

# WETLANDS RESERVE PROGRAM

## *Submitting Your Application*

### Overview

Natural Resources Conservation Service (NRCS) conservationists are available in every Oregon county to assist landowners with identifying conservation practices, technical assistance and program funding to help meet their land management goals.

The Wetlands Reserve Program (WRP) is a voluntary program that provides technical and financial assistance to private landowners and tribes to restore, protect and enhance wetlands in exchange for retiring eligible land from agriculture. USDA Service Center staff, NRCS and the Farm Services Agency (FSA), can help interested landowners assemble the WRP application materials.

### Application Process

For applicants who have not participated in USDA programs, the application process for WRP consists of the following steps:

- 1) Open a USDA account with FSA. This is called your Service Center Information Management System (SCIMS) Identification.
- 2) Complete an Adjusted Gross Income (AGI) form with FSA. If the applicant is an entity, each individual listed under the entity must submit AGI documentation (form CCC926).
- 3) Verify conservation compliance with FSA. The applicant (or all individuals listed under an applicant entity) must submit the Highly Erodible Land and Wetland Conservation form for the current year (form AD 1026).
- 4) If the applicant is an entity, submit a list of individuals that comprise the entity, including the percent of ownership for each (form CCC901 or CCC 902).

- 5) Complete a conservation program application (form CPA 1200).
- 6) Provide a copy of the deed or other ownership eligibility evidence with proof of legal, written, recordable access to the easement area.
- 7) If the applicant is an entity, submit documentation of signing authority/ power of attorney (form CPA 09 or FSA 211).
- 8) If your application is for \$25,000 or more, obtain a DUNS number. This nine-character number identifies your business in a national registry and can be obtained online or over the telephone. A DUNS number is free to federal program applicants. If you are applying as an individual and use your Social Security number as your Tax Identification Number, you do not need a DUNS number.
- 9) Complete the direct deposit form (form SF 1199a with Tax Identification Number). USDA makes payments through direct deposit. This step can be delayed until your application is selected for funding.

### For More Information

For more information, please contact your local USDA Service Center. You can find contact information for your local USDA Service Center, and more WRP information and updates on the Oregon NRCS website at:

[www.or.nrcs.usda.gov/programs/wrp](http://www.or.nrcs.usda.gov/programs/wrp)