

ACEP-WRE Application Checklist for Landowners

The following items shall be provided by all landowners of the offered easement area at the time of application (includes life estates other atypical landowners as determined by NRCS). This checklist and all applicable application materials must be provided to the local NRCS Field Office by an advertised application cut-off date to be considered for funding. Incomplete applications will not be considered. Request documentation must cover all landowners of record and the entire area offered for enrollment, as applicable.

† Requirement applies only to entity or trust landowners only; includes trusts established with a social security number (SSN).

- NRCS-CPA-1200** Conservation Program Application
- Copy of **current property deed(s)** and ownership share breakdown of private or Tribal land
- 24-month ownership waiver request** if landownership changes occurred within the last 24 months from the application date (see *ACEP-WRE 24-Month Ownership and Waiver Request Information*)
- Tax map or other visual representation** showing the boundaries of the area offered for enrollment
- Evidence of sufficient **legal and physical access** and ability to provide this access to NRCS
- ACEP-WRE Landowner Self-Certification**
- ACEP-WRE Easement Compensation Summary & Landowner Offer Worksheet** and addendum
- Farm Service Agency (FSA) eligibility** submitted to and processed by FSA for each landowner of record sufficient to establish or update records with FSA and determine eligibility for the fiscal year of application (see *Landowner Eligibility Matrix*). File paperwork directly with FSA **BEFORE** the application cut-off date.
 - AD-2047** Customer Data Worksheet Request
 - Farm and Tract Number** that covers the area offered for enrollment
 - CCC-941** Average Adjusted Gross Income Certification Consent to Disclosure of Tax Information
 - AD-1026** Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification
 - FSA-211** Power of Attorney (optional; if someone will sign on behalf of a landowner)
 - CCC-902-I** Farm Operating Plan for all individual landowners in determined status
 - CCC-902-E** Farm Operating Plan for all entity landowners in determined status†
 - Legal entity/trust documents** clearly designating who has signature authority for the legal entity or authority to act on behalf of other individuals (e.g., corporate charter, bylaws, trust agreement, articles of partnership)†
 - NOTE for trusts using SSN only:** The actual landowner of record, whether the trust or the individual, contains the official FSA determination of eligibility for the SSN†
- SF-1199A** Direct Deposit Sign-Up, one for each landowner of record
- Certificate of Good Standing**, ID Secretary of State† (<https://sos.idaho.gov/business-services/>)
- Water rights documentation** for the area offered for enrollment

For questions, contact your local NRCS Field Office or the Idaho NRCS Easement Coordinator, Chris Chapa, at (208) 267-2707 X111 or chris.chapa@usda.gov.