

Step 1 Select Your County SWCD

Step 2 Select Today's Date

Step 3 Enter Invoice Number

Contract #-Number Invoice Sent  
Example: 2122-001

#### Enrollment & Processing

- One Enrollment/Easement per Invoice.
- All Invoices must include your District's Name & Address, the vendor's mailing information, invoice number, date, and description of services performed.
- Easement Payment to the Landowner matches the monetary disbursement stated in the Grant of Conservation Right & Easement.
- Cost Share payments to the landowner must have certified and signed copies of the following:
  - FSA-848A
  - FSA-848-B
- SWCD Administrative Payment is requested upon completion of all closing, recording, and filing procedures associated with the Easement.

Step 8 Signature, Title & Date

Illinois Conservation Reserve Enhancement Program  
Please choose your district.

INVOICE

For services and expenses associated with the CREP Program.

Invoice Date: \_\_\_\_\_

Invoice Number: \_\_\_\_\_

Service Begin Date: \_\_\_\_\_

Service End Date: \_\_\_\_\_

Please remit payment to:  
Please choose your district.  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Person to contact: \_\_\_\_\_

Enrollment & Processing	Easement Management
Enrollment/Easement # _____	Annual Address Verification & Photo Review
Attorney Fees: _____	# Addresses Verified: _____
Survey Fees: _____	Fee/Address & Photo: _____
Title & Insurance: _____	Monitoring, Baseline & Change of Landowner Site Visit
Closing & Recording: _____	# Site Visits with Reports: _____
Easement Payment: _____	Fee/Site Visit & Report: _____
Cost Share Payment: _____	Easement Transfers and Recording
SWCD Administrative Fee: _____	# Easements Transferred: _____
Subtotal: \$ 0.00	Fee/Transfer: _____
	Re-recording Fees: _____
	Subtotal: \$ 0.00

Total Amount Due: \$ 0.00

This invoice is for services rendered by the Soil and Water Conservation District (SWCD) through an Intergovernmental Cooperative Agreement and contract with the Illinois Department of Natural Resources, to administer the Conservation Reserve Enhancement Program (CREP) and manage and improve conservation practices on existing CREP easements. All expenses are approved and verified by signature below.

County SWCD Signature, Title, and Date

IDNR Received by Signature, Title and Date

Manager, Conservation Reserve Enhancement Program and Date

Head of Unit/Agency and Date

Step 4 Select the Service Begin Date

Step 5 Select the Service End Date

Step 6 Enter Your Remittance & Contact Information.

#### Easement Management

- Annual Ownership & Aerial Photo Review
  - # Easement Ownership/Photo Reviews.
  - Multiply by \$10.00.
- Site Visits With Completed & Signed Monitoring Report.
  - #Site Visits Conducted/Year
  - Multiply by \$100.00.
- SWCD Held CREP Easements & Transfer/Record
  - # Easements Transferred.
  - Multiply by \$50.00.
  - Total of all Recording Fees with Receipts.

Step 7 Make sure the Total Amount Due is correct.

Step 9 Save the Invoice with all applicable vendor invoices as a pdf & email to [DNR.CREP@Illinois.gov](mailto:DNR.CREP@Illinois.gov)