

Deliverable Standards for Plan Application Packages

This document outlines the expectations and standards of plan applications packages when they are submitted to the regional coordinator for review.

Plan Application Package Required Items

- Registration Form with all boxes completed and signed
- Reimbursement Form with all boxes completed and signed
- Invoice from consultant
- W9 form when receiving \$600 or more
- Completed Plan or Approval Letter

*All Registration and Reimbursement Forms must be submitted on the most recent versions. **Older forms will not be accepted.**

Completed Plan Definition

A contiguous document that includes all plan narratives, maps, and documentation in a format that is retained on the operation and presented to the farm operator.

Submission Expectations

Plans may be done electronically if the entire plan can be sent in one file. If the overall plan file size is too large to be sent electronically, then a hardcopy of the plan will need to be sent.

Please do not send the original plan because it will not be returned.

Required Forms and Invoice can all be sent in a separate email to reduce the overall file size.

Unacceptable Formats for Plan Submissions

These standards are formats that will not be accepted by the regional coordinator as part of the application.

- Workable Plan Documents, ie. Word files, Excel Files, etc.
- Photographs of Plans, Maps or other submission documents. ie. .Jpg, etc

Computer generated pdf format is the preferred file type.