

New Hampshire NRCS Fiscal Year (FY) 2022 ALE Parcel Workbook

Please complete a separate Parcel Workbook for each parcel submitted.

Questions and completed application packages can be sent to:

ian.rodgers@usda.gov

(603) 868-9931, ext. 104

New for FY 2022 – Continuous Funding of Applications that Meet Threshold Ranking Score

ACEP applications are accepted on a continuous basis. Complete and eligible applications may be selected for funding by meeting the ranking threshold score (200 out of the total available 400 points from program/resource ranking criteria). Applications that don't meet the threshold score will be evaluated at an announced application cutoff date and tentative funding offers made according to the CART ranking score and fund availability. **For FY 2022, NH NRCS has established application cutoff dates of January 21, 2022 and May 20, 2022.**

Eligible Entity Contact Information

Eligible Entity Name: _____

Entity Address: _____

Entity Point of Contact: _____

POC Telephone: _____

POC Email: _____

Landowner and Parcel Contact Information

Parcel/Farm Name: _____

Landowner Name(s): _____

Landowner POC: _____

Parcel Location (Street, Town, State, and Zip): _____

Mailing Address (if different than Parcel Location): _____

Phone (s): _____

Email(s): _____

A properly completed and executed application is one that is submitted on the appropriate forms, accompanied by all required supporting documentation, and signed by all required applicants. Only properly completed and eligible applications will be considered for funding in FY 2022.

A COMPLETE application must include the following documents:

- Entity Application – NRCS-CPA-41 – *NOTE: not required for existing Program Agreements*
- Parcel Application – NRCS-CPA-41A
- Direct Deposit (SF-1199A) for the Eligible Entity
- Current SAM.gov registration for Eligible Entity and any co-holders
- Signature authority for the Eligible Entity and any co-holders
- Completed Parcel Workbook(s)
- Location map(s) and shapefiles of the offered acreage identifying access, exclusion area(s), and building envelope(s) as applicable.
- Aerial map showing land cover, uses, and acres
- Ownership deed
- Landowner eligibility documents for all landowners of record – AD-1026, CCC-941, CCC-901 (CCC-901 is required only if the landowner is an entity), and CCC-902 for all landowners (including members if the land is owned by an entity, such as a Trust or LLC). **Contact the local Farm Services Agency (FSA) to verify landowner eligibility requirements and see Part 1 below for more information.**
- If landowner is an entity (trust, LLC, etc.) include a copy of the entity paperwork (articles of incorporation, trust documents, bylaws, etc.) and, if not specifically stated in the entity paperwork, properly executed signature authority documentation is required.
- Documentation to support ranking criteria – this may include maps, evidence of conservation plans/practices being implemented, etc. See Part 6 below and the NH NRCS ALE website for ranking criteria. **It is the responsibility of the eligible entity to provide documentation to support meeting ranking criteria.**
- Written Pending Offer
- Waiver requests (sugarbush waiver, impervious surface, etc.)

When available, please include the following with the application package:

- An application narrative describing the current operation, landowner objectives, etc.
- Title Commitment and exceptions
- Appraisal Summary
- Succession Plan

Part 1: Landowner Eligibility Documentation

Eligible entities and/or landowners shall work with their local [Farm Services Agency \(FSA\) office](#) to establish/update farm records, file a Farm Operating Plan, and complete the required landowner eligibility forms for all landowners of record (including members if land is owned by a trust, corporation,

etc.) as listed on the ownership deed **prior** to submitting an ALE application. Certain landowner eligibility requirements require an external review to determine compliance with program requirements, so it is imperative to begin the process early in the fiscal year (beginning October 1).

Individuals and entities (such as Trusts or Limited Liability Corporations, etc.) will complete different forms, in different ways, depending upon how the land ownership is attributed in the deed (ex: Trust, LLC, etc.). The most up-to-date versions of these forms can be found on the [USDA eForms website](#) or at the local FSA office. Please contact your local FSA office for assistance in completing these forms. Be sure to provide a copy of your ownership deed, applicable trust documents, articles of incorporation, and signature authority if applicable, to both the NRCS and FSA office.

A. **AD-1026** –Highly Erodible Land Conservation (HELC) & Wetland Conservation (WC) Certification. The landowner must file an AD-1026 and show in FSA records as Compliant. Members of a landowner entity only need to file an AD-1026 if they are listed as affiliates on the landowner entity’s AD-1026 and have separate farming interests. Payment eligibility for USDA program benefits is contingent upon maintaining compliance with HELC/WC provisions – please see the AD-1026 Appendix for more information. **NOTE:** If the parcel contains highly erodible cropland or if agricultural activities have altered wetlands, an HEL Conservation Plan will be required in order to maintain compliance. NRCS will work with the landowner to develop or update an HEL Conservation Plan as needed. The ALE deed must include terms that ensure compliance with the HEL conservation plan.

B. **CCC-941** –Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information. All landowners of record, including members if the landowner is an entity, must file a CCC-941 form and must clear the IRS review process and show in FSA records as Compliant in order for NRCS to obligate funds. The IRS review can take up to 60 days to process.

C. **CCC-901** – Member’s Information. A CCC-901 must be filed for all non-individual landowners (trust, LLC, corporation, etc.). Legal entity documentation (trust document, articles of incorporation, bylaws, etc.) and signature authority must be included in the application package.

D. **CCC-902** – Farm Operating Plan. The landowner(s) must file a CCC-902 (CCC-902I for individual owners or CCC-902E for entity landowners) and must have a status of Determined in FSA records in order for NRCS to obligate funds. FSA may require additional documentation (e.g. trust document, articles of incorporation, bylaws, signature authority, copy of ownership deed, etc.) to complete the customer or farm records.

Part 2: Cooperating/Eligible Entity Eligibility

All Cooperating Entities named as Holders or Co-holders on the ALE deed must have a valid Dun & Bradstreet Data Universal Numbering System (DUNS) number and an active registration in the System for Award Management (www.SAM.gov) at the time of application. An active SAM registration must be maintained through the payment phase of the easement acquisition.

DUNS numbers can be obtained either via the internet at <http://fedgov.dnb.com/webform>, or by phone at 1-866-705-5711. Once you have received your DUNS number you can then begin the SAM registration process.

I certify that I have read and meet the definition of an Eligible Entity in the [ACEP manual Section 528.32](#).

Yes No

Part 3: Parcel Information

If there are no acres for a particular category, enter a zero (0).

	Easement Acres	Percentage of Easement
A. Total Easement Acres		100%
Soils Information		
B. Prime Soil Acres		
C. Statewide Important Soil Acres		
D. Locally Important Soil Acres		
E. Other Unique Soil Acres		
F. Total Important Ag. Soils Acres		
Land Cover Type		
G. Cropland Acres		
H. Pastureland Acres		
I. Grassland/Hayland Acres		
J. Forestland Acres (MAX of 66%)		
K. Wetland Acres		
L. Rangeland Acres		
M. Other Land Cover Type (please specify)		
N. Sum of all Land Cover types listed above		

If the offered parcel contains cropland, which types of crops are grown?

If the offered parcel is a livestock operation, which type(s) of livestock are present?

Part 4: Easement Value and Funding Request

A. Estimated Easement Fair Market Value (FMV)	
B. Estimated Cooperating Entity Contribution of Easement Purchase Price	
C. Estimated Federal Contribution of Easement Purchase Price (not to exceed 50% of the appraised easement FMV)	
D. Estimated Easement Purchase Price (D = B + C)	
E. Estimated Landowner Donation toward Easement FMV (E = A – D)	
F. Remaining Non-Federal Share needed to meet minimum requirement (F = C – (B+E)) (Requires additional documentation of fund availability if <10% FMV)	

NOTE: Appraisals are recommended but are not required at the time of application. If an appraisal was obtained to establish the easement value, please include a copy of the appraisal valuation summary with the parcel workbook submittal.

Part 5: Land Eligibility Qualifying Criteria

Check which Land Eligibility Qualifying Criterion applies. Only one of the qualifying criteria is required for ALE enrollment. If the parcel qualifies under the Historic/Cultural Resources or Furthers Local Policy criteria, please provide appropriate information to document the qualification.

≥ 50% Prime, Unique, Statewide or Locally Important Agricultural Soils

Provide a map and table of the prime, unique, statewide, and locally important soils within the offered area. Exclusion areas must be clearly delineated, and the area within the exclusion cannot be included in the calculation of eligible agricultural soils.

Historical or Archaeological Resources

For the farm or ranch to be eligible under this criterion, historic or archaeological sites must be within the offered easement, and must be:

- Listed in the National Register of Historic Places (established under the National Historic Preservation Act (54 U.S.C. Section 302101 et seq.)) including traditional cultural properties as defined in National Register Bulletin 38.
- Formally determined eligible for listing in the National Register of Historic Places by the State historic preservation officer (SHPO), Tribal historic preservation officer (THPO), or the Keeper of the National Register.
- Formally listed in the State or Tribal register of historic places.
- Included in the SHPO or THPO’s inventory with written justification as to why it is eligible for the National Register of Historic Places.

For parcels determined eligible under this category, the ALE deed must address the Historic/Cultural resources to be protected, and the measures required for their preservation.

Protection of Grazing Uses and Related Conservation Values

To meet this land eligibility criterion, the enrollment of such land must result in the protection of grazing uses and related conservation values by restoring or conserving eligible land. Such land must be one of the following:

(i) Grassland, rangeland, pastureland, land that contains forbs, or shrubland for which grazing is the predominant use.

(ii) Located in an area historically dominated by grassland, forbs, or shrubland, and the State conservationist, with advice from the State technical committee, determines to be compatible with grazing uses and related conservation values, and the grassland, forb, or shrubland vegetative communities historically found on the site have been restored or the eligible entity has a valid, funded plan for the restoration of such vegetative communities in place prior to closing, and either of the following apply to the enrollment of such land:

- Could or does provide habitat for animal or plant populations of significant ecological value if the land is retained in grazing uses and related conservation values
- Would address State, regional, or national conservation priorities

For parcels determined eligible based on protecting grazing uses and related conservation values, the agricultural land easement deed must address the protection of those grazing uses or grassland values.

Further a State or Local Policy Consistent with the Purposes of ACEP-ALE

Protection of the offered land by an ALE will further a state or local policy (such as a town master plan that identifies protection of important agricultural soils/land through conservation easements as a priority) whose objectives are similar to that of the ALE. Provide documentation listing the state or local policy and how it is consistent with the purposes of ALE. For parcels determined eligible under this category, the ALE deed must include the ACEP-ALE purposes that are being supported by the state or local policy.

Part 6: Additional Attachments

Some of the criteria listed below will be used to calculate the parcel ranking score. See NH NRCS ALE website for FY 2022 ranking criteria. **Appropriate documentation must be provided by the eligible entity applying for ALE in order for ranking points to be awarded.** Be sure all maps are in color, include a map legend, map scale, and north arrow.

- Map of the parcel showing the proximity to other permanently protected agricultural lands.
- Map of the parcel showing the proximity to other permanently protected non-agricultural lands, such as those under a WRE/WRP easement, town/state-owned lands, national forest land, etc.

- Map of the parcel showing the proximity to other agricultural operations and/or infrastructure such as: retail stores (Tractor Supply, Agway or Blue Seal Feed stores); tractor and equipment dealerships or repair facilities; CSA or Farmer's Markets; or other working farmlands.
- Documentation of any conservation/stewardship practices currently being implemented on the offered parcel, including soil test records, actively applied management plans, etc. Ranking points will also be awarded for the implementation of best management practices that can be easily observed in the field, such as: cover crops; contour farming; manure storage facilities; roof runoff control; maintenance of farmland drainage systems (such as surface ditches or grassed waterways); riparian buffers (that meet the NRCS Riparian Forest Buffer standard), etc. Please inform NRCS of the existence of these practices so they can be verified and documented during the site visit.
- Map of the parcel showing Highest Ranked Habitat Tier 1 and 2 from NH Wildlife Action Plan.
- If parcel contains greater than 66% forestland and land is an active sugarbush operation, a waiver may be requested. Please include a map showing active sugarbush area.

Part 7: Important Questions

1. Will the land be sold in fee prior to closing on the conservation easement deed?

Yes No

If yes, the land can only be sold to private landowners, as publicly owned lands are not eligible for ALE enrollment. If land is transferred prior to closing, the new landowners will need to submit landowner eligibility documents and the most current proof of ownership document. The new landowner eligibility needs to clear FSA prior to closing on the easement.

2. Does the Entity plan to purchase the land in fee post-closing?

Yes No

If the entity will be future owner of the ALE parcel, a separate eligible qualified entity must be named as Grantee on the Cooperative/Program Agreement prior to closing. Entities cannot hold easement enforcement rights on land that they own (unless part of an approved Buy-Protect-Sell Transaction).

3. Are there exceptions on the preliminary title commitment that would hinder the furtherance of the ALE program objectives (e.g. land use restrictions, the right to expand the footprint of an existing utility right of way, surface or sub-surface mineral rights owned or leased by a third party, etc.)?

Yes No

If yes, explain:

4. How will NRCS Minimum Deed Terms be addressed in the ALE deed for this parcel?

Attach as addendum Incorporate in body of ALE deed Submit a template

5. Will an Agricultural Land Easement Plan (ALEP) be developed by the Eligible Entity?

Yes No

An ALEP may include a general agricultural land easement plan, a grassland/forestland management plan, an HEL conservation plan, or any combination thereof. An HEL conservation plan is required on any parcel that contains highly erodible cropland and the ALE deed must include terms that ensure compliance with the HEL conservation plan. NRCS is responsible for the development of the HEL conservation plan. If the parcel does not contain highly erodible cropland, the development of an ALEP plan is not required unless agreed to by the eligible entity. If the eligible entity agrees to develop an ALEP, including any component plans, the eligible entity is responsible for the development and maintenance of such plans, and the ALE deed must contain language requiring the development and maintenance of the ALE plan as a condition of selection and funding.

6. Is there a mortgage, loan, or lien on the offered property?

Yes No

If the easement purchase price will not be sufficient to discharge a mortgage or lien, or if the easement proceeds won't be used to pay off a mortgage/lien, the landowner must obtain a subordination or release of the loan or mortgage on the offered area before the easement can be closed.

7. Is there sufficient and transferrable physical and legal access to the offered area from a public road, access easement, right of way, or another recorded instrument?

Yes No

8. Are there any known or suspected areas of contamination, hazardous materials spills/dumps, mining activities, or any type of other pollution on the offered area?

Yes No

Part 8: Additional Mandatory Program Requirements (FYI)

- NRCS staff will conduct a hazardous materials record search and site visit prior to signing the ALE cooperative/program agreement with the entity.
- NRCS staff will conduct an interview with the landowner and sponsoring entity to complete the landowner disclosure and hazardous materials certification forms, and to clarify policy and funding requirements prior to the obligation of ALE funds.
- The building envelope, which is the designated area for future structures within the easement area, shall be identified in the easement deed language and recorded on the boundary survey map prior

to closing. The allowable building envelope size is recommended to be three to five times the total allowable impervious surface area.

- All obligations and closings/payments require review from the national Internal Controls (IC) team. Additional requirements may result from these reviews.

Part 10. Certification Statements

COOPERATING ENTITY(ies) SIGNATURE

The undersigned agrees to the Mandatory Program Requirements in Part 8 of this parcel workbook and certifies that the above information accurately represents the applicant, land and agricultural operation associated with this application for the ACEP – ALE.

Primary Cooperating Entity: _____

Printed Name: _____ Title: _____

Date: _____

(Signature)

When Applicable

Secondary Cooperating Entity Name: _____

Printed Name: _____ Title: _____

Date: _____

(Signature)

LANDOWNER(S) SIGNATURE

The undersigned agrees to the Mandatory Program Requirements in Part 8 of this parcel workbook and certifies that the above information accurately represents the applicant, land and agricultural operation associated with this application for the ACEP – ALE.

Printed Name: _____

(Date) _____

(Signature)

Printed Name: _____

(Date) _____

(Signature)

Printed Name: _____

(Date) _____

(Signature)