**Connecticut Conservation Partnership Program (CCPP)**

**Intake Form: \*Entity-Held Easements\***

**SUBMIT BY FRIDAY, OCTOBER 6, 2023**

***Overview***

Thank you for your interest in the [Connecticut Conservation Partnership Program (CCPP)](https://ctconservation.org/programs/ccpp/). The purpose of CCPP is to enable land trusts that have submitted or intend to submit an [Open Space and Watershed Land Acquisition (OSWA)](https://portal.ct.gov/DEEP/Open-Space/Open-Space-and-Watershed-Land-Acquisition-Grant-Program) grant application to the [Connecticut Department of Energy and Environmental Protection (CT DEEP)](https://portal.ct.gov/DEEP) to apply through the [Connecticut Land Conservation Council (CLCC)](https://ctconservation.org/) for federal match funds.

**This form is for land trusts seeking Entity-Held Easements (EHE)**. The information you provide will enable CLCC to determine your eligibility for this easement. CLCC will assist eligible land trusts in completing this form, and Natural Resources Conservation Service (NRCS) Forms 1274 and 1275, EHE Entity Application and Parcel Application, respectively.

**This intake form and required documents must be submitted by email to Yaw at** [**yodarko@ctconservation.org**](mailto:yodarko@ctconservation.org) **by Friday, October 6, 2023.**

**Instructions**:

* Please contact **Yaw, CCPP’s Administrator** at [yodarko@ctconservation.org](mailto:yodarko@ctconservation.org) to set up a meeting before beginning this intake form.
* Please read the **RCPP Entity-Held Easement Program Agreement** (provided on our webpage) before completing this form. The RCPP Entity-Held Easement Program Agreement stipulates the terms and conditions under which the Eligible Entity may be permitted to use RCPP cost-share assistance for the purchase of RCPP Easements.
* There is a definitions page at the end of this form and on our website for your reference. Each highlighted superscript appearing next to a word or phrase corresponds to a word on the definitions page.
* Applicants must be registered in the System for Award Management (SAM) and must provide a valid Dun and Bradstreet Data Universal Numbering System (DUNS) number on this form.
  + SAM is an official website of the U.S. government that entities can use to register to do business with the federal government.
  + DUNS is a unique, non-indicative 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity globally.
* Landowners working with eligible entity applicants must establish entity records with the Farm Service Agency (FSA) in the appropriate USDA service center if they have never participated in NRCS or FSA programs. If they have, they may only need to update eligibility forms filed in the past.

**Part 1: Eligible Entity1 Information**

**Section A: Primary Applicant Information**

Applying as an Eligible Entity to Hold an RCPP Conservation Easement**2**.

1. **Name – Applicant Eligible Entity**: Click or tap here to enter text.
2. **Telephone:** Click or tap here to enter text.
3. **Address:** Click or tap here to enter text.
4. **Email:** Click or tap here to enter text.
5. **Tax/Employer Identification Number (TIN/EIN):** Click or tap here to enter text.
6. **Eligible Entity Type:** Choose an item.
7. **Dun and Bradstreet Data Universal Numbering System (DUNS) Number3:** Click or tap here to enter text.

**(***If you do not have a DUNS number, information is available here:* [*https://www.dnb.com/duns-number.html*](https://www.dnb.com/duns-number.html)*. Contact Yaw at* [*yodarko@ctconservation.org*](mailto:yodarko@ctconservation.org) *for assistance.)*

1. **Do you have entity records established with the appropriate USDA service center agency?** Choose an item.

*(If no, landowners working with applicants must establish entity records with the appropriate USDA service center agency. Contact Yaw at* [*yodarko@ctconservation.org*](mailto:yodarko@ctconservation.org) *for assistance.)*

1. **Do you have the authority and capability to acquire, manage, and enforce conservation easements?** Choose an item.
2. **How many eligible entity staff are dedicated to monitoring and easement stewardship?** Click or tap here to enter text.

**Section B: Additional Eligible Entities**

Complete for each additional Eligible Entity that will be party (*grantee(s)*) to the RCPP Entity-Held Easement Program Agreement (attach additional pages as needed).

1. **Name – Additional Eligible Entity**: Click or tap here to enter text.
2. **Tax/Employer Identification Number (TIN/EIN):** Click or tap here to enter text.
3. **Eligible Entity Type:** Choose an item.
4. **Dun and Bradstreet Data Universal Numbering System (DUNS) Number3:** Click or tap here to enter text.

**(***If you do not have a DUNS number, information is available here:* [*https://www.dnb.com/duns-number.html*](https://www.dnb.com/duns-number.html)*. Contact Yaw at* [*yodarko@ctconservation.org*](mailto:yodarko@ctconservation.org) *for assistance.)*

1. **Do you have entity records established with the appropriate USDA service center agency?** Choose an item.

*(If no, landowners working with applicants must establish entity records with the appropriate USDA service center agency. Contact Yaw at* [*yodarko@ctconservation.org*](mailto:yodarko@ctconservation.org) *for assistance.)*

1. **Do you have the authority and capability to acquire, manage, and enforce conservation easements?** Choose an item.
2. **How many eligible entity staff are dedicated to monitoring and easement stewardship?** Click or tap here to enter text.

**Section C: Co-Holders4**

Complete for each legal entity that may be identified as a co-holder (grantee) on the RCPP conservation easement deed for any parcels**5** associated with this application and is not listed in Section B or C as an Eligible Entity (attach additional pages as needed).

1. **Name – Co-holder Legal Entity**: Click or tap here to enter text.
2. **Tax/Employer Identification Number (TIN/EIN):** Click or tap here to enter text.
3. **Dun and Bradstreet Data Universal Numbering System (DUNS) Number:** Click or tap here to enter text.

**Section D: Third-Party Right Holders6**

Complete for each legal entity that will hold a third-party right, contingent right, or any other real property interest in an RCPP Easement on any parcels that may be associated with this application and is not listed in section A, B, or C. (attach additional pages as needed).

1. **Name – Third-Party Holder Legal Entity**: Click or tap here to enter text.
2. **Tax/Employer Identification Number (TIN/EIN):** Click or tap here to enter text.
3. **(Optional) Dun and Bradstreet Data Universal Numbering System (DUNS) Number:** Click or tap here to enter text.

**Part 2: Parcel Information**

**Section A: Landowner7 Information**

1. **What evidence of ownership are you providing? *(Select all that apply)*** *Please provide evidence document along with this form.*

**Property Deed**

**Valid Written Purchase Agreement**

1. **Name – Parcel Landowner – Primary Contact** *(must be a landowner listed on attached ownership document)*. Click or tap here to enter text.

*(Landowner identified here will serve as primary landowner contact.)*

1. **Tax ID Number:** Click or tap here to enter text.
2. **Telephone:** Click or tap here to enter text.
3. **Address:** Click or tap here to enter text.
4. **Email:** Click or tap here to enter text.
5. **Identify all other landowners of record as stated on the most current evidence of ownership document.** *Enter the legal name as listed on the evidence of ownership document and the tax identification number of each individual or legal entity that is a landowner. Attach additional sheets as needed.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Enter Name of Individual or Legal Entity** | **Check Appropriate Box** | | **Enter Tax ID** |
| **Individual** | **Legal Entity** |
| **Landowner Name:** Click or tap here to enter text. |  |  | Click or tap here to enter text. |
| **Landowner Name:** Click or tap here to enter text. |  |  | Click or tap here to enter text. |
| **Landowner Name:** Click or tap here to enter text. |  |  | Click or tap here to enter text. |
| **Landowner Name:** Click or tap here to enter text. |  |  | Click or tap here to enter text. |

1. **Do all the landowners have farm records established with the appropriate USDA service center agency?** Choose an item.

*(If no, they must be established for each landowner with the appropriate USDA service center agency.)*

1. **Do the landowners of this parcel meet the criteria for any of the following categories? (Check all that apply)** *Providing this information is voluntary and will not be used when reviewing this application or determining whether the landowners meet the Landowner eligibility requirements.*

**Limited-Resource Farmer or Rancher8  Beginning Farmer or Rancher9**

**Socially Disadvantaged Farmer or Rancher10  Veteran Farmer or Rancher11**

**Not Applicable**

**Section B: Parcel Eligibility and Land Use Information**

1. **Parcel Location - Farm and Tract Number, Legal Description, or Parcel Longitude and Latitude:** *(attach a map or provide a GIS shapefile of the location and offered area)* Click or tap here to enter text.
2. **Parcel Physical Address:** *(if different from address of Parcel Landowner – Primary Contact provided in Section A, Number 2 above)* Click or tap here to enter text.
3. **The land12 offered under this parcel sheet is: *(Select One)*** Choose an item.
4. **Parcel Offered Acres:** *(must be supported by evidence of ownership)* Click or tap here to enter text.
5. **Parcel Conservation Values:** *(List the Conservation Values that would be protected, restored, enhanced, managed, maintained, and monitored through an RCPP easement on the identified Parcel – if you have submitted an OSWA application, you may pull information directly from it)*

Click or tap here to enter text.

1. **The land being offered for enrollment is:** *(Select all that apply and state approximate acres of each on the Parcel)*

**Cropland:** Click or tap here to enter text.

**Wetlands:** Click or tap here to enter text.

**Rangeland:** Click or tap here to enter text.

**Floodplains:** Click or tap here to enter text.

**Pastureland:** Click or tap here to enter text.

**Riparian Areas:** Click or tap here to enter text.

**Grassland or land that contains forbs:** Click or tap here to enter text.

**Associated Land:** Click or tap here to enter text.

**Shrubland for which grazing is the predominant use:** Click or tap here to enter text.

**Located in an area that has been historically dominated by grass land, forbs, or shrubs and could provide habitat for animal or plant populations of significant ecological value:** Click or tap here to enter text.

**Nonindustrial private forest land:** Click or tap here to enter text.

1. **The land offered under this parcel sheet will be subject to the following level of restriction in the RCPP conservation easement deed.** *(Select only one)*

Choose an item.

1. **Will the United States hold a right of enforcement of the easement for this parcel?** Choose an item.
2. **Is this parcel subject to a written pending offer13 for purchase of an entity-held easement by the Eligible Entity?** *Attach the pending offer for purchase of an entity-held easement to this form.* Choose an item.
3. **Is any portion of the parcel subject to an easement or deed restriction which provides similar protection as would be provided by enrollment in RCPP?** *Please provide a copy of most recent title report or title commitment, if available at the time of application.* Choose an item.
4. **Is there any portion of the Parcel where the purposes of RCPP would be undermined due to title issues or onsite or offsite conditions, such as risk of hazardous materials, permitted or existing rights of way, infrastructure development, mineral development, or adjacent land uses?** *If yes, please provide a copy of existing reports or documentation identifying issues.* Choose an item.
5. **Is the entire parcel accessible from a public road or is there an insurable, unconditional, and transferable legal right of recorded access for the term of the easement?** *Attach map showing access from a public road or evidence of insurable, unconditional, and transferable legal right of recorded access.* Choose an item.

**Section C: Easement Value, Compensation Costs & Non-Federal Share**

These values may be estimates, subject to the final values being determined by an NRCS-approved appraisal report.

1. **Easement Value and Compensation Costs**

|  |  |
| --- | --- |
| ***A.*** Estimated Fair Market Value of the RCPP Easement | $ Click or tap here to enter text. |
| ***B.*** Estimated Eligible Entity Cash Contribution**14** - for payment of easement compensation to the landowner *(excluding Landowner Donations)* | $ Click or tap here to enter text. |
| ***C.*** Requested Federal Share for the RCPP Easement  • ***US Right of Enforcement:*** *Federal Share cannot exceed 50% of Item A  •* ***No US Right of Enforcement:*** *Federal Share cannot exceed 25% of Item A* | $ Click or tap here to enter text. |
| ***D.*** Estimated Purchase Price**15** of the RCPP Easement  *(D = B + C)* | $ Click or tap here to enter text. |
| ***E.*** Estimated Landowner Donation toward easement value**16**  *(E = A - D)* | $ Click or tap here to enter text. |
| ***F.*** Total Non-Federal Share *(F = B+E)* | $ Click or tap here to enter text. |

**Section D: Roles, Contributions, and Distributions**

*(Provide the name and corresponding role of each legal entity that will be identified in the RCPP conservation easement deed, attach additional pages as needed)*

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Name of Entity** | **2. Role of Entity** *•Identify each entity as one of the following:* −*Eligible Entity  −Co-holder  −Third-Party Right Holder* | **3. Contribution: Estimated Entity Cash Contribution  *•*** *May be provided by any legal entity role identified in this Section • Total must equal Section D, Item (B) above* | **4. Distribution: Estimated Federal Share to be paid to an Eligible Entity** *• Federal share may only be paid to an Eligible Entity  • Total must equal Section D, Item (C) above* |
| Click or tap here to enter text. | Choose an item. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Click or tap here to enter text. | Choose an item. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Click or tap here to enter text. | Choose an item. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |
| Click or tap here to enter text. | Choose an item. | $ Click or tap here to enter text. | $ Click or tap here to enter text. |

**Definitions**

\*\* **Entity-Held Easements** are easements acquired and held by an eligible entity (*see below for definition*) for the purposes of restoration, protection, enhancement, management, maintenance, and monitoring of the specified Conservation Values of the land, such as benefits to soil, water, wildlife, agricultural land, and related natural resources. NRCS enters into a supplemental agreement with the eligible entity to provide cost-share *(up to 25% or 50% of easement value depending on right of enforcement*) for the easement’s purchase. Entity-Held Easements can have deed terms with a U.S. right of enforcement or without.

1 **Eligible Entity** means a State or local government, Indian Tribe, or nongovernmental organization authorized to hold conservation easements that NRCS has determined meet the applicable requirements of 7 CFR part 1468 and has a land protection program that purchases easements for the purposes of protecting the stated Conservation Values. An **Eligible Entity** must be identified as a holder (grantee) on an RCPP conservation easement deed acquired on any parcels that may be associated with this application. An **Eligible Entity** is considered a participant in RCPP, must be party to the RCPP Entity Held Easement Agreement, may receive direct payment of RCPP cost-share funds, and must have current registration in DUNS and SAM.

2 **RCPP conservation easement** means an easement or other interest in eligible land that is conveyed for the purposes of restoration, protection, enhancement, management, maintenance, and monitoring of the specified Conservation Values of the land, such as benefits to soil, water, wildlife, agricultural land, and related natural resources.

3 **Dun and Bradstreet Data Universal Numbering System (DUNS) Number** is a unique, non-indicative 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business.

4 **Co-Holder** is any legal entity identified as a co-holder (grantee) in an RCPP conservation easement deed held by an Eligible Entity on a parcel associated with this application. A **Co-holder** is not considered a participant in RCPP and may not receive a direct payment of RCPP cost-share funds; however, a **Co-holder** is a beneficiary of such Federal funds and therefore must acknowledge their agreement to comply with the terms of an RCPP Entity-Held Easement Agreement and must have current registration in DUNS and SAM.

5 **Parcel** means the defined area of eligible land, as determined by NRCS, to be protected by an RCPP Easement.

6 **Third-Party Right Holder** is any legal entity that is not identified as a grantee but is instead identified as a holder of a third-party right, contingent right, or any other real property interest in an RCPP easement deed held by an Eligible Entity on a parcel associated with this application. A **Third-Party Right Holder** is not considered a participant in RCPP, may not receive a direct payment of RCPP cost- share funds, is not a beneficiary of the Federal funds, and is not required to be registered in DUNS and SAM.

7 **Landowner** means a person, legal entity, or Indian Tribe having legal ownership of eligible land and those who may be buying eligible land under a purchase agreement. The term Landowner may include all forms of collective ownership including joint tenants, tenants-in-common, and includes heirs, successors, assigns, and anyone claiming under them. State and local governments are not eligible as landowners. Indian tribes and nongovernmental organizations that qualify as eligible entities are not eligible as landowners.

8 **Limited Resource Farmer or Rancher** means either: (1)(i) A person with direct or indirect gross farm sales not more than the current indexed value in each of the previous two fiscal years (adjusted for inflation using Prices Paid by Farmer Index as compiled by National Agricultural Statistical Service), and (ii) Has a total household income at or below the national poverty level for a family of four, or less than 50 percent of county median household income in each of the previous two years (to be determined annually using Commerce Department Data);

or

(2) A legal entity or joint operation if all individual members independently qualify under paragraph (1). A legal entity or joint operation if all individual members independently qualify under paragraph (1) of this definition.

9 **Beginning Farmer or Rancher** means an individual, person, Indian Tribe, Tribal corporation, or legal entity who—

(1) Has not operated a farm or ranch, or non-industrialized private forest land (NIPF), or who has operated a farm or ranch or NIPF for not more than 10 consecutive years. This requirement applies to all members of an entity who will materially and substantially participate in the operation of the farm, ranch, or NIPF.

(2) In the case of an individual, individually, or with the immediate family, material and substantial participation requires that the individual provide substantial day-to-day labor and management of the farm, ranch, or NIPF consistent with the practices in the county or State where the farm is located.

(3) In the case of a legal entity or joint operation, all members must materially and substantially participate in the operation of the farm, ranch, or NIPF. Material and substantial participation requires that each of the members provide some amount of the management or labor and management necessary for day-to-day activities, such that if each of the members did not provide these inputs, operation of the farm, ranch, or NIPF would be seriously impaired.

10 **Socially Disadvantaged Farmer or Rancher** means an individual or an entity who is a member of a socially disadvantaged group. For a legal entity, at least 50 percent ownership in the legal entity must be held by socially disadvantaged individuals. A socially disadvantaged group is a group whose members have been subject to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities. These groups consist of the following:

* American Indians or Alaska Natives
* Asians
* Blacks or African Americans
* Native Hawaiians or other Pacific Islanders
* Hispanics.

Note: Gender alone is not a covered group for the purposes of NRCS conservation programs. The term entities reflect a broad interpretation to include partnerships, couples, legal entities, etc.

11 **Veteran Farmer or Rancher** means a producer who served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, including the reserve components thereof; was released from the service under conditions other than dishonorable, and—

* Has not operated a farm or ranch; or has operated a farm or ranch for not more than 10 consecutive years; or
* Who first obtained status as a veteran during the most recent 10-year period.

12 **Land** Private or Tribal agricultural land, nonindustrial private forest land, or associated lands are potentially eligible for enrollment. “**Associated land**” is defined as land associated with farms and ranches that is not purposefully managed for food, forage, or fiber and is typically associated with nearby production or conservation lands The Secretary may not use RCPP funds for the purposes of acquiring an easement on lands owned by an agency of the United States, other than land held in trust for Indian Tribes; or lands owned in fee title by a State, including an agency or a subdivision of a State, or a unit of local government. Such lands are ineligible for RCPP.

13 **Pending offer** means a written bid, contract, or option between a Landowner and an Eligible Entity for the acquisition of an RCPP conservation easement in perpetuity, or for the maximum duration allowed by State law, before the legal title to these rights has been conveyed for the purposes of protecting the specified conservation values.

14 **Eligible Entity cash contribution** means the amount provided by the eligible entity for payment of easement compensation to the landowner and may include all sources of funds (e.g., OSWA funds, private funds, etc.,) used to make such payment other than any funds provided by the landowner or the Federal share provided under RCPP. This amount does not include any other costs (administrative, planning, stewardship, etc.) or nonmonetary items (in-kind activities, land from another parcel, etc.).

15 **Purchase price** means the fair market value of the RCPP conservation easement as determined by an NRCS-approved methodology, minus the Landowner donation toward easement value.

16 **Landowner Donation toward easement value** may include or a qualified conservation contribution (as defined by section 170(h) of the Internal Revenue Code of 1986) or a charitable donation. Landowners shall not donate any part of Federal share or Eligible Entity cash contribution back to the Eligible Entity as a condition of purchase or closing.