

Recommended revisions to the VACS BMP Manual for FY2025 – Various documents

Cover of Manual:

- Dates have been updated to 2025

Schedule:

- Dates have been updated to 2024 and 2025
- Removed specific date reference for secondary considerations
 - Districts must have adopted secondary considerations prior to approving any cost-share applications but the adoption may occur at any time prior to approval.

Table of BMPs:

- Revision dates have been updated
- Names and specifications have been updated to reflect recommendations of the TAC and the Department
- A new column has been added with the expected lifespan of the practice

Administrative Review Checklist:

- Revisions have been made to clarify how many plans should be reviewed and what type of plans should be reviewed
- Revisions have been made to clarify that the files reviewed will be selected at random and should not be the same files selected for verification inspections
- Revisions have been made to clarify what items are being reviewed in the file

Virginia Agricultural Voluntary Best Management Practice (BMP) Assessment Authorization

- Is currently in both the Voluntary Reporting Program section and the Glossary
- Recommending the form be removed from the Voluntary Reporting Program section

**Program Year ~~2024~~
2025 Virginia
Agricultural Cost-
Share (VACS)
BMP Manual**

Department of Conservation and Recreation
Division of Soil and Water Conservation
600 East Main St., 24th Floor
Richmond, VA 23219-2094

Phone (804) 786-2064



Department of Conservation & Recreation

CONSERVING VIRGINIA'S NATURAL AND RECREATIONAL RESOURCES

Virginia Department of Conservation and Recreation programs, activities and employment opportunities are available to all people regardless of race, color, religion, sex, age, disability, national origin or political affiliation. An equal opportunity/affirmative action employer.

Adopted April ~~2023~~-2024

2024-2025 Cost-Share Program Schedule

June/July 2023 2024	CDCs inform Districts of program allocations.
July 1, 202 34	202 54 Cost-Share Program begins. Districts may begin approving practices after Secondary Considerations have been approved by DCR.
July 2023 2024	The Agricultural BMP Technical Advisory Committee (TAC) and its Subcommittees begin meeting periodically through the end of the calendar year.
September 30, 2023 2024	End of First Quarter Quarterly reports are due to CDCs by 10/15/ 2023 4, including requests for disbursements in the second quarter.
December 31, 2023 2024	End of Second Quarter Quarterly reports are due to CDCs by 1/15/ 2024 2025, including requests for disbursements in the third quarter.
March 2024 2025	Matrix of TAC and DCR-suggested recommendations for Program Year 2025-2026 sent to Virginia Soil and Water Conservation Board for review and potential approval.
March 31, 2024 2025	End of Third Quarter Quarterly reports are due to CDCs by 4/15/ 2024 2025, including requests for disbursements in the fourth quarter.
April 2024 2025	Draft PY2025-PY2026 VACS Manual sent to Virginia Soil and Water Conservation Board for review and potential approval.
May 2024	Districts review, update and submit Secondary Considerations to DCR for approval by June 30, 2024.
June 30, 2024 2025	End of Program Year All applications entered into the Conservation Application Suite are to be identified as: (1) Complete, or (2) Canceled, or (3) Carryover with an approved carryover date (only if practice is on the approved list and under construction). All completed projects must be paid by June 30, 2024 2025. Final 2024 5 Cost-Share Program quarterly reports are due to CDCs by 7/15/ 2024 2025.

NOTE: All BMP payment data for a quarter must be entered into the Conservation Application Suite by the 15th of the next month in order to qualify for a quarterly disbursement. Conservation Application Suite reports will be run by the DCR CDC on the 18th of the month.

2024-2025 Virginia Agricultural Cost-Share, Tax Credit and CREP BMPs

Practice Code	Practice Name	Revision Date	Tax Credit	VACS Cost-Share	Requires NM Plan	Requires a Conservation Plan	Ag BMP Loan*	CREP	<u>Lifespan (Years)</u>
CCI-CNT	Continuing Conservation Initiative Long Term Continuous No-Till Planting System	4/2023	^	X	X				<u>5</u>
<u>CCI-RT</u>	<u>Continuing Conservation Initiative Long Term Continuous Reduced Tillage Planting System</u>	<u>4/2024</u>	<u>^</u>	<u>X</u>	<u>X</u>				<u>5</u>
CCI-FRB-1	Continuing Conservation Initiative Forested Riparian Buffer – Maintenance Practice	4/2023	^	X					<u>5</u>
CCI-HRB-1	Continuous Conservation Initiative Herbaceous Riparian Buffer – Maintenance Practice	4/2023	^	X					<u>5</u>
CCI-SE-1	Continuing Conservation Initiative Stream Exclusion – Maintenance Practice	4/2023	^	X					<u>5</u>
CCI-SL-6N	Continuing Conservation Initiative Stream Exclusion with Narrow Width Buffer – Maintenance Practice	4/2023	^	X					<u>5</u>
CCI-SL-6W	Continuing Conservation Initiative Stream Exclusion with Wide Width Buffer – Maintenance Practice	4/2023	^	X					<u>5</u>
CCI-WP-2N	Continuing Conservation Initiative Stream Protection with Narrow Width Buffer – Maintenance Practice	4/2023	^	X					<u>5</u>
CCI-WP-2W	Continuing Conservation Initiative Stream Protection with Wide Width Buffer – Maintenance Practice	4/2023	^	X					<u>5</u>
CCI-WP-4	<u>Continuing Conservation Initiative</u> Animal Waste Control Facility – Maintenance Practice	4/2023	^	X					<u>5</u>
CCI-WP-4C	Composter Facilities – Maintenance Practice	4/2023	^	X					<u>5</u>
CP-21	CREP Grass Filter Strip	4/2023				X		X	<u>CREP contract</u>
CP-22	CREP Riparian Forest Buffer	4/2023				X		X	<u>CREP contract</u>
CP-23	CREP Wetland Restoration Rent	4/2023				X		X	<u>CREP contract</u>
CP-29	CREP Wildlife Habitat Buffer	4/2023				X		X	<u>CREP contract</u>
CRFR-3	CREP Woodland Buffer Filter Area	4/2023	X			X		X	<u>CREP contract</u>
CRLF-1	CREP Linear Foot of Streambank Protected	4/2023				X		X	<u>CREP contract</u>
CRSL-6	CREP Stream Exclusion with Grazing Land Management	4/2023	X			X		X	<u>CREP contract</u>
CRWP-2	CREP Stream Protection	4/2023	X			X		X	<u>CREP contract</u>
CRWQ-1	CREP Herbaceous Riparian Buffers	4/2023	X			X		X	<u>CREP contract</u>
CRWQ-6B	CREP Wetland Restoration	4/2023	X			X		X	<u>CREP contract</u>

CRWQ-11	CREP Agricultural Sinkhole Protection	4/2023	X			X		X	<u>CREP contract</u>
Practice Code	Practice Name	Revision Date	Tax Credit	VACS Cost-Share	Requires NM Plan	Requires a Conservation Plan	Ag BMP Loan*	CREP	<u>Lifespan (Years)</u>
FR-1	Afforestation of Crop, Hay and Pasture Land	4/2023	X	X		X			<u>10/15</u>
FR-3	Woodland Buffer Filter Area	4/2023	X	X		X	X		<u>10/15</u>
FR-3M	Woodland Buffer Filter Area Maintenance	4/2023	X	X		X			<u>Annual</u>
FR-4	Woodland Erosion Stabilization	4/2023	X	X		X			<u>5</u>
NM-1A	Nutrient Management Plan Writing and Revisions	4/2023	%	X					<u>Annual</u>
NM-3C	Sidedress Application of Nitrogen on Corn, <u>Grain Sorghum, and/or Cotton at the 6 Leaf Stage or at</u>	4/2023	X	X	X				<u>Annual</u>
NM-4	Late Winter Split Application of Nitrogen on Small Grains	4/2023	X	X	X				<u>Annual</u>
NM-5N	Precision Nutrient Management on Cropland – Nitrogen Application	4/2023	X	X	X				<u>Annual</u>
NM-5P	Precision Nutrient Management on Cropland – Phosphorus Application	4/2023	X	X	X				<u>Annual</u>
NM-6	Manure Injection	4/2023	X	X	X				<u>Annual</u>
NM-7	Cover Crop for Managing Liquid or Semi-Solid Manure	4/2023	X	X	X				<u>Annual</u>
RMP-1	Resource Management Plan Development	4/2023	%	X	X	X			<u>N/A</u>
RMP-2	Resource Management Plan Implementation	4/2023	%	X	X	X			<u>N/A</u>
SE-1	Vegetative Stabilization of Marsh Fringe Areas	4/2023	X	X		X			<u>5</u>
SE-2	Shoreline Stabilization	4/2023	X	X		X	X		<u>15</u>
SL-1	Long Term Vegetative Cover on Cropland	4/2023	X	X	X	X	X		<u>5/10/15</u>
SL-3	Stripcropping Systems	4/2023	X	X	X	X			<u>5</u>
SL-3B	Buffer Stripcropping	4/2023	X	X	X	X			<u>5</u>
SL-4	Terrace Systems	4/2023	X	X	X	X	X		<u>10</u>
SL-6B	Alternative Water System	4/2023	X			X	X		<u>10</u>
SL-6F	Stream Exclusion in Floodplains	4/2023	X	X		X	X		<u>10/15</u>
SL-6N	Stream Exclusion with Narrow Width Buffer and Grazing Land Management	4/2023	X	X		X	X		<u>10/15</u>
SL-6W	Stream Exclusion with Wide Width Buffer and Grazing Land Management	4/2023	X	X		X	X		<u>10/15</u>
SL-7	Extension of Watering and Grazing Management Systems	4/2023	X	X		X	X		<u>10/15</u>
SL-8	Protective Cover for Specialty Crops	4/2023	X	X					<u>Annual</u>
SL-8A	Protective Cover for Agricultural Cropland	4/2023	X	X	X	X			<u>Annual</u>
SL-8B	Small Grain and Mixed Cover Crop for Nutrient Management and Residue Management	4/2023	X	X	X				<u>Annual</u>
SL-8H	Harvestable Cover Crop	4/2023	X	X	X				<u>Annual</u>

Practice Code	Practice Name	Revision Date	Tax Credit	VACS Cost-Share	Requires NM Plan	Requires a Conservation Plan	Ag BMP Loan*	CREP	<u>Lifespan (Years)</u>
SL-8M	Small Grain and Mixed Cover Crop for Nutrient Management and Residue Management with Fall Manure Application	4/2023	X	X	X				<u>Annual</u>
SL-10	Grazing Land Management	4/2023		X		X			<u>3</u>
SL-11	Permanent Vegetative Cover on Critical Areas	4/2023	X	X		X			<u>5</u>
SL-11B	Farm Road, Animal Travel Lane, Heavy Use Area Stabilization	4/2023	X			X	X		<u>10</u>
SL-15A	Continuous High Residue Minimal Soil Disturbance Tillage System	4/2023	X	X	X				<u>5</u>
SL-15B	Continuous No-Till Forage Production System	4/2023	X	X	X				<u>5</u>
WFA-CC	Whole Farm Approach – Cover Crop Bundle	4/2023		X	X				<u>Annual</u>
WFA-NM	Whole Farm Approach – Nutrient Management Bundle	4/2023		X	X				<u>Annual</u>
WP-1	Sediment Retention, Erosion or Water Control Structures	4/2023	X	X		X	X		<u>10</u>
WP-2A	Streambank Stabilization	4/2023	X	X		X	X		<u>5</u>
WP-2B	Stream Crossings & Hardened Access	4/2023	X			X	X		<u>5</u>
WP-2C	Stream Channel Stabilization	4/2023	X			X	X		<u>5</u>
WP-2N	Stream Protection (Fencing With Narrow Width Buffer)	4/2023	X	X		X	X		<u>5/10</u>
WP-2P	Portable Fencing for Stream Protection	4/2023		X		X			<u>5</u>
WP-2W	Stream Protection (Fencing With Wide Width Buffer)	4/2023	X	X		X	X		<u>5/10</u>
WP-3	Sod Waterway	4/2023	X	X		X			<u>10</u>
WP-4	Animal Waste Control Facilities	4/2023	X	X	X	X	X		<u>15</u>
WP-4B	Dairy Loafing Lot Management System	4/2023	X	X	X	X	X		<u>15</u>
WP-4C	Composter Facilities	4/2023	X	X	X	X	X		<u>15</u>
WP-4E	Animal Waste Structure Pumping Equipment	4/2023	X		X	X	X		<u>10</u>
WP-4F	Animal Mortality Incinerator Facilities	4/2023	X	X	X	X	X		<u>10</u>
WP-4FP	Feeding Pad	4/2023	X	X	X	X			<u>15</u>
WP-4LC	Animal Waste Control Facility for Confined Livestock Operations	4/2023	X	X	X	X	X		<u>15</u>
WP-4LL	Loafing Lot Management System with Manure Management (Excluding Bovine Dairy)	4/2023	X	X	X	X	X		<u>15</u>
WP-4SF	Seasonal Feeding Facility with Attached Manure Storage	4/2023	X	X	X	X	X		<u>15</u>
WP-5	Stormwater Retention Pond	4/2023	X			X	X		<u>10</u>
WP-7	Surface Water Runoff Impoundment for Water Quality	4/2023	X			X	X		<u>10</u>
Practice Code	Practice Name	Revision Date	Tax Credit	VACS Cost-Share	Requires NM Plan	Requires a Conservation Plan	Ag BMP Loan*	CREP	Lifespan (Years)

WP-8	Relocation of Confined Feeding Operations from Environmentally Sensitive Areas	4/2023	X		X	X	X		<u>10</u>
WQ-1	Grass Filter Strips	4/2023	X	X	X	X			<u>10/15</u>
WQ-4	Legume Based Cover Crop	4/2023	X	X	X				<u>Annual</u>
WQ-5	Water Table Control Structures	4/2023	X	X		X	X		<u>10</u>
WQ-6	Constructed Wetlands	4/2023	X		@	X	X		<u>10</u>
WQ-6B	Wetland Restoration	4/2023	X			X	X		<u>10</u>
WQ-7	Irrigation Water Recycling System	4/2023	X			X	X		<u>10</u>
WQ-8	Fuel Storage Treatment	4/2023	X			X	X		<u>10</u>
WQ-9	Capping/Plugging of Abandoned Wells	4/2023	X			X			<u>10</u>
WQ-10	Integrated Pest Management	4/2023	X			X			<u>Annual</u>
WQ-11	Agricultural Sinkhole Protection	4/2023	X	X		X			<u>10</u>
WQ-12	Roof Runoff Management System	4/2023	X	X		X	X		<u>10</u>

The Agricultural BMPs below are funded and administered by the Department of Environmental Quality (DEQ) Total Maximum Daily Load (TDML) Program. Additional information can be found at: [Implementation Cost Share Residential and Agricultural BMP Guidelines.](#)

Practice Code	Practice Name	Revision Date	Tax Credit	VACS Cost-Share	Requires NM Plan	Requires a Conservation Plan	Ag BMP Loan*	CREP	<u>Lifespan (Years)</u>
SL-6AT	Small Acreage Grazing System (TMDL)	3/2022	X			X	X		<u>10</u>
EM-1T	Small Scale Manure Composting for Equine Operations – Static Systems	2/2018					X		<u>10</u>
EM-1AT	Small Scale Manure Composting for Equine Operations – Aerated Systems	2/2018					X		<u>10</u>

^ This BMP is a continuation or extension of an existing practice established by the applicant. The applicant was eligible to receive a tax credit for 25% of the first \$100,000 of the expense of the existing, previously installed BMP for the taxable year in which the practice was completed, pursuant to section 58.1-339.3 or 58.1-439.5 (Code of Virginia). If the applicant has an approved Resource Management Plan, the applicant is eligible to receive a tax credit for 50% of the first \$100,000 of the expense of the existing, previously installed BMP for the taxable year in which the practice was completed, pursuant to section 58.1-339.3 or 58.1-439.5 (Code of Virginia).

% This practice does not meet the definition of a tax credit-eligible Agricultural BMP as defined in section 58.1-339.3 (5.B.) (Code of Virginia), as the cost share rate is provided to acquire a Virginia certified professional nutrient management planner to generate a plan, and not to implement a conservation practice on the ground.

* The “X” in the “Ag BMP Loan” column denotes BMPs that are eligible for a loan from the Virginia Clean Water Revolving Loan Fund (VCWRLF) administered by the Department of Environmental Quality.

@ Only if wetland is constructed to treat animal waste runoff

Note: Sections 58.1-339.3 and 58.1-439.5 of the Code of Virginia require a participant to have a soil conservation plan approved by the local Soil and Water Conservation District in order to be eligible to receive an agricultural best management practices tax credit, regardless of the type of implemented practice.

Cost Share File Administrative Review Form

SWCDDistrict: _____

Review Completed By: _____

Date: _____

Cost Share Files Reviewed:

Note: Files selected for review should not be older than 5 years and a minimum of two files should be for practices completed and paid in the current program year. Of the files selected, both structural and agronomic practices should be reflected, as applicable to the District workload. If the District has had approved CREP contracts in the last five years, at least one CREP file should also be reviewed. Additionally, two files should be reviewed for ~~Of the selected files, each~~ each conservation technician. ~~n's work should be reflected. The CDC should review as many cost share files as necessary to accurately assess the District's files. The files reviewed for this administrative review must be picked at random with no advance notice to the District about the files to be reviewed and should not be the same files reviewed during verification inspections.~~

Technical District Staff Person Responsible for File: _____

Participant/Farm Name: _____

Practice Code: _____

Contract #: _____

Instance #: _____

~~☐ ☐ ☐~~ Is the "General Tab" in the Tracking Program complete and accurate? _____

Part I

Yes No N/A

☐ ☐ ☐ Is there a W-9 form completed by the applicant?

☐ ☐ ☐ Does Part I accurately reflect information provided on the W-9?

☐ ☐ ☐ Is applicant information fully completed? If no, describe the missing data.

_____ Missing Data: _____

☐ ☐ ☐ Is the box related to "funding from other SWCDs" checked?

☐ ☐ ☐ Is the application signed and dated by the participant?

Part II

Yes No N/A

☐ ☐ ☐ Is there a computer generated copy of the completed Part II?

☐ ☐ ☐ Is the contract portion of the application fully completed? If no, describe the missing data.

Missing Data: _____

☐ ☐ ☐ Has the SWCD-District "Amount Approved" been ~~changed~~ Board approved? ~~If yes, describe reason for increase.~~

Approved Amount: \$ _____ Increased Approved Amount: \$ _____

~~Reason for Increase:~~ _____

Date of Board Approval in Minutes: _____

~~☐ ☐ ☐~~ ~~Is approval of this contract recorded in the minutes?~~

☐ ☐ ☐ Has *Statement of Technical Need* been signed by a SWCD-District employee?

☐ ☐ ☐ Has a director signed and dated the technical authorization section?

Cost Share File Administrative Review Form

☐ ☐ ☐ Has the participant signed and dated the Part II?

☐ ☐ ☐ Is the required completion date noted appropriately on the form?

_____ ☐ ☐ ☐ Is this a ~~two-program~~two-program year completion date practice?

☐ ☐ ☐ Is there a copy of an approval letter/memo that was sent to the participant and included the date of approval, approval amount, completion deadline, and information regarding the next steps?

☐ ☐ ☐ If this practice was carried over, was the carryover section fully completed for each carryover?
Note, a practice may be carried over multiple times and should always be documented. (*If N/A skip to Part III*) If no, describe the missing data:

Yes No N/A

☐ ☐ ☐ Was the completion deadline for the carryover entered in the carryover section for each carryover?

_____ Carryover Completion Date(s): _____

☐ ☐ ☐ Is approval of each carryover recorded in the minutes?

☐ ☐ ☐ Is there a copy of a carryover approval letter for each carryover that was sent to the participant that provides appropriate information and deadlines?

Part III

Yes	No	N/A
------------	-----------	------------

☐ ☐ ☐ Is there a computer generated copy of the completed Part III?

☐ ☐ ☐ Is the contract portion of the Part III fully completed? If no, describe the missing data.
Missing Data:

☐ ☐ ☐ Is the SWCD-District “Payment Amount” equal to or less than the SWCD-District “Amount Approved” in Part II?

☐ ☐ ☐ Was——there a Board approved increase in “Payment Amount”?

Original Approved Amount: \$ _____ Increased Approved Amount: \$ _____

Reason for Increase:

Date of Board Approval in Minutes:

☐ ☐ ☐ Did the participant certify that the practice is complete?

☐ ☐ ☐ ~~Did~~ Did District staff a technician, DCR AG BMP Engineer, or PE certify on the Part III that the practice is complete?

____Name and title of District staff technician or engineer:

☐ ☐ ☐ For structural practices, did the technical staff signing to ~~certifying~~ the practice have Engineering Job Approval Authority ~~to certify the practice~~? If you have a question, consult DCR Engineering staff.

Cost Share File Administrative Review Form

- ☐ ☐ ☐ If a tax credit was provided, is the tax credit appropriate (i.e. 25% or 50%), based on whether the producer has an RMP, of the participant's out of pocket expenses based?
(If N/A, skip to Conservation Plans)
- ☐ ☐ ☐ Is there a copy of the tax credit certificate(s)?

Conservation Plans (Skip if N/A)

Yes No N/A

- ☐ ☐ ☐ Is a Conservation Plan required?
- ☐ ☐ ☐ Is approval of the Conservation Plan recorded in the minutes?
- ☐ ☐ ☐ Are the necessary BMPs included in the Conservation Plan?
- ☐ ☐ ☐ Are all of the required signatures signed by the appropriate people?

Resource Reviews (Skip if N/A)

Yes No N/A

- ☐ ☐ ☐ Is there documentation of a resource review having been completed? A print out of the resource concerns page from the tracking program is ~~preferred; required. an NRCS CPA52 is only acceptable for practices approved prior to July 1, 2018.~~
- ☐ ☐ ☐ If resources concerns were identified, were they addressed by communications from partner agencies (ex: emails from DCR-DNH, DWR, DHR)?

Other Items

Yes No N/A

- ☐ ☐ ☐ Have conservation planning notes been initiated and maintained?
- ☐ ☐ ☐ Is there a Location Map with road names or route numbers and/or driving directions?
- ☐ ☐ ☐ Is there a clear Conservation Plan Map that includes the installed BMPs, field labels, etc.?
~~If the map is not easily readable, how could it be improved?~~ _____
- ☐ ☐ ☐ Are copies of the bills/invoices submitted by the participant for payment and/or tax credit included?
- ☐ ☐ ☐ Is payment documentation, like a calculation spreadsheet, copy of issued checks, etc., included? If no, describe the missing data: _____
- ☐ ☐ ☐ If the participant has received a loan through the DEQ Ag BMP Loan program, is there an Assignment of Payment Form (to VRA) in the file and does it include all the proper signatures?
- ☐ ☐ ☐ If a Nutrient Management Plan was required, is there a copy of the plan?
- ☐ ☐ ☐ If a Grazing Management Plan was required (i.e. SL-6N/W, SL-7, and SL-10), is there a copy of the plan?

Cost Share File Administrative Review Form

For Structural Practices:

- ☐ ☐ ☐ Are design and related job sheets included with all of the required signatures?
- ☐ ☐ ☐ Are “As Built” designs included with all required signatures?
- ☐ ☐ ☐ Was the bid process followed and a *DCR Bid Solicitation Sheet* filled out for the program years applicable bid threshold requirements? (Example: PY23 and newer contracts, a bid is required for all component costs \geq \$50,000. Prior to PY23, all contracts estimated total costs \geq \$30,000 should have a bid sheet.
- ☐ ☐ ☐ For the WP-4 suite of practices, was the *Risk Assessment for Water Quality Impairment from Heavy Use Areas/Animal Concentrated Areas* utilized in the planning process for this practice?
- ☐ ☐ ☐ For WP-4 dry stack facilities, was the *Dry Manure Storage Structure Agreement* signed?
- ☐ ☐ ☐ For WP-4 suite of practices, was there an *Agricultural Waste Management System Plan* prepared and signed?

Notes about this Administrative Review: