

FBC Obligation Package Submission Checklist

States and the Easement Acquisitions Branch (EAB) must upload the executed obligating documents and required supporting documents to the National Easement Staging Tool (NEST) Documents page. The documents must be combined into one PDF file and uploaded to NEST using the “FBC Obligation Package” document type.

FBC Obligation Package must include:

- 1) The enrollment agreement or contract.

Program	Enrollment Agreements/Contracts
ACEP-WRE and RCPP-ACEP-WRE	<ol style="list-style-type: none"> 1) NRCS-LTP-31 – Agreement for the Purchase of Conservation Easement 2) Supplement to the Enrollment Agreement for the Preliminary Obligation of Acquisition-Related and Restoration Costs (Enrollment Agreement Supplement) 3) Supplement to the Enrollment Agreement for the Purchase of Conservation Easement for Landowner Procurement of Boundary Survey (Optional)
ACEP-WRE 30-year contract and RCPP-ACEP-WRE 30-year contract	<ol style="list-style-type: none"> 1) NRCS-LTP-40 – Agreement to Enter Contract for 30-Year Land Use 2) Enrollment Agreement Supplement
EWPP-FPE	<ol style="list-style-type: none"> 1) NRCS-LTP-80 – Agreement for the Purchase of Conservation Easement 2) Enrollment Agreement Supplement (Optional)
HFRP and RCPP-HFRP	<ol style="list-style-type: none"> 1) NRCS-LTP-70 – Agreement for the Purchase of Conservation Easement 2) Enrollment Agreement Supplement (Optional)
HFRP 10-year restoration contract and WBP	<ol style="list-style-type: none"> 1) AD-1154 – Long-Term Agreement and all attachments <ol style="list-style-type: none"> a) General Provisions b) AD-1155, Conservation Plan or Schedule of Operations c) Special Provisions d) Conservation Map
RCPP-HFRP 10-year restoration contract	<ol style="list-style-type: none"> 1) NRCS-CPA-1202 Conservation Program Contract <ol style="list-style-type: none"> a) Appendix b) NRCS-CPA-1155 Conservation Plan Schedule of Operations
RCPP-ACEP-ALE	<ol style="list-style-type: none"> 1) Program Agreement for specified Parcel Contract to be funded 2) Parcel Contract to be funded including the following: <ol style="list-style-type: none"> a) NRCS-CPA-1265 – ACEP-ALE Parcel Contract b) Appendix to NRCS-CPA-1265 – ACEP-ALE Parcel Cost-Share Contract c) NRCS-CPA-1266 – ACEP-ALE Schedule of Acquisition for Easements

Instruction:

- Enrollment agreement or contract must be properly completed and fully executed in accordance with applicable policy. States or EAB will use the appropriate forms based on enrollment type as listed in the table above.
- The Supplement to the Enrollment Agreement for the Preliminary Obligation of Acquisition-Related and Restoration Costs (Enrollment Agreement Supplement) is used only for ACEP-WRE, HFRP, EWPP-FPE, RCPP-ACEP-WRE, and RCPP-HFRP. The Enrollment Agreement Supplement is optional for EWPP-FPE, HFRP, and RCPP-HFRP. The Enrollment Agreement Supplement is not used for WBP or 10-year restoration contracts.

The authorized local financial staff must document the funds availability in advance of the NRCS authorized official (e.g., State conservationist) signature. The Enrollment Agreement Supplement may only be executed by NRCS staff in accordance with applicable delegations of authority. (These are the same as the delegations used in the execution of agreements to purchase.) States that use more than one work breakdown structure (WBS) for the Supplement to the Enrollment Agreement must include the WBS and amount obligated for each WBS used.

- Supplement to the Enrollment Agreement for the Purchase of Conservation Easement for Landowner Procurement of Boundary Survey and supporting documentation is used for ACEP-WRE and RCPP-ACEP-WRE only.

This supplement is optional. If it is being used, States must include the following supporting documentation-

- Verification of funds by the Allowance Holder
- Documentation of the availability of funds, including the WBS element, date, and amount (include this information near the signature blocks)
- Written bid for the easement boundary survey
- Specifications for the survey

- 2) NRCS-CPA-1155/AD-1155 from Conservation Desktop (not applicable for RCPP-ACEP-ALE).

Instruction:

- EWPP-FPE, HFRP, and WBP must use the AD-1155.
- NRCS-CPA-1155/AD-1155 must document estimated costs for enrollment, i.e., easement purchase, acquisition-related costs, and restoration costs, as applicable.
- The amounts from the NRCS-CPA-1155/AD-1155 must support any costs listed on the Enrollment Agreement Supplement.
- For additional support with creating an Independent Government Cost Estimate for legal boundary surveys, please contact Tate Jenkins, Realty Specialist, at Tate.Jenkins@usda.gov.

3) Signature authority documentation.

Instruction: As is outlined in easement policy, appropriate signature authority is required for the enrollment agreement, contract, Enrollment Agreement Supplement, and other signed documents in the package. Documentation must be included in the package if the authority has been delegated to another NRCS representative or if the signatory is someone other than a named landowner. For example:

- Delegation of Authority must be included if the document is signed by an acting State conservationist or an assistant state conservationist, with easement program responsibility.
- Legal documentation of signature authority for trusts and landowner legal entities must be included, where applicable.
- Power of Attorney for individual landowners must be included, where applicable.

4) SF-1199 – Direct deposit form for every landowner or landowner legal-entity (not applicable for RCPP-ACEP-ALE).

5) CCC-902 – Form for the current fiscal year from Farm Service Agency (FSA) Business File System for each landowner of record, including individuals and legal entities, which must be in “Determined” status.

Instruction: For EWPP-FPE, HFRP, and WBP only, for an individual person, the CCC-902 or the FSA Business File System screenshot showing the individual’s name and business type of “Individual” is acceptable. Legal entities must have the CCC-902 from FSA Business File.

6) Subsidiary Report for the current fiscal year from FSA Subsidiary Print for each landowner and landowner legal-entity members. A Subsidiary Print (SCIMS) or the FSA “Business File System” screen print is required for all RCPP-ACEP-ALE Eligible Entities listed on the parcel contract.

Instruction: Include any eligibility waivers, if granted, including AGI waiver, if applicable.

7) Easement internal controls (IC) review record (i.e., Program Activity Management Solution (PAMS) screenshot of completed reviews).

Instruction: An IC record is not required for WBP or HFRP/RCPP-HFRP 10-year restoration contracts.

8) Vendor ID for each landowner receiving payment. The exception is the RCPP-ACEP-ALE parcel contracts, a Vendor ID is required for all RCPP-ACEP-ALE Eligible Entities listed on the parcel contract.

9) System for Award Management (SAM) screenshot for each eligible entity and co-holder listed on the RCPP-ACEP-ALE parcel contract.