

Fiscal Year (FY) 2022 Target Timelines for ACEP:

Entering into New Agreements and Obligations and Target Dates for Prior-Year Agreements

Note: States are encouraged to establish State-specific timelines with earlier target dates as applicable based on workload and capacity.

ACEP FY 2021 Enrollment and Acquisition Actions	Target Date*	Notes
ACEP: Guidance and allocations for FY 2022 ACEP implementation provided to States.	October 2021	States review ACEP regulation, policy, and other guidance applicable to ACEP implementation in FY 2022. Prepare State materials and make updates as needed (e.g. ranking criteria, outreach and announcements, WRCG).
ACEP: States announce availability of ACEP funding and any FY 2022 application cutoff dates.	On or about November 1, 2021	States establish FY 2022 ACEP application signup cutoff dates and batching periods and make public announcements of ACEP availability. Application cutoff dates must be at least 30 days after announcement. Note: States may have established and announced an early batching period per NB 440-21-30.
ACEP: States complete FY 2022 CART ranking pools and post ranking criteria to State web sites.	Prior to first ACEP application cutoff date	FY 2022 ranking criteria must be posted to State website prior to first ACEP application signup cutoff date (see NI 440-310).
ACEP-WRE: Batch release of funds for requisition of easement boundary surveys on prior year enrollments	November 1, 2021	- Use funds for easement boundary surveys obligated to the "Supplement to the Enrollment Agreement for the Preliminary Obligation of Acquisition-related and Restoration Costs" in FY 2021 (see NB 300-21-12) to enter into obligations for procurement of easement boundary surveys. - Funds not requisitioned/obligated by January 15, 2022, will be swept.
ACEP: States serviced by Easement Acquisition Branch (EAB) begin requesting advance due diligence requests	November 1, 2021	- Follow EAB processes for requesting service.
ACEP-WRE: Obtain signatures to extend FY 2020 APCEs (NRCS-LTP-31) if easement may not close by February 15, 2022, and NRCS determines the APCE should be extended.	November 15, 2021	- All FY 2020 APCEs (NRCS-LTP-31) expire February 15, 2022, unless extended prior to expiration. FY 2020 APCE may only be extended to February 15, 2023. - The associated "Supplement to the Enrollment Agreement" must also be reviewed and have their period of performance (POP) extended in FMMI with the associated APCE.
ACEP-WRE: Submit FY 2022 easement compensation packages for submission to EPD.	November 15, 2021	- Enrollment offers cannot be made in FY 2022, until States have written EPD approval of their FY 2022 easement compensation package. - See NI 300-303, NB 300-21-6, and NB 300-21-19 - Program Activity Management Solution (PAMS) .
ACEP-WRE: States interested in offering the ACEP-WRE Reservation of Grazing Rights enrollment option in FY 2022 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.	November 26, 2021	- For grazing reserved rights submit the draft exhibit E for each area of interest through the PAMS . - For authorization to provide cost-share for certain grazing-related practices, submit the request through PAMS .
ACEP-WRE: States interested in requesting a waiver for enrollment lands meeting the adjacent lands eligibility criteria in excess of State conservationist authority must submit the required information to EPD for approval prior to implementation.	November 26, 2021	States requests must be submitted through PAMS and must include the information as identified in 440-CPM-528-K-528.1051, including a copy of the State's WRCG
ACEP-ALE: For new ACEP-ALE Program Agreements to be executed in FY 2022, States must submit the draft, unexecuted ACEP-ALE Program Agreement to EPD for approval prior to execution (see NI 300-306 for current version of ACEP-ALE Program Agreement).	November 26, 2021	- States must submit the unexecuted ACEP-ALE program agreement, all agreement Exhibits, and the NRCS-CPA-41, Entity Application, in accordance with specific ACEP-ALE program agreement guidance to Nrcs.programagreements@usda.gov (see 440-CPM-528, NI 300-306, NI 300-308, and applicable FY 2022 guidance).

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<p>NOTE: Eligible entities with an existing ACEP-ALE Program Agreement executed in FY 2021 or prior may simply submit NRCS-CPA-41A parcel applications for individual Parcel Contracts to be added to their existing Program Agreement subject to its terms. A new NRCS-CPA-41 and execution of a new ALE-program agreement (using version dated 4/2021 or later) is only needed if eligible entity wants FY 2022 parcel contracts under the updated ALE-program agreement terms, including option for buy-protect-sell transactions.</p>		<ul style="list-style-type: none"> - State conservationist may execute the properly completed and reviewed ACEP-ALE program agreement only after receiving written approval from EPD.
<p>ACEP: Recommended first ACEP application cutoff date for FY 2022 funding consideration.</p> <p>For example: If first announcement was made November 1, 2021, this date would not be earlier than December 1, 2021.</p>	<p>December 1, 2021, or 30 days from announcement.</p>	<ul style="list-style-type: none"> - States may establish their own cutoff dates based on workload but must provide at least 30 days from the announcement of the application cutoff date for the first batching period. - States should conduct eligibility determinations, assessments, onsite investigations, and ranking as soon as applications are received.
<p>ACEP: Enter all applications into the appropriate business tools (e.g. NEST or ProTracts), including ALE funded and substitute parcels.</p> <p>NOTE: For ALE substitute parcels under ACEP-ALE parcel contracts, follow steps in NB 300-21-15 until States are notified of updated ProTracts functionality.</p>	<p>December 1, 2021</p>	<ul style="list-style-type: none"> - ACEP-WRE applications: Enter into NEST - ACEP-ALE Program Agreements, Entity and Parcel applications: Enter into ProTracts - ACEP-ALE Cooperative and Grant Agreement substitute parcels: Enter into NEST - 2014 Farm Bill RCPP-ACEP-WRE and RCPP-ACEP-ALE: Enter into NEST
<p>ACEP-WRE: Begin procurement of new AWMA's for use in FY 2023 or for existing AWMA's under the SOW dated May 2021, notify vendor to initiate updates for use in the FY 2023.</p>	<p>February 1, 2022 (recommended); March 1, 2022 (required)</p>	<p>States that will obtain a new AWMA for use in FY 2023 must use the most current AWMA SOW (dated May 2021 or later) (see NB 440-21-19).</p>
<p>ACEP: States complete eligibility determinations, and assessment and ranking in CART.</p>	<p>February 11, 2022</p>	<p>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 the appropriate business tool (NEST or ProTracts)</p>
<p>ACEP-WRE: Expiration of prior year APCE's (NRCS-LTP-31)</p>	<p>February 15, 2022</p>	<ul style="list-style-type: none"> - FY 2019 APCEs that were previously extended expire, no further extensions available. - FY 2020 APCEs expire unless extended prior to this date, APCE may only be extended to February 15, 2023. - Funds associated with expired APCEs and Supplements to the Enrollment Agreement must be deobligated.
<p>ACEP: Finalize due diligence and as needed, individual easement valuation items.</p> <p>NOTE: It is critical that WRE appraisals and appraisal technical reviews be contracted for at the same time.</p>	<p>February 18, 2022</p>	<ul style="list-style-type: none"> - Complete 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). - Use purchase cards or coordinate with FPAC-BC Acquisition Division as needed on procurement procedures and requirements
<p>ACEP: Complete 1st funds assessment to submit requests for additional funding in FY 2022.</p> <p>NOTE: Submit fund returns through the Allotment Planning and Management Application (APM) or other established process as soon as it is known the funds are not needed; do not wait for a funds assessment.</p>	<p>March 2022 (anticipated)</p>	<ul style="list-style-type: none"> - Guidance will be provided in FY 2022 regarding supplemental funds assessments. - FY 2022 1st funds assessment will focus on Historically Underserved landowners with eligible applications that are high quality but not currently selected for funding and beyond the reach of State's existing allocation.
<p>ACEP: Identify projects preapproved in Select Agreement Tool (SAT) for funding for FY 2022.</p>	<p>March 4, 2022</p>	<ul style="list-style-type: none"> - ACEP-WRE: Preapprovals must also be completed in NEST; digitize all easement practices, conservation activities and restoration practices preapproved for ACEP-WRE funding in CD. - ACEP-ALE: Preapprovals must be completed in ProTracts; digitize all easement practices preapproved for funding in CD.

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<p>ACEP-WRE: Complete the necessary steps in NEST to create a funds reservation in FMFI. ACEP-ALE: Complete the necessary steps in ProTracts to identify the Parcel Contract application as approved.</p>	<p>March 11, 2022</p>	<ul style="list-style-type: none"> - ACEP-WRE: States will follow the funds reservation process outlined in FY 2022 NB on easement financial management procedures. - ACEP-ALE: Protracts status for applications that will be using funds for FY 2022 must be set to approved in order to signify funds are reserved for application.
<p>ACEP: Submit ACEP waiver request packages requiring NHQ review (e.g., 24-month ownership, adjacent lands waiver, AGI limitation waiver)</p>	<p>March 11, 2022</p>	<p>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 2023.</p>
<p>ACEP-ALE: Recommended date for submitting packages to FPAC BC Grants and Agreements Division (GAD) to execute an agreement extension for remaining FY 2019 ALE Cooperative or Grant Agreements.</p>	<p>March 31, 2022</p>	<p>Unless extended, all active FY 2019 ALE Cooperative or Grant Agreements will expire on August 31, 2022. Extension request from eligible entity must be received by NRCS no later than June 30, 2022. (Refer to NI 300-302 and GAD guidance for package content and submission requirements).</p>
<p>ACEP-WRE: Procurement contracts in place for FY 2023 AWMA's. States that will use USPAP appraisals only in FY 2023, start preparing the easement compensation package for submission to NHQ.</p>	<p>April 1, 2022 (recommended); June 1, 2022 (required)</p>	<ul style="list-style-type: none"> - States that will use an AWMA for ACEP-WRE in FY 2023 must notify EPD in accordance with the applicable FY 2023 easement compensation guidance. - Upon receipt of the AWMA, submit a copy to the national appraiser for review of the AWMA.
<p>ACEP-ALE: Complete all State-level IC reviews. NOTE: Applies to all ALE-agreement types. NOTE: ACEP-ALE program agreements and associated parcel contracts are not submitted to FPAC-BC GAD.</p>	<p>April 8, 2022</p>	<p>State must complete State-level IC reviews prior to executing ACEP-ALE parcel contracts associated with executed ACEP-ALE program agreements. All State-level IC reviews must be documented in PAMS, including those for ACEP-ALE enrollments through Certified Eligible Entities.</p>
<p>ACEP-ALE: Submit required items for national-level preobligation IC review for individual ACEP-ALE parcel contracts associated with approved ACEP-ALE program agreements.</p>	<p>April 22, 2022</p>	<ul style="list-style-type: none"> - States must follow ACEP-ALE program agreement guidance provided in 440-CPM-528, NI 300-306, and applicable FY 2022 IC guidance. - Submit request for national-level preobligation IC review through PAMS.
<p>ACEP: Complete 2nd funds assessment to submit requests for additional funding in FY 2022.</p>	<p>April 2022 (anticipated)</p>	<p>Data entered into business and planning tools (e.g. CD, NEST, ProTracts) related to eligible, assessed, ranked, and planned applications, selected applications, and funds reservations and obligation amounts will be used to validate requests, determine funding need, and make allocation decisions during midyear funds assessments.</p>
<p>ACEP: Complete reviews of due diligence and title search documents to make final determinations regarding eligibility and selection for funding or deferral for FY 2022.</p>	<p>May 2, 2022</p>	<p>If hazardous materials 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 eligible entity, the application must be deferred or determined ineligible accordingly.</p>
<p>ACEP-WRE: Finalize the preliminary WRPOs and cost estimates in CD and enter information on the "Supplement to the Enrollment Agreement for the Preliminary Obligation of Acquisition-Related and Restoration Costs".</p>	<p>May 2, 2022</p>	<p>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 acquisition-related cost and restoration cost estimates identified on the supplement.</p>
<p>ACEP-WRE: Complete State-level reviews, upload documents and submit request for national-level preobligation IC review.</p>	<p>May 18, 2022</p>	<ul style="list-style-type: none"> - All documents needed for IC reviews should be uploaded into NEST by this date. Submit request for national-level preobligation IC review through PAMS. - Earlier submittal along with accurately uploaded and named documents allows for faster review.
<p>ACEP-ALE: For Parcel Contracts associated with executed ACEP-ALE Program Agreements only, States send individual ACEP-ALE parcel cost-share contracts to the eligible entity to obtain required signatures.</p>	<p>May 27, 2022</p>	<ul style="list-style-type: none"> - States may issue enrollment offers only after completion of all required eligibility determinations and preliminary due diligence reviews and upon conclusion of required IC reviews. - States do not sign the individual ACEP-ALE parcel contracts until after the eligible entity has signed.

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ACEP-WRE: Submission of FY 2023 easement compensation packages for ACEP-WRE. (see NI 300-303, NB 440-21-19, and FY 2022 easement compensation package guidance)	June 1, 2022 (recommended); August 1, 2022 (required)	FY 2023 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 AWMA's must include the option to conduct individual appraisals in their easement compensation package approval document.
ACEP-WRE: For existing AWMA's under the SOW dated May 2021, vendor recertification of values or recommended changes to existing values is due to NRCS (see NB 440-21-19)	On or before July 15, 2022 (per AMWA SOW)	- In preparation for submission of FY 2023 easement compensation packages, States should contact vendor for updates to the existing AWMA well prior to this July 15 due date. - See AWMA SOW (dated May 2021) for specific deliverables that must be provided to NRCS.
ACEP-WRE: States issue WRE offers of enrollment (agreements) to landowners with eligible applications selected for funding.	June 16, 2022	States may issue enrollment offers only after completion of all required eligibility determinations and preliminary due diligence reviews and upon conclusion of required IC reviews.
ACEP-WRE: States must complete enrollment activities, complete required steps for documenting obligating funds needed in NEST and create agreements in NEST.	July 8, 2022	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.
ACEP: Last day to submit ACEP waiver request packages requiring NHQ review for applications (e.g. 24-month ownership, AGI limitation waiver)	July 8, 2022	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 2023.
ACEP: Complete 3 rd funds assessment to submit requests for additional funding in FY 2022.	July 2022 (anticipated)	Funds requested during this assessment must be limited to those applications or agreements for which the obligating contract or agreements documents (e.g. enrollment agreements, supplements to the enrollment agreement, easement restoration agreements for existing easements) meet all of the following requirements: <ol style="list-style-type: none"> 1. Have been determined eligible (including approval of any eligibility-related waivers such as AGI limitation waiver, 24-month ownership waiver). 2. Have required planning, application, assessment, planning, ranking, and agreement information entered in the appropriate business tools. 3. Have completed all pre-enrollment due diligence activities. 4. Have an approved easement valuation. 5. Will complete and request required IC reviews no later than September 6, 2022. 6. Are prepared to have all contracts/agreements fully executed by all required parties, and funds obligated prior to the fiscal year end deadlines. Do not request funds associated with applications or agreements that do not meet these and any other identified criteria.
ACEP: Last day to submit appraisals that require National Appraiser review and approval for obligation or payment in FY 2022.	August 1, 2022	- ACEP-WRE: for payment or obligations in FY 2022 - ACEP-ALE: for payment in FY 2022 - (See 440-CPM-527, Subpart E and F, NI 300-303)
ACEP: Last date to return funds to be accepted back by NHQ	August 5, 2022	See FY 2022 Allocation Letters
ACEP-ALE: FY 2019 ACEP-ALE Cooperative Agreement expiration.	August 31, 2022	FY 2019 ACEP-ALE Cooperative Agreements automatically expire on this date unless an extension (to August 31, 2023) is appropriate based on the terms of the agreement and executed prior to expiration.
ACEP: Final deadline for submission of preobligation or prepayment IC review packages to NHQ.	September 6, 2022	See NI 300-300 and FY 2022 IC Guidance for additional detail
ACEP: Final deadline to enter an enrollment funds to commit and electronically sign in NEST.	ESTIMATED: September 9, 2022	Date is subject to change depending on FY 2022 deadlines established by FPAC BC.**

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ACEP: States complete entry of all FY 2022 ACEP applications into the appropriate business tool (NEST or ProTracts) and conduct quality assurance on NEST and ProTracts data.	September 12, 2022	All applications, whether selected or not selected must be entered, and statuses must be set as outlined in applicable NEST and ProTracts guidance.
ACEP: Last date NHQ will return IC review packages to States.	September 16, 2022	Remaining IC reviews will be returned in FY 2023. See NI 300-300 and FY 2022 IC Guidance for additional detail
ACEP: Fiscal year-end shutdown of NEST and ProTracts.	September 25, 2022 (anticipated)	All data entry must be completed prior to this date, including all required FY 2022 monitoring data.
ACEP-WRE: Easements must not be closed during this period.	September 20-30, 2022	As in prior FYs, ACEP-WRE easements must not be closed during this blackout period for closing to minimize negative impacts of unreconciled late-September closings and payments on the NRCS financial statement.
<p>* 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 2022.</p> <p>** Farm Production and Conservation Business Center (FPAC BC) encompasses the former Accounts Payable Services Branch (APSB) and Budget Support Services Branch (BSSB).</p>		