FY24 REQUIRED ACEP APPLICATION AND FILE NAME CHECKLIST
ENTITY WITHOUT A PROGRAM AGREEMENT

- [ ] NRCS CPA-41, "ENTITY APPLICATION FOR AN AGRICULTURAL LAND EASEMENT AGREEMENT
  File Name: (1) CPA-41

- [ ] ENTITY'S AUTHORITY TO PURCHASE AND HOLD AGRICULTURAL CONSERVATION EASEMENTS
  File Name: (2) Purchase and Hold

- [ ] DOCUMENT OF ENTITY'S COMMITMENT OF CONSERVATION OF AGRICULTURAL LANDS
  File Name: (3) Commitment to Conserve

- [ ] DOCUMENT OF ENTITY'S AUTHORITY, CAPABILITY TO ACQUIRE, MANAGE, AND ENFORCE
  File Name: (4) Authority Acquire Manage Enforce

- [ ] DOCUMENT ENTITY'S STAFF DEDICATED TO MONITORING AND STEWARDSHIP
  File Name: (5) Staff

- [ ] DOCUMENT ENTITY ARTICLES OF INCORPORATION, OPERATING or TRUST AGREEMENT
  File Name: (6) AOI

- [ ] PROOF OF ENTITY SIGNATURE AUTHORITY
  File Name: (7) Entity Sign Auth

- [ ] DOCUMENT FROM SAM.GOV REGISTRATION MUST BE CURRENT AND ACTIVE
  File Name: (8) Sams

- [ ] SF-1199A, ENTITY DIRECT DEPOSIT FORM
  File Name: (9) SF-1199a

ENTITY WITH A PROGRAM AGREEMENT

- [ ] PROOF OF ENTITY SIGNATURE AUTHORITY
  File Name: (10) Entity Sign Authority

- [ ] DOCUMENT FROM SAM.GOV REGISTRATION MUST BE CURRENT AND ACTIVE
  File Name: (11) Sams

- [ ] SF-1199A, ENTITY DIRECT DEPOSIT FORM
  File Name: (12) SF-1199a

REQUIRED LANDOWNER ELIGIBILITY DOCUMENTS

- [ ] CCC-902, FARM OPERATING PLAN
  File Name: (13) CCC-902

- [ ] CCC-941, AVERAGE ADJUSTED GROSS INCOME (AGI) CERTIFICATION AND CONSENT TO DISCLOSURE OF TAX INFORMATION
  File Name: (14) CCC-941

- [ ] AD-1026, HIGHLY ERODIBLE LAND CONSERVATION AND WETLAND CONSERVATION
  File Name: (15) AD-1026

- [ ] PROOF OF SIGNATURE AUTHORITY
  File Name: (16) Landowner Sign Auth

- [ ] FSA Subsidiary Print Showing Landowner Eligibility Entity, All Entity Members and Individuals
  File Name: (17) Landowner FSA Sub

REQUIRED LAND ELIGIBILITY DOCUMENTS

- [ ] NRCS CPA-41A: PARCEL APPLICATION FOR AN AGRICULTURAL LAND EASEMENT AGREEMENT
  File Name: (18) CPA41A

- [ ] WRITTEN PENDING OFFER
  File Name: (19) Pend Offer

- [ ] COPIES OF ALL DEEDS
  Highlight deed with boundaries of land being offered.
  File Name (20) Deed

REQUIRED MAP ELIGIBILITY DOCUMENTS

- [ ] Location Map
  File Name (21) Location Map

- [ ] Easement Offer and Parcel Boundary
  File Name (22) Offer Parcel Map

- [ ] County Tax Parcel Map
  File Name (23) Tax Map

- [ ] Impervious Surface Map
  File Name (24) Impervious Map

REQUIRED MAP ELIGIBILITY DOCUMENTS (CONT)

- [ ] Soils Map
  File Name (25) Soils Map

- [ ] Land Use Map
  File Name (26) Land Use Map

- [ ] GIS Shape File of Easement Boundary
  File Name (27) GIS

- [ ] Narrative Statements
  File Name (28) Narrative

- [ ] Exclusions and Building Envelopes
  File Name (2 Exclusion Building