

NEST - Conversion of Easements Whole and Partial Conversions Steps

Whole Easement Conversion:

A. If you are converting all the land in a 30-year easement to a permanent easement, DO NOT create a new record to capture information on the newly converted parcel.

A maintenance request should be submitted once you have closed on the permanent easement, with a reason of “Memo To File for Conversion.” Include an explanation in the “Comments” section of the type of easement being converted and what it is being converted to, as well as the new closing and restoration completion dates, if applicable.

The screenshot shows the 'Maintenance Request' form in the NEST system. The breadcrumb trail is: Home » Tracking Inbox » Search » Reporting » Pages » Tracking Inbox » Program Activity (WRP 663B1911017LP) » Maintenance Request Listing » Maintenance Request. The form fields are: Requested By: Kimberly Ryland; Requested On: 03/04/2013; Reason: Memo To File for Conversion (dropdown menu); Status: Requested; Upload Document: A text box with a 'Browse...' button; Comments: This 30 year easement has converted to a perpetual easement. The perm WED was signed 1/1/2013. The restoration was complete 1/1/13. Both WEDs uploaded. Admin Comments: (empty). At the bottom are 'Save' and 'Spell Check' buttons.

Documents for Verification of Conversion: Both easement deeds, the 30-year and permanent, must be uploaded to the Documents page on the same record.

The screenshot shows the 'Documents Listing' page in the NEST system. The breadcrumb trail is: Home » Tracking Inbox » Search » Reporting » Pages » Tracking Inbox » Program Activity (WRP 663B1911017LP) » Documents Listing. The page title is 'Documents Listing' and it includes 'NRCS - Easement Staging Tool - KR058822 (State Program Use)'. The user is assigned as 'State Program User'. There is a 'New Documents' button and a 'Printer Friendly Form' link. A table lists the documents:

Document Type	Create By	Created on	Name	Notes/Comments	Document
Amended Easement Deed	Kimberly Ryland	03/05/13 10:34 AM	John Smith	Perpetual Warranty Easement Deed	EXAMPLE - 99 YEAR - WED.docx
Easement Deed	Kimberly Ryland	03/05/13 10:33 AM	John Smith	30 Year Warranty Easement Deed	EXAMPLE - 30 YEAR - WED.docx

NEST Support will then add a “Memo To File” to the record noting the conversion. **All data elements in the original record will stay the same except the duration.**

The screenshot shows the 'Memo To File' form in the NEST system. The form is titled 'Memo To File' and is part of the 'Program Activity (WRP 663B1911017LP)' section. The form includes the following fields and values:

- Requestor Name: State User
- Date Requested: 03/04/2013
- Reason: Conversion
- File Attachment: (empty field with a 'Browse...' button)
- Memo Created By: Kimberly Ryland
- Memo Created On: 03/04/2013 04:25 PM
- Comments: State requested to change record from a 30 year easement to a perpetual easement. Both 30 year and permanent WED uploaded in Documents section for verification.

Buttons for 'Save' and 'Spell Check' are located at the bottom of the form.

- B. If you have created a duplicate record in NEST for a conversion, you need to create two maintenance requests to correct this issue, one in the duplicate record and one in the original record.
1. In the duplicate record, create a maintenance request with a reason to “Delete Record” and in the “Comments” section, state the original easement number and the reason why the second record was created. This second record will be deleted by NEST support since you can only have one record per parcel in NEST. Make sure any information that needs to be transferred from the second record to the first has been uploaded to the original record (monitoring, CUAs, documentation, etc.). NEST support cannot transfer any information between the two records.

The screenshot shows the 'Maintenance Request' form in the NEST system. The form is titled 'Maintenance Request' and is part of the 'Program Activity (WRP 663B1911017LP)' section. The form includes the following fields and values:

- Requested By: Kimberly Ryland
- Requested On: 03/04/2013
- Reason: Delete Record
- Status: Requested
- Upload Document: (empty field with a 'Browse...' button)
- Comments: This record is a duplicate record of 30 year easement #xxxxx. Delete this record. I have uploaded WEDs in #xxxxx for verification.
- Admin Comments: (empty field)

Buttons for 'Save' and 'Spell Check' are located at the bottom of the form.

2. Once you have closed on the permanent easement, submit a maintenance request in the original easement with a reason of “Memo To File for Conversion.” Include an explanation in the “Comments” section of the type of easement being converted and what it is being converted to, as well as the new closing and restoration completion dates, if applicable. Also list the easement number of the duplicate record that was created in NEST.
3. NEST Support will then add a “Memo To File” to the record noting the conversion. All data elements in the original record will stay the same except the duration.

Partial Easement Conversion:

If you are converting only a portion of the land in a 30-year easement to a permanent easement, then create a new ACEP-WRE record in NEST to document the portion of the easement (ACEP-WRE or WRP) that was converted. Update the original easement record so that it accurately reflects the amount of acres left in the easement and submit a maintenance request with a reason of “Memo To File for Conversion.” Include an explanation in the “Comments” section , the original acres, and the newly created ACEP-WRE NEST number associated with the converted land.

The screenshot shows a web interface for a 'Maintenance Request'. At the top, there are navigation tabs: Home, Tracking Inbox, Search, Reporting, and Pages. Below this is a breadcrumb trail: Tracking Inbox » Program Activity (WRP 663B1911017LP) » New Maintenance Request ». The main title is 'Maintenance Request' with 'NRC S - Eas' on the right. On the left is a sidebar menu with options: Program Activity, Application, Agreement, Documents, Maintenance Request (selected), and Assignments. The main form area contains the following fields:

- Requested By: Kimberly Ryland
- Requested On: 03/04/2013
- Reason: Memo To File for Conversion (dropdown menu with a red 'R' icon)
- Status: Requested
- Upload Document: A text box with a 'Browse...' button.
- Comments: A text area containing the text: 'Original 30 year easement of 100 acres converted only 10 acres to a permanent easement. Partial conversion easement #XXXXX.'
- Admin Comments: An empty text area.

At the bottom of the form are two buttons: 'Save' and 'Spell Check'.

The new NEST record should house the information concerning the converted piece of the easement. Make sure that the acres are accurately reflected and do not encompass the acres that are accounted for in the original (non-converted) record. Submit a maintenance request in the new record with a reason of “Memo To File for Conversion.” Include an explanation in the “Comments” section of the conversion and the original NEST number associated with the non-converted land.

Home Tracking Inbox Search Reporting Pages

Tracking Inbox » Program Activity (WRP 663B1912017MH) » New Maintenance Request »

Maintenance Request NRCES - Easement Staging Tool

Program Activity	
Application	Requested By: Kimberly Ryland
Documents	Requested On: 03/04/2013
Maintenance Request	Reason: Memo To File for Conversion
Assignments	Status: Requested
	Upload Document: <input type="text"/> <input type="button" value="Browse..."/>
	Comments: Partial conversion record. Original 30 year #XXXXX shows corrected acres amount due to the partial perpetual conversion.
	Admin Comments: <input type="text"/>

Documents for Verification of Conversion: In addition to the required documents for enrollment, both easement deeds, the 30-year and permanent, must be uploaded to the Documents page on both the 30-year and permanent record.

Home Tracking Inbox Search Reporting Pages

Change Role Sign Out Help

Tracking Inbox » Program Activity (WRP 663B1911017LP) » Documents Listing »

Documents Listing NRCES - Easement Staging Tool - KR058822 (State Program User)

Assignment: State Program User

Program Activity	<input type="button" value="New Documents"/> <input type="button" value="Printer Friendly Form"/>
Application	
Agreement	
Documents	
Maintenance Request	
Assignments	

Document Type	Create By	Created on	Name	Notes/Comments	Document
Amended Easement Deed	Kimberly Ryland	03/05/13 10:34 AM	John Smith	Perpetual Warranty Easement Deed	EXAMPLE - 99 YEAR - WED.docx
Easement Deed	Kimberly Ryland	03/05/13 10:33 AM	John Smith	30 Year Warranty Easement Deed	EXAMPLE - 30 YEAR - WED.docx

PLEASE NOTE: National level Preobligation and Prepayment/closing Internal Control (IC) reviews are required for all conversions from 30-year to permanent easements. Please contact the Internal Control helpdesk at NRCES.InternalControls@wdc.usda.gov for additional details or assistance.

IC-related data elements for conversion of easements are not available in NEST. Instead, completed IC checklists must be uploaded to the NEST Documents page for each record associated with the conversion (partial conversions will have multiple records).