



ACEP-ALE Application Checklist

Required Forms:

- [NRCS-CPA-41](#) Entity Application for Agricultural Land Easement (ALE) Agreement
- [NRCS-CPA-41A](#) Parcel Sheet for Entity Application for an Agricultural Land Easement (ALE) Agreement
 - ❖ Required for each parcel submitted with the Entity application
- [SF-424](#) Application for Federal Assistance
- [SF-424A](#) Budget Information for Non-Construction Programs
- [SF-424B](#) Assurances Non-Construction Programs
- [AD-3030](#) Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants (does not apply to state or local governments)
- [AD-3031](#) Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants (does not apply to state or local governments)
- Certification Regarding Lobbying (see attached)
- [SF-LLL](#) Disclosure of Lobbying

Entity Information:

- Documentation on commitment to long-term conservation of agricultural lands through the use of voluntary conservation easements that protect farm or ranch lands from conversion to non-agricultural uses.
 - ❖ State or local government statute or ordinance, OR
 - ❖ non-governmental organization mission statement
 - Documentation on entity's capability and record of acquiring, holding, managing and enforcing conservation easements.
 - ❖ This must include a citation to the State conservation easement enabling statute that the entity will rely on to acquire the agricultural land easements.
 - ❖ If the entity is a State, local, or Tribal government, then this must include a citation to the entity's statutory authority to acquire conservation easements consistent with the purposes of ACEP-ALE.
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Document the entity capacity to monitor and enforce the agricultural land easements.

- ❖ Number of easements held and managed: _____
- ❖ Number of acres held and managed: _____
- ❖ Current staff available: _____

Document that at the time of application the eligible entity has the required funds available for each parcel

- ❖ State or local government appropriation or statement from non-government organization that funds are available (required for each entity contributing funds)

Provide evidence of current registration in [DUNS](#) and [SAM](#) for each holding and co-holding eligible entity.

Establish records in the Service Center Information Management System (SCIMS) at the Farm Service Agency

Include a copy of the written pending offer for each parcel (include landowner signature for acceptance of offer)

Parcel Information:

Proof of ownership (most recent recorded deed) and legal description. A fully executed purchase agreement is also acceptable.

Landowner(s) listed on the deed must establish records in the Service Center Information Management System (SCIMS) at the local Farm Service Agency office: submit AGI ([CCC-941](#)) and HEL/WC ([AD-1026](#)). If landowner is an entity, submit Member's Information form ([CCC-901](#)) and AGI and HEL/WC for all members.

Evidence and map of legal and physical access to the parcel.

Aerial map including ALE parcel boundaries and total parcel owned by landowner

A map showing each of the following that are applicable:

- ❖ The location and acres of the prime, unique, or statewide and locally important soil in each parcel
- ❖ The location and acres of lands where grazing uses and related conservation values would be protected
- ❖ The location and acres of grasslands of special environmental significance
- ❖ The location, number, and acreage of historical or archaeological sites proposed to be protected



A map showing the location of other protected land in relation to parcel, if applicable.

If the presence of historical or archeological sites is the basis for land eligibility, a brief description of the site's significance and documentation of the site's formal listing on the National, Tribal, or State register or eligibility for listing in the National register must be included in the application. NRCS State office will review this documentation to determine the entity's ability to manage and enforce the easement for historic preservation purposes (attach additional pages if necessary with title 'Land Eligibility-Historical or Archaeological Resources').

A narrative description of how the protection of the parcel will further a State or local policy consistent with ACEP, if this is the basis for the parcel's land eligibility (attach additional pages if necessary and title 'Land Eligibility-State or Local Policy').

Narrative statement or map showing the parcel's accessibility to agricultural markets.

Narrative statement or map showing the parcel's access to existing agricultural infrastructure, on- and off-farm, and other support systems.



Narrative statement or map showing the threat of conversion or fragmentation (either from non-agricultural development or cropland conversion of grassland) for each parcel.

Ownership of subsurface mineral rights and any required water rights for each parcel.

Copies of any phase I environmental site assessments, if available (attach title page and executive summary only).

Copies of appraisal reports or title reports for the parcel, if available (attach appraisal summary section only).

Landowner Signature Authority Documents (e.g. Articles of Incorporation, By-Laws, etc.)