

Michigan FY2026 ACEP-ALE Application Checklist

Entity Name: _____

Landowner Name: _____

County: _____

Directions: This checklist contains the information/documents required to submit a COMPLETE application. **This checklist MUST accompany each application when submitted to Michigan NRCS State Office.**

***To be considered for FY2026 funding, applications must be RECEIVED by Michigan NRCS by January 16, 2026.**

ALL ACEP-ALE APPLICATIONS MUST CONTAIN THE FOLLOWING:	Initials
1. Ensure all land within proposed boundary is associated with an FSA Farm and Tract Number and has a Certified Wetland Determination and Highly Erodible Lands (HEL) Determination on file with FSA. <ul style="list-style-type: none"> a. If there is not a Certified Wetland Determination on file, the landowner will need to file an NRCS-CPA-38 with their local NRCS Field Office. b. If there is not a Certified Highly Erodible Lands Determination on file, the landowner will need to file an AD-1026 with FSA. 	
2. Ensure all landowners listed on the deed have Adjusted Gross Income (AGI) Certification (CCC-941 form), HEL and Wetland Certification (AD-1026), and a CCC-902 form on file with FSA for the current program year (2026). <ul style="list-style-type: none"> a. If landowner is an entity or trust, all members must meet FSA eligibility requirements. b. If landowner is an entity or trust, signature authority documentation must be included in the application packet. 	
3. Completed and signed ACEP-ALE Pre-Application Assessment Tool.	
4. NRCS-CPA-41A signed by all landowners on title, entity and any co-holders.	

<ul style="list-style-type: none"> a. If a parcel has a PA-116 agreement on title, MDARD will need to be listed as a co-holder on the NRCS-CPA-41A and sign the form prior to the application being submitted. b. An NRCS-CPA-41 is <u>ONLY</u> required to be submitted with the NRCS-CPA-41A if the entity applicant does not have an active Program Agreement with NRCS. 	
5. Completed ACEP-ALE Application Data Sheet	
6. Completed and signed ACEP-ALE Ranking Form	
7. Aerial Map which shows location and includes Section, Township and Range, Roads, Acreage and Ingress/Egress to easement. (If survey has been completed, please provide a copy of the land survey and shapefile as well.).	
8. Proof of Ownership (<u>Ownership Deed and Supporting Documentation such as Plat Map, Tax Records</u> , etc.).	
9. Ensure that NRCS Field Office has submitted the Hazardous Materials Landowner Interview, Hazardous Materials Field Inspection Checklist, and Landowner Disclosure Worksheet f to Michigan NRCS State Office by internal deadline of December 19, 2025. <ul style="list-style-type: none"> a. <u>Entity will need to coordinate with NRCS District Conservationist to ensure completion of these PRIOR to the application being submitted.</u> b. Forms completed in a previous fiscal year for a deferred application will need to be updated with new inspection performed. 	
10. Map of prime, unique, or other important soils for the parcel including legend and acres (Please use Web Soil Survey for soil map). <ul style="list-style-type: none"> a. If you are not applying under Prime, Unique, or Other Productive Soil criteria, please provide evidence of how the parcel supports a state or local land protection program, or documentation of Historical or Archaeological Resources for criteria eligibility documentation. 	
11. Map showing other protected parcels in relation to the parcel being offered.	
12. Copy of the pending entity offer or Purchase Agreement for the parcel, signed by entity and landowner(s).	
13. Preliminary Title commitment which includes copies of all title exceptions (mortgages, liens, right of ways, easements, etc.).	
14. Statement regarding the level of threat from urban development for the parcel.	
15. Ensure there is an active registration in SAMs for entity purchasing easement and any co-holders (UEI number(s) must be included on Application Data Sheet).	
16. Signature Authority for Entity. <ul style="list-style-type: none"> a. If signature authority documentation lists a position instead of a named individual, documentation showing who currently holds that position must be included with the documentation. 	

Entity Signature

Date

Submit completed checklist and documents to: NRCS Easement Program Specialist

Easement Program Specialist Review

Date

ACEP Coordinator Review

Date