

GUIDELINES

PACD Ag Plan Reimbursement Program

Application Deadline: *June 30, 2024*

Final Report Deadline: *October 1, 2024*

Pennsylvania's conservation districts are encouraged to work with farmers to apply for reimbursement of agricultural plans. This grant is first come, first served. The grant round will stay open until funds are exhausted or the end of grant period, whichever comes first.

Agricultural landowners/operators may qualify for reimbursement for more than one agricultural plan up to a maximum amount of \$6,000 per landowner/operator. The maximum reimbursement per plan is \$1,500 or 80% of the cost of the plan, whichever is lower. A 20% match will be required from the participating landowner/operator.

To ensure that work farmers do to improve local water quality is counted toward Pennsylvania's quantitative pollution reduction targets in the Chesapeake Bay Watershed, the following information from agricultural landowners/operators who register for plan fee reimbursement will be logged:

- Whether there are existing agricultural plans for the operation
- The location of planned and implemented best management practices specified in plans submitted for reimbursement
- The number and types of plans for which fee reimbursement is sought
- Information on the registration form, such as name, address, phone number, and farm acres.

Plans Eligible for Reimbursement:

- Manure Management Plans and Agricultural Erosion and Sediment Control Plans (Ag E&S Plans)
- Act 38 Nutrient Management Plans (required if the operation meets certain animal density and/or animal number thresholds) or NRCS 590 plans
- Conservation Plans that are used in place of Ag E&S Plans (only if the Conservation Plans also meet the state requirements outlined in Chapter 102)

Eligibility Criteria:

To be eligible for reimbursement under this program, the following must apply:

- Plans developed for acres previously reimbursed under the PA Department of Environmental Protection's Ag Plan Reimbursement Program are not eligible for assistance under the PACD program for Ag Plan Reimbursement



- A current agricultural plan does not exist, or the existing plan needs updated for an operation
- If the agricultural plans are completed by a county conservation district, a budgeting spreadsheet (Attachment G) must be attached with the final report for reimbursement to document that staff time was solely for this project

Application:

A short application form will be required to (1) select the plan(s) for which reimbursement will be requested and agree to develop the plan(s) and (2) acknowledge that any information obtained for the purposes of the Agricultural Planning Reimbursement Program may be subject to Pennsylvania’s Right to Know Law.

Landowner Agreements

The agricultural landowner/operator will sign the application form to indicate commitment to developing the plans listed.

Eligible Expenses:

Costs directly related to development of an agricultural plan are eligible for reimbursement. This includes costs charged to the farmer by a consultant, technical service provider, or county conservation district. If a conservation district is completing the plan, a detailed budgeting spreadsheet must be submitted with the final report and invoice.

Education & outreach, office supplies, and time for data entry, reporting, and admin can be reimbursed up to 20% the amount of the total plan reimbursement.

Budget

A written budget estimating the cost of the agricultural plan to be developed must be submitted with the application package.

Modifications:

Modifications to the project budget or plan must be approved in writing by PACD to maintain funding eligibility. Submit requests for changes, indicating the reason for the change to Holly Miller, PACD Program Manager at hmiller@pacd.org

Payments:

PACD will reserve funds upon receipt of an eligible application with a detailed estimate of plan costs. Once the agricultural plan is verified or approved and entered into the Practice Keeper database, a final report for reimbursement can be submitted from the conservation district to PACD. PACD will send reimbursement to the conservation district who will then issue payment to the landowner/operator.

Agreement:

A signed grant agreement will be required. Once a plan is selected for funding, a grant agreement will be sent via email to the project contact. The agreement is signed by a district representative(s) and must be returned prior to beginning any plan development activities.

Final Report:

A final report for reimbursement must be submitted after the agricultural plan is entered into



PracticeKeeper and the final invoices have been collected from the plan developer. The final report must be submitted electronically. A report template will be provided by PACD.

PracticeKeeper data should be entered into the following modules according to the applicable trainings on the DEP Clean Water Academy and Data Management Standard Operating Procedures. All BMPS within the plan(s) should be related to the plans within the planning modules of PracticeKeeper. All plans entered through the partner submission modules and approved by the conservation district should have all BMPs within the plans related to the plan in Practice Keeper. The appropriate program funding information should be entered in PracticeKeeper's funding tab.

PracticeKeeper Modules:

- Partner Plan Submission Module
- Conservation Plan Module
- Nutrient Management Plan Module

Please visit www.pacd.org for more information or to download an application. Applications will be reviewed/approved as they are received. Projects must be completed in enough time to have the final report submitted to PACD by October 1, 2024.

Project Support:

Please email Holly Miller, PACD Program Manager, at hmillier@pacd.org if you have questions or need support. We look forward to receiving your application.

By signing these Guidelines, you certify that the proposed projects are eligible, meet the requirements stated, and that the landowner/operator(s) are committed to the project(s).

Signature of authorized person

Title

Date

