

**NCDA&CS ADFP Trust Fund  
Grant Cycle III Easement Application Checklist**

This Easement Application Checklist is provided as a means to ensure that all applications are submitted with the required information. Failure to include all information may result in ineligibility to receive funding. This document must be completed and filed with submission of the 2009 Easement Application no later than 5:00 PM on December 4, 2009.

<b>Applicant Name:</b>		
<b>Applicant Tax Identification Number:</b>		
<b>DUNS Number</b>		
<b>Project Title:</b>		
<b>GRANTEE USE ONLY</b>	<b>The following items are required for <u>ALL</u> applicants.</b>	<b>ADFP USE ONLY</b>
<input type="checkbox"/>	1. Compliance with NC Openbook	<input type="checkbox"/>
<input type="checkbox"/>	2. Letters of intent from matching funds sources <u>only</u>	<input type="checkbox"/>
<input type="checkbox"/>	3. Location maps showing roads, proximity to towns, other conserved lands, markets, etc.	<input type="checkbox"/>
<input type="checkbox"/>	4. Map of property with bodies of water, structures, land cover, and dwellings	<input type="checkbox"/>
<input type="checkbox"/>	5. Soils map with boundaries developed under USDA-NRCS Cooperative Soil Survey (only one map with local SWCD officer signature verifying prime soils and acreage)	<input type="checkbox"/>
<input type="checkbox"/>	6. Photographs of landscape, structures, and equipment (limited to two 8 ½ x 11 pages)	<input type="checkbox"/>
<input type="checkbox"/>	7. Financial affidavit (only if claiming <i>Limited Resource</i> or <i>Beginning Farmer</i> )	<input type="checkbox"/>
<b>GRANTEE USE ONLY</b>	<b>The following items are required for <u>Non-Profit Non-Governmental Organization Applicants Only</u>.</b>	<b>ADFP USE ONLY</b>
<input type="checkbox"/>	1. 501(c)(3) Certification or Letter of Federal Tax Exemption Status from the Internal Revenue Service	<input type="checkbox"/>
<input type="checkbox"/>	2. Conflict of Interest Policy (addressing conflicts of interest involving the applicant's management, employees, and the members of its board of directors or other governing body that may arise): <i>The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the applicant's employees or members of its board of other governing body, from the applicant's disbursing of State funds, and shall include actions to be taken by the applicant or the individual, or both, to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before the funds may be disbursed to the applicant. An example policy may be accessed from the State Auditor's website.</i>	<input type="checkbox"/>
<input type="checkbox"/>	3. Sworn Statement of Overdue Taxes shall be made under oath and shall be filed prior to the disbursement of any State funds. <i>Information can be accessed from the state auditor's website.</i>	<input type="checkbox"/>
<input type="checkbox"/>	4. List of current grants held by the applicant organization and respective amounts	<input type="checkbox"/>
<input type="checkbox"/>	5. List of board members	<input type="checkbox"/>
<input type="checkbox"/>	6. Articles of Incorporation	<input type="checkbox"/>



## Project Profile

*Projects may not begin before July 1, 2010.*

### Property Identification Information

#### **Property Address:**

Street:

City:

State:

Zip Code:

**Attach a Map showing the property location – County road map or equivalent. This must be adequate to allow ease of travel to the site.**

#### **Landowner's Address if different from above:**

Street:

City:

State:

Zip Code:

**If this involves multiple ownerships (as noted on property deed), does the individual listed above have the authority to represent all owners? Circle: YES NO If yes, include written authorization.**

### Matching Funds Rate & Matching Funds

1.) Designate (*circle*) whether the Applicant is:

- a county agency (*if designated go to #2*)

OR

- a private non-profit organization (*if designated go to #3*)

2.) County Agencies only!

A.) \_\_\_\_\_ County is a Tier 1, 2, or 3 Enterprise County

(*this designation can be found at [www.nccommerce.com](http://www.nccommerce.com)*)

B.) \_\_\_\_\_ County has a Farmland Protection Plan (FLPP), approved by NCDA&CS prior to time of application (*circle*) YES NO

C.) i. If County is Tier 1 with an approved FLPP then no (0%) Matching Funds are required for the project.

ii. If County is either Tier 2 or Tier 3 with an approved FLPP, the Matching Funds must equal or exceed 15% (0.15) of the amount requested from the ADFP Trust Fund.

iii. If County is Tier 1, 2, or 3 and does NOT have a FLPP, then matching funds must equal or exceed 30% (0.30) of the amount requested from the ADFP Trust Fund.

D.) The Matching Funds Rate (MFR) for this proposal as determined in question 2 C above is:

\_\_\_\_\_. (*This will be used in question number 10.*)

E.) Provide letters of intent from matching funds sources only.

3.) Non-Governmental Agencies only!

A.) If the applicant is a private non-profit conservation organization then Matching Funds Rate (MFR) must equal or exceed 30%. The MFR for non-governmental agencies is .30. (*This will be used in question number 10.*)

B.) Provide letters of intent from matching funds sources only.

## **Length of Easement**

4.) Is this application for a Permanent Easement? (circle) YES NO

A. If yes, your Easement Multiplier (EM) is 1. Go to question 5.

B. If no, then this is an application for a term easement of:  
(circle one) 20 years 30 years 40 years 50 years \_\_\_\_\_years (if different)

The Easement multiplier is the decimal equivalent of the years in the Term Easement. Use the following guidelines to determine term multiplier for this project.

- **For less than 50 years use .01 for each year**
- **For 50 years and greater use .10 + .01 for each year up to .99**

The Easement Multiplier (EM) for this term easement is: \_\_\_\_\_.

## **Determining Estimated Values**

*(Use only easement property and non-mobile agricultural structures on the property used in the farming operation)*

5.) Total value of property to be covered by easement \$\_\_\_\_\_. *(Must use minimum of 2 comparable property sales since Jan 1, 2008 or a 2009 certified appraisal estimate.)*

6.) Agricultural value \$\_\_\_\_\_. *(Appraised value of land by County Tax Office and permanent structures on property used for production agriculture.)*

7.) Subtract the agricultural value in question 6 from the value of the property in question 5. This gives an Estimated Easement Value (EV) of \$\_\_\_\_\_.

8.) Multiply the Easement Value (determined in question 7) by the Easement Multiplier (determined in question 4). This gives you the estimated Maximum Allowable Request for the easement.  
(EV X EM = MAR)

The Maximum Allowable Request (MAR) is \$\_\_\_\_\_.

9.) What is the grant amount requested from the ADFP Trust Fund? \$\_\_\_\_\_  
This may not exceed the MAR established in question 8. *(Place in appropriate line on page 1.)*

10.) To determine the Minimum Required Match needed for the project, multiply the ADFP Grant Request (determined in question 9) by the Matching Funds Rate (MFR) (identified in question 2 or 3).  
(ADFPV X MFR = Minimum Required Match)

A. The Minimum Required Match for this project is \$\_\_\_\_\_.

B. Total of Secured Matching Fund is \$\_\_\_\_\_  
*(Same as noted on page 1. Must be greater than or equal to Minimum Required Match)*

**All match resources, both of cash and in-kind, must provide a letter of commitment and any qualifying parameters associated with those commitments.**

**Description of Land Unit Subject to Easement**

1. Is the land unit a portion of a larger farm / forestry operation? (circle) YES      NO  
If yes, what are the number acres in the entire farm / forestry operation? \_\_\_\_\_ acres.
2. What is the number of total acres in the subject easement property? \_\_\_\_\_ acres.
3. Describe the easement property.
  - a. Acres in cropland \_\_\_\_\_ acres.
  - b. Acres in pasture \_\_\_\_\_ acres.
  - c. Acres in forestry \_\_\_\_\_ acres.
  - d. Acres in horticulture \_\_\_\_\_ acres.
  - e. Acres in aquaculture \_\_\_\_\_ acres.
  - f. Acres in ponds, streams, wetlands or other natural areas not being used for production purposes \_\_\_\_\_ acres.
  - g. Acres to be included that are for support purposes (barns, sheds, tenant housing etc.) \_\_\_\_\_ acres.

4. List species and approximate numbers of livestock, poultry, crop acreage and aquaculture that the farm has currently.

Name of Species	Numbers
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5. What percentage of the proposed easement acreage of land is Prime, Unique or soils of statewide importance? \_\_\_\_\_%.
  - a. Please list the contact information of Soil Conservationist providing the determination.
    - i. Name: \_\_\_\_\_
    - ii. County: \_\_\_\_\_
    - iii. Phone Number: \_\_\_\_\_
    - iv. Email: \_\_\_\_\_

## Landowner Information

1. Is the land owner the operator of the operation or is it leased (all or in part to another)? If partially leased then explain who is responsible for production decisions on which land.
- 
- 

2. What is the percentage of the landowner(s)'s gross income that is derived from the agriculture and forestry? \_\_\_\_\_%

3. Are the landowners:

- a. Beginning Farmers as defined by USDA? (circle) YES NO

*Definition of A Beginning Farmer is person who has not operated a farm or ranch or who has operated a farm or ranch for not more than 10 consecutive years.*

- b. Limited Resource Farmers as defined by USDA? (circle) YES NO

*Definition of A Limited Resource Farmer or Rancher or Forest Owner is a person with direct or indirect gross farm sales not more than \$155,200 in each of the previous two years AND A person with 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.*

4. Is anyone else directly involved in production on the easement property?

(circle) YES NO

If yes, briefly list and describe duties.

---

---

## Planning, Management and Operation

1. Does the county in which the easement is located have a Voluntary Agricultural District Program?  
(circle) YES NO

2. Is the proposed easement property enrolled in a VAD? YES NO N/A

3. Does the county in which the easement is located have an Enhanced Voluntary Agricultural District? (circle) YES NO

4. Is the proposed easement property enrolled in an EVAD? (circle) YES NO N/A

5. Is the proposed easement property located in a county with an approved Farmland Protection Plan? (circle) YES NO

6. Is the landowner a member of an advisory committee affiliated with a VAD, EVAD or County Farmland Protection Plan? (circle) YES NO N/A

7. Are any of the property owners members of:

Goodness Grows in North Carolina (circle) YES NO

American Tree Farmer (circle) YES NO

Forest Stewardship Program (circle) YES NO

Century Farm Family (circle) YES NO

8. Management Plans:

- A.) If the easement has 10 or more acres of agricultural land, does it have a current Conservation Plan? (circle) YES NO N/A

- B.) If the easement has 20 or more acres of in woodland, does it have a current forest management plan? (circle) YES NO

C.) Is the farm required to have an animal waste management plan? (circle) YES NO  
If yes, provide your state General Permit number or NPDS permit number: \_\_\_\_\_.

9. Does the landowner have a business plan for the property? (circle) YES NO

10. Has the landowner made arrangements in a will or estate plan to keep the land in production?  
(circle) YES NO

### **Property Vicinity to Other Points of Interest**

1. What is the distance to nearest privately owned farm or forest land that is protected by easement? Provide farm name, easement holder and distance.

---

---

---

---

2. What is the distance to any nearby (within 5 miles) state or federally owned land that is protected or managed for the protection of agriculture, plants, forestry, wildlife, historic or cultural sites? Provide farm name, property managing agency and distance.

---

---

---

---

3. Identify any nearby military installations (within 5 miles) or where there is a designated military air space over the proposed easement property or other interaction with military exercises. (*Must provide documentation*) State the branch of the military, distance from the property and describe any relationship that may be appropriate.

---

---

---

---

4. Provide a county/regional map that shows the location proximity of the easement property to the properties described in A, B and C above.

5. Provide a map or aerial photo that identifies farm structures, water features and property boundaries.

6. What is the closest distance to a town or city limits? \_\_\_\_\_ miles

7. What is the closest distance to non-farm development (identify) that has been constructed within the previous 5 years.

---

---

**Overview**

23.) Provide a background on the ownership and use of the easement property. This should relate the farm to the region, economy and history. (300 words or less)

---

---

---

---

---

---

---

---

24.) Explain any threats of conversion to the easement site. This should focus on actions that may occur within the next 5 years. (this may include such items as condemnation, loss of supply and market infrastructure, inheritance/ estate issues, etc.) (200 words or less)

---

---

---

---

---

---

---

---

25.) Describe any conservation or environmental practices which have been implemented on the property. (200 words or less)

---

---

---

---

---

---

---

---

26.) Explain any limitations on production due to lack of, or distance to farm infrastructure (ie. Equipment parts and repair, feed, seed, fertilizer, chemicals, markets, processing etc.). (200 words or less)

---

---

---

---

---

---

---

---

---

27.) Attach a list of any capital investments by year, related to production on the easement, of \$5,000 or greater that have occurred in the past 10 years. This may include farm equipment, barns, housing for labor, conservation practices and others.

28.) Explain actions the landowners have taken to transition the land to future farmers/ foresters. (200 words or less)

---

---

---

---

---

---

---

---

---

**Scope of Work**

<b>Applicant Name:</b>	
<b>Applicant Tax Identification Number:</b>	
<b>DUNS Number:</b>	
<b>Project Title:</b>	

**A. What is the purpose of the project?**  
(250 words or less.)

**B. What community need(s) will the project serve?**  
(500 words or less.)

**C. Are other organizations, programs, projects, etc. serving this community need or these community needs? If yes, how is this project different/why is this project necessary?**  
(300 words or less.)

**D. Are there sustainability plans for the project? If yes, please describe. If not, please explain why.**  
(250 words or less.)

**Project Timeline**

*Projects may not begin before July 1, 2010.*

<b>Applicant Name:</b>	
<b>Applicant Tax Identification Number:</b>	
<b>DUNS Number</b>	
<b>Project Title:</b>	
<b>Applicant's Fiscal Year</b>	<b>to</b>

**Grant Year One**

<b>Quarter (Year One)</b>	<b>Tasks/Goals</b>	<b>ADFP Funding to be Used</b>	<b>Matching Funds to be Used</b>	<b>Total Funding to be Used</b>
July 1-September 30				
October 1-December 31				
January 1- March 31				
April 1-June 30				

**Grant Year Two**

<b>Quarter (Year Two)</b>	<b>Tasks/Goals</b>	<b>ADFP Funding to be Used</b>	<b>Matching Funds to be Used</b>	<b>Total Funding to be Used</b>
July 1-September 30				
October 1-December 31				
January 1- March 31				
April 1-June 30				

**Total**

--	--	--

## Project Budget

List the funds requested from ADFP in the table on the left. In the section labeled "Total Project Value" on the right list the total ADFP funds requested, the total cash match anticipated, the total in-kind match anticipated, then add those figures together for a total value of the project. In the Budget Narrative section provide an explanation of how the ADFP funds will be expended.

<b>Applicant Name:</b>	
<b>Applicant Tax Identification Number:</b>	
<b>DUNS Number</b>	
<b>Project Title:</b>	
<b>Applicant's Fiscal Year</b>	<b>to</b>

<b>Expenditure Categories</b>	<b>ADFP Funds Requested</b>
204 Travel (applicable state rates)	
207 Personnel & Administrative	
211 Stewardship Endowment	
212 Survey	
213 Appraisal	
214 Baseline Documentation Report	
215 Environmental Assessment/Audit	
216 Legal Fees	
217 Closing Costs	
220 Easement Purchase	
<b>Total Budget</b>	

<b>Total Project Value</b>	
ADFP Funds Requested	\$
Cash Match	\$
In-Kind Match	\$
<b>Total Project Value</b>	<b>\$</b>

**Budget Narrative**

204	
207	
211	
212	
213	
214	
215	
216	
217	
220	

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_  
ADFP Signature: \_\_\_\_\_ Date \_\_\_\_\_







## REQUESTING A D-U-N-S NUMBER

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

### D-U-N-S Request by Email

To request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within **1 business day**. <http://fedgov.dnb.com/webform>

For technical difficulties, contact [govt@dnb.com](mailto:govt@dnb.com)

### D-U-N-S Request by Phone

1-866-705-7511

#### For U.S., Puerto Rico, and US Virgin Islands Requests only

Contact the D&B Government Customer Response Center  
**U.S. and U.S Virgin Islands: 1-866-705-5711**  
**Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)**  
Monday - Friday 7 AM to 8 PM C.S.T.

**The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.**

You will need to provide the following information:

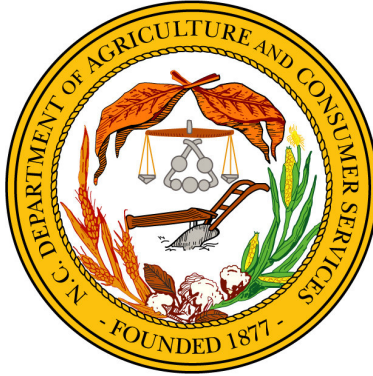
- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

**Have the following attachments been included?**

***Failure to provide all applicable attachments may result in application disqualification.***

Map to Property.	YES	NO	N/A
Authorization to represent multiple landowners.	YES	NO	N/A
A letter must be provided from either NRCS or the local Soil and Water Conservation District which certifies the percentage of Prime Unique and Soils of Statewide Importance.	YES	NO	N/A
Provide a list of all matching funds and sources.	YES	NO	N/A
All sources of matches, both cash and in-kind, must provide a letter of commitment or explain any circumstances where the match has been applied for and is awaiting review and approval.	YES	NO	N/A
Provide a county/ regional map that shows the location and proximity of the easement property to protected farmlands, military bases and operational areas, cultural or historic sites, state or federal lands managed for the protection of agriculture, forestry, plants or wildlife.	YES	NO	N/A
Provide a map or aerial photo that identifies farm structures, water features and property boundaries.	YES	NO	N/A
A list of any capital investments, related to production on the easement, of \$5,000 or greater that have occurred in the past 10 years. This may include farm equipment, barns, housing for labor, conservation practices and others.	YES	NO	N/A
Financial affidavit (only if claiming Limited Resource or Beginning Farmer).	YES	NO	N/A
Photographs of typical landscape, structures and equipment. Maximum of two 8.5X 11 inch pages.	YES	NO	N/A
Budget, Timeline and Budget Narrative sheets.	YES	NO	N/A

<p>Non-governmental Applicants must also provide:  A copy of the organization's Articles of  Incorporation.  A list of current Board Members.</p>	YES	NO	N/A
<p>A list of current grants.</p>	YES	NO	N/A
<p>A copy of the organization's conflict of interest  statement. (This must show date of adoption).</p>	YES	NO	N/A
<p>A Sworn Statement of No Overdue Taxes. (This  must be notarized and dated within one year of the  application submittal).</p>	YES	NO	N/A



**ADFP Trust Fund  
NCDA&CS**

I certify that the information contained in this document is true and accurate and will follow reporting requirements for use of state funds as mandated by G.S. 143C-6-23.

I certify that I am authorized by the applicant organization or agency to enter into a contractual arrangement on its behalf, with the granting agency.

I understand that this application and all attachments submitted with it are public records subject to the Freedom of Information Act.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Representative Authorized to Sign on Behalf of the Applicant)

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

I agree not to pursue or contract the sales of my property for 240 days after the application date, unless petition to board for reasons of bankruptcy, death, and or financial hardship.

Landowner Signature \_\_\_\_\_ Date \_\_\_\_\_  
Co-owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

Please direct all questions and concerns to:

Holly Gilroy  
NCDA&CS  
ADFP Trust Fund  
2 W. Edenton Street  
Raleigh NC 27601  
919.733.7125  
ncadfp@ncagr.gov  
www.ncadfp.org