## Fiscal Year (FY) 2020 Target Timelines for ACEP:
### Entering into New Agreements and Obligations and Target Dates for Prior-Year Agreements

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<th>ACEP FY 2020 Enrollment and Acquisition Actions</th>
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<td>Guidance and allocations for FY 2020 ACEP implementation provided to States.</td>
<td>February 2020</td>
<td>States review ACEP interim rule, revised policy, and other guidance applicable to ACEP implementation in FY 2020. Prepare State materials and make updates as needed.</td>
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<tr>
<td>States announce availability of ACEP funding and any FY 2020 application cutoff dates.</td>
<td>On or about February 23, 2020</td>
<td>States establish FY 2020 ACEP application signup cutoff dates and batching periods and make public announcements of ACEP availability. Applications cutoff date must be at least 30 days after announcement and no earlier than March 23, 2020.</td>
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<tr>
<td>States complete FY 2020 CART ranking pools and post ranking criteria to State websites.</td>
<td>Prior to first ACEP application cutoff date</td>
<td>FY 2020 ranking criteria must be posted to State website prior to first ACEP application signup cutoff date.</td>
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<tr>
<td>Recommended ACEP application cutoff for FY 2020 funding consideration.</td>
<td>30 days from funding announcement, no earlier than March 23, 2020</td>
<td>States may establish their own cutoff dates based on workload but must provide at least 30 days from the announcement of fund availability. States should conduct onsite investigations, ranking, and eligibility determinations as soon as applications are received.</td>
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| Closing deadline for existing 2014 Farm Bill ALE-agreements based on FY of enrollment. | March 31, 2020 | Closing deadline for—
- FY 2016 – all attachment Cs and previously extended attachment As and Bs;
- FY 2017 – all attachment Bs and previously extended attachment As
- FY 2018 – all attachment As.
Parcels must close by this date or the internal closing deadline must be extended in accordance with the terms of the agreement. |
| ACEP-WRE: States interested in offering the ACEP-WRE Reservation of Grazing Rights enrollment option in FY 2020 or requesting authorization to provide ACEP-WRE cost-share funds for certain grazing-related practices must submit the required information to the Easement Programs Division (EPD) for approval prior to implementation | April 1, 2020 | - For grazing reserved rights submit the draft exhibit E for each area of interest to easementsupport@usda.gov
- For authorization to provide cost-share for certain grazing-related practices, submit items identified by the national program manager. |
| ACEP-WRE: States interested in requesting a waiver for enrollment lands meeting the of adjacent lands eligibility criteria in excess of State conservationist authority must submit the required information to EPD for approval prior to implementation. | April 1, 2020 | - States requests must be submitted to easementsupport@usda.gov, and
- include the information as identified in 440-CPM-528-K-528.105I, including a copy of the State’s draft (or final) WRCG |
| Enter all applications into NEST or ProTracts, including ALE funded and substitute parcels. | April 15, 2020 | - ACEP-WRE applications: Enter into NEST
- ACEP-ALE Program Agreements, Entity and Parcel applications: Enter into ProTracts
- ACEP-ALE Cooperative and Grant Agreement, Entity and Parcel applications: Follow forthcoming guidance. |
| States complete initial eligibility determinations, and assessment and ranking in CART. | April 29, 2020 | Eligible applications received by the application cutoff date must be ranked and prioritized using the most current State ranking criteria. As applicable, ranking scores for eligible applications must be entered into NEST. |
## ACEP FY 2020 Enrollment and Acquisition Actions

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<tr>
<td>Prepare and submit packages to procure due diligence and as needed, individual easement valuation items.</td>
<td>May 6, 2020</td>
<td>Procure environmental record searches (ALE and WRE), title commitments for WRE, and where applicable, individual USPAP appraisals and appraisal technical reviews for WRE (contact national appraisers for assistance with identifying qualified local appraisers for WRE). Coordinate with FPAC-BC Acquisition Division on requirements and procedures for procurements.</td>
</tr>
<tr>
<td>Identify projects preapproved in Select Agreement Tool (SAT) for funding for FY 2020.</td>
<td>May 13, 2020</td>
<td>ACEP-WRE: Preapprovals must also be completed in NEST; digitize all conservation activities and restoration practices preapproved for ACEP-WRE funding in CD. ACEP-ALE: Preapprovals must be completed in ProTracts; digitize all conservation activities preapproved for funding in CD.</td>
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<tr>
<td>ACEP-WRE: Complete the necessary steps in NEST to create a funds reservation in FMMI.</td>
<td>May 17, 2020</td>
<td>Completion of the funds reservation process in FMMI will follow updated NEST guidance. States will follow the fund reservation process outlined in forthcoming NB providing FY 2020 easement financial management procedures.</td>
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<tr>
<td>Submit ACEP waiver request packages requiring NHQ review (e.g., 24-month ownership)</td>
<td>May 17, 2020</td>
<td>Packages will be reviewed in the order submitted. Earlier and complete submittal allows for faster review. Late or incomplete packages will not be reviewed until after timely and complete packages, as time allows. States will be notified of late, incomplete, or noncompliant submittals that must be deferred until FY 2021.</td>
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<tr>
<td>ALE: For entities determined to be eligible, obtain the completed and signed exhibit 1 to the ACEP-ALE program agreement.</td>
<td>May 22, 2020</td>
<td>States must review the ACEP-ALE program agreement in accordance with specific ACEP-ALE program agreement guidance. State conservationist may execute the properly completed and reviewed ACEP-ALE program agreement.</td>
</tr>
<tr>
<td>ACEP-WRE: Pending publication of updated AWMA statement of work and specification, begin procurement of the FY 2021 AWMAs.</td>
<td>Upon publication of new AWMA SOW for ACEP-WRE. Estimated May 22, 2020</td>
<td>States that will use an AWMA for FY 2021 must not begin acquisition of an ACEP-WRE AWMA (new or updated to existing) for use in FY 2021 until updated SOW and guidance is published.</td>
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<tr>
<td>ALE: Recommended date for submitting attachment expiration deadline extension packages to FPAC BC Grants and Agreements Division (GAD) for existing 2014 Farm Bill ALE-agreements.</td>
<td>May 31, 2020</td>
<td>Unless extended, all active ALE attachments will expire on August 31, 2020 as follows: <strong>ACEP-ALE</strong>: Attachment expiration date for—- FY 2016 – all attachment Cs and previously extended attachment As and Bs; - FY 2017 – all attachment Bs and previously extended attachment As; - FY 2018 – all attachment As.</td>
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<tr>
<td>Complete procurement of easement boundary surveys for FY 2019 ACEP-WRE enrollments.</td>
<td>June 1, 2020</td>
<td>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 time.</td>
</tr>
<tr>
<td>Complete funds assessment to submit requests for additional funding in FY 2020.</td>
<td>June 15, 2020</td>
<td>Guidance will be provided in FY 2020 regarding the supplemental funds assessment. Submit fund returns through the Allotment Planning and Management Application (APM) as soon as it is known the funds are not needed; do not wait for the funds assessment.</td>
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| **ALE:** Complete all State-level first- and second-level IC reviews. | June 19, 2020 | State must complete first- and second-level IC reviews prior to:  
- Submitting unexecuted ACEP-ALE cooperative agreements grant agreements to GAD for service; or  
- Prior to executing ACEP-ALE parcel cost-share contracts associated with executed ACEP-ALE program agreements.  
- **NOTE:** ACEP-ALE program agreements and associated parcel cost-share contracts are not submitted to GAD. |
| **NOTE:** Applies to all ALE-agreement types. | | |
| **ALE:** Upload draft, unexecuted FY 2020 ACEP-ALE cooperative or grant agreements to GAD. Request GAD review and approval using Service Now. | June 26, 2020 | States must follow any published GAD instruction specific to ACEP-ALE cooperative or grant agreements and the policy contained in NI 300-302 and NI 300-300. Service Now is used to request GAD review.  
- **NOTE:** No new attachments to fund additional parcels may be added to ALE-agreements entered into under the 2014 Farm Bill or to FY 2019 ALE-Agreements. |
| **NOTE:** Not applicable to ACEP-ALE program agreements. | | |
| **ALE:** For all new FY 2020 ACEP-ALE cooperative or grant agreements, Request to GAD for agreement processing and to EPD national-level preobligation IC review. | June 26, 2020 | All required IC documents for FY 2020 ACEP-ALE cooperative or grant agreements must be completed and uploaded into the appropriate business tool immediately after the GAD upload. Earlier submittal along with accurately uploaded and named documents allows for faster review.  
- **NOTE:** Not applicable to ACEP-ALE program agreements. |
<p>| <strong>ALE:</strong> For FY 2020 ACEP-ALE program agreements, submit required national-level preobligation IC items for individual ACEP-ALE parcel cost-share contracts associated with approved ACEP-ALE program agreements. | June 26, 2020 | States must follow ACEP-ALE program agreement guidance provided separately. |
| Complete reviews of due diligence and title search documents to make final determinations regarding eligibility and enrollment or deferral for FY 2020. | July 3, 2020 | If hazardous substance issues, title or access issues, onsite or offsite issues, or ALE 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. |
| Procurement contracts in place for FY 2021 AWMA for ACEP-WRE. | July 10, 2020 | Forthcoming phase-1 guidance will provide direction to States on submission of FY 2021 easement compensation packages and GARCs. States that will use an AWMA for ACEP-WRE in FY 2021 must notify EPD in accordance with the applicable FY 2021 easement valuation guidance. Upon receipt of the AWMA, submit a copy to the national appraiser for review of the AWMA. |
| States that will use USPAP appraisals only in FY 2021, start preparing the compensation package for submission to NHQ. | | |
| WRE: Finalize the preliminary WRPOs and cost estimates in CD and complete the supplement to the agreement to purchase for the preliminary obligation of restoration funds. | July 17, 2020 | Sufficient documentation, including conservation plan map and schedule of operations, must be retained in the official easement case file and uploaded to NEST to support the calculations used to determine the cost estimates identified on the supplement. |
| WRE: Complete State-level first- and second-level reviews, upload documents and submit NEST maintenance request for packages requiring national-level IC review. | July 17, 2020 | All required documents for WRE applications that require national-level IC review should be uploaded into NEST by this date. Earlier submittal along with accurately uploaded and named documents allows for faster review. |
| <strong>ALE:</strong> States send ACEP-ALE cooperative or grant agreement or individual ACEP-ALE parcel cost-share contracts to the selected eligible entity for signature. | July 31, 2020 | States do not sign the ACEP-ALE cooperative or grant agreement or individual ACEP-ALE parcel cost-share contracts until after the eligible entity has signed. |</p>
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<td><strong>WRE:</strong> States issue WRE offers of enrollment (agreements) to selected eligible landowners. ACEP-ALE Program Agreements only: Following execution of the ACEP-ALE Program Agreement, States provide unexecuted ACEP-ALE parcel cost-share contract documents to eligible entities for their execution.</td>
<td>August 14, 2020</td>
<td>For projects that do not require national-level IC review, States may issue enrollment offers after completion of all required eligibility determinations and preliminary due diligence reviews and upon conclusion of State first- and second-level IC reviews.</td>
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<tr>
<td><strong>ALE:</strong> States must upload the signed FY 2020 ACEP-ALE cooperative or grant agreement and IC review checklist to the appropriate easement business tool. Complete required steps for obligation of funds in FMMI.</td>
<td>August 21, 2020</td>
<td>For ACEP-ALE cooperative and grant agreements, States must enter all required fields in the appropriate easement business tool, complete obligation submission checklist, and ensure supporting documentation is uploaded prior to an obligation in FMMI. States must submit ServiceNow requests to remove any funds reservations for applications that will not move forward in FY 2020.</td>
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<tr>
<td><strong>WRE:</strong> States must complete enrollment activities, complete required steps for documenting obligating funds needed in NEST and create agreements in NEST.</td>
<td>August 28, 2020</td>
<td>States must enter all required fields in NEST, upload one file in NEST with all obligation package supporting documentation in NEST prior to entering the enrollment funds to commit and electronically signing in NEST. States must submit ServiceNow requests to remove any funds reservations for applications that will not move forward in FY 2020.</td>
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<tr>
<td><strong>ALE:</strong> Attachment expiration deadline for all - for ACEP-ALE and extended ACEP-ALE attachments depending on FY of enrollment.</td>
<td>August 31, 2020</td>
<td>Attachments will automatically expire on this date unless an extension (to August 31, 2021) is appropriate based on the terms of the agreement and executed prior to expiration.</td>
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| Submission of FY 2021 easement compensation packages for ACEP-WRE to the [EPD SharePoint site](#) in the State folder at “FY 2021 GARCs-ACEP-WRE.” | September 2, 2020 | FY 2021 ACEP-WRE easement compensation packages must be submitted by all States, regardless of whether States will use individual USPAP appraisals only or will use an AWMA.  

**NOTE:** States that use AWMAs must include the option to conduct individual appraisals in their easement compensation package approval document. |
| Final deadline to enter an enrollment funds to commit and electronically sign in NEST. | ESTIMATED: September 9, 2020 | Date is subject to change depending on FY 2020 deadlines established by FPAC BC.** |
| States complete entry of all FY 2020 ACEP applications into the appropriate business tool (NEST or ProTracts) and conduct quality assurance on NEST and ProTracts data. | September 11, 2020 | All applications, whether selected or not selected must be entered, and statuses must be set as outlined in applicable NEST and ProTracts guidance. |

* States are encouraged to complete ACEP new enrollment actions in a timely manner; States should be aware that failure to complete the actions by the target dates in this timeline jeopardizes the successful enrollment of new agreements and obligation of funds in FY 2020.  
** Farm Production and Conservation Business Center (FPAC BC) encompasses the former Accounts Payable Services Branch (APSB) and Budget Support Services Branch (BSSB).