**Checklist for Ag Plan Reimbursement Program**

**ATTACHMENT F**

**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 budget that includes a cost estimate of plan development and conservation district expenses

[ ] 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, planner, neighboring conservation district, etc.