

# ACAP Applicant Checklist

## Pre-Application Process:

- ☐ Contact ICCD
- ☐ Schedule site visit with District Representative
- ☐ Sign District Cooperator Form
- ☐ Apply for EQUIP at NRCS if not existing applicant or under contract
- ☐ Obtain Necessary Plans
  - Agricultural Erosion and Sediment Plan (Ag E&S) or Conservation Plan (CP)
  - AND Manure Management Plan (MMP) or Nutrient Management Plan (NMP)
    - If have existing plans, submit to ICCD for verification.
    - If have plans with NRCS, sign Release of Records Form.
    - If you do not have plans, a Conservation District Representative can provide Technical Assistance and Plan Writing
      - Fill out Application for District Assistance
      - Plan Reimbursement through PACD - 80% of Plan Cost
- ☐ Engineering Site Visit (District Representative will schedule)
- ☐ 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.

- ☐ Follow directions in the Application Packet

### Items you will need:

- ☐ Estimate of Project Expenditures and In-kind Contributions
- ☐ Photos of farm pre-construction
- ☐ Drawing of Project - Attachment
- ☐ Print out of Aerial view of property- do not draw on this map it is for reference only.
- ☐ Copy of Plan Verification Form Signed by District Representative or qualified individual.
- ☐ Copy of District Cooperator Form
- ☐ If transferring records from NRCS, a Release of Records for should also be attached.
- ☐ Submit Application Packet to ICCD Office for Review
  
- ☐ **Applications are received on a rolling basis. FINAL DEADLINE: July 2024**

## Post-Application Correspondence:

- ☐ Within 10 business days, applicants will receive a letter indicating the completeness of their application.
- ☐ 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.