



**APPLICATION FORM**

**Section 1: Applicant Information**

Landowner: \_\_\_\_\_ Operator: \_\_\_\_\_  
 Farm Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Email: \_\_\_\_\_ Email: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Farm Acres: \_\_\_\_\_ Cropland Acres: \_\_\_\_\_ FSA Tract No. \_\_\_\_\_

Type of Operation (livestock, dairy, poultry, crop, etc.): \_\_\_\_\_

Have you completed the required pre-application meeting with a District Representative?  Yes  No

Does your operation have a CURRENT AND VERIFIABLE NMP/MMP/NRCS 590?  Yes  No  
If yes, please list date of plan: \_\_\_\_\_

Does your operation have a CURRENT AND VERIFIABLE Ag E&S/Conservation Plan?  Yes  No  
If yes, please list date of plan: \_\_\_\_\_

Does your operation have any Animal Concentration Areas (ACAs)?  Yes  No

Is your ACA contributing to a resource concern or have direct connectivity to a water source?  Yes  No  
If yes, will the proposed project address the ACAs:  Yes  No

Does the proposed project require any permits?  Yes  No If yes, please identify: \_\_\_\_\_

**Section 2: Financial Information**

**Proposed funding and sources:**

Amount of ACAP Grant Funds Requested	
Amount of REAP Funds Anticipated	
Amount of AgriLink/Commercial Loan or Farmer Financed	
Amount of Other Funds	
Source of Other Funds:	
<b>TOTAL AMOUNT FOR PROJECT</b>	

Please note: If an eligible applicant hires a private sector consultant, engineering and associated planning cost for the project may also be included as an eligible cost of up to an additional 10% of the estimated construction cost.

**Section 3: Attachment Checklist**

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- Project Description
  - Detailed Estimate Project Expenditures & Project Work Plan (Attachment A or NRCS Engineering Cost Estimate)
  - Plan Verification Form
  - Plan Maps (including Aerial Imagery and Soils)
  - Project Photos Before Construction
  - USDA NRCS Authorization for Release of Records, if applicable
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**Section 4: Grantee Signature**

I hereby request ACAP Funding assistance for the operation identified above.

Grantee: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_

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**Section 5: Conservation District Use Only**

Date received: \_\_\_\_\_

Accepted by(signature): \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Eligibility Determination Date: \_\_\_\_\_

Determination of eligibility: \_\_\_\_\_ Eligible \_\_\_\_\_ Not Eligible

If not eligible, state reason: \_\_\_\_\_  
\_\_\_\_\_

If eligible, amount of funding granted: \_\_\_\_\_

District Board Approval Date: \_\_\_\_\_

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Complete applications will be accepted at:

Pike County Conservation District  
556 Route 402, Hawley, PA 18428  
(570) 226-8220  
[pikecd@pikepa.org](mailto:pikecd@pikepa.org)  
[www.pikeconservation.org](http://www.pikeconservation.org)



The following instructions pertain to the Agricultural Conservation Assistance Program Application and associated attachments. These instructions are to act as a guide only. Note: All fields are required unless indicated otherwise.

### APPLICATION INSTRUCTIONS

#### Section 1: Application 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.
- **Email:** The email address of the official contact person.
- **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 the District Staff at the Pike County 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 Conservations 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 the District Staff at Pike County 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 ACA’s MUST be addressed with proper BMP’s 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.

## 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 and associated planning cost for the project may also be included as an eligible cost of up to an additional 10% of the estimated construction cost.*
- **Funding Breakdown:** All sources of funding and the amounts from each source should be listed to the best of the applicant’s knowledge.

## Section 3: Attachment Checklist

- **Project Description** - Write a brief description of the project. Examples:
  - Beef cattle operation implementing a rotation grazing system with watering systems and associated spring development.
  - Dairy operation improving stream crossing, installing streamside exclusion fencing and riparian buffer.
  - Crop farmer 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).
- **Detailed Estimate Project Expenditures & Project Work Plan(Attachment A or NRCS Engineering Cost Estimate can be used):**
  - **Materials** – List the type, unity cost, quantity, and total cost for each proposed material.

- **Equipment** – List the type, hours, Prevailing Wage Rate/Hour and cost for each piece of equipment. Note that Prevailing Wage rates are only applicable where farmer owned equipment is used otherwise applicant should use contracted rates.
- **Labor** – List the rate, hours, and cost per type of laborer.
- **Total**- The total cost of materials, equipment, and labor.
- **Applicant**- The application applicant’s name.
- **Date**- The date the project expenditures form was completed.
- **Project Workplan**: Provide a sketch of the proposed project that includes:
  - All proposed projects and their locations.
  - All existing roads, buildings, animal lots, cattle lanes, farm roads, streams, springs, wells, lakes, ponds, surface water runoff (path, flow direction), wetlands, existing fences, property lines, manure storage areas.
  - Known Utilities
  - North Arrow
  - Attach additional project details as necessary.
  - PA One Call information: Dial 8-1-1 or 1-800-242-1776 not less than 3 nor more than 10 business days prior to the start of excavation.
- **Plan Verification Form**: This form is to be completed by any qualified individual that has acquired enough knowledge in the respective program to certify that the plans are correct and complete.
- **Plan Maps**: 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 township map, topographic map, google map, GIS Map, etc. Do not include any project work items on the location map (they go on the workplan). The purpose of this map is to allow the project site to be easily found.
- **Project Photos Before Construction**: Attach photographs of the sites where projects are to be implemented. These photographs can be printed photos.
- **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.

#### **Section 4: 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

#### **Section 5: Conservation District Use Only**

- Applicant does not fill out any of the information within this box.

**ATTACHMENT A: ACAP DETAILED ESTIMATED PROJECT EXPENDITURES**

Use best estimates and complete as much information as possible.

**GRANT REQUESTED FUNDS**

Materials			Equipment			Labor					
Type	Unit Cost	Qty	Cost \$	Type	Hours	Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
<b>Total Materials \$</b>				<b>Total Equipment \$</b>				<b>Total Labor \$</b>			

\*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

Total Grant Requested: \$ \_\_\_\_\_

Applicant \_\_\_\_\_ Farm Name (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

**IN-KIND FUNDS**

Materials			Equipment			Labor					
Type	Unit Cost	Qty	Cost \$	Type	Hours	Rate/Hr	Cost \$	Type	Rate/Hr	Hours	Cost \$
<b>Total Materials \$</b>				<b>Total Equipment \$</b>				<b>Total Labor \$</b>			

\*Prevailing wage may apply to projects over \$25,000 when a contractor is involved.

Total In-Kind Requested: \$ \_\_\_\_\_

Applicant \_\_\_\_\_ Farm Name (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

## ATTACHMENT A: ACAP PROJECT WORK PLAN

Applicant \_\_\_\_\_ Farm Name (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:**

Draw a sketch of the proposed project that includes:

- All proposed projects and their locations.
- All existing roads, buildings, animal lots, cattle lanes, farm roads, streams, springs, wells, lakes, ponds, surface water runoff (path, flow direction), wetlands, existing fences, property lines, manure storage areas.
- Known Utilities
- North Arrow
- Attach additional project details as necessary.

**\*Dial 8-1-1 or 1-800-242-1776 not less than 3 nor more than 10 business days prior to the start of excavation.**



## VERIFICATION FORM

Verification on Conservation Plans must be made by a NRCS certified conservation planner. Verification on Nutrient Management Plans must be made by an Act 38 certified planner/reviewer. Verification on Ag E&S and Manure Management Plans may be made by any qualified individual that has acquired enough knowledge in the respective program to certify that the plans are correct and complete.

**A. Conservation and Agricultural E & S Plans**       Conservation Plan     Agricultural E&S Plan     N/A

I affirm that I have reviewed the operational Conservation/Ag E&S Plan(s), and after due diligence and inquiry I hereby affirm the plans to be true and correct to the best of my knowledge, and make these statements subject to the penalties of 18 PA.C.S.A §4904, relating to unsworn falsification to authorities.

NAME OF PERSON VERIFYING THIS APPLICATION: (printed)

TITLE:

NAME OF ORGANIZATION OR BUSINESS:

PHONE NUMBER:

VERIFICATION SIGNATURE:

**B. Nutrient Management Plan and Manure Management Plan**       NMP     MMP     N/A

I affirm that I have reviewed the operational Nutrient Management Plan/Manure Management Plan, and after due diligence and inquiry I hereby affirm the plans to be true and correct to the best of my knowledge, and make these statements subject to the penalties of 18 PA.C.S.A §4904, relating to unsworn falsification to authorities.

NAME OF PERSON VERIFYING THIS APPLICATION: (printed)

TITLE:

NAME OF ORGANIZATION OR BUSINESS:

PHONE NUMBER:

VERIFICATION SIGNATURE:

**C. BMP's Included in ACAP application are contained in one of the above stated plans?**       YES     NO



Customer Record Request

NRCS maintains Landowner, Operator, Producer, Cooperator, and Participant Files in a System of Records. These records are protected from disclosure by the Privacy Act of 1974, as amended (5 U.S.C. § 552a) and Section 1619 of the 2008 Farm Bill (7 USC § 8791). Customer case files are confidential and can only be accessed by the customer/program participant.

Customers/program participants are allowed to share their information directly with third parties or entities outside of USDA. Pennsylvania USDA-NRCS customers who wish to share their customer records with third parties or outside entities can use this form to request copies of records contained in their official customer file.

Release of customer/program participant information to any third party is not a condition of USDA participation, nor do customers need to complete a records request to participate in any USDA program.

To: United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS)
From (Individual and/or Farm Name):

Mailing Address: Farm Address: (Form fields for address information)

I request copies of the records from my files, as listed:
I&E, Conservation Plan, Contact Information, Funding Information, Contract

All shall be communicated to the Indiana County Conservation District for opportunities within the ACAP Program

Delivery method for records (check box):
[X] Pick up at the NRCS field office
[ ] Mailed through the US Postal Service
[X] Electronic mail (please provide e-mail address):

If multiple individuals make up a larger customer entity all individuals of the entity must sign. (For additional individuals please attach an additional sheet).

Name: Signature: Date Signed: (Form fields for signatures and dates)



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The Pike County Conservation District (District) will review complete applications based upon the ACAP Priority Criteria, stated above, on an ongoing basis and in the order received.

The Conservation District shall notify the applicant, in 90 days, of all the following:

- Whether the project is approved for grant funding under the ACAP program.
- The total amount of grant funds approved for the project.
- The next steps to process the Grantee-District Agreement.

The following are considered eligible costs of a project to which a grant may be applied:

1. Project design engineering and associated planning. NRCS Technical Service Providers (TSP) could also be hired by the applicant and reimbursed up to 10% of the construction cost under the contract.
2. Project construction or installation – including labor provided by the applicant.
3. Equipment, materials, and other components of eligible projects
4. Post construction inspections

Any of the above costs for services that may be provided by a Conservation District or private sector technical service provider through a fee or charge are eligible costs and may be included in the ACAP application.

Any costs that are not covered with ACAP grant funds or other public funds may be eligible for REAP tax credits. These costs are eligible for tax credits up to 50% or 75% of eligible costs depending on the type of BMP.

If ACAP funds are combined with an NRCS Project, projects must meet all of the requirements the NRCS has set forth. Usually if a project meets the NRCS standards, it will also meet the ACAP standards; however, applicants are responsible to ensure all standards are met for each program.

The Conservation District reserves the right to deny an application for any BMP if the cost is not within reasonable and fair market value as determined by the State Conservation Commission (Commission).

The District reserves the right to deny an application for any BMP that does not meet the intent of the standards and guidelines of the ACAP Program established by the Commission.

When an application is approved, the applicant will be required to enter into an agreement with the District for implementation of the approved projects.

1. Approved project(s) must be completed by the applicant within the timeframe of the agreement but, no longer than 2 years from signature of the agreement.

2. The applicant shall provide and pay for all material, labor, equipment, tools, water, power, and other items necessary to complete the work. ACAP is a reimbursement plan only, but installments may be made as project BMPs are completed.
3. The applicant may be reimbursed for the cost of the project up to the allowable grant amount permitted under the ACAP program.

### **Project Completion, Certification, Inspection and Other Program Conditions**

Upon completion of a project funded under the ACAP Program, the applicant/grantee shall notify the District of the completion of the project.

- This notification can be completed by filling out the ACAP Program Certification Form.

The completed project must be certified by a qualified individual for payment of the grant funds to be allocated for the project. A qualified individual may be:

- a registered professional engineer under the applicable laws of the Commonwealth,
- a technical service provider or a Conservation District staff person having the appropriate job approval authority assigned by USDA-NRCS, or
- a person having appropriate training and expertise as approved by the Commission.

Best Management Practices (BMPs) must be maintained and managed for the life span of the practice.

- Life spans established by the Commission for specific practices are found in the CEG/REAP BMP List.
- If the BMP is not maintained for the required period, the applicant/grantee may be required to return a portion or full amount of what was originally granted.
- If the applicant provides prior written notification to the District that the applicant/grantee will be unable to maintain a BMP due to the sale of the property, cessation of an agricultural operation or other factors, the District may prorate the amount of the granted funds that shall be returned based on the remaining lifespan of the BMP in question.

Projects funded under this program may be subject to inspection by the Commission or the conservation district.

- An applicant shall permit the Commission, the Conservation District, its authorized agents, and public authorities who have interest in the successful completion of the work to enter the Project Locations or premises to inspect and observe ACAP Project activities.