**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](mailto: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