

## Checklist for Buffer Sub-Grant for Conservation Districts

### Steps in the Application Process:

- Review and sign Guidelines document
- Submit signed Guidelines, detailed budget and landowner agreement documents to PACD at [abrown@pacd.org](mailto:abrown@pacd.org)
- Complete planting plan and have signed by DCNR Forester
- Complete maintenance plan and have signed by DCNR Forester
- Complete online application using link provided by PACD
- PACD notification of sub-grants received
- Sign and return sub-grant agreement with PACD
- PACD will counter sign and return the executed agreement to the conservation district
- Submit signed landowner agreements to PACD
- PACD will disburse 45% of the sub-grant amount to the conservation district

### Reporting Process:

- Mid-term report is due to PACD on date indicated on the signed agreement
- PACD approves the mid-term report and disburses 45% of the sub-grant amount to the conservation district
- Final report is due to PACD on date indicated on the signed agreement
- Final report is approved by PACD
- Final 10% of sub-grant amount is disbursed to the conservation district