

**2022 Montana Agricultural Land Easement (ALE)  
Parcel Application Checklist**

<b>Entity Name:</b>		<b>Entity Contact Name:</b>
<b>Date:</b>		<b>Phone Number:</b> <b>Email Address:</b>
<b>Eligible Entity Program Agreement Number:</b>		
<b>Landowner Name(s):</b>		
<b>Information Required</b>		<b>Comments and Affirmation certifying that required documentation is attached</b>
<b>Entity Information</b>		
1	NRCS-CPA-41A (Version Dated 02/20) "Parcel Sheet for Entity Application for an Agricultural Land Easement (ALE) Agreement".	
<b>Land Eligibility - See ACEP-ALE Manual Part 528.33 for land eligibility criteria policy.</b>		
2a	Soils-Minimum of 50% prime, unique, statewide, or locally important soil. Note: Use information from 2c above to address this item, - OR	
2b	Historical (may require it be on national historical register) or Archeological Resources, - OR	
2c	Protection of Grazing Uses and Related Conservation Values, - OR	
2d	Land that furthers a State or Local Policy. Documentation is required.	
<b>MAPS- All maps to have a title and legend, including the following: Township, Range &amp; Sections, and government lots if applicable.</b>		
3a	Aerial <u>photo map &amp; shapefile</u> of offered acres; Labeled with Township, Range, & Section matching legal description in the title commitment, total acres, legal access to all parcels, and identifying all fee-owned acres.	
3b	NRCS Web Soil Survey soil map with farmland classification ratings. Include legend and table with acres, percent, and totals of each soil classification identifying Prime, Unique, Statewide, or Locally Important soils (if applicable).	
3c	Aerial photo identifying Land Use/Land Type on offered acres; identify Forest, Pastureland, Rangeland, Grassland, Cropland, Non-Forested Wetland, Forested Wetland with acres of each cover type.	

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3d	Aerial photo location map: scale the map so that offered acres can be located from the nearest town.	
<b>Landowner Eligibility</b>		
4a	Names of landowner(s) of the parcel(s).	
4b	Legal property description of offered parcel(s) <b>and</b> recorded deeds of ownership for the entire offered area. Provide completed table identifying which deeds go with each parcel* (see example on the last page below).	
4c	Signature Authority documents if offered parcel(s) are owned by an entity. May include: CCC-901 filed with FSA, CCC-902 filed with FSA, Articles of Incorporation, Bylaws, and/or meeting minutes which establish who has signature authority for the entity (partnership, trust or corporation) for this type of transaction.	
4d	Landowner responsible for meeting with FSA prior to submitting parcel application to: <ol style="list-style-type: none"> <li>1) Verify and if needed update Farm Records for all offered acres.</li> <li>2) Complete CCC-902 Farm Operating Plan for all parcel owners. If a recorded owner is an entity only the entity need file a CCC-902, members do not.</li> <li>3) Submit a CCC-941 Average Adjusted Gross Income Certification for all parcel owners. Both entity and individual owners must file as well as all embedded members of an entity owner.</li> <li>4) Submit an AD-1026 Highly Erodible Land Conservation and Wetland Conservation Certification. Both entity and individual owners must file as well as all embedded members of an entity owner.</li> </ol>	
<b>Other Required Documents</b>		
5a	Title Commitment- (NOTE: Names of the landowner(s) on title commitment <b>must</b> match the names of the landowner(s) on application).	
5b	For any portion of the Parcel not accessible from a public road provide proof of recorded/recordable access to all offered parcels, OR waiver request if access is via BLM or USFS lands (NOTE: waiver request must identify all parcels using this type of access and the roads that will be used, documentation of ownership of proposed access roads from BLM or USFS must be included).	
5c	Copy of Written Pending Offer to landowner.	
<b>Applicable Waiver Requests</b>		

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6a	Waiver of eligible entity cash contribution requirement.	
6b	Waiver of 50% soils requirement.	
6c	Waiver of legal access requirement.	
6d	Waiver of adjusted gross income cap.	

\*Sample Legal/Ownership Table.

<b>Parcel Name</b>	<b>Legal Description</b>	<b>Recorded Deed of Ownership</b>
Parcel X	T4S R8W, Section 18: Lot 2	Book 321 page 14
Parcel Y	T4S R9W, Section 12: W ½ SE ¼, S ½ SW 1/4	Book 452 page 323
Parcel Y	Section 13: All	Book 466 page 32