**Checklist for Ag Plan Reimbursement Program**

**Attachment F**

**Steps in the Application Process:**

[ ] Review and sign the Guidelines document. (Only needs to be submitted once, not with every application)

[ ] Submit the signed Guidelines document to PACD at hmiller@pacd.org

[ ] Submit application for reimbursement. Conservation districts will work with the landowner/operator to ensure commitment to developing the plans. Landowner/operator, planner, and conservation district representative signs the application.

[ ] Conservation District will request W9 from landowner/operator if amount to be reimbursed is $600 or more. (Keep these in your files, PACD does not need copies of W9s)

[ ] 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 and planner invoice copy are 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 appropriate party