

ACEP-Wetland Reserve Easement (WRE) Application Checklist for Landowners

Instructions: Landowners may use this as a tool to help lead you through the application process of WRE. Contact your local USDA Service Center for assistance in submitting the application.

LANDOWNER WETLAND RESERVE EASEMENT APPLICATION PACKAGE

Checklist of Items for a Complete Application Package

- Evidence from Farm Service Agency (FSA) that all landowners listed on the deed have farm records established.
 - Evidence from Farm Service Agency (FSA) that all landowners listed on the deed are AGI compliant:
 - Form CCC-941 AGI Certification and Consent to Disclosure of Tax Information and related forms.
 - Evidence from Farm Service Agency (FSA) that all landowners listed on the deed are HEL/WC compliant:
 - Form AD-1026 HELC/Wetland Certification.
 - Completed NRCS-CPA-1200 application signed by the person with signature authority.
 - Evidence of signature authority, if needed.
 - For entities, also include:
 - FSA Form CCC-901 or CCC-902 Member's Information.
 - Proof that the entity is a legal and valid entity in Utah, usually by a certificate of good standing from secretary of the State.
 - Evidence of a valid DUNS number and current registration in SAM, usually a screen print from SAM.gov. See the NRCS-CPA-1200 for additional information regarding DUNS and SAM.
 - Copy of the current evidence of ownership, including a breakdown of ownership shares if applicable. If ownership is not clear, NRCS will request additional information. Acceptable forms of ownership evidence include:
 - General or Special Warranty Deed
 - Warranty Deed with Vendor's Lien
 - Probated Will
 - Gift Deed
- Date that land was acquired must be included.

- Copy of a map of the proposed project area, including a map, survey, easement, right-of-way, or other evidence that there is unencumbered, unrestricted, and transferrable legal access from a public right-of-way to the easement area.

At the time of Application, please ask NRCS for:

- The Easement Applicant Letter.
- Sample copy of the warranty easement deed and associated exhibits appropriate for the enrollment option selected.
- Sample Subordination Agreement and Limited Lien Waiver form AD-1158.
- Sample Agreement for the Purchase of a Conservation Easement (APCE) form NRCS-LTP-31.
- Example Landowner Disclosure Worksheet.
- A copy of the application package submitted, including this checklist.
- Sample copy of LTP-40 "Agreement to Enter Contract for 30-year Land Use" and associated exhibits, if the application is a 30-year contract or acreage owned by an Indian Tribe.
- WRE Restoration Contract Program Appendix

Please note that the landowner is required to provide clear title and access rights to the proposed easement in order to be enrolled in the ACEP. Land enrolled in ACEP-WRE is ineligible for any other USDA program payment for the life of the enrollment. Any crop base on the WRE will be retired or moved.