 of 901 Entity form showing members</p>
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COVER 3

_____ * Location maps (County and Township plat)

_____ Final restoration plan map with legend (and mod maps)

_____ Monitoring photo points map

_____ Preliminary restoration plan map (Toolkit)

_____ * 2 Easement boundary maps (**see NOTE below**)

_____ * Drainage District Plat Maps

_____ * Other Encumbrance Maps (ie. electric, pipeline, road, rows, wind easements, etc.)

_____ * Iowa NRCS Plant Community Query with Selected Targets

_____ * Soils map

_____ * Hydric soils list (eFOTG) and map unit descriptions

_____ Parcel map(s) from Beacon website (optional)

_____ * Official FSA tract map

COVER 4

_____ Restoration package (designs/engineering/job sheets)

_____ Final WRPO with Signatures

_____ * Preliminary WRPO with signatures

_____ * Soils / CSR Information Worksheet

_____ * Existing and Expired CRP contract(s) (CRP-1)

_____ * FSA 156EZ (for crop acres verification)

_____ * IA-CPA-52 Environmental Evaluation/Effects Worksheet

_____ * Cultural Resources Documentation / Flowchart

COVER 5

_____ Obligation forms

_____ Copy of land survey

_____ Monitoring Checklist and Status Review

_____ Compatible Use Agreements with attachments

_____ Slides / photographs (i.e.: before and after)

COVER 6

_____ Purchase Orders and Mods to Purchase Orders

_____ Assignment(s) of Payment

_____ 1199a Direct Deposit Form

_____ AD-1161 App for Payment (*with bills, receipts*)

_____ Post Survey Documentation and Survey Order

NOTE: Easement Boundary maps must be 1" = 660' scale, showing section lines and section number(s) in center of section; maps should be reproducible in black and white.