

**MARYLAND USDA-NRCS
FARM AND RANCH LANDS PROTECTION PROGRAM
APPLICATION PACKAGE CHECK LIST**

Submit completed application forms and supporting documents to:

USDA-NRCS

Attn: M. Tiffany Davis, FRPP Program Manager

339 Busch's Frontage Road, Suite 301

Annapolis, Maryland 21409

- Application Cover Letter**
- Standard Form 424 (SF-424) Application for Federal Assistance**
- Standard Form 424A (SF-424A) "Budget Information for Non-Construction Programs"**
- Standard Form 424B (SF-424b) Assurances-Non-Construction Programs**
- Maryland NRCS Vendor Code Worksheet**
- Entity Deed of Easement template if available**
- Entity Summary Information:** (Three page maximum)
 - a. Full Entity Legal Name and Address
 - b. Entity Administrative and Financial Officer contact information (address, phone, e-mail)
 - c. Statement describing the Entity commitment to long-term conservation of agricultural lands
 - d. History of easement acquisition, management, and enforcement
 - e. History of an eligible entity's commitment to assisting beginning farmers and ranchers, promoting opportunities for farming and ranching, and farm and ranch succession and transfer
 - f. History of participating entities commitment to conservation planning and conservation practice implementation
 - g. Number and tenure of staff dedicated to monitoring and easement stewardship
 - h. Source and availability of matching funds equal to at least 50 percent of the estimated fair market value of the conservation easement (including landowner donation).
 - i. DUNS Number
(A Dun & Bradstreet Data Universal Numbering System (DUNS) number is necessary for federal grants or contracts to entities equal to or more than \$25,000. *If you do not have a number information is available at <http://fedgov.dnb.com/webform/displayHomePage.do>*
- Parcel Package:** (Separate package for each parcel submitted for funding)
 - a. CCC-1200 Application for Program Funding – completed by the landowner
 - b. CCC-1026 Certification of Highly Erodible Land and Wetland Conservation Compliance – signed by the landowner (or certified to be on file with FSA)
 - c. CCC-931 Adjusted Gross Income Verification and Consent to Disclosure of Tax Information – signed by the landowner
 - d. Maryland NRCS FY2011 Parcel Ranking Workbook
 - e. Pending offer for parcel signed by the landowner and entity representative
 - f. Entity staff member name and contact information for the specific parcel
 - g. Specific breakdown of proposed funding sources, assuming FRPP funds are awarded
 - h. Aerial photograph identifying easement boundary cropland, grassland, forestland and incidental land
 - i. Road Map identifying parcel location
 - j. Web Soil Survey map with easement boundary