**GUIDELINES  
PACD Ag Plan Reimbursement Program**

**Attachment A**

**Application Deadline: *June 30, 2026***

***Final Report Deadline: October 1, 2026***

Pennsylvania’s conservation districts are encouraged to work with farmers to apply for reimbursement of agricultural plan development and updates. This grant is offered 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**:

* New or updated Manure Management Plans
* New or updated Agricultural Erosion and Sediment Control Plans (Ag E&S Plans)
* New or updated Act 38 Nutrient Management Plans or NRCS 590 plans
* New or updated Conservation Plans

Note: Priority will be given to ag plans being developed for either a preserved farm or acres that are being considered for easement sale through the Farmland Preservation Program.

**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 and Planner Agreements**

The agricultural landowner/operator and planner 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.

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 budget estimating the cost of the agricultural plan to be developed and conservation district operations costs must be submitted. This is included in the application.

**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](mailto:hmiller@pacd.org)

**Payments:**PACD will reserve funds upon receipt of an eligible application with a detailed estimate of plan development and conservation district operations costs. Once the agricultural plan is verified or approved and entered into the Practice Keeper database, a final report for reimbursement and copy of the planner invoice can be submitted from the conservation district to PACD. PACD will send reimbursement to the conservation district who will then issue payment to the appropriate parties.

**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 training 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](http://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, 2026.

**Project Support:**

Please email Holly Miller, PACD Program Manager, at [hmiller@pacd.org](mailto:hmiller@pacd.org) if you have questions or need support. We look forward to receiving your application.

*By signing, you certify that you’ve read and understand the terms outlined in the Guidelines document for PACD’s Ag Plan Reimbursement Program.*

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***representative (printed)***

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***Authorized conservation district Date***

***representative (signed)***

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