



## **GUIDELINES FOR PREPARING LAEPP NOTICES OF SELECTION**

(Local Sponsor sends Notices of Selection to landowners on LAEPP Process Steps)

### **“Full” Notice of Selection or Contingent Notice of Selection?**

In order to remain compliant with both the Ohio Administrative Code and the ODA-Local Sponsor LAEPP Cooperative Agreement, all approved landowner applicants must receive a Notice of Selection indicating that they have been approved for funding. However, those local sponsors also applying to the USDA-NRCS Agricultural Conservation Easement Program – Agricultural Land Easement (ACEP-ALE) program may not yet know the amount of funding available for their easement purchases.

Therefore, please only send the full Notice of Selection (the one with a signature line for the landowner) when there is enough LAEPP (or LAEPP and local sponsor funding) to make a full offer to the landowner. If an offer cannot yet be made to a landowner, please send them a Contingent Notice of Selection and send an electronic copy of the Contingent Notice of Selection to ODA, as this document does not require the landowner’s signature.

When preparing Notices of Selection, please keep in mind the following:

- **AG EASEMENT PRICE** – The “full” Notice of Selection includes three options for your use – an ODA-only purchase price, or “State-only” agricultural easement; a multi-contributor option with ACEP-ALE as an additional contributor to the agricultural easement; and finally a third option for those local sponsors utilizing their own organizational funding (or another funding source) to complete the purchase price for the landowner. Remember to remove the other options from your document as you complete the Notice of Selection.
- **FORM SELECTION** – If you elect to use your own Notice of Selection form, provide ODA a review copy before distributing the document.
- **LOCAL SPONSOR INFORMATION** – The Notice of Selection should be pasted on your letterhead; make sure that your organization’s contact information appears on the document.
- **ORIGINAL DOCUMENTS** – Forward the originally signed Notice of Selection to ODA.

**Disclaimer:** The above Guidelines address standard total planned payments. For local sponsors paying over the ODA points-based appraisal or applying for a Cash Contribution Reduction Waiver with NRCS, contact the Office of Farmland Preservation for more information.

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