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| **ALE Parcel Application Guide (CPA-41A) - How to Complete** |

***Guide to completing PARCEL SHEET for ENTITY APPLICATION, form NRCS-CPA-41A*** *(rev. 8-11-2023)*

**Important**

* **See Footnotes at end of form 41A.**
* Complete all boxes – do not leave blanks.
* Sign and check all boxes where indicated, if appropriate.
* Form refers to “the ALE”, which means the easement.
* Form refers to “parcel”, which means the easement area, not the individual tax parcels.

**Section A: Agreement and Entity Information**

1. ACEP-ALE
2. Program Agreement
3. General ALE
4. Standard
5. Date
6. VA
7. No
8. Land Trust name, PDR name, etc.
9. Email
10. Land Trust Telephone
11. NRCS will complete (ACEP-ALE Program Agreement ProTracts Number)
12. NRCS will complete (ACEP-ALE Parcel Contract ProTracts Number)

**Section B: Landowner Information**

1. Legal document(s) showing landownership.
2. Primary contact Landowner
3. Tax ID
4. Telephone of landowner
5. Address of landowner
6. Email of landowner
7. All other landowners who are not primary
8. Establish USDA records for all landowners so this question can be answered “yes”.
9. Special criteria to assist USDA with providing services, but not required or part of eligibility.

**Section C: Parcel Eligibility and Land Use Information**

1. Longitude and Latitude are preferred.
2. Physical Address
3. Private or Tribal land
4. Number of acres, supported by ownership legal documents
5. Select ONLY ONE category and provide documentation to support the choice. If Prime soils are selected, provide percentage of “prime, unique, or other productive soil as identified in Web Soil Survey)
6. Multiple answers can be provided as applicable. If forest land is selected, provide the % forest as part of the whole easement parcel.
7. Obtain a written pending offer so this can be answered “yes”. Attach offer to this application.  
   Pending offer needs to be signed by the landowner, who must match the LO on the property deed.
8. Existing deed restriction – evidence of a “no” answer will need to be part of the title commitment when it is provided.
9. ACEP purposes that might be undermined, documentation.
10. Access of entire parcel from a public road or an insurable legal right of recorded access; provide map.

**Section D: Easement Value and Compensation Costs and Non-Federal Share Information**

1. **Easement Value and Compensation Costs** 
   * Total Non-Federal Share (“match”) must be equal to or greater than the Federal Share (ALE funds).
   * ALE funds can equal up to 50% of FMV of easement and Entity pays that amount to the Landowner at closing. The remaining 50% may come from the landowner’s donation of value at closing, or the Entity’s grant funds, or acquisition costs such as title, survey, etc.
2. Estimated Fair Market Value of the ALE
   * Easement fair market value
   * These values may be estimates, subject to the final values being determined by an NRCS-approved appraisal report or easement valuation methodology.
3. Estimated Eligible Entity Cash Contribution (x) - for payment of easement compensation to the landowner (excluding Landowner Donations)
   * An example is the cash the Entity may have received from a grant from VA Land Conservation Foundation or VA Dept. of Agriculture and Consumer Services, which needs to be a non-federal source, except under a few circumstances such as REPI funds.
   * Footnote x. Eligible Entity cash contribution means the amount provided by the entity for payment of easement compensation to the landowner and may include all sources of funds used to make such payment other than any funds provided by the landowner or the Federal share provided under ACEP. This amount does not include any other costs (administrative, planning, stewardship, etc.) or nonmonetary items (in-kind activities, land from another parcel, etc.)
4. Requested Federal Share for the ALE
   * ALE funds being requested

* General ALE: Federal Share cannot exceed 50% of Item A

1. Estimated Purchase Price (xi) of the ALE (D = B + C)
   * Amount the landowner will be paid at closing.
   * Footnote xi. Purchase price means the fair market value of the agricultural land easement as determined by an NRCS-approved methodology, minus the Landowner donation toward easement value.
2. Estimated Landowner Donation toward easement value (xii)
   * May be the amount of payment the landowner foregoes at closing, which amounts to a donation of land value.
   * Footnote xii. Landowner Donation toward easement value may include a qualified conservation contribution (as defined by section 170(h) of the Internal Revenue Code of 1986) or a charitable donation.   
     Landowners shall not donate any part of Federal share or Eligible Entity cash contribution back to the Eligible Entity as a condition of purchase or closing.
3. Remaining Non-Federal Share needed to meet minimum requirement
   * General ALE: (F = C - (B+E))
4. **Easement Procurement Costs**
5. Estimated Procured Costs to be Paid by the Eligible Entity (NOT the landowner) to a Third Party (xiii) for the following items (Do not include amounts paid by the Landowner for the below listed items)
   * See items listed: G1. Appraisal, G2. Easement Boundary Survey, etc.
6. **Easement Stewardship Costs**These are not needed if Procurement Costs total the amount of “match” needed.
7. **Total Non-Federal Share**   
   This must be equal to or greater than the Federal Share (ALE funds).
8. **Eligible entity intends to provide at least 10 percent of the fair market value ?**of the agricultural land easement in the form of a cash contribution for payment of easement compensation to the landowner?
   * If yes, then there may be ranking points awarded.
   * If no, eligible entity must provide evidence as requested by NRCS of its ability to steward and monitor the parcel.

**Section E. Roles, Contributions, and Distributions**

* Provide the name and corresponding role of each legal entity that will be identified in the agricultural land easement deed, attach additional pages as needed.
* Include the ALE Applicant organization.

**Applicant Eligibility Entity Certification and Signatures**

**Parcel Landowner Acknowledgements and Signatures**

* Provide all signatures.
* Electronic, scanned and counterpart signatures are acceptable.
* Maintain originals in organization files