

- Signed entity application (Form NRCS-CPA-41)
- Signed parcel sheet (Form NRCS-CPA-41A) for each parcel in the application
- Standard Form (SF) 424, "Application for Federal Assistance"
- SF-424A, "Budget Information for Non-Construction Programs"
- SF-424B, "Assurances Non-Construction Programs"
- Screen-print from SAM.gov showing active registration and DUNS number for entity
- Documentation of landowner's current legal ownership, such as a recorded deed of land title
- FSA Subsidiary Report documenting all landowners are compliant with AGI and HELC/WC
- Signature authority documents for individuals or entities as landowners (trust, articles, etc.)
- Advised: Resolution by Board of Directors approving the project, committing cash matching funds naming source(s), and delegating signature authority for signing application forms
- Request for a waiver of the Eligible Entity Cash Contribution Requirement for projects of special significance, if applicable
- Documentation of entity's commitment to long-term conservation of agricultural lands through the use of voluntary conservation easements that protect farm or ranch lands from conversion to nonagricultural uses
- Documentation of the entity's capability and record of acquiring, holding, managing, and enforcing conservation easements; this must include—
  - Citation to the State conservation easement enabling statute that the entity will rely on to acquire the agricultural land easements.
  - If the entity is a State, local, or Tribal government, then this must include a citation to the entity's statutory authority to acquire conservation easements consistent with the purposes of ACEP-ALE.
- Documentation of the entity's capacity to monitor and enforce land easements
- Written pending offer to acquire agricultural land easements for the parcel
  
- Map showing the location of the parcel.
- Evidence and map of legal and physical access to the parcel from public roadway
- Map or aerial image showing the proposed easement parcel boundaries and larger property boundaries, as applicable
- A map showing each of the following that are applicable:
  - The location and acres of the prime, unique, or statewide and locally important soil
  - The location and acres of lands where grazing uses would be protected
  - The location and acres of grasslands of special environmental significance
  - The location, number, and acreage of cultural sites proposed to be protected
- Narrative description of the site's significance and documentation of the site's formal listing on the National, Tribal, or State register or eligibility for listing in the National Register if the presence of historical or archeological sites if this is the basis for land eligibility
- Narrative description of how the protection of the parcel will further a State or local policy consistent with ACEP, if this is the basis for the parcel's land eligibility
- A map showing the location of other protected land in relation to parcel, if applicable
- Narrative statement or map showing the—
  - Parcel's accessibility to agricultural markets
  - Parcel's access to existing agricultural infrastructure, on- and off-farm, and other support systems
  - Threat of conversion or fragmentation (either from non-agricultural development or cropland conversion of grassland) for each parcel
- Narrative description of the ownership of subsurface mineral rights and any required water rights for each parcel
- Phase I environmental site assessments, if available (not required at application)