

**Fiscal Year (FY) 2018 Target Timelines for ACEP: Entering into New Agreements and Obligations and Target Dates for Prior Year Agreements**

<b>ACEP FY 2018 Enrollment and Acquisition Actions</b>	<b>Completion Date*</b>	<b>Notes</b>
ACEP-WRE: Submission of FY 2018 easement compensation packages for ACEP-WRE to the <a href="#">EPD SharePoint Site</a> in the State folder at “FY 2018 GARCS-ACEP-WRE.”	October 1, 2017	FY 2018 ACEP-WRE easement compensation packages must be submitted by all States, regardless of whether AWMA or individual USPAP appraisals will be used.
Guidance and allocations for ACEP implementation in FY 2018 provided to States.	On or about October 31, 2017	Enter SCIMS and NEST data for all eligible applications.
States review all ACEP regulations, policy and FY 2018 guidance.	November 21, 2017	Prepare State materials and updates as needed.
Update State ranking criteria and documents as needed.	No less than 30 days prior to cut-off	Post FY 2018 ranking criteria to State websites and <a href="#">EPD SharePoint site</a> in the “FY 2018 ACEP Ranking Worksheets” folder
States announce availability of ACEP funding and any FY 2018 application cutoff dates.	No less than 30 days prior to cut-off	States should conduct ranking and eligibility determinations as soon as applications are received. State announcements should be published only after the National announcement.
Complete procurement of easement boundary surveys for FY 2017 ACEP-WRE enrollments and Environmental Database Record Searches for FY 2017 ALEs if they weren’t done before obligation.	December 31, 2017	All contracts, orders, or agreements needed to obtain ACEP-WRE easement boundary surveys (including regional boundary survey IDIQs) for prior year ACEP-WRE enrollments should be in place by this deadline.
National ACEP application cutoff for FY 2018 funding consideration.	March 1, 2018	States may establish their own cutoff dates based on workload but must provide at least 30 days from the announcement of fund availability.
States complete initial eligibility determinations and ranking. Enter all eligible applications into NEST, including ALE funded and substitute parcels.	March 8, 2018	All eligible applications received by the application cutoff date must be ranked and prioritized. Ranking scores for eligible applications must be input into NEST.
Identify projects tentatively selected for funding for FY 2018. Submit information to BSSB for easement acquisition funds reservation in FMML.	March 15, 2018	Begin preliminary restoration planning on WREs.  Prep packages to procure due diligence and easement valuation items.
Procure due diligence and easement valuation items.  <i>Note: It is critical that WRE appraisals and appraisal technical reviews be contracted for at the same time.</i>	March 25, 2018	Procure environmental record searches (ALE and WRE), title commitments for WRE, appraisal technical reviews for ALE, and where applicable, individual USPAP appraisals and appraisal technical reviews for WRE (identify local appraisers for WRE). Begin procurement of the FY 2018 AWMA for WRE.
Closing deadline for ACEP-ALE and extended ACEP-ALE agreements depending on FY of enrollment	March 31, 2018	All FY 2015 ACEP-ALE parcels must close by this date or the internal closing deadline and attachment must be extended.
Submit ACEP waiver request packages requiring NHQ review (24-month ownership), and any new ACEP-WRE Exhibit E’s.	April 1, 2018	Packages will be reviewed in the order submitted. Earlier submittal allows for faster review. Late or incomplete packages will not be reviewed until after completed packages, as time allows.
Complete funds assessment to submit requests for additional funding in FY 2018.	April 15, 2018	Guidance will be provided in FY 2018 regarding the mid-year funds assessment. Fund returns should be submitted through the Allowance Change Tool (ACT) as soon as it is known the funds are not needed, do not wait for the funds assessment.
<u>ALE</u> : Complete all ACEP-ALE State-level first- and second-level IC reviews.	May 12, 2018	State must complete first- and second-level reviews prior to submitting unexecuted ACEP-ALE cooperative agreements and amendments to GASB for service.

Upload draft, unexecuted FY 2018 ACEP-ALE cooperative agreements and amendments to FY 2016 and 2017 Agreements to add an Attachment B or Attachment C to the appropriate Grants and Agreements Services Branch inbox (GASB).	May 12, 2018	States must follow any published Grants and Agreements Service Branch (GASB) instruction specific to ACEP-ALE agreements and the policy contained in NI 300-302 and NI 300-300.
<u>ALE</u> : Submit preobligation IC review request package for all new FY 2018 ALE agreements, FY 2017 agreements with attachment B, and 2016 agreements with attachment C's that require national-level IC review. Complete State-level first- and second-level reviews, upload documents and submit NEST maintenance request for GASB/national-level IC review.	May 12, 2018	All required IC documents for FY 2018 ALE agreements and FY 2016 and FY 2017 amendments above the national-level IC review threshold must be uploaded into NEST immediately after the GASB upload. Enter a Maintenance Request (MR) in NEST with type "GASB package submitted" and a status of "requested" upon submission of the agreement documents to GASB. Earlier submittal allows for faster review.
Contracts in place for FY 2019 AWMA's for ACEP-WRE.	June 1, 2018	States that will use an AWMA for ACEP-WRE in FY 2018 have the contract in place by June 1, 2018 and notify EPD by June 8, 2018.
Complete reviews of due diligence and title search documents to make final determinations regarding eligibility and enrollment or deferral for FY 2018.	June 16, 2018	If hazardous substance issues, title or access issues, onsite or offsite issues, or ALE cooperative agreement or deed terms issues are identified that present eligibility concerns that cannot be readily resolved by the landowner or ALE entity, the application must be deferred or determined ineligible accordingly.
Approved ACEP-WRE exhibit E's, NHQ ACEP waiver decisions.	June 16, 2018	States will be notified of late, incomplete, or noncompliant submittals that must be deferred until FY 2018.
<u>WRE</u> : Submit preobligation IC review request package for all applications that require national-level IC review: Complete State-level first- and second-level reviews, upload documents and submit NEST maintenance request for national-level IC review.	June 16, 2018	All required documents for WRE applications with an estimated easement value above the national-level IC review threshold must be uploaded into NEST by this date. Earlier submittal allows for faster review. For WRE: Also finalize the preliminary WRPOs and cost estimates, complete the preliminary obligation of restoration fund supplement to the agreement.
Complete all State-level first- and second-level IC reviews for those not requiring national level IC review. All funds reservation requests to BSSB for subsequently selected applications.	June 23, 2018	For projects that do not require NHQ review, States may issue offers earlier with notice to the applicant that NRCS will only execute agreements after eligibility determinations and preliminary due diligence reviews are satisfactory and completed.
States send ALE agreement or amendment to the selected eligible entity for signature.	July 10, 2018	States do not sign the agreement until after the eligible entity has signed.
States issue WRE offers of enrollment (agreements) to selected eligible landowners.	July 14, 2018	
<u>ALE</u> : States must upload the signed FY 2018 ALE agreement or FY 2016/2017 amendment and IC review checklist to the APSB SharePoint and NEST.	August 2, 2018	States are responsible to complete the APSB checklist and upload the obligation materials to the APSB SharePoint by the required deadline. States coordinate with BSSB to remove any funds reservations for applications that will not move forward in FY 2018.
<u>WRE</u> : States must complete enrollment activities, submit information to APSB for obligation of funds in FMMI, and create agreements in NEST.	August 5, 2018	States must provide obligating documents to the APSB following the customer guides. States coordinate with BSSB to remove any funds reservations for applications that will not move forward in FY 2018.

Attachment B

<p><u>WRE</u>: Closing deadline for all extended FY 2016 ACEP-WRE enrollments.</p> <p><u>ALE</u>: FY 2015 attachment A expiration deadline and FY 2016 attachment A expiration deadline.</p>	August, 31 2018	<p>All FY 2016ACEP-WRE agreements that were granted an extension will expire on August 31, 2018, and must be closed prior to this date or funds will be deobligated.</p> <p><u>FY 2016 ACEP-ALE</u>: Attachment A's automatically expire on this date unless an extension (to August 31, 2019) is executed prior to expiration.</p>
Submission of FY 2019 easement compensation packages for ACEP-WRE to the <a href="#">EPD SharePoint site</a> in the State folder at "FY 2018 GARCs-ACEP-WRE."	September 1, 2018	FY 2019 ACEP-WRE easement compensation packages must be submitted by all States, regardless of whether AWMA or individual USPAP appraisals will be used.
Final deadline to submit packages to APSB for obligation in FY 2018.	ESTIMATED: September 9, 2018	Date is subject to change depending on FY 2018 deadlines established by APSB.
States complete NEST entry of all FY 2018 ACEP applications, selected and not selected.	September 15, 2018	All application statuses must be set as outlined in applicable NEST guidance.
Cooperative agreement expiration deadline for extended FY 2014 ACEP-ALE cooperative agreements.	September 30, 2018	FY 2014 ACEP-ALE cooperative agreements automatically expire on this date.

\* States are encouraged to complete ACEP new enrollment actions as soon as possible; States should be aware that failure to complete the actions by the dates in this adjusted timeline will jeopardize the successful obligation of funds in FY 2018.