

Cambria County Conservation District ACAP Applicant Checklist

Pre-Application Process:

- Contact CCCD & schedule site visit with District Representative
- Obtain Necessary Plans
 - Agricultural Erosion and Sediment Plan (Ag E&S) or Conservation Plan (CP)
 - AND Manure Management Plan (MMP), Nutrient Management Plan (NMP), or NRCS 590
 - If you have existing plans, submit to CCCD for verification
 - If you do not have plans, a Conservation District Representative may be able to provide Technical Assistance and Plan Writing
 - Fill out Application for District Ag Plan Tech assistance if applicable (Plan Reimbursement through PACD – currently 80% of Plan Cost)
- Schedule Engineering Site Visit if applicable
- Review Design Plans and Cost-Share with District Representative
- Complete Application

Filling out the Application:

*District Representatives are available to assist applicants with the application process. Contact information is listed below.

Applications are received on a rolling basis. Complete applications will be reviewed and ranked quarterly.

Follow directions in the Application Packet

Items you will need:

- Estimate of Project Expenditures and In-kind Contributions (*Attachment A*)
- Copy of Plan Verification Form Signed by District Representative or qualified individual (*Attachment B*)
- Project work plan: Definition of Applicant/Entity, Drawing and Existing structure photos (*Attachment C*)
- Signature of Applicant and date completed

- Submit Application Packet to CCCD Office for Review – mail-in, email, or drop-off in person.

Post-Application Correspondence:

- Within 10 business days, applicants will receive a letter indicating the receipt of their application and the completeness of their submission.
- If the application is incomplete, the letter will indicate which items are missing. Applicants may resubmit their application as soon as they have acquired the missing items.

Determination:

- Applicants will receive a letter of determination within 90 days of the submission of a completed application.

Questions? Contact us:

401 Candlelight Dr, Suite 221, Ebensburg, PA 15931

ACAP Contact: Sarah McMullen, *Conservation Programs Specialist*

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