

# 10 TIPS FROM NRCS ON YOUR APPLICATION



1. PEN/INK SIGN ALL FORMS!

2. FOLLOW HIGHLIGHTED INSTRUCTIONS IN THE PACKET. IF IT'S NOT HIGHLIGHTED, DON'T FILL IT OUT

3. ANSWER TO THE BEST OF YOUR ABILITY. ANSWERS CAN BE VERIFIED WITH AN NRCS PLANNER WHEN THEY VISIT YOUR PROPERTY

4. WHEN IN DOUBT ABOUT THE APPLICATION PROCESS, REACH OUT TO NRCS OR FSA STAFF, WE ARE HERE TO HELP.

5. SUBMIT FORMS TO NRCS OR FSA STAFF TO REVIEW PRIOR TO SIGNING.

6. HAVE SUPPORTING DOCUMENTS READY; I.E. PARCEL NUMBER OF PROPERTY, CURRENT LEASE AGREEMENT FOR LEASED PROPERTY, PROPERTY MAPS, ETC.

7. SUBMIT YOUR APPLICATION PACKET ASAP. IT CAN TAKE UP TO 2 WEEKS TO PROCESS

8. THIS IS A COST SHARE PROGRAM AND NOT A GRANT, REIMBURSEMENTS ARE CONSIDERED 1099 INCOME. CONSULT AN ACCOUNTANT IF YOU ARE UNSURE WHETHER TO APPLY AS AN INDIVIDUAL OR AN ENTITY

9. COUPLES, CHOOSE ONE OF YOU TO APPLY AS AN INDIVIDUAL. BOTH OF YOU WILL BE ABLE TO ENGAGE IN THE PROCESS, BUT ONLY ONE WILL ACT AS SIGNATORY

10. WHEN APPLYING AS AN ENTITY, YOU WILL NEED TO FILL OUT SOME OF THE FORMS MULTIPLE TIMES FOR EACH INDIVIDUAL MEMBER, OR ANY EMBEDDED ENTITIES.

BE SURE THAT ALL PARTIES ARE AVAILABLE.

