

**WRP and EWP-FPE
6-Part Folder Checklist**

State Contract No. _____ Name _____

National Database No. _____

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

COVER 1

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

COVER 2

- _____ * 6-Part Folder Checklist
- _____ * IA-CPA-15 Conservation Assistance Notes
- _____ General correspondence (Reverse chronologically)
- _____ Closing instructions
- _____ Closing agent accepts
- _____ Ordered closing services
- _____ Closing agent information
- _____ NRCS Acceptance Letter
- _____ AD-1159 Intent to Continue
- _____ Waiver request(s)
- _____ * Letter certifying eligibility
- _____ * AGI and HEL/WC compliance for all landowners
(WRP only) - USDA Producer Subsidiary Print
- _____ * FSA Producer Farm Data Report

COVER 3 **COVER 4**

- _____ * Location maps (County and Township plat)
- _____ Final restoration plan map with legend (and mod maps)
- _____ Monitoring photo points map
- _____ Preliminary restoration plan map (Toolkit)
- _____ * 4 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
- _____ CPA-1156 Mods with attachments
- _____ Final CPA-1155 with signatures (if different from preliminary plan)
- _____ * Preliminary Restoration – CPA-1155 with signatures
- _____ * Toolkit plan
- _____ * Soils / CSR Information Worksheet
- _____ * Existing and Expired CRP contract(s) (CRP-1) with seeding list(s)
- _____ * FSA 156EZ (for crop acres verification)
- _____ * CCC-505 (for individual appraisal only)

COVER 5 **COVER 6**

- _____ Obligation forms
- _____ Copy of land survey
- _____ Monitoring Checklist and Status Review
- _____ Management Plans/Compatible Use Agreements with attachments
- _____ * IA-CPA-52 Environmental Evaluation/Effects Worksheet
- _____ * Cultural Resources Documentation / Flowchart
- _____ Slides / photographs (i.e.: before and after)
- _____ Designs / engineering / job sheets
- _____ Purchase Orders and Mods to Purchase Orders
- _____ Assignment(s) of Payment
- _____ Bank Account Info or 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.