

Working Grasslands Partnership II

Activity Checklist

Determine Eligibility

2016, 2017, or 2018 Expiring CRP

- Provide copy of CRP 1 and CRP map showing contact acres and expiration date. (Example CRP-1 contract under eligibility tab and USDA FSA letter is under permission tab)

Expired/Expiring CRP

- Provide documentation that acres are expired/expiring CRP. Provide either a copy of past FSA map showing CRP or a copy of past CRP contract.

Ownership

- Determine the ownership of land. This can be completed by reviewing county plat books, CRP contract, tax records, or other sources. Determine if landowner plans to have renter/operator/lessee on working on any development activities on property.

Project Area

- Review project area map to verify that land is within the area. If the land is in the yellow area please make a special note to the Trust indicating such when submitting the agreement for review.

Activity Plan

- Document all acres to be included in agreement. (Highlight area on map)
- Determine where all developments will be located. (Highlight on map)
- Identify all acres eligible for Trust lease.
- Inform landowner of grazing plan requirements. Consult with NRCS for possible new grazing plan or expansion of existing grazing plan on file or work with partners to develop a grazing plan.
- Grass seeding or wetland restoration activities contact USFWS Partners for Fish and Wildlife program (PFW contact information under contact tab)

Trust Agreement

Agreement

- Include landowner's address in agreement.
- Determine if ownership is husband/wife. If so, have two signature lines and have both initial.
- Landowner will need to initial the blank spaces in Section 4 and Section 5 (public access), then sign the final page of agreement, and sign each attachment page. If renters or operators are receiving any payments from the activities in the agreement then the Renter/Operator/Lessee permission form will need to be completed.
- All agreements including leases will be 10 years.

Trust Lease Portion

- Lease acres are determined from CRP contract. (Completed Attachment A and initial in section 4 of agreement)
- Lease payments will be \$5 per acre. For the 10 year contract the landowner will receive an upfront one-time payment of \$50 per acre after the agreement is signed.

Grazing Development Cost-Share

- _____ Use Nonpoint Source Pollution Management Program Best Management Practices (BMP) as cost estimates for agreement.
- _____ Determine the location of all fencing for the agreement. Determine the number of feet of fencing in the agreement; the Trust can calculate number of feet if you provide us a map.
- _____ Determine the type of fence to be used. (Complete Attachment B in the agreement and initial in section 4 of agreement). Payment will be determined based on number of feet and type of fencing.
- _____ Determine the location of the water developments. The cost-share will be based on actual costs up to the BMP cost estimates, so inform landowners they will need all copies of receipts for reimbursement. (Complete Attachment C in the agreement and initial in section 4 of agreement)
- _____ If the water developments include shallow or deep water pipeline installation consult with county NRCS office to ensure the pipeline is properly engineered.

Agreements

- _____ When the WGP II agreements, including maps, are completed and **PRIOR** to landowner signature, please scan a copy and send to the Trust office for review. Trust will promptly provide a review and approval to move forward with landowners signatures for finalizing the agreement.
- _____ The Trust will send a request for cultural review to the State Historical Society. If they respond with further review requirements, the Trust will facilitate that and advise when it's complete.
- _____ W-9 forms are required for all agreements before Trust signs the agreement. The Trust would recommend getting W-9 completed at time of agreement signing. (W-9 in agreement section)

Grazing Development Cost-Share Status and Payments

- _____ For fencing development the Trust would like on-site visit completed to determine fence completion. Please visually determine if fence is completed and take photos of the completed fence to send with payment request. All fence payments will be made based on the number of feet of fence installed. Partial payments can be made, but Trust would be concerned if boundary fence was completed without any completion of the cross fence. Send all documentation to the Trust for payment.
- _____ For water developments the Trust would like an on-site visit completed to determine the water developments have been completed. Please take photos and send to Trust with payment request. All water development payments will be based on actual costs, so the Trust will need copies of all receipts.

Public Access

- _____ All landowners should be made aware of public access option through the ND Game and Fish Department's PLOTS program. (Initial in section 5 of agreement) The NDGFD private lands contact numbers are included under the Contacts tab.