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# 2023 ACEP-ALE Kickoff Workshop

Presentation will begin at 9 am

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Welcome!

Alexandra James  
Workshop Host

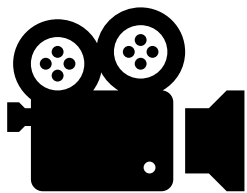


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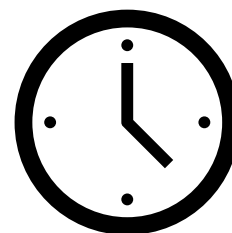


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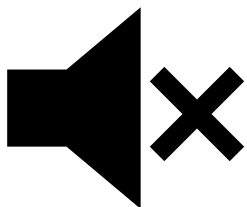
# Housekeeping



Recorded Session



2.5 Hour Workshop with  
Q&A



Please Mute Mic &  
Turn Video Off



Submit Questions via  
Chat



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## Presentation Panelists

Roylene Comes At Night – NRCS State Conservationist

Keith Griswold – NRCS Assistant State Conservationist for Programs

Carlee Elliott – NRCS State Easement Program Manager

Kaitlin Davies – FSA County Executive Director, SW WA

Steve Anderson – NASS Deputy Director

Alexandra James – Skagit CD RCPP Easement Liaison



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# NRCS Partnership Updates

## Roylene Comes At Night



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# Workshop Agenda

Alexandra James



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## Washington State

Wednesday, Oct. 5

### '23 ACEP-ALE KICKOFF AGENDA

9-11 a.m.



Moderator | **Alexandra James**

[5 min]

**General Welcome & Housekeeping**, with  
Alexandra James, *RCPP Easement Liaison*

[5 min]

**Welcome & NRCS Partnership Updates**, with  
Roylene Comes at Night, *State Conservationist*

[5 min]

**Agenda Overview**, with Alexandra James

[45 min]

**NRCS Programming & Resources: What's New for FY23**

- NRCS Staff Roles & Responsibilities, with Keith Griswold, *Assistant State Conservationist*
- ALE Website Overview, with Keith Griswold
- FY23 Timeline, ALE Workflow & Entity Documentation with Carlee Elliott, *State Easement Program Coordinator*
- ALE Standard Communications, with Carlee Elliott

### BREAK

[30 min]

**FY23 ALE Application Process**

- Workload Prioritization & Ranking, with Keith Griswold
- Review of FY23 ALE Application Packets, with Alexandra James
  - What Entails a "complete" application
  - How to submit a complete application

[30 min]

**Tips & Tricks to a Successful ALE Application**

- Establishing USDA Eligibility through FSA: Who, What & How, with Kaitlin Davies, *County Executive Director, FSA-WA*
- National Agricultural Statistics Service (NASS) Data Resources, with NASS *Representative*

[5 min]

**Closing Remarks**, with Alexandra James



[20 min]

**Q&A with All Panelists**

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# NRCS Programming & Resources: What's New for FY23

Keith Griswold & Carlee Elliott



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# Staff Roles & Responsibilities ALE Website Overview

Keith Griswold



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# NRCS Staff Roles & Responsibilities

- Assistant State Conservationist for Programs—Keith Griswold
  - Overall big picture for all programs (EQIP, CSP, CIC, ACEP-ALE, ACEP-WRE, RCPP).
- Easement Program Manager—Carlee Elliott
  - In charge of the entire easement program. Both US Held easements and Non-US Held easements.
- Program Analyst—Kathleen Wanner
  - One-on-one contact with partners for documentation, orders documents, works with partners to close easements.



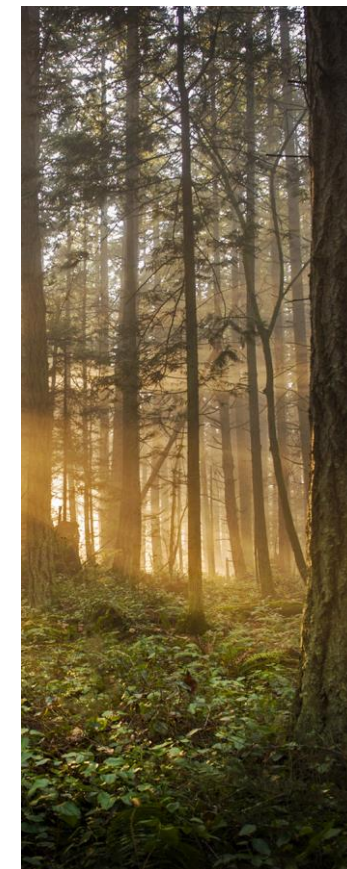
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# NRCS Staff Roles & Responsibilities

- Easement Specialist: Work on mostly wetland easements. CUAs, WRPOs, restoration.
  - Olympia-- Scott Cook
  - Ephrata—Need to re-fly position announcement
  - Spokane Valley—Brandt Becnel
- RCPP-Easement Coordinator — Alexandra James
  - Works on RCPP projects with an easement component. Coordinates between NRCS and RCPP Project Lead.



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# ACEP-ALE Website Overview

- New National website platform coming October 23, 2022.
- Change in SGI and SWPA boundaries – updated shapefiles and maps online.
- New resources in the ACEP-ALE Toolkit (a collaboration between NRCS and AFT).
  - New resources include: full guidance on the “Prepare to Acquire” sections for both the entity and landowner ACEP-ALE guides; ACEP-ALE Minimum Deed Terms with Commentary document; ACEP-ALE Options for Integrating Minimum Deed Terms document.
- Published Buy-Protect-Sell criteria.
- Resource guide on establishing entity certification in WA.
- Annual monitoring worksheet is available online.



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# FY23 Timeline ALE Workflow Entity Documentation ALE Standard Communications

Carlee Elliott



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# Fiscal Year 2023 Timeline

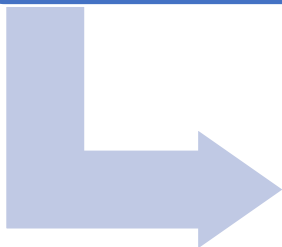
FY2023 WA NRCS EASEMENT PROGRAMS		FY2023								
General Easement (ACEP-ALE)	Responsible Person(s)	October	November	December	January	February	March	April	May	June
Kickoff Meeting	NRCS	10/5/2022								
Submit Program Agreement Entity Application package to NRCS if program agreement is not already established for ACEP-ALE General.	Applicant	10/14/2022								
Signup Announcement (open minimum 30 days)	NRCS	10/14/2022								
Application packet deadline	Applicant			12/15/2022						
FSA Eligibility (AGI, AD1026, FTE, 901/902)-- These categories must be "Yes" in Protracts. AGI must be determined by IRS. 902 must be determined, not just filed, by this date per NB 300-22-59. Active SAM requirement for eligible applicant.	Applicant and all Landowner(s) on deed				1/13/2023					
WPT deadline/ Field visits scheduled	NRCS				1/20/2023					
CD/CART Assessment/Ranking/Cost est. completed	NRCS					2/17/2023				
EPM selects parcel applications for Pre-Approval	NRCS					2/24/2023				
EPM and EPA order Environmental Database Search	NRCS						3/3/2023			
Field site visits completed (hazmat due diligence), offered land eligibility determination, planning (CD Agreement items)	NRCS						3/3/2023			
EPM selects parcel applications for Approval	NRCS						3/10/2023			
Pre-obligation checklist completed and documents uploaded to DMS and submitted to IC via PAMS per NI 300-306.	NRCS						3/17/2023			
(30 days per policy for IC preobligation review time). IC corrections are made by Applicant/NRCS asap, and CPA1265, 1265Appendix, 1266 sent to applicant for signature asap after IC pre-ob completed							4/17/2023			
Entity returns signed Parcel Agreement documents deadline date	Applicant								5/26/2023	
EPM enters applicant signature in Protracts, Fund Mgr, routes for STC signature, enters STC signature in Protracts, routes to ASTC-P for obligation.	NRCS								5/26/2023-6/9/2023	
NRCS deadline of initial allocation to obligate Parcel Agreement	NRCS									6/9/2023



# ALE Workflow

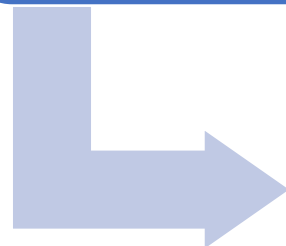
Program Agreement

- NRCS-CPA-41
- WA Entity Application Packet and required documents



Parcel Contract

- NRCS-CPA-41a
- FSA Eligibility
- WA Parcel Application Packet and required documents



Acquisition

- CE Deed
- Appraisal
- Secure Clear Title
- Baseline
- Misc. NRCS Forms



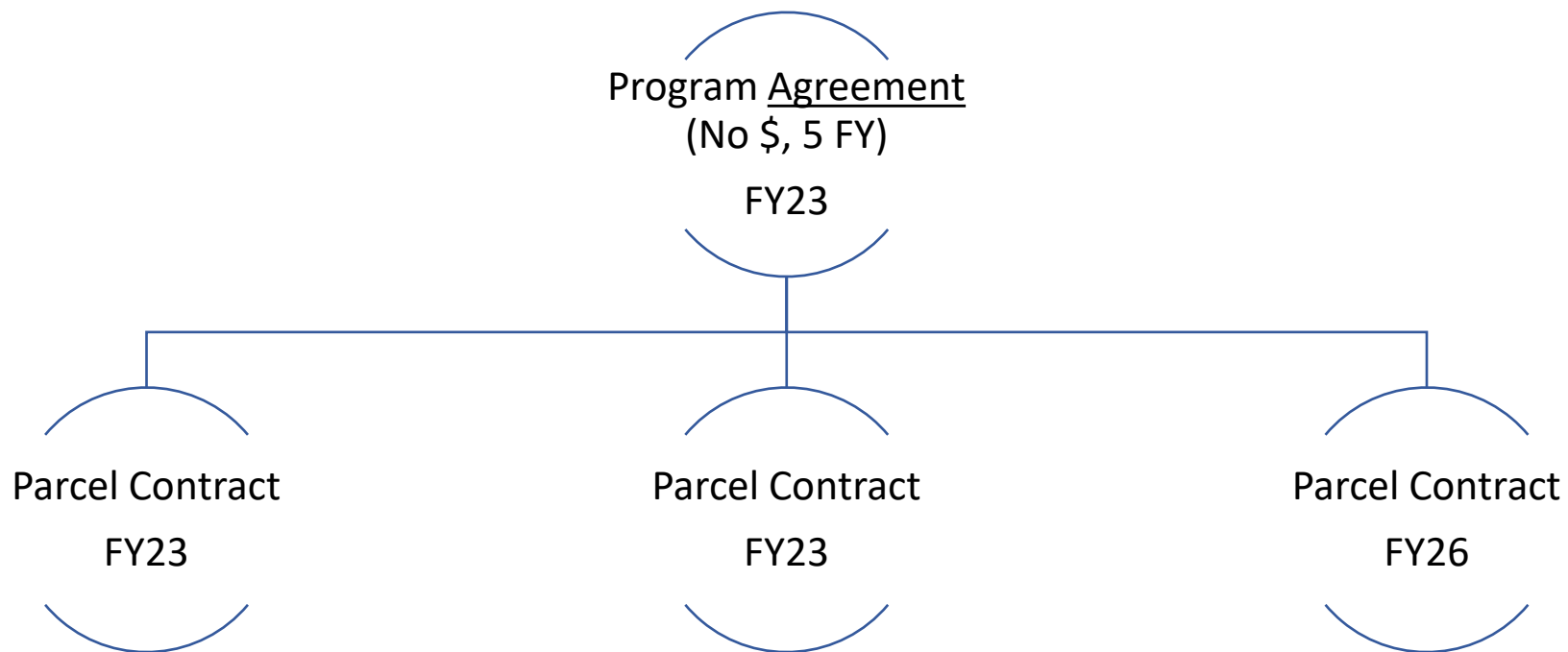
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# ALE Workflow: Structure Example



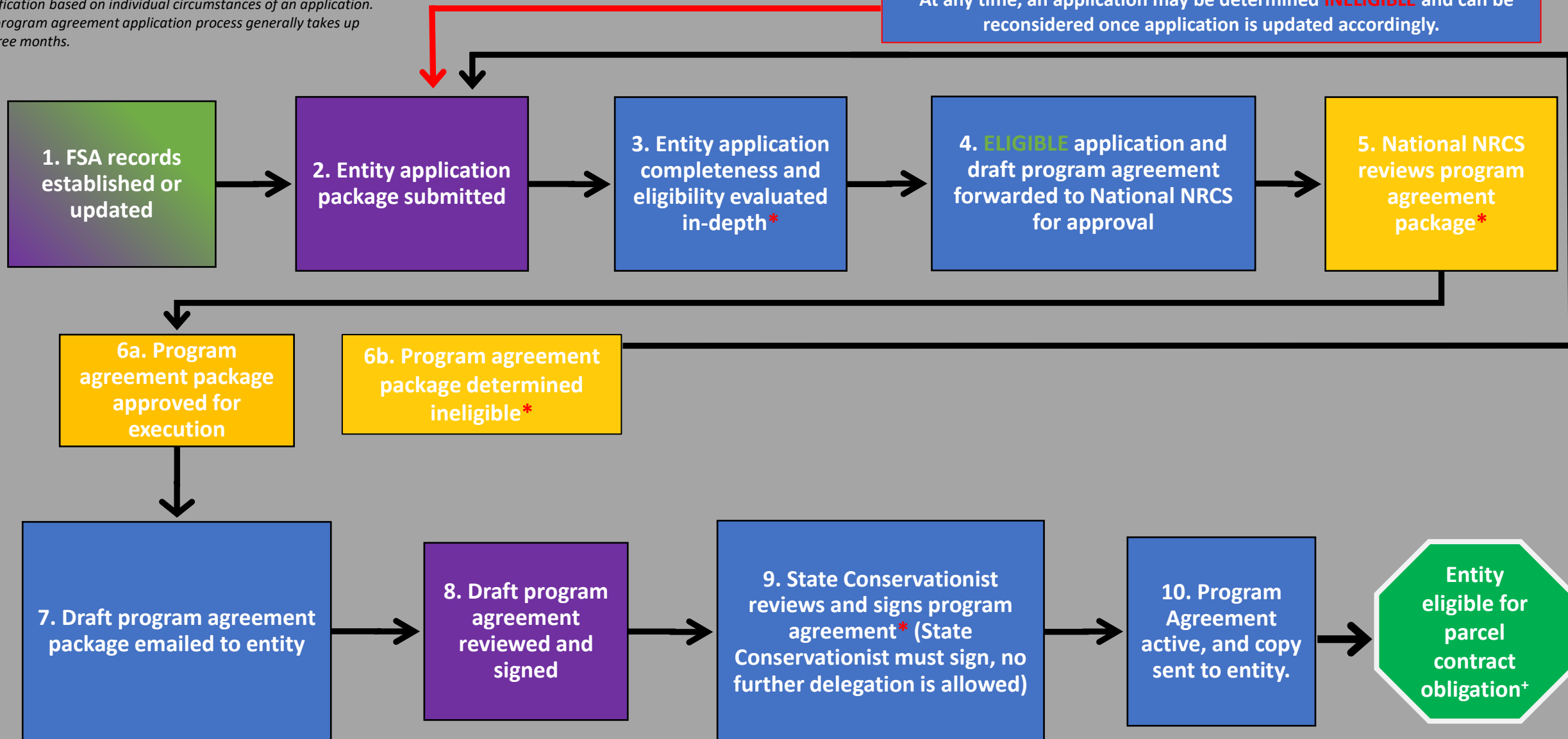
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# WA ACEP-ALE PROGRAM AGREEMENT PROCESS

*This flow chart represents a general process and is subject to modification based on individual circumstances of an application. The program agreement application process generally takes up to three months.*

**\*At any time, an application may be determined **INELIGIBLE** and can be reconsidered once application is updated accordingly.**

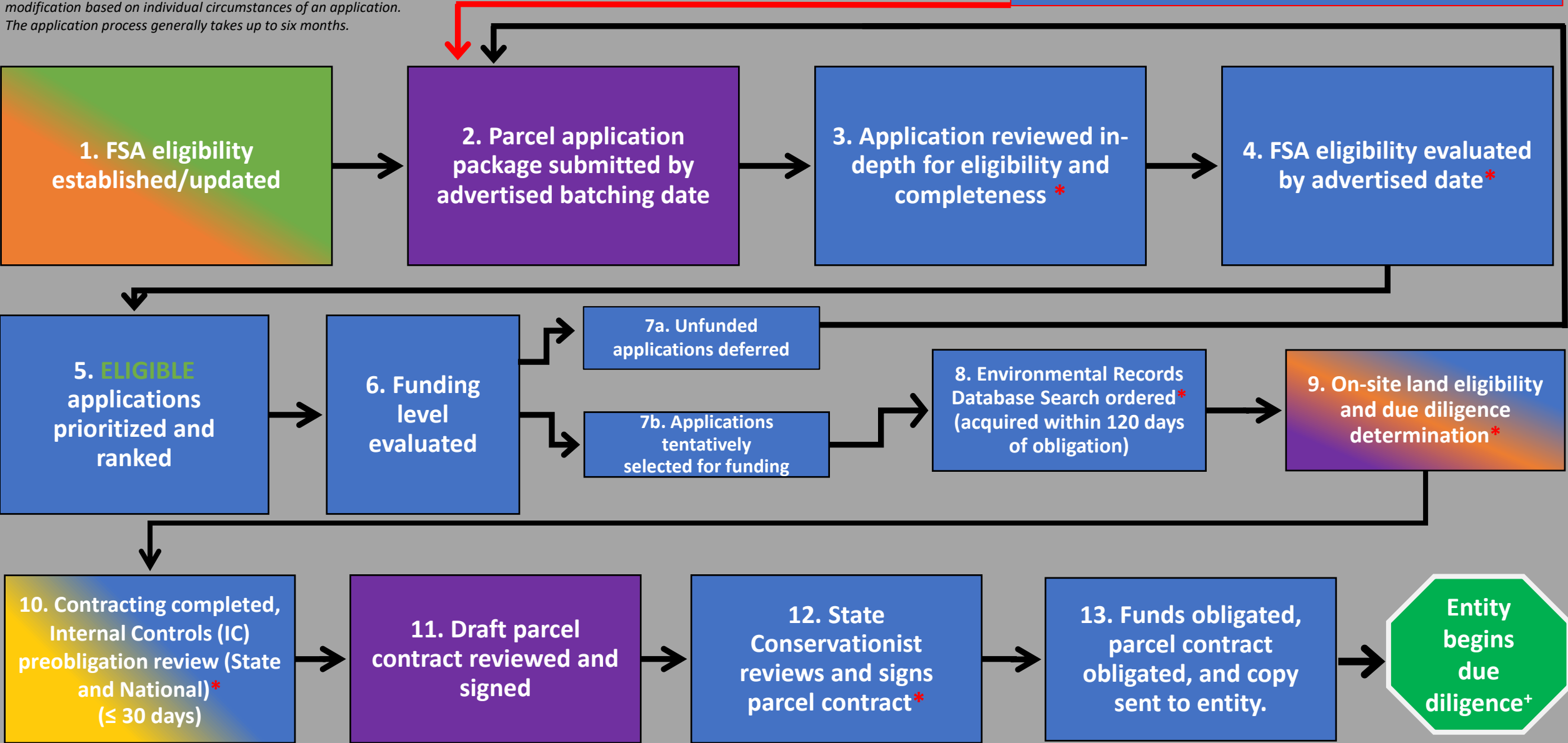


*\*See application process workflows for continuation.*

# WA ACEP-ALE PARCEL APPLICATION PROCESS

This flow chart represents a general process and is subject to modification based on individual circumstances of an application. The application process generally takes up to six months.

\*At any time, an application may be determined **INELIGIBLE** or screen too low and can be reconsidered once application is updated accordingly.



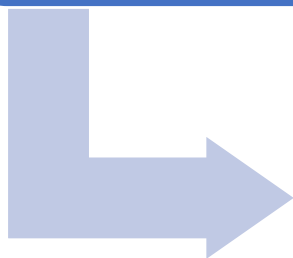
\*See closing process workflows for continuation.



# Entity Documentation

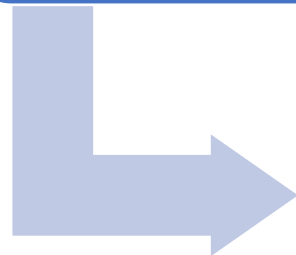
## Program Agreement

- NRCS-CPA-41
- WA Entity Application Packet and required documents



## Parcel Contract

- NRCS-CPA-41a
- FSA Eligibility
- WA Parcel Application Packet and required documents



## Acquisition

- CE Deed
- Appraisal
- Secure Clear Title
- Baseline
- Misc. NRCS Forms



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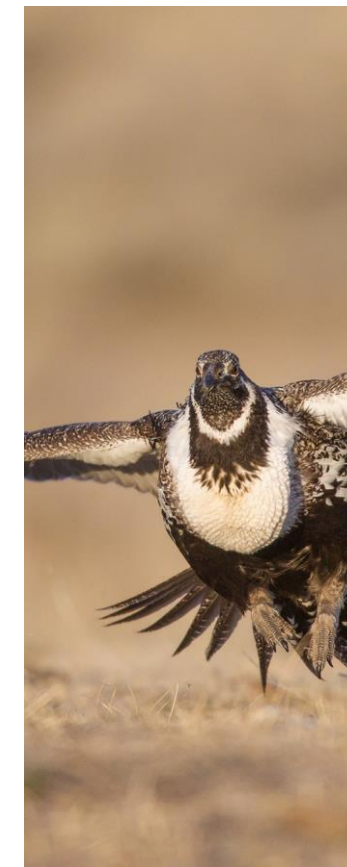
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# Entity Documentation: Form Location



<https://go.usa.gov/xz3Cu>

ACEP-ALE Forms & Documents for Entities			
Name	Description	Release Date	Example
USDA-FSA Eligibility	Applicant and all landowners on deed must have FSA eligibility paperwork completed prior to signup deadline! Find your local FSA office here to obtain FSA eligibility forms and how to file eligibility forms with FSA.		Sample Subsidiary Print – Entity Landowner ----- Sample Subsidiary Print – Individual Landowner
Landowner Eligibility Matrix			
FY 2022 ACEP-ALE Entity Application	Application packet for entities interested in applying for easement funding under ACEP-ALE, Buy-Protect-Sell, or 2014 RCPP ACEP-ALE. Application required for entities that do not have an existing Program Agreement.	12/2021	
FY 2022 ACEP-ALE General Parcel Application	Application packet for entities seeking Classic ACEP-ALE, Buy-Protect-Sell, or 2014 RCPP ACEP-ALE financial assistance on individual parcels.	12/2021	
FY 2022 ACEP-ALE GSS Parcel Application	Application packet for entities seeking GSS or GSS-SGI ACEP-ALE financial assistance on individual parcels.	12/2021	
NRCS-CPA-41	ACEP-ALE Entity Application Form	2/2020	Example
NRCS-CPA-41A	ACEP-ALE Parcel Contract Application Form	2/2020	Example
NRCS-CPA-BPS-Supplement	ACEP-ALE Buy-Protect-Sell Application Form [if applicable. Also see "Buy Protect Sell additional WA criteria" document listed in "More Information" section above.]	4/2021	
SF-1199	Direct Deposit Signup Form	8/2012	Example
FSA-211	Power of Attorney [if applicable]	11/2014	
NRCS-CPA-1270	Consent to release or receive information for NRCS program participation [if applicable]	11/2020	
ACQUISITION DOCUMENTS & FORMS			



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# ALE Standard Communications

- Influenced by NI 440-300 and request for more transparency on tracking project status.
- Beginning FY23, NRCS-WA will send emails to entities that have completed a major milestone in the ALE process.
- Major milestones include:
  1. Submit application,
  2. Application Determination,
  3. Execute Program Agreement,
  4. Execute Parcel Contract,
  5. Acquire Easement,
  6. Close Easement,
  7. Annual Stewardship.



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# ALE Standard Communications

- Each email will contain project-specific information with steps completed and steps required to achieve next milestone.
- Entities should have clear directions on what needs to happen next in the ALE process.
- 1:1 monthly calls with partners who have “open/pending” projects.
- Box/One Span
- Website and Resources
- AFT & NRCS Resources



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# 10-Minute Break

Please ensure your mic is muted  
and video is turned off.



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# FY23 ALE Application Process

Keith Griswold & Alexandra James



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# Workload Prioritization Tool Application Ranking

Keith Griswold



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# Workload Prioritization Tool (WPT)

- In FY22, NRCS used a paper copy of the screening worksheet. With the increased software development of Conservation Desktop (CD) and Conservation Assessment Ranking Tool (CART) come new opportunities.
- The WPT is designed to assist in managing workload associated with requests for assistance and applications for highly competitive programs or targeted funding pools within a program.



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# Workload Prioritization Tool

- WPT completed in CD. Our National Headquarters needs to review and approve State questions. NRCS-WA has submitted questions and awaits approval.
- WPT is designed to, prior to completing assessments in the CART, prioritize requests for assistance in CD into High/Medium/Low categories and help staff manage application workload.
- Once WPT is “published”, NRCS-WA will post the WPT on the ACEP-ALE website.



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# Workload Prioritization Tool (Draft View)

Workload Prioritization

To set the priority level for this request, please complete all of the questions below.

**What program is this application for?**

☐ EQIP/RCPP\_EQIP 2014


☐ CSP/RCPP\_CSP 2014

☒ ACEP

**What type of ACEP application is this?**

☐ ALE

☐ WRE

 In Progress

**What type of ACEP application is this?**

☒ ALE

☐ WRE

**Does the parcel have acceptable access and no unacceptable access issues as listed under CPM440.528.34B(6)?**

☐ YES

☐ NO

**Does the landowner own the mineral rights? The parcel does not have mineral rights on which gas, oil, earth, hard rock, stone, gravel, geothermal, or mineral rights exploration has been leased or is owned by someone other than the listed name(s) on the deed and does not meet all exception criteria under CPM440.528.34B(7)( i-iii)?**

☐ YES

☐ NO

**Do all landowners on the deed exist in FSA Subsidiary Report?**

☐ YES

☐ NO

**Do all landowners on the deed have a Yes status with AD1026, FTE, AGI, and 902 requirements on the Subsidiary Report?**

☐ YES

☐ NO

**Applicant does not exist in FSA Subsidiary report, or there are incomplete FSA eligibility requirements?**

☐ YES

☐ NO

**Does the applicant have a current/active Unique Entity ID registered in the System for Award Management (SAM.gov)?**

☐ YES

☐ NO

**Is the parcel(s) within the application subject to a lien or bankruptcy?**

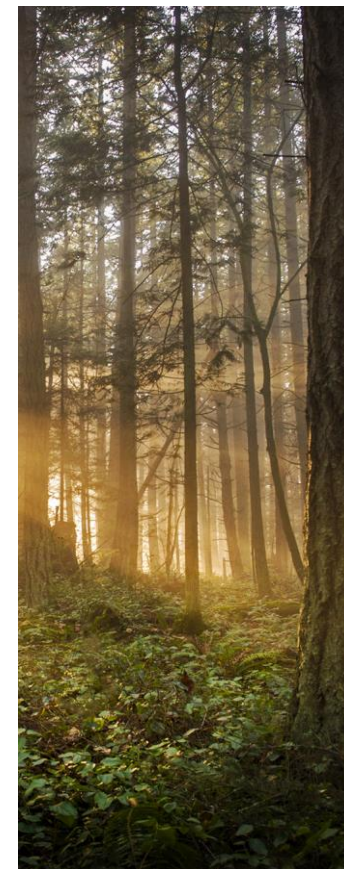
☐ YES

☐ NO



# Application Ranking

- Ranking completed in CART. NRCS-WA awaits National Headquarters to release the CART ACEP-ALE template for us to build from.
- Once Ranking is “published”, NRCS-WA will post the Ranking questions on the ACEP-ALE website.
- NRCS-WA is not proposing any changes to the State questions from last years ranking.



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# FY23 Application Packets

Alexandra James



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# FY23 ALE Application Packets

- All ALE transactions require the use of Program Agreements and Parcel Contracts.
- Entities must have an active and valid Program Agreement established before individual Parcel Contracts may be established.
- NRCS-WA developed three application types for FY23:
  1. Entity Application
  2. General Parcel Application
  3. GSS Parcel Application



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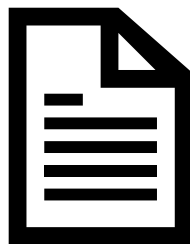
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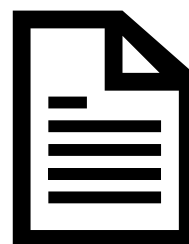
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# What Applications are Required?

## No Program Agreement



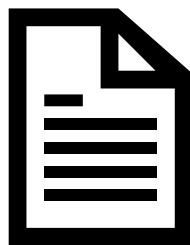
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FY23 Entity Application

FY23 Parcel Application

## Valid & Active Program Agreement



FY23 Parcel Application



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# Entity Application

- Used to establish a Program Agreement.
- Collects required information to determine entity eligibility for ACEP-ALE & ACEP-ALE Buy-Protect-Sell.

**Agricultural Conservation Easement Program (ACEP) –  
Agricultural Land Easements (ALE)**

**FY 2023 Washington NRCS Entity Application Packet**

Entity applications for ACEP-ALE should be developed in accordance with the following format and guidance. A completed entity application includes all requested information detailed in this packet. Please submit completed applications to:

<u>USPS, UPS, or FedEx:</u> USDA NRCS Attn: Easement Programs 11707 E. Sprague Ave. Suite 301 Spokane Valley, WA 99206	<u>EMAIL:</u> To: <a href="mailto:Carlee.Elliott@usda.gov">Carlee.Elliott@usda.gov</a> Cc: <a href="mailto:Keith.Griswold@usda.gov">Keith.Griswold@usda.gov</a> Subject: Entity Name_FY23 Entity Application_1 of X	<u>BOX ELECTRONIC UPLOAD:</u> ***PREFERRED*** Request Box invitation via email at <a href="mailto:Carlee.Elliott@usda.gov">Carlee.Elliott@usda.gov</a>
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**Entity applications are accepted on a continuous basis.  
However, applications must be received by 5:00 PM PST on the FY 2023  
application batching date for an entity seeking ALE parcel funding in FY 2023.**

The following application packet collects required information for eligible entities interested in applying for easement funding under ACEP-ALE Classic, ACEP-ALE Buy-Protect-Sell (ACEP-ALE BPS), or ACEP-ALE Grasslands of Special Significance (ACEP-ALE GSS/GSS-SGI). Please answer all questions contained within and provide all supporting documentation requested to ensure the application packet is complete (unless otherwise noted). The narratives and supporting documentation may be inserted under the applicable question or provided as an exhibit or attachment to the application packet. NRCS strongly suggests that the order and format of this packet is followed to ensure consistency and equality among all applicants. The appendices to this packet should not be included in the application submission.

ACEP-ALE Applicants

NRCS requires the use of Program Agreements and Parcel Contracts for ALE projects. New parcels may only be enrolled using ACEP-ALE Parcel Contracts associated with an active, valid ACEP-ALE Program Agreement executed in FY 2019 or later. NRCS will no longer execute new Cooperative or Grant Agreements for ACEP-ALE.

**If the entity has an existing and valid Program Agreement covering ACEP-ALE executed in FY 2019 or later, the entity is not required to submit this Entity Application.** To apply for a Parcel Contract, the entity is only required to submit a Parcel Application. The Parcel Application is available on the Washington NRCS ACEP-ALE webpage. If there is not an existing Program Agreement, or if there is an existing Program Agreement for a program other than ACEP-ALE, the entity is required to submit an Entity Application. Any eligible entity may submit an Entity Application to enter a new ACEP-ALE Program Agreement to avail themselves of the updated items contained in the 04/2021 ALE-agreement version.



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# Entity Application

## Application Contents:

### 1. Introduction Letter

### 2. Application Checklist

- Outlines Required Forms & Information needed for a complete application.  
**NEW!** Provides naming convention for required documents.

### 3. Entity Questionnaire

- Consists of 19 questions across 6 pages that are a mixture of multiple choice and short answer.

### 4. Application Submission Instructions

- **NEW!** Box File Upload

### 5. Appendices

- Definitions; Cost-share Requirements; Description of Application Forms



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# Parcel Application

- Used to establish a Parcel Contract.
- **General Parcel Application** used for ACEP-ALE Classic or ACEP-ALE Buy-Protect-Sell
- **GSS Parcel Application** used for ACEP-ALE Grassland of Special Environmental Significance (GSS) and GSS Sage Grouse Initiative (SGI).

Agricultural Conservation Easement Program (ACEP) –  
Agricultural Land Easements (ALE)  
FY 2023 Washington NRCS Parcel Application Packet for:  
ACEP-ALE Classic  
OR  
ACEP-ALE Buy-Protect-Sell

Parcel applications for ACEP-ALE should be developed in accordance with the following format and guidance. A completed parcel application includes all requested information detailed in this packet. Please submit completed applications to:

USPS, UPS, or FedEx: USDA NRCS Attn: Easement Programs 11707 E. Sprague Ave. Suite 301 Spokane Valley, WA 99206	EMAIL: To: <a href="mailto:Carlee.Elliott@usda.gov">Carlee.Elliott@usda.gov</a> Cc: <a href="mailto:Kath.Ginswald@usda.gov">Kath.Ginswald@usda.gov</a> Subject: Entity Name_FY23 Parcel Application_1 of X	BOX ELECTRONIC UPLOAD: ***PREFERRED*** Request Box invitation via email at <a href="mailto:Carlee.Elliott@usda.gov">Carlee.Elliott@usda.gov</a>
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Parcel applications must be received by 5:00 PM PST on the application batching date to be considered for funding in FY 2023.

The following application packet collects required information on proposed parcels from eligible entities interested in applying for easement funding under ACEP-ALE Classic and ACEP-ALE Buy-Protect-Sell. If you are interested in applying for ACEP-ALE GSS/SGI funding, please complete the ACEP-ALE GSS Parcel Application. If you are applying for a 2018 Farm Bill RCPP easement, please contact the State Easement Program Manager for application information.

Entities submitting parcel application Application to establish eligibility with Conservation Program Manual 440.5 website at <https://directives.sc.egov.usda.gov> ALE Entity Application for more information.

Applicants should answer all questions and provide supporting documentation requested to ensure narratives and supporting documents are complete. A completed parcel application includes all requested information detailed in this packet. Please submit completed applications to:

An incomplete or ineligible application will not be considered for funding. The Workload Prioritization Tool and the application are updated annually. Incomplete applications will not be considered for funding.

Agricultural Conservation Easement Program (ACEP) –  
Agricultural Land Easements (ALE)  
FY 2023 Washington NRCS Parcel Application Packet for:  
ACEP-ALE GSS AND ACEP-ALE GSS-SGI

Parcel applications for ACEP-ALE should be developed in accordance with the following format and guidance. A completed parcel application includes all requested information detailed in this packet. Please submit completed applications to:

USPS, UPS, or FedEx: USDA NRCS Attn: Easement Programs 11707 E. Sprague Ave. Suite 301 Spokane Valley, WA 99206	EMAIL: To: <a href="mailto:Carlee.Elliott@usda.gov">Carlee.Elliott@usda.gov</a> Cc: <a href="mailto:Kath.Ginswald@usda.gov">Kath.Ginswald@usda.gov</a> Subject: Entity Name_FY23 GSS Parcel Application_1 of X	BOX ELECTRONIC UPLOAD: ***PREFERRED*** Request Box invitation via email at <a href="mailto:Carlee.Elliott@usda.gov">Carlee.Elliott@usda.gov</a>
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Parcel Applications must be received by 5:00 PM PST on the application batching date to be considered for funding in FY 2023.

The following application packet collects required information on proposed parcels from eligible entities interested in applying for easement funding under ACEP-ALE Grasslands of Special Environmental Significance (GSS) and ACEP-ALE GSS Sage Grouse Initiative (SGI). If you are interested in applying for ACEP-ALE Classic or ACEP-ALE Buy-Protect-Sell, please complete the ACEP-ALE General Parcel Application.

Parcels that qualify for GSS are eligible to receive up to 75% Federal share from NRCS. Parcels offered for enrollment under GSS must select the GSS designation on the CPA-41A form and meet all GSS criteria. The GSS component of the program emphasizes support of grazing operations, maintenance and improvement of plant and animal biodiversity, and protection of grasslands and shrublands under threat of conversion to cropping, urban development, and other non-grazing uses. GSS easements require specific deed restrictions in the NRCS Minimum Deed Terms to ensure that the GSS attributes are protected. Please review these deed restrictions with the landowner before applying.

Easements under ACEP-ALE GSS can support the Sage Grouse Initiative by keeping working lands working as intact range. Parcels that lie within one of the Sage Grouse core areas may, as a grassland of special environmental significance, qualify for a 75% percent cost-share contribution from NRCS.

Parcels must demonstrate that at least 51% of the proposed easement boundary lies within the NRCS designated GSS or GSS-SGI priority areas. Additional ranking points may be granted for additional GSS easement boundary percentage thresholds. Maps and shapefiles of these areas are accessible on the Washington NRCS ACEP-ALE webpage.

Entities submitting parcel applications must be eligible themselves. Entities must submit an Entity Application to establish eligibility with NRCS. Entity eligibility requirements are detailed in the NRCS Conservation Program Manual 440.528.32, which may be accessed through the NRCS e-Directives





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# Parcel Application - General

## Application Contents:

1. Introduction Letter
2. Application Checklist
  - Outlines Required [and supplemental] Forms & Information needed for a complete application. **NEW!** Provides naming convention for required documents.
3. Parcel Questionnaire
  - Consists of 78-87 questions that are a mixture of multiple choice and short answer.
  - Land Eligibility section – 4 categories.
  - Buy-Protect-Sell section – 6 questions
4. Application Submission Instructions
  - **NEW!** Box File Upload
5. Appendices
  - Definitions; Cost-share Requirements; Description of Application Forms; Web Soil Survey Instructions; WLFW Maps; SWPA Map; Ag Census Data; Title Exceptions Guide



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# Parcel Application – GSS/GSS-SGI

## Application Contents:

1. Introduction Letter
2. Application Checklist
  - Outlines Required [and supplemental] Forms & Information needed for a complete application. **NEW!** Provides naming convention for required documents.
3. Parcel Questionnaire
  - Consists of 84 questions that are a mixture of multiple choice and short answer.
  - Land Eligibility section – GSS specific.
4. Application Submission Instructions
  - **NEW!** Box File Upload
5. Appendices
  - Definitions; Cost-share Requirements; Description of Application Forms; Web Soil Survey Instructions; SWPA Map; GSS & SGI Maps; Ag Census Data; Title Exceptions Guide



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# FY23 ALE Application Packets

## Application Tips:

- Read the Introduction Letter.
- Use the Application Checklist.
- **NEW!** Follow the naming conventions.
- Check in with FSA regarding farm records.
- Ensure signature authorities are correct and consistent on all documentation.
- Be brief and concise in your answers.
- Read the certification statement.
- Submit complete application following instructions.



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# FY23 ALE Application Packets

## Parcel Application Tips:

- Complete the correct application (General or GSS).
- Include CPA-1270 [supplemental form] – allows NRCS and RCO to talk to each other regarding your application.
- For Questions 9-11 under Agricultural Operation – refer to NASS appendix and use provided link to access data.
- For Questions 12-13 under Agricultural Operation – use provided link to access census data.
- **General Application** – Only complete questions for one Land Eligibility category.



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# Accessing Applications

## ACEP-ALE Forms & Documents for Entities

Name	Description	Release Date	Example
USDA-FSA Eligibility 	Applicant and all landowners on deed must have FSA eligibility paperwork completed prior to signup deadline! Find your local FSA office here to obtain FSA eligibility forms and how to file eligibility forms with FSA.		Sample Subsidiary Print – Entity Landowner ----- Sample Subsidiary Print – Individual Landowner
Landowner Eligibility Matrix			
FY 2022 ACEP-ALE Entity Application	Application packet for entities interested in applying for easement funding under ACEP-ALE, Buy-Protect-Sell, or 2014 RCPP ACEP-ALE. Application required for entities that do not have an existing Program Agreement.	12/2021	
FY 2022 ACEP-ALE General Parcel Application	Application packet for entities seeking Classic ACEP-ALE, Buy-Protect-Sell, or 2014 RCPP ACEP-ALE financial assistance on individual parcels.	12/2021	
FY 2022 ACEP-ALE GSS Parcel Application	Application packet for entities seeking GSS or GSS-SGI ACEP-ALE financial assistance on individual parcels.	12/2021	
NRCS-CPA-41	ACEP-ALE Entity Application Form	2/2020	Example
NRCS-CPA-41A	ACEP-ALE Parcel Contract Application Form	2/2020	Example
NRCS-CPA-BPS-Supplement	ACEP-ALE Buy-Protect-Sell Application Form [if applicable. Also see "Buy Protect Sell additional WA criteria" document listed in "More Information" section above.]	4/2021	
SF-1199	Direct Deposit Signup Form	8/2012	Example
FSA-211	Power of Attorney [if applicable]	11/2014	
NRCS-CPA-1270	Consent to release or receive information for NRCS program participation [if applicable]	11/2020	



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# Submitting Applications

- Locate the application submission instructions section in the application.
- Three options to submit:
  - Mail
  - Email
  - **NEW!** Electronic Upload – preferred
- **Tips**
  - Submit by application deadline – **December 15**
  - Double-check for completeness
  - Inform NRCS
  - Follow instructions



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# Successful Application Tips & Tricks

Kaitlin Davies & Steve Anderson



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# Establishing USDA Eligibility

Kaitlin Davies



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# Establishing Farm Records

- Farm Records are required to be established for all FSA and NRCS programs
- One farm consists of:
  - 1 operator
  - 1+ owners (multiple owners can be included on one farm if they agree in writing)
  - Other tenants as applicable
- Supporting documentation must be provided
  - Deeds or similar documents that identify ownership
  - Current leases



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# Establishing Farm Records

- Farm records must be updated anytime there is a change in the structure of the operation
  - New owner(s)
  - New operator
  - Adding new properties or removing properties that are no longer part of the farming operation
  - Farming practices change (break out new farm ground)
  - Changes to the physical ground (new building, easement, farm road)



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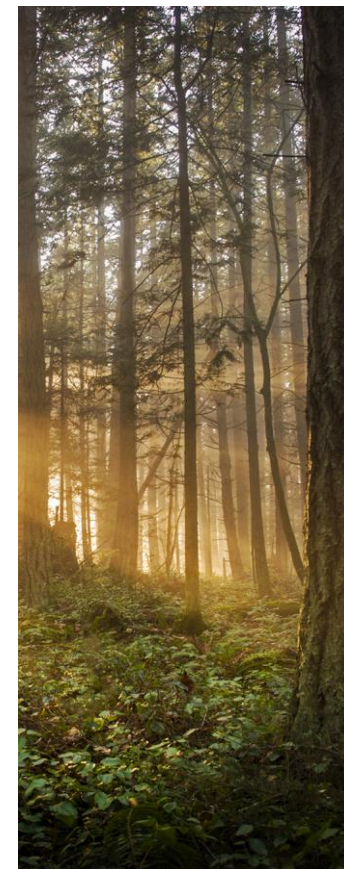
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## Producer Eligibility

- All producers and entities must meet basic eligibility to receive FSA or NRCS benefits
- Eligibility documents that must be submitted:
  - CCC-902 – Farm Operating Plan
  - CCC-901 – Entity member information (not required for individuals)
  - CCC-941 – Adjusted Gross Income Certification – completed annually for most programs after Oct. 1.
  - AD-1026 – Highly Erodible Land and Wetland Compliance Certification



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# Producer Eligibility

- FSA and NRCS participants are subject to:
  - Direct Attribution
  - Substantive Change
  - Foreign Person Rules
  - AGI Limitations
  - Program Payment Limitations



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## Producer Eligibility

- All farm records and producer eligibility paperwork must be on file and loaded into the system by COB on the application deadline
- If paperwork is not provided to FSA or is not properly completed in time for the staff to load the information into the system, you could be ineligible for program participation
  - It usually takes a few tries for the paperwork to be completely correct!
- Applies to both FSA and NRCS programs



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# How To Establish Your Record

## 1) Contact your local FSA office

- Don't wait until the application deadline!
- Use the Service Center Locator tool at [Farmers.gov](https://www.farmers.gov)

## 2) Ensure your farm records are up to date

## 3) File an Acreage Report after your plant

- Required for most FSA programs, but is a great time to check in on your record

## 4) Sign up for GovDelivery Bulletins

- Stay up to date with ongoing signups and upcoming programs

## 5) Check out the [fsa.usda.gov](https://fsa.usda.gov) or [Farmers.gov](https://www.farmers.gov) for additional resources and factsheets on FSA and other USDA programs.



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# NASS Data Resources

Steve Anderson



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# NASS Data Resources

## USDA-National Agricultural Statistics Service

- Data collectors for USDA.
  - No policy, program, regulatory responsibilities.
  - Just collect data and publish reports.
  - Other USDA agencies, producers, organization have access to data.
  - All individual data are confidential.
- Conduct Census of Agriculture every 5 years.
  - Data back to 1840, USDA responsible beginning 1997.
- Census, by definition, is an attempt to contact all agricultural producers that have or could have \$1,000 of agricultural sales.
- Most recent years data is for calendar year 2017, conducted in 2018.



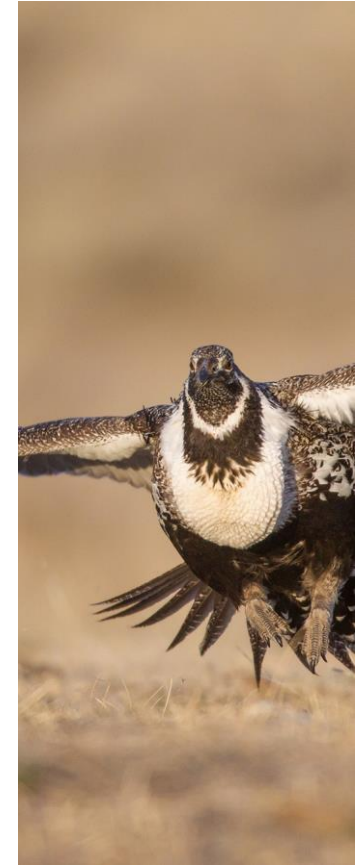
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# NASS Data Resources

## Ag Census Data for Parcel Application Questions

- **Agricultural Operation - Question 9**
  - Appendix, County Profile, Table 8
  - Use Land in Farms (acres) - % change since 2012
- **Agricultural Operation - Question 10**
  - Appendix, Table 8
  - Permanent pasture and rangeland etc. (acres)
- **Agricultural Operation - Question 11**
  - Appendix, County Profile, Table 8 - Average size of farm
  - Math: Total parcel acres / Average size of farm





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# Closing Remarks & Optional Q&A

All Panelists

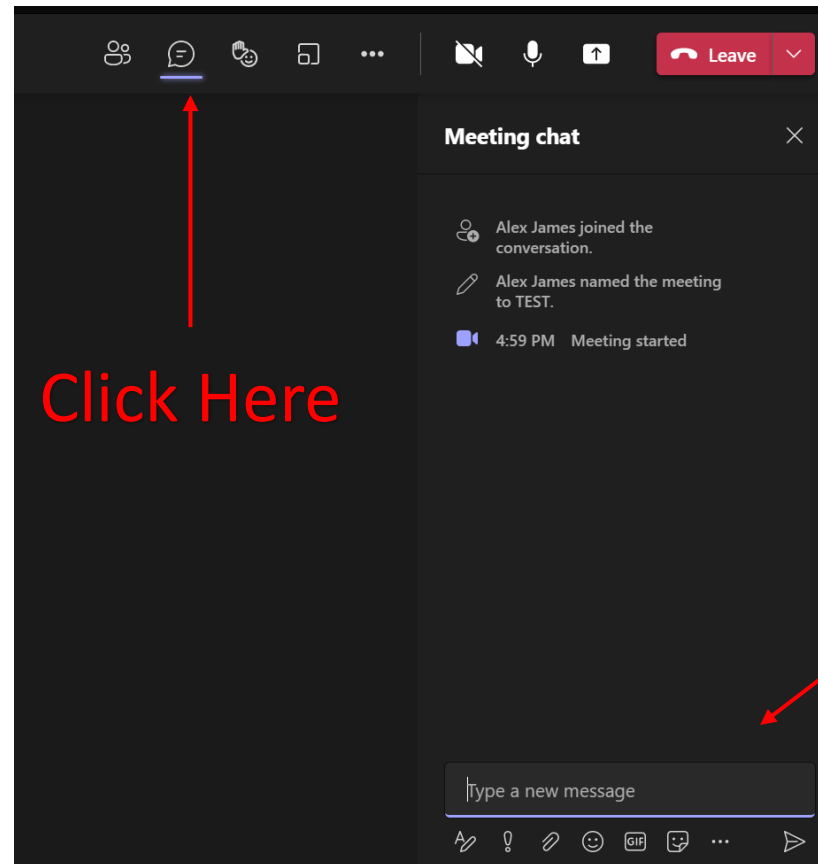


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## Q & A

- Ask questions via Chat feature.
- Questions will be answered in order.
- Remaining questions will be answered and emailed to participants.



Type Here



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Thank You!



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