

GRASSLAND RESERVE PROGRAM
FISCAL YEAR 2013 APPLICATION PACKAGE CHECKLIST

1. **Landowner Application:** Completed and signed (original signature) Form AD-1153, Application for Long-Term Contracted Assistance. A few points to note on completing Form AD-1153.
- * Field A: Grassland Reserve Program (GRP)
 - * Field 3: Number of acres the landowner is offering
 - * Field 9:
 - A. All easements and 30-year rental contracts are no longer options.
 - B. Denote "Expiring CRP" next to appropriate enrollment option for offers of land in an expiring Conservation Reserve Program (CRP) contract
2. **Ownership:** Identify (circle) ownership type and include associated documents.
- * Individual, including spouses (attach copy of record of title)
Entity
 - o Trust (attach copy of all applicable trusts)
 - o Limited Liability Company (LLC) (attach LLC agreement)
 - o Limited Partnership (LP) (attach partnership agreement)
 - o Corporation (attach corporate document that indicates who can enter into GRP with the Natural Resources Conservation Service (NRCS) [e.g., minutes from board of directors meeting])
 - * For all entities
 - o Landowner has provided the Farm Service Agency (FSA) a list of the individuals that comprise the entity including the percent ownership for each individual
 - o Documents that show the entity is a legal and valid entity in Iowa and which member(s) has the authority to sign contractual documents on behalf of the entity
3. **Adjusted Gross Income (AGI) and Highly Erodible Land and Wetland Conservation (HELWC) Compliant – Fiscal Year 2013**
- * Service Center Information Management System (SCIMS) subsidiary print report(s) demonstrating compliance for applicant(s)
4. **Plan Map**
- * Proposed easement or Rental Agreement boundaries must be outlined
 - * Landowner's name, address, phone number(s), and fax number (if applicable)
 - * Legal description of the proposed GRP easement area
 - * Ingress/egress to the proposed easement area
5. **Soils Map**
- * Easement boundaries must be outlined
 - * Landowner's name, address, phone number(s), and fax number (if applicable)
 - * Legal description of the GRP easement area
6. **Ranking**
- * GRP Ranking Tool (Make sure the ranking worksheet is completed. It is located on your field office server. See bulletin for directions.)
7. **Funded** easement or Rental Agreement applications are to receive a CCC-927 or CCC-928 form.