



**Farm & Ranch Land Protection Program (FRPP)
Entity Application Checklist**

WV-300-25
Rev. 11/2011

Entity:		Contact Name:	
Date:		Phone No:	
Please submit all information in a three ring binder using this checklist as the table of contents			
Primary Entity Information (The Entity that will be Accepting the Federal Contribution)			
1. Evidence of an established entity (state or local government statute or ordinance or non-governmental organization mission statement attached).	Enclose Exhibit A: - Program documentation.		
2. Evidence of a commitment to long-term conservation of agricultural or ranch lands through the use of voluntary conservation easements that protect farm lands from conversion to nonagricultural uses (list of easements acquired and held by the cooperating entity).	Enclose Exhibit B: - A list of closed conservation easements in the county or area - Date of most recent monitoring of each easement. - Entity which monitored each easement		
3. Provide evidence of the entity's policies related to title searches, title insurance and appraisal standards.	Enclose Exhibit C: - Policy for obtaining appraisals from a certified general appraiser using the UASFLA (Yellow Book) standard - Policy for title searches and title insurance obtained for all easements.		
4. Evidence of staff capability dedicated to easement monitoring and stewardship.	Enclose Exhibit D: - Full-time staff - Part-time staff - Contract staff and/or land trusts monitoring the easement - Volunteers assigned to monitor easements for your entity.		
5. Evidence of the availability of funds equal to at least 50 percent of the estimated fair market value of the conservation easement (including landowner donation)(State or local government appropriation or statement from non-government organization that funds are available attached).	Enclose Exhibit E: - Financial Position form (WV-300-24) completed and signed.		
6. Landowner Parcel information.	Enclose Exhibit F- - Farm and Ranchland Protection Program- Landowner - Parcel Application - Most recent county parcel application		
7. Property Location is necessary for hazardous materials review and other application documentation.	Enclose Exhibit G- - Parcel Contact Information (Excel File)		
8. Attach county location map of all protected parcels and indicate the location of this parcel. Indicate on the map any protected properties within a mile of the offered parcel.	Enclose Exhibit H: - Shape files		
9. Agree to use the Model Deed of Conservation Easement	Entity Signature		



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Secondary Entity Information –Including NGO's (non-profit organizations such as land trusts) or governmental organizations

Entity:	Contact Name:	
Date:	Phone No:	
Please submit all information in a three ring binder using this checklist as the table of contents		
A. Evidence of an established entity (state or local government statute or ordinance or non-governmental organization mission statement attached).	Enclose Exhibit A: <ul style="list-style-type: none"> - Program documentation. - Entity documentation (state or local government statute or ordinance or non-governmental organization mission statement attached) 	
B. Evidence of a commitment to long-term conservation of agricultural or ranch lands through the use of voluntary conservation easements that protect farm lands from conversion to nonagricultural uses (list of easements acquired and held by the cooperating entity).	Enclose Exhibit B: <ul style="list-style-type: none"> - A list of closed conservation easements in the county or area - Date of most recent monitoring of each easement. - Entity which monitored each easement 	
C. Provide evidence of the entity's policies related to title searches, title insurance and appraisal standards.	Enclose Exhibit C: <ul style="list-style-type: none"> - Policy for obtaining appraisals from a certified general appraiser using the UASFLA (Yellow Book) standard - Policy for title searches and title insurance obtained for all easements. 	
D. Evidence of staff capability dedicated to easement monitoring and stewardship.	Enclose Exhibit D: <ul style="list-style-type: none"> - Full-time staff - Part-time staff - Contract staff and/or land trusts monitoring the easement - Volunteers assigned to monitor easements for your entity. 	
E. Evidence of the availability of funds equal to at least 50 percent of the estimated fair market value of the conservation easement (including landowner donation)(State or local government appropriation or statement from non-government organization that funds are available attached).	Enclose Exhibit E: <ul style="list-style-type: none"> - Financial Position form (WV-300-24) completed and signed. 	
F. Attach county location map of all protected parcels and indicate the location of this parcel. Indicate on the map any protected properties within a mile of the offered parcel.	Enclose Exhibit H: <ul style="list-style-type: none"> - Shape files 	
G. Agree to use the Model Deed of Conservation Easement	Entity Signature	