



## **APPLICATION AND CHECKLIST** **FOR NRCS ACEP-ALE PROGRAM**

Dear Landowner(s):

Thank you for your interest in applying for the NRCS ACEP-ALE program through Bluegrass Land Conservancy. Please review the checklist prior to completing the application. If there is not enough space to fully answer any question, please attach additional pages as necessary. You may also attach images, maps, or any other relevant documentation to illustrate special features of your property. All information provided will be used to complete your application for NRCS ACEP-ALE funding, so please answer all questions to the best of your ability. Please note that this a non-binding application. You may submit your application to Bluegrass Land Conservancy via email, mail, or in-person at our office during business hours at **450 Old Vine Street, Suite 200, Lexington, KY 40507**. For questions, please contact us at (859) 255-4552.

**You must complete all requirements on the pre-application checklist found on the following page**, in addition to completing the application itself. Any questions related to the pre-application checklist must be directed towards your local FSA Office or the NRCS office. Any questions related to the pre-application checklist must be directed towards the NRCS office or your local FSA Office. Please contact the NRCS office for assistance at (859) 224-7530, or you can find contact information for your local FSA Office utilizing the [USDA Service Center Locator](#) for the state of Kentucky.

Thank you, and we look forward to working with you to protect your land!

### DEADLINE FOR SUBMISSION:

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Prior to beginning the Pre-Application, please provide Bluegrass Land Conservancy (BLC) with the following information:

Name of Legal Landowners:

Contact Information and Mailing Address:

Physical Address of Property:

Approximate Acreage of Property:

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# Pre-Application Checklist

To initiate the application process, the landowner must first get set-up in their local Farm Service Agency (FSA) Office's system and complete forms to confirm their income is not greater than the income limitations for the program, which for the previous years is an Adjusted Gross Income (AGI) of \$900,000 per year. For organizations, this is determined on a per-member basis.

Please confirm that following forms have been completed at the FSA Office in your county for every person listed on the deed of ownership. Spouses must complete separate forms and if the property is owned by an LLC or partnership, a form must be completed for the entity as well as every member of the entity.

Please enter \_\_\_\_\_ as the applicable year. The following forms are required:

**AD-2047 Form** – required form if you are not set-up in the FSA Office software. (Note: This is the first form to work with the office on submitting, as the set-up in the FSA Office can take some time. A farm number and tract number associated with the property will be generated to be included in the application.)

**CCC-901 Form**

**CCC-902I Form**, Farm Operating Plan for an Individual; or **CCC-902E Form**, Farm Operating Plan for an Entity

**CCC-941 Form**, Average Adjusted Gross Income

**AD-1026 Form**, Highly Erodible Land

An appointment can be made by calling your local FSA Office. It may also be possible to complete these forms over the phone and submit them electronically to your local FSA Office.

Tips from the FSA Office regarding completion of the above forms:

- For **AD-2047**, the form is needed for each entity, individual, and all individuals who are a part of the entity.
- On **CCC-941**, it is important to know what year the application will be submitted, so please include the year of application submission on the form. It can take some time for the IRS to process CCC-941 forms, so it is recommended that you complete and submit this form as soon as possible.
- On **CCC-941**, each entity must have its own form. Every member of the entity must have their own CCC-941. If the property is owned by individuals or spouses, a separate form for each individual with their tax ID or SSN is required. If the property is owned by an LLC or corporation, every



member of the LLC or corporation must submit a separate form.

- **CCC-902I** is a form required for individuals owning the property; **CCC-902E** is the form required for an entity. Please check with the FSA office to ensure that the proper form is completed.
- **AD-1026** needs to be completed with the year you are applying placed in Box 3, and it must be completed by the entity and all individuals associated with the entity

*\*\*Please note that Bluegrass Land Conservancy does not administer these forms and cannot assist with completing them past the information provided herein. Please direct any questions related to completing these forms to your local FSA Office or NRCS.\*\**

Once the forms are submitted, the FSA Office is not required to follow-up with landowners, and it is the responsibility of the landowner to contact the FSA Office to ensure that the forms were complete and submitted properly.

After contacting your FSA Office, please confirm with BLC that all forms are complete and on-file.

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Please ensure that each of the following items is attached to this application:

A copy of the deed(s) to the property. Please include any and all deeds and/or plat if available for every tract or parcel involved.

A copy of any lien, mortgage, encumbrance, lease, easement and/or option holders.

A copy of an aerial map of the property, as provided by the landowner (or BLC, upon request by the landowner), confirming any and all requested information included in this application (e.g. boundaries, agricultural structures, residences, paved farm roads or areas, historic or cultural features, springs, etc.). Any information can be drawn on the aerial and scanned back to BLC.

Note: The FSA office may be able to provide the landowner with copies of aerial maps and imagery of their farm to submit with this application.



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# General Information

## 1. Physical Property Address -

Please note if mailing address is different from physical property address.

## 2. Farm Number(s) and Tract Number(s) Generated by FSA Office

Farm #(s) \_\_\_\_\_

Tract #(s) \_\_\_\_\_

## 3. Property Owner(s) - Note: The name, address, e-mail and cell phone number must be provided for all owners of the property as listed on the deed. The individual listed first shall be designated as the Primary Contact for all communications for signatures on the NRCS application for funding. Note: If the legal landowner is an LLC or corporation, the contact information for all members of the LLC or corporation must be included in this application.

Please attach additional pages in this format if more than four owners are listed on the deed:

Name:

Name:

Address:

Address:

City/State/Zip:

City/State/Zip:

Telephone:

Telephone:

E-mail:

E-mail:



Name:

Name:

Address:

Address:

City/State/Zip:

City/State/Zip:

Telephone:

Telephone:

E-mail:

E-mail:

**4. Deed reference(s)- Attach a copy of the deed for each tract involved. If there is a survey(s), please attach.**

Parcel Address:

Deed Book

Page #

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Parcel Address:

Deed Book

Page #

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Parcel Address:

Deed Book

Page #

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Parcel Address:

Deed Book

Page #

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5. A. Is the entire parcel accessible from a public road or is there sufficient legal access to the entire parcel? If the parcel can only be accessed via an adjacent parcel, please attach the recorded easement providing access to the farm.

Property is accessed  
from a public road

or

Property has legal access  
via another parcel

B. Is the property subject to any access easement in favor of another property or subject to any claim of adverse possession?

Yes

No

If yes, please indicate:

6. A. Please list any mortgages, liens, encumbrances, leases, easements and/or options on the property.

B. Are there any existing leases or easements on the property for any of the following: utilities, mineral rights, mining, oil and gas exploration, neighbor access, cell phone tower agreements, etc.? BLC will need to review the terms of any existing leases or easements.

Yes

No

If yes, please list the type of leases and/or easements and attach a copy of each. If applicable, please provide a survey or map of the eased or agreement location(s). Please note that BLC cannot accept an application if there is a mining, oil, or gas exploration lease.



7. Please list any contingencies the landowner wishes to make BLC aware of such as landowner dispute issues, estate settlement and planning, the property being owned by a life estate, or other circumstances that may affect the property.

8. Are you applying to the program as part of a batch application with other landowners of adjacent properties? (Attach additional sheets as necessary).

Yes

No

If yes, with whom?

Address of adjacent property:

Total approximate acreage of all properties in the batch:

9. Do you have a Farm Succession Plan or similar plan established to address farm viability for future generations? This is not required but is included on the federal application for informational purposes.

Yes

No

Next Page Please



10. Is any part of the property leased or used by others for agricultural production?

Yes

No

If yes, please indicate:

Acres

Usage

Lessee

*\*Please note that BLC and the federal matching program allow farms to be leased for agricultural production but the lessees will need to sign a subordination agreement prior to closing.\**

11. Is the property being actively farmed?

Yes

No

12. If the property is not being actively farmed, does the property have the immediate potential to be farmed?

Yes

No

13. Agricultural Infrastructure - Please list any and all agricultural structures or infrastructure on the property, including approximate square footage of all structures.





**14.** Do you anticipate the need to add housing on your farm? Please indicate your existing and anticipated housing needs below:

Primary Residence Exists      or      Primary Residence Requested

Number of Existing Additional Residences: \_\_\_\_\_

Number of Additional New Residences Requested: \_\_\_\_\_

Approximate Square Footage of each Residence(s) located on the Property:

Mark on the aerial map provided by the landowner (or BLC, upon request by the landowner) the location(s) of all Existing Residence(s) and all location(s) of contemplated New Residence(s).

*\*Please note all Residences, both Existing Residences and New Residences, must be contained with Limited Building Areas, typically two-acres in size, but can be adjusted during negotiations with BLC to fit your needs after your project has been funded.\**

**15.** Are the farm roads paved or unpaved on the Property? If paved, please mark on the aerial map provided by the landowner (or BLC, upon request by the landowner) the location(s) of paved farm roads.

Yes, farm roads are paved.

No, farm roads are not paved.

**16.** Do you anticipate the need to divide your farm? Please indicate how many future divisions you anticipate (Please note that NRCS does not permit divisions of less than the average farm size in the county your property is located in):



17. Please provide an approximation of how many acres of each of the following categories exist on your farm (leave blank if the answer is zero):

Acres of Cropland:

Acres of Pastureland:

Acres of Hay:

Acres of Forest:

Acres of Pond and Lakes:

Acres of Paved Surfaces:

18. Does the property contain special natural features such as unusual flora or fauna, geologic areas, cliffs, wildlife habitats, sinkholes, etc.? If yes, please describe and provide photographs or documentation and/or indicate on the provided aerial map.

Yes

No

19. Is the property adjacent to; or within 1/2 mile of; or within 1 mile of; a property currently protected with a conservation easement held by BLC or any other conservation organization? Please note BLC staff can verify this for you if you are unsure.

Adjacent to

Within 1/2 mile

Within 1 mile

Unsure

20. Is the property adjacent to; or within 1/2 mile of; or within 1 mile of; a park, nature preserve, nature sanctuary, historic site or other land that has been designated for long-term natural resource use, conservation or preservation purposes? Please note BLC staff can verify this if you are unsure.

Adjacent to

Within 1/2 mile

Within 1 mile

Unsure

Please list the name and location of park, nature preserve, nature sanctuary, or other land that has been designated for long-term natural resource use, conservation or preservation purposes.



21. Is the property listed on the National Register of Historic Places or the National Register of Historic Districts?

Yes

No

Unsure

If yes, please list the name of the Historic District/Place:

If no, is the property eligible for the National Register?

Yes

No

Unsure

If you answered yes to any of these questions, please attach any relevant documentation you may have to your application.

22. Is the property designated as a National Historic Landmark?

Yes

No

Unsure

Name of Landmark:

If you answered yes, please attach any relevant supporting documentation.

23. Does the property contain any registered or significant archaeological sites? If so, please describe and provide independent official documentation and/or history.

24. Is the parcel located on a local, state or federal designated scenic byway or highway? Please note BLC staff can verify the information for you if you are unsure.

Local

State

Federal

Unsure

No

Name of Road, Byway, or Highway:



25. Is the property part of a scenic viewshed visible from a publicly owned land such as a park, nature preserve, sanctuary or historic site? Please note that BLC staff can verify this for you if you are unsure.

Yes

No

Unsure

If yes, list name of public land:

26. Does the property contain any other special scenic features such as unique or significant viewsheds, tree canopies, endangered species, groundwater springs, etc.? (You may also attach photographs or other relevant documentation):

Yes

No

If yes, please describe briefly:

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# Applicant Signature(s)

All persons listed on the deed(s) must provide a signature on this application (Attach additional sheets if necessary). If all persons listed on the deed(s) are unable to sign at the time of the application, please have the person designated as the Primary Contact (as designated in Question 3 on page 4 of this application) .sign on behalf of all parties.

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Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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*Mail or Hand-Deliver Application to:*

Bluegrass Land Conservancy  
450 Old Vine Street, Suite 200  
Lexington, KY 40507

*Email Application to:*

Ashley Greathouse  
*Counsel, Director of Conservation*  
agreathouse@bluegrassconservancy.org

Nicole Armstrong  
*Conservation Manager*  
nzarmstrong@bluegrassconservancy.org

