

FARM AND RANCH LANDS PROTECTION PROGRAM

NRCS PARCEL PROCESSING – 2008 FARM BILL

BEFORE FUNDING APPROVAL, NRCS will:

1. Review CCC-1200 Application –complete and signed by the legal landowner(s)
2. Verify land eligibility (using soil map and aerial map)
3. Verify landowner eligibility (using FSA Subsidiary database)
 - Based on CCC-1026 Certification of Highly Erodible Land and Wetland Conservation Compliance and CCC-926 Adjusted Gross Income filed by applicant at the FSA office
4. Conduct landowner interview
 - Verify the landowner has filed form CCC-927 / CCC-928 with the IRS
 - Discuss:
 - i. HEL compliance and conservation plan
 - ii. Impervious Surface limitation %/acres
 - iii. Building Envelope
 - iv. Forestry Management Plan
 - v. Eligibility for other programs
5. Conduct on-site AAI screening assessment
6. Order Pre-acquisition database search

7. POST FUNDING APPROVAL, NRCS needs:

1. Copy of **Appraisal** that meets NRCS appraisal standards - used to determine federal value - with an effective date no older than **6 months** prior to submittal date
 - Submitted to NRCS at the same time as request for Technical Review and according to the deadlines listed below:
2. **Technical Review of Appraisal**
 - a. For parcels WITH SADC funding, send to SADC a minimum of **60 days** before expected closing
 - b. For parcels WITHOUT SADC funding, send 1 additional copy to NRCS a minimum of **120 days** before expected closing for review by outside vendor
3. **Commitment for Title Insurance**, submitted a minimum of **60 days** prior to expected closing
4. Certified copy of property Legal Description and **Survey**; submitted a minimum of **20 days** prior to expected closing
5. Unexecuted **Deed of Easement**, ready for NRCS signature, submitted a minimum of **10 days** prior to expected closing

AFTER CLOSING, NRCS needs:

1. Request for Reimbursement, SF-270, submitted with all of the following:
2. Copy of recorded deed
3. Copy of Title Insurance Policy (ALTA Owners Policy)
4. Confirmation of Matching Funds, SF-230, signed by all parties
5. Baseline documentation – report of site inspection on or about the date of closing

FINANCIAL REPORTING:

Entities are required to submit an SF-425 Federal Financial Report each quarter that funds are outstanding.

