



AGRICULTURAL PLANNING REIMBURSEMENT PROGRAM PENNSYLVANIA'S CHESAPEAKE BAY WATERSHED

How the Program Benefits Farmers:

Agricultural operators/landowners are reimbursed for fees they've paid to consultants to create manure management plans, nutrient management plans, and agricultural erosion and sediment control plans.

Implementation of these plans brings numerous benefits to agricultural operators/landowners, such as cost-effective use of farm resources and long-term farm sustainability, as well as improved herd and soil health.

Plans Covered:

One or more of the following plans developed after January 1, 2019 are eligible for reimbursement:

- Manure Management Plans and Agriculture Erosion and Sediment Control Plans (Ag E&S Plans) that are required by and meet Pennsylvania's Chapter 91 and Chapter 102 regulations.
- Act 38 Nutrient Management Plans (required if the operation meets certain animal density and/or animal number thresholds) or NRCS 590 Plans.
- Conservation Plans that are used in place of Ag E&S Plans (only if the Conservation Plans also meet the State requirements outlined in Chapter 102).

Plans developed by NRCS, using NRCS funding, or for REAP tax credit, are not eligible for assistance under this program. **Plans developed for acres previously reimbursed under this program are not eligible for assistance.**

Note: Agricultural operators/landowners may qualify for reimbursement for more than one plan up to a maximum amount of \$6,000 per operator/landowner.

How to Get Your Agricultural Plan Fee Reimbursement:

Reimbursement funds are allocated based on impact to the Chesapeake Bay and are available on a first come, first served basis.

Contact the coordinator (below) for your county to register for fee reimbursement.

Registration deadline: April 1, 2020

You'll complete a short registration form to (1) select the plan(s) for which you'd like reimbursement and agree to develop the plan(s) and (2) acknowledge that any information obtained for the purposes of the Agricultural Planning Reimbursement Program may be subject to Pennsylvania's Right to Know Law.

Reimbursements will be allocated after the eligible plan(s) has been submitted and approved by the coordinator.

Plan submission deadline: May 30, 2020

What Information Does DEP Require?

DEP, the Department of Agriculture, and Penn State are partnering to ensure that work farmers do to improve local water quality is counted toward Pennsylvania's quantitative pollution reduction targets in the Chesapeake Bay Watershed. For this purpose, DEP logs the following information from agricultural operators who register for plan fee reimbursement:

- Whether there are existing agricultural plans for the operation;
- The location of planned and implemented best management practices specified in plans submitted for reimbursement;
- The number and types of plans for which fee reimbursement is sought; and
- Information on the registration form, such as name, address, phone number, and farm acres.

Coordinators:

Northeast and northcentral counties in Pennsylvania's Chesapeake Bay watershed: Bradford, Cameron, Carbon, Centre, Clearfield, Clinton, Columbia, Elk, Jefferson, Lackawanna, Luzerne, Lycoming, Montour, Northumberland, Potter, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, and Wyoming.

Contact:

Josh Glace, Larson Design Group, Inc
jglace@larsondesigngroup.com
 570-374-5700 x 4011
 1780 State Route 522
 Selinsgrove, PA 17870

Southeast and southcentral counties in Pennsylvania's Chesapeake Bay watershed: Adams, Bedford, Berks, Blair, Cambria, Chester, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Indiana, Juniata, Lancaster, Lebanon, Mifflin, Perry, Somerset, and York.

Contact:

Jedd Moncavage, TeamAg Inc.
jeddm@teamaginc.com
 717-721-6795
 120 Lake St.
 Ephrata, PA 17522



AGRICULTURAL PLANNING REIMBURSEMENT PROGRAM LANDOWNER REGISTRATION INSTRUCTIONS

Section 1: Applicant Information

Landowner/Operator: Print or type name of legal landowner or operator.

Farm Name: (If any)

Mailing Address: Enter mailing address of landowner residence or office headquarters. Street, box number, city/town, state, and five or nine-digit zip code.

Farm Address: Enter the address of the farm if the farm address is different from the mailing address or enter the FSA tract #.

Telephone Number: Enter area code and seven-digit number.

Region: **Northeast and Northcentral:**
Bradford, Cameron, Carbon, Centre, Clearfield, Clinton, Columbia, Elk, Jefferson, Lackawanna, Luzerne, Lycoming, Montour, Northumberland, Potter, Schuylkill, Snyder, Sullivan, Susquehanna, Union, Tioga, Wayne, and Wyoming.
Southeast and Southcentral:
Adams, Bedford, Berks, Blair, Cambria, Chester, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Indiana, Juniata, Lancaster, Lebanon, Mifflin, Perry, Somerset, and York.

County: Indicate in which county the operation is located.

Planner Name/Company and Phone/Email: Enter the name and contact information for the person hired to develop the plans for which reimbursement will be sought.

Section 2: Farm Information

Questions: Check Yes or No to six (6) questions related to the operation.

***Animal Heavy Use Areas (AHUAs)** are defined in Chapter 102 Erosion and Sediment Control as (i) Barnyard, feedlot, loafing area, exercise lot, or other similar area on an agricultural operation where due to the concentration of animals it is not possible to establish and maintain vegetative cover of a density capable of minimizing accelerated erosion and sedimentation by usual planting methods. (ii) The term does not include entrances, pathways, and walkways between areas where animals are housed or kept in concentration.

***Animal Concentration Areas (ACAs)** as defined in Section 7 of the Land Application of Manure, Manure Management Plan Guidance, Document # 361-0300-002, are barnyards, feedlots, loafing areas, exercise lots or other similar animal confinement areas that will not maintain the dense vegetation of a pasture. ACAs do not include areas managed as pastures (meeting the requirements of Section 6, Doc # 361-0300-002) or other cropland. However, ACAs may exist within areas maintained as a pasture and must be addressed. Animal access ways, feeding areas, watering areas, shade areas or walkways are not considered ACAs if water from or precipitation onto these areas does not result in runoff of manure or sediment to streams, lakes, ponds, or sinkholes.

Farm Acres: Total eligible acres on tract. Enter the cropland acres, pasture acres, and farmstead acres. Sum for the total eligible acres. Plans developed for acres reimbursed through this program before are not eligible for reimbursement.

Comments: Include any additional information or comments here.

How did you hear about the program? Check the box that best describes how you heard about the Agricultural Planning Reimbursement Program. If other, please explain.

Section 3: Agricultural Planning Information

Check appropriate boxes to indicate plan(s) that are current and existing for the operation, plan(s) that do not apply, and plan(s) for which the landowner/operator is requesting reimbursement/funding assistance. If a Manure Management Plan was already registered for reimbursement under this program, check only "Plan is current and existing for this operation" and indicate in the comments. Eligible plans developed after January 1, 2019 qualify for reimbursement. Plans developed by NRCS, using NRCS funding, or for REAP tax credit, or for acreage that has been previously reimbursed under this program are not eligible for assistance.

Section 4: Agreement

Landowner/operator and planner must sign and date that the information is true and correct to request funding from the Coordinator for the farm/operation.

Section 5: Coordinator Use Only

Landowner/operator leave blank. Coordinator completes this section.

To calculate total amount of funding for this operation:	Total funding = (A. x B.) =
A. = Funds per Plan = (\$250 for 10 or fewer acres)=, <u>OR</u> (\$500 + (# farm acres over 50 x 10)) = _____	B. = Number of Plans = _____

*Actual cost up to \$250 for 10 or fewer acres OR \$500 for $\geq 11 \leq 50$ acres, + \$10 for each additional acre > 50 , maximum not to exceed \$1500 per plan. Maximum reimbursement of \$6000 per landowner/operator.



AGRICULTURAL PLANNING REIMBURSEMENT PROGRAM LANDOWNER REGISTRATION FORM

1. Applicant Information			
Landowner/Operator:		Date:	
Farm Name:		Farm Address (if different from Mailing Address):	
Mailing Address:		_____	
_____		_____	
_____		_____	
Telephone Number:		Region: <input type="checkbox"/> Northeast/Northcentral	
County:		<input type="checkbox"/> Southeast/Southcentral	
Planner Name/Company and Phone/Email:			
2. Farm Information			
Does your land include plowable or tillable acres? (including no-till)		<input type="checkbox"/> Yes (If Yes, Ag E&S Plan is required)	
		<input type="checkbox"/> No	
Do you have Animal Heavy Use Areas* ≥5000 sq. ft.? *see instructions for clarification on AHUAs		<input type="checkbox"/> Yes (If Yes, Ag E&S Plan is required)	
		<input type="checkbox"/> No	
Do you own or manage livestock or poultry?		<input type="checkbox"/> Yes (If Yes, Manure Management Plan is required)	
		<input type="checkbox"/> No	
Do you land apply manure or agricultural wastewater?		<input type="checkbox"/> Yes (If Yes, Manure Management Plan is required)	
		<input type="checkbox"/> No	
Do you have a pasture and/or Animal Concentration Area? *see instructions for clarification on ACAs		<input type="checkbox"/> Yes (If Yes, Manure Management Plan is required)	
		<input type="checkbox"/> No	
Have you received reimbursement for these acres through this program before?		<input type="checkbox"/> Yes (If yes, these acres are not eligible for reimbursement.)	
		<input type="checkbox"/> No	
Cropland acres:	+	Comments:	
Pasture acres:	+		
Farmstead acres:	+		
Total Acres Eligible for reimbursement =			
How did you hear about this program?			
<input type="checkbox"/> County Conservation District; <input type="checkbox"/> Private Consultant/Planner; <input type="checkbox"/> Newspaper/Newsletter/Print; <input type="checkbox"/> Meeting; <input type="checkbox"/> Social Media <input type="checkbox"/> Other: _____			
3. Agricultural Planning Information			
	Plan does not apply to this operation	Plan is current and existing for this operation	Register plan for funding reimbursement
Manure Management (Chapter 91)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nutrient Management (Chapter 83)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ag E&S (Chapter 102) – Note: NRCS Conservation Plan may meet this requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Agreement			
By signing below I verify that the information provided herein is true and correct to the best of my knowledge, information and belief. I understand that false statements and any information obtained pursuant to this program are made subject to the penalties of 18 Pa. C.S.A. §4904 relating to unsworn falsification to authorities. I hereby request to receive assistance from the Agricultural Planning Reimbursement Program for the farm/operation identified above and acknowledge that any information obtained for this purpose may be subject to Pennsylvania's Right to Know Law. I certify that I have not been compensated through any other cost-share assistance, tax credit, or funding for the plans which I am registering for reimbursement under this program. By submitting this registration form, I certify that I have not previously received reimbursement from this program for plans developed for these acres and that I have an agreement to develop the above plan(s) within 90 days of registration confirmation and that I may be required to provide proof of this agreement upon request.			
Signed: _____		Date: _____	
Land Owner/Operator			
Signed: _____		Date: _____	
Planner			
Please note that all forms must be completed in their entirety. Incomplete forms may be rejected.			
DEP reserves the right to reject reimbursement for plans for other reasons			
5. *For Coordinator Use Only*			
Date Received: _____		<input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible	
If ineligible, state reason: _____		If eligible, enter total funding : _____	
		*see instructions	
Accepted by (print name): _____		Date: _____	
Accepted by (sign): _____			

Purpose

To request financial assistance through enrollment in the Agricultural Planning Reimbursement Program.
Completed by: Landowner/operator

Distribution

Original and one copy. Original is delivered to the Coordinator (see below). Copy is retained by the landowner/operator for record.

Northeast and Northcentral Regions
Josh Glace, Larson Design Group, Inc
jglace@larsondesigngroup.com
 570-374-5700 ext. 4011
 1780 State Route 522
 Selinsgrove, PA 17870

Southeast and Southcentral Regions
Jedd Moncavage, TeamAg Inc.
jeddm@teamaqinc.com
 717-721-6795
 120 Lake St.
 Ephrata, PA 17522



**AGRICULTURAL PLANNING REIMBURSEMENT PROGRAM
PLAN REIMBURSEMENT REQUEST FORM**

1. General Information			
Landowner/Operator:	Planner Name & Contact Information: _____ _____ _____		
Mailing Address: _____ _____	Farm Address (if different from Mailing Address): _____ _____ _____		
County:			
Telephone Number:	Land Acreage:		
2. Expenditures			
Please indicate for which plan(s) reimbursement is requested:	DATE DEVELOPED	AMOUNT INVOICED BY PLANNER <small>*see instructions below</small>	AMOUNT ELIGIBLE FOR REIMBURSEMENT <small>*see instructions below</small>
<input type="checkbox"/> Manure Management Plan <div style="text-align: center;">OR</div> <input type="checkbox"/> Nutrient Management Plan		\$0.00	≤10 acres: _____ ----- ≥11≤50 acres: _____ Additional \$10 per acre >50 acres: _____
<input type="checkbox"/> Ag E&S Plan		\$0.00	≤10 acres: _____ ----- ≥11≤50 acres: _____ Additional \$10 per acre >50 acres: _____
TOTAL		\$0.00	(Maximum \$1500 per plan, Maximum \$6000 per landowner/operator): _____
3. Agreement			
By signing below, I verify that the information provided herein is true and correct to the best of my knowledge, information and belief. I understand that false statements and any information obtained pursuant to this program are made subject to the penalties of 18 Pa. C.S.A. §4904 relating to unsworn falsification to authorities. I hereby request to receive assistance from the Agricultural Planning Reimbursement Program for the farm/operation identified above and acknowledge that any information obtained for this purpose may be subject to Pennsylvania's Right to Know Law. I certify that I have not been compensated through any other cost-share assistance, tax credit, or funding for the plans which I am registering for reimbursement under this program. By submitting this reimbursement form, I certify that I have not previously received reimbursement from this program for plans developed for these acres.			
Signed: _____		Date: _____	
Land Owner/Operator			
Signed: _____		Date: _____	
Planner			
4. *For Coordinator Use Only*			
The information provided on this form is true and correct to the best of my knowledge. The plans submitted for reimbursement have been reviewed and meet administrative completeness requirements.			
Signed: _____		Date: _____	
Coordinator			

Plans developed after January 1, 2019 are eligible for reimbursement. Any acreage for which plans were developed and previously reimbursed under this program are ineligible for reimbursement. Please see back for instructions.

All forms must be completed in their entirety. Incomplete forms may be rejected. DEP reserves the right to reject reimbursement for plans for other reasons.

Purpose

To document requests for reimbursement of planning expense(s). Completed by: Landowner/Operator

To report the funding granted.
Completed by: Coordinator

Distribution

Original and one copy.
Original is delivered to the Coordinator. Copy is retained for landowner/operator record.



AGRICULTURAL PLANNING REIMBURSEMENT PROGRAM PLAN REIMBURSEMENT REQUEST INSTRUCTIONS

Section 1: General Information

Landowner/Operator: Print or type name of legal landowner or operator.

Mailing Address: Enter mailing address of landowner residence or office headquarters. Street, box number, city/town, state, and five or nine-digit zip code.

Farm Address: Enter the address of the farm if the farm address is different from the mailing address or enter the FSA tract #.

County: Indicate in which county the operation is located.

Planner Name & Company: Enter the first and last name of the planner, company name, and contact information for the planner contracted to develop the plan(s).

Telephone Number: Enter area code and seven-digit number of landowner/operator.

Land Acreage: Enter the total acreage of the land eligible for reimbursement.

Section 2: Expenditures

2. Expenditures		DATE DEVELOPED	AMOUNT INVOICED BY PLANNER <i>*see instructions below</i>	
<p>Please indicate for which plan(s) reimbursement is requested:</p> <p><input type="checkbox"/> Manure Management Plan OR <input type="checkbox"/> Nutrient Management Plan</p> <p><input type="checkbox"/> Ag E&S Plan</p> <p>TOTAL</p>	<p>Landowner/operator selects the plan(s) for which they are requesting reimbursement. At least one plan should be selected.</p> <p>Either one of these two plans may be selected, or neither plan may need to be selected.</p>	<p>Enter the date(s) that the corresponding plan(s) was developed.</p>	<p style="text-align: center;">\$0.00</p> <p style="text-align: center;">\$0.00</p> <p style="text-align: center;">\$0.00</p>	<p>Total cost invoiced per plan. Enter the number of dollars needed to develop the corresponding plan(s).</p> <p>Total costs invoiced. Enter the total number of dollars needed to develop the selected plan(s).</p>

AMOUNT ELIGIBLE FOR REIMBURSEMENT <i>*see instructions below</i>	
≤10 acres:	
≥11≤50 acres:	
Additional \$10 per acre >50 acres:	
≤10 acres:	
≥11≤50 acres:	
Additional \$10 per acre >50 acres:	
(Maximum \$1500 per plan, Maximum \$6000 per landowner/operator):	

Coordinator reports the amount of funding allocated to the corresponding plan(s). Actual cost up to \$250, ≤10 farm acres, up to \$500, ≥11≤50 farm acres, with an additional \$10 per acre for every acre >50 acres. Maximum \$1500 reimbursement per plan. Maximum \$6000 per landowner/operator.

Section 3: Agreement

Both the Landowner/Operator and the Planner must sign and date that any information is true and correct.

Section 4: *For Coordinator Use Only*

The Coordinating entity will be responsible for ensuring administrative completeness of all plans submitted for reimbursement. The Coordinator will sign and date that the information on the form is correct and the plans are administratively complete.

PENNSYLVANIA'S AGRICULTURAL PLANNING REIMBURSEMENT PROGRAM

Frequently Asked Questions

- 1. Plan packages must be submitted using the most recent up-to-date registration and reimbursement forms as provided on the DEP website. Submissions on old forms will be returned as incomplete. This is a discretionary reimbursement program. Any attempt to misuse this reimbursement program may result in reimbursement not being provided for a plan. DEP reserves the right to reject reimbursement for plans for other reasons.**
- 2. Please refer to the “Planning Standards for Acceptable Submissions” document for further guidance on how to submit a complete reimbursement package.**
- 3. Are Act 38 Nutrient Management Plans eligible?**
 - a. Yes. All act 38 NMPs are eligible; new plans, amendments, and crop year updates, as long as they were submitted on or after January 1, 2019 and as long as plans for the same acreage were not previously reimbursed through this program. Since new and amended NMPs must be reviewed and approved, they must have been submitted for review on or after January 1, 2019. Because they’ve already been reviewed and approved, a copy of the Act 38 approval letter and invoice are all that’s needed for reimbursement for Nutrient Management Plans. In some cases, at the discretion of the coordinator, an admin complete letter may be accepted in place of the Act 38 approval letter.
- 4. Are Act 38 crop year updates eligible?**
 - a. Yes, as long as the crop update was developed after January 1, 2019. For Crop Year Updates, the update’s date of development and submission must be on or after January 1, 2019 to be eligible, since there is no formal approval process for Crop Year Updates. Crop year updates for acreage previously reimbursed under this program are ineligible.
- 5. Are plans written by Conservation District, for which a fee was paid, eligible for the program?**
 - a. No. Plans developed by a Conservation District are not eligible for reimbursement.
- 6. Are self-developed plans eligible for reimbursement?**
 - a. No. Plans developed by the owner or operator for the owner or operator or by his or her business for his or her business/place of residence will not be reimbursed. The intention of this program is to provide financial assistance to owners and operators who have incurred a fee for planning.
- 7. Are plans developed or reviewed as a result of an inspection eligible for reimbursement?**
 - a. Yes, as long as the plan was developed after January 1, 2019. If the plan was developed or reviewed by the county conservation district or DEP regional office, you only need to provide proof of compliance/completeness/approval and an invoice or receipt for reimbursement.
- 8. If I received money for plans from another cost sharing program can I apply for this Program?**
 - a. No.

- 9. If I received reimbursement for plans developed under this program previously, am I eligible to apply for reimbursement again?**
- a. Acreage included in plans previously reimbursed through the Ag Planning Reimbursement Program are not eligible for reimbursement under this program.
- 10. Can large farms break down Ag E&S/Conservation planning into multiple plans to be reimbursed individually?**
- a. Yes. Ag E&S Plans/Conservation Plans may be developed separately, specifically for those operations with multiple tracts and multiple landowners, as the landowner and operator are jointly responsible to have and implement the plan. The farmer will be reimbursed based on the calculations of \$250 for 10 acres or less, \$500 for 11- 50ac + \$10/ac above 50 acres with a maximum of \$1500/plan or whatever he/she paid for the plan, whichever is less, with a maximum of \$6000 per landowner/operator.
- 11. If a farm has Ag E&S plans on most of their tracts, but needs them on a few newer tracts, can the program be used on the newer tracts or must all tracts be included?**
- a. Yes. The program can be used just for the newer tracts, as long as the existing plans still meet the requirements of Chapter 102.
- 12. If a farm has a manure management plan, but needs to update it for new ground or new manure sources, can the program be used to update existing MMPs?**
- a. Yes. The program can be used to update existing plans, if the existing plans no longer accurately reflect the management/scope of the operation and/or do not meet the requirements of Chapter 91 and the acreage included in the plans was not previously reimbursed under this Program.
- 13. 10. Can the reimbursement be assigned directly to the consultant/plan writer?**
- a. No. The payment must be distributed to the farmer.
- 14. 11. Can consultants or plan writers, other than Team Ag and Larson Design, develop plans for reimbursement under this program?**
- a. Yes. While both Larson Design and Team Ag may develop plans for farmers, they have been contracted under this program to review plans submitted for reimbursement to ensure the plans are administratively complete.
- 15. 12. What is “proof of completeness” and how should it be provided to Team Ag and Larson Design if they are not doing the administrative review of the plans?**
- a. For Act 38 purposes, a District (or SCC) approval letter will need to be provided in order for the plan(s) to be reimbursed. This way, the plans are verified to meet the standards. The farmer or operator will be responsible for providing this information to the coordinator. In some cases, at the discretion of the coordinator, an admin complete letter may be accepted in place of the Act 38 approval letter.
 - b. An inspecting entity (District or DEP regional office) performs an administrative completeness review of plans provided by the farmer as part of an inspection in order to ascertain that the operation is in compliance with planning requirements. When the administrative completeness review ascertains that planning requirements are met, a completeness letter verifying that the plans meet administrative requirements is sent to

the farmer from the inspecting entity. This letter, from the inspecting entity stating that the farmer meets the planning obligations, will be sufficient proof of completeness in order for the plan(s) to be reimbursed. The farmer or operator will be responsible for providing this information to the coordinator.

- c. On a case by case and limited basis, it may sometimes be appropriate for Team Ag or Larson Design Group to ask the inspecting entity to confirm via email that the inspecting entity has reviewed the plans and if the plans are considered complete, or to provide a copy of the letter sent to the farmer. A simple emailed response from the District would be sufficient enough to verify that the plans meet those requirements.

16. Is the reimbursement money considered taxable income?

- a. The reimbursement may be taxable if the amount is \$600 or more. If the reimbursement amount is \$600 or greater, the recipient may need to complete a W9 form and return it to the program coordinator. If necessary, please consult with your accountant or tax advisor to make sure that you provide the program coordinators with the appropriate form. When applicable, the program coordinator will send the recipient a 1099 form for 2019 tax accounting purposes.

17. Can I get reimbursed for an NMP and MMP?

- a. No, an operation should have either an NMP or an MMP, not both.

18. Can I get reimbursed for Nutrient Balance Sheets (NBS) that are developed as part of my Act 38 NMP?

- a. Yes, each balance sheet can be reimbursed individually. A complete set of forms must be completed for each balance sheet. Document in the “Notes” section that it is an NBS and check off the “Nutrient Management (Chapter 83)” boxes. Importers who pay for the balance sheets themselves are also eligible for reimbursement; only one party will be reimbursed per NBS (if the importer pays for the NBS, they will be reimbursed, if the exporter pays for the NBS, the exporter will be reimbursed).