**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](mailto: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.