

Checklist for Ag Plan Reimbursement Program

Steps in the Application Process:

- Attend the information session or view the recording (August 9, 2022)
- Review and sign the Guidelines document
- Submit the signed Guidelines document to PACD at hmiller@pacd.org
- Complete online application using link provided by PACD. Work with landowner/operator to ensure commitment to developing the plans. Landowner/operator and planner signs application.
- Submit cost estimate to develop plans including budgeting spreadsheet if plans are developed by conservation district staff
- Conservation District will request W9 from landowner/operator if amount to be reimbursed is \$600 or more
- PACD notification of funds received/reserved
- Sign and return grant agreement with PACD
- PACD will counter sign and return the executed agreement to the conservation district

Reporting Process:

- Plan data is entered into Practice Keeper
- Final report is due to PACD on date indicated on the signed agreement
- Final report is approved by PACD
- Reimbursement amount is disbursed to the conservation district
- Conservation District reimburses the landowner/operator