



## APPLICATION AND CHECKLIST FOR THE NRCS AGRICULTURAL CONSERVATION EASEMENT PROGRAM

Dear Landowner(s):

Thank you for your interest in applying for the NRCS ACEP-ALE program (Agricultural Conservation Easement Program-Agricultural Land Easements) 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. **Note: 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:

Prior to beginning the Pre-Application Checklist, 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:

---

# 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.
  
- ☐ **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**, or **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. **Please use 2026 as the year on all FSA forms.** 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 or NRCS office.\*\***

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.

**PLEASE DO NOT PROCEED TO THE NEXT PART OF THIS APPLICATION UNTIL YOU HAVE CONFIRMED WITH YOUR LOCAL FSA OFFICE THAT ALL FSA FORMS ARE SUBMITTED CORRECTLY.**

In addition to the FSA forms, BLC requires the following documents. Please ensure that they are 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.
- ☐ If the property is owned by an LLC, corporation, or trust, please provide a copy of all organizational or estate documents.

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.

# 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:

Address:

City/State/Zip:

Telephone:

E-mail:

Name:

Address:

City/State/Zip:

Telephone:

E-mail:



Name:

Address:

City/State/Zip:

Telephone:

E-mail:

Name:

Address:

City/State/Zip:

Telephone:

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:	<input type="text"/>	Deed Book	<input type="text"/>
		Page #	<input type="text"/>

Parcel Address:	<input type="text"/>	Deed Book	<input type="text"/>
		Page #	<input type="text"/>

Parcel Address:	<input type="text"/>	Deed Book	<input type="text"/>
		Page #	<input type="text"/>

Parcel Address:	<input type="text"/>	Deed Book	<input type="text"/>
		Page #	<input type="text"/>

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

☐ 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

10. Is there a railroad that crosses through or across your property boundary? If yes, please mark the approximate location on the aerial map provided by the landowner.

☐

Yes

☐

No



11. 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.\**

12. Is the property being actively farmed?

☐

Yes

☐

No

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

☐

Yes

☐

No

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

15. 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 within 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.\**

16. 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.

17. 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):



18. 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:	<input type="text"/>	Acres of Pastureland:	<input type="text"/>
Acres of Hay:	<input type="text"/>	Acres of Forest:	<input type="text"/>
Acres of Ponds and Lakes:	<input type="text"/>	Acres of Paved Surfaces:	<input type="text"/>

If cropland exists on the farm, please list types:

If livestock exists on the farm, please list types:

19. 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

20. 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

21. 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.

22. 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.

23. 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.

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

25. 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:

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      ☐ Unsure

If yes, please describe briefly:

27. 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 scenic viewshed:

---

# Historically Underserved Farmers

USDA recognizes the need to be inclusive of all people and ensure equitable access to services. So, special provisions -- including specific incentives, waivers, priorities, set asides, and other flexibilities -- are available within USDA programs for producers who meet the definition for historically underserved producers.

Increased financial assistance for conservation practices, dedicated conservation funding, and access to advance payments for conservation practice implementation are offered to farmers, ranchers, and forest landowners that fit into any of the four historically underserved groups below.

Four groups are defined by USDA as “Historically Underserved,” including farmers or ranchers who are: Beginning; Socially Disadvantaged; Veterans; and Limited Resource.

## Beginning Farmer or Rancher

The term “Beginning Farmer or Rancher” means a participant who:

- ◇ Has not operated a farm or ranch, or who has operated a farm or ranch for not more than 10 consecutive years, and who
  - Will materially and substantially participate in the operation of the farm or ranch.
  - In the case of a contract with an individual, individually or with the immediate family, material and substantial participation requires that the individual provide substantial day-to-day labor and management of the farm or ranch, consistent with the practices in the county or State where the farm is located.
  - In the case of a contract made with a legal entity, all members must meet these requirements.

## Socially Disadvantaged Farmer or Rancher

The term “Socially Disadvantaged” means an:

- ◇ Individual or entity who is a member of a socially disadvantaged group. A socially disadvantaged group is a group whose members have been subject to racial or ethnic prejudice because of their identity as members of a group without regard to their individual qualities.
- ◇ Socially disadvantaged groups consist of the following:
  - American Indians or Alaskan Natives
  - Asians
  - Blacks or African Americans
  - Native Hawaiians or other Pacific Islanders
  - Hispanics
- ◇ For an entity, at least 50 percent ownership in the farm business must be held by socially disadvantaged individuals

Note: Gender alone is not a covered group for the purposes of NRCS conservation program authorities. The term entities reflect a broad interpretation to include partnerships, couples, legal entities, etc.

## Veteran Farmer or Rancher

The term “Veteran Farmer or Rancher” means a producer who

- ◇ Served in the United States Army, Navy, Marine Corps, Air Force, or Coast Guard, including the reserve component thereof; was released from service under conditions other than dishonorable; and:
  - Has not operated a farm or ranch, or has operated a farm or ranch for not more than 10 years; or
  - Who first obtained status as a veteran during the most recent 10-year period.

Note: A legal entity or joint operation can be a Veteran Farmer or Rancher only if all individual members independently qualify.

## Limited Resource Farmer or Rancher

The term “Limited Resource Farmer or Rancher” means a participant:

- ◇ With direct or indirect gross farm sales not more than the current indexed value in each of the previous two years, and
- ◇ Who has a total household income at or below the national poverty level for a family of four, or less than 50 percent of county median household income in each of the previous two years.

Do you identify as a historically underserved farmer, as defined above?

☐ Yes

☐ No

☐ Unsure

This space intentionally left blank.

# 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.

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

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

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

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

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

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

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

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

Mail or Hand-Deliver Application to:

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

Email Application to:

Rosalind Streeter  
*Conservation Project Manager*  
rstreeter@bluegrassconservancy.org