

# APPLICATION INSTRUCTIONS

## AGRICULTURE CONSERVATION ASSISTANCE PROGRAM

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### Section 1: *Applicant Information*

- Landowner: Name or names of the individuals that own the land in question.
- Farm Name: If farm has a registered name/business entity, list it here. If not, leave blank.
- Address: Address where the project in question is located.
- Operator/Decision Maker: The official contact person for the project (farm or applying entity).
- Address: The mailing address for the official contact person. Include the street address, city, state, and zip code.
- Telephone: The phone number of the official contact person.
- Farm Acres: Total acreage of farm.
- Cropland Acres: Total acreage of farm in cropland
- FSA Tract No.: If you have a Farm Service Agency tract number, list it here. If not, leave this space blank.
- Type of Farm Operation: The type of agricultural enterprise applying for funding (i.e., livestock- specify type or types, crop, diversified vegetable, etc.)
- Have you completed the required pre-application meeting with a District Representative? All applicants must have an on-site consultation with the District ACAP representative to discuss a potential project before an application is submitted.
- Current and verifiable Nutrient Management Plan (NMP), Manure Management Plan (MMP), or NRCS 590: All applicants that produce or import manure on to their farm must have a NMP, MMP, or NRCS 590. List type of plan and the date that it was prepared. If no manure is used on the farm, a plan is not required. If you have questions, please contact Jennifer Lauri at the Luzerne Conservation District.  
Ag E&S or CPs AND NMP, MMP, or NRCS 590 (if applicable) must be verified by a qualified individual prior to applying, and the Plan Verification Form MUST be attached. See attachment section below for instructions.
- Current and verifiable Agricultural Erosion and Sediment Plan (Ag E&S) or Conservation Plan (CP): All applicants must have or obtain either an Ag E&S or a CP prior to applying. List type of plan and date it was prepared. If you have questions, please contact Jennifer Lauri at the Luzerne Conservation District.
- Does your operation have any Animal Concentration Areas (ACAs)? ACAs are defined as “barnyards, feedlots, loafing areas, exercise lots or other similar animal confinement areas that will not maintain a growing crop or where deposited manure nitrogen is in excess of crop needs. The term does not include areas managed as pastures or other cropland or pasture access ways, if they do not cause direct flow of nutrients to surface water or groundwater.”
- If so, address whether the area in question is contributing to a resource concern or has direct connection to a water source (i.e., stream, pond, waterway).  
An agricultural operation with an animal concentration area shall have implemented best management practices necessary to abate storm water runoff, loss of sediment, loss of nutrients and runoff of other pollutants from the animal concentration area, or the implementation of such best management practices shall be included in an application for funds. SCC Guidelines ACAP Program
- If the ACA has direct connectivity to water or is contributing to a resource concern and the necessary BMPs have not been installed, the untreated ACAs MUST be addressed with proper BMPs and included in the application for funds as part of the ACAP application.
- Permits: If necessary, the applicant is required to identify and obtain all necessary permits before the project start date: by signing the application, the applicant acknowledges they understand they will be required to identify and obtain all required permits before starting the project. Applicants are not required to identify and obtain these permits prior to submitting the application.

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### Section 2: *Financial Information*

- Project Funding: Enter the proposed funding and its sources within Section 2. Note: If an eligible applicant hires a private sector consultant, engineering and associated planning costs for the

project may also be included as an eligible cost of up to and additional 10% of the estimated construction costs.

- Funding Breakdown: All sources of funding and the amounts from each source should be listed to the best of the applicant's knowledge. Please note if you have secured funding from an alternate grant through the District.

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### Section 3: Attachment Checklist

- Project Description - Write a brief description of the project. Examples:
  - Beef cattle operation implementing a rotational grazing system with watering systems and associated spring development.
  - Dairy operation improving stream crossing, installing streamside exclusion fencing and riparian buffer.
  - Crop operation establishing a cover crop program and installing diversion ditches.
  - Indicate Best Management Practices (BMPs) to be implemented: List all BMPs to be implemented.
  - Relevance of project to MMP, NMP, NRCS 590, CP or Ag E&S Plan: Please write a brief explanation of how the BMPs above are applicable to the farm's conservation plans addressing resource and manure management (if applicable).
- Project Cost Estimate - If the project has a completed NRCS Inventory & Evaluation (I&E) Cost Estimate please provide this. If there is no prior estimate completed, please provide detailed information such as: feet of fencing needed, how many strands, feet of roof gutters needed, amount of acres you are interested in pasturing, animals numbers/type, months of manure storage is needed, length of waterway/diversion, acres of buffer are some examples of information that would be critical to determine the cost of your project. Please provide as much information as possible to generate an accurate estimate.
- Plan Verification Form - This form is to be completed by an qualified individual that has acquired enough knowledge in the respective program to certify that the plan are correct and complete.
- Plan Maps (including Aerial Imagery and Soils)- Attach a copy of a location map or aerial map with the project highlighted: Highlight or circle the project location on a map such as townsh9ip map, topographic map, google map, GIS map, etc. Do not include any project work items on the location map.
- Project Photos Before Construction - Attach photographs of the sites where projects are to be implemented. These photographs can be printed photos.
- District Cooperator Form, if applicable
- USDA NRCS Authorization for Release of Records, if applicable (NRCS Form): If this project was originally applied for and engineered through NRCS, a copy of the release of records form must be attached.

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### Section 4: Grantee Signature

Applicant Signature: The signature of the operator or decision maker designated for the project and listed as such in Section 1.

Date: The date the application was completed

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### Section 5: Conservation District Use Only

Applicant does not fill out any information in this box.

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