At any time, an application may be determined INELIGIBLE or screen too low and can be reconsidered once application is updated accordingly.

This flow chart represents a general process and is subject to modification based on individual circumstances of an application. The application process generally takes up to six months.

**ACEP-ALE APPLICATION PROCESS**

1. **FSA eligibility established/updated**
   - Parcel application package submitted by an advertised deadline
     - FSA eligibility and application completeness evaluated*
     - Application reviewed in-depth*

2. **Environmental Records Database Search ordered* (may also happen post-funding)**
   - On-site land eligibility determination*
     - ELIGIBLE applications ranked in appropriate ranking pool
     - Funding level evaluated

3. **Internal Controls (IC) review (State and National)***
   - Draft agreement/contract reviewed and signed
     - State Conservationist approves and signs agreement/contract*
     - Funds obligated, agreement/contract activated, and copy sent to entity.

4. **Unfunded applications deferred**
   - Applications tentatively selected for funding

5. **Entity begins due diligence*”

*See closing process workflows for continuation.
This flow chart represents a general process and is subject to modification based on individual circumstances of a transaction and completeness of the due diligence. The closing process can generally take from 18 months up to three years. Waivers requested to any terms can add up to 90 days to the process.

**HEL Plan development (if applicable)**

- All finalized and required due diligence submitted to NRCS
- All due diligence reviewed in-state; waivers requests and other approvals considered in-state
- Select due diligence reviewed/approved by National staff/contractor; waiver requests and other approvals processed
- Pre-closing on-site visit

**Certification of CPA-230 Confirmation of Matching Funds**

- Communication of title instructions
- Obtain signatures on title company requirements, baseline, ALE Plan
- Internal Controls (IC) review
- State Conservationist approval to proceed with acquisition

**Option 1: Request advance payment, provide required documentation**

- Advance payment requested from Finance, EFT transfer to closing agent
- Closing, pay landowner, provide required docs for payment liquidation and contract/agreement closeout (if applicable)
- Liquidate advance payment OR pay reimbursement, process contract/agreement closeout after last payment and deobligate remaining funds

**Option 2: Closing, pay landowner, request reimbursement and provide required documentation from closing and for agreement closeout (if applicable)**

- ELIGIBLE ENTITY | LANDOWNER | NRCS STATE OFFICE | USDA SERVICE CENTER

Colorado NRCS

December 2020
HEL Plan development (if applicable)

All finalized and required due diligence submitted to NRCS

Waiver requests and other approvals considered and processed (as applicable)

Pre-closing on-site visit

Certification of CPA-230 Confirmation of Matching Funds

Option 1: Request advance payment, provide required documentation

Advance payment requested from Finance, EFT transfer to closing agent

Closing, pay landowner, provide required documentation for payment liquidation and contract/agreement closeout (if applicable)

Option 2: Closing, pay landowner, request reimbursement and provide required documentation from closing and for contract/agreement closeout (if applicable)

Liquidate advance payment OR pay reimbursement, process contract/agreement closeout after last payment and deobligate remaining funds

This flow chart represents a general process and is subject to modification based on individual circumstances of a transaction and completeness of the due diligence. The closing process can generally take from 18 months up to three years. Waivers requested to any terms can add up to 90 days to the process.