Submit completed application forms and supporting documents to:

USDA-NRCS

Attn: M. Tiffany Davis, Farm Bill Program Specialist

339 Busch’s Frontage Road, Suite 301

Annapolis, Maryland 21409

* **Application Cover Letter**
* **Entity Application for an Agricultural Land Easement (ALE) Agreement (NRCS-CPA-41)**
* **Maryland NRCS Vendor Code Worksheet**
* **Entity Summary Information:** (Three page maximum)
1. Entity Administrative and Financial Officer contact information (address, phone, e-mail)
2. Statement describing the Entity commitment to long-term conservation of agricultural lands
3. History of easement acquisition, management, and enforcement
4. History of an eligible entity's commitment to assisting beginning farmers and ranchers, promoting opportunities for farming and ranching, and farm and ranch succession and transfer
5. History of participating entities commitment to conservation planning and conservation practice implementation
6. Source and availability of matching funds equal to at least 50 percent of the estimated fair market value of the conservation easement (including landowner donation).
7. DUNS Number-(A Dun & Bradstreet Data Universal Numbering System (DUNS) number is necessary for federal grants or contracts to entities equal to or more than $25,000. *If you do not have a number, information is available at* <http://fedgov.dnb.com/webform/displayHomePage.do>
8. System for Award Management- Once the entity has a DUNS number; you **must** register with System for Award Management (SAM) and complete other reporting requirements. To register with SAM, go to [www.sam.gov](http://www.sam.gov) . Registration is FREE.
* **Parcel Package:** (Separate package for each parcel submitted for funding)
1. Parcel Sheet for Entity Application for an ALE Agreement (NRCS-CPA-41A)
2. CCC-1026 Certification of Highly Erodible Land and Wetland Conservation Compliance – signed by the landowner (and certified to be on file with FSA)
3. CCC-941 Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information *Agricultural Act of 2014*– signed by the landowner (and certified to be on file with FSA)
4. Maryland NRCS Parcel Ranking Workbook
5. Specific breakdown of proposed funding sources, assuming funds are awarded
6. Aerial photograph identifying easement boundary cropland, grassland, forestland and incidental land
7. Road Map identifying parcel location
8. Web Soil Survey map with easement boundary
9. Pending Offer signed by landowner and entity