

Recommended revisions to the VACS BMP Manual for FY2024 – Various documents

Cover of Manual:

- Dates have been updated to 2024
- Form number has been removed

Schedule:

- Dates have been updated to 2023 and 2024

Table of BMPs:

- Revision dates have been updated
- Names and specifications have been updated to reflect recommendations of the TAC and the Department

Contract Part I:

- Language has been added to clarify that cost-sharing funding or tax credits are not to be used in a mitigation bank, nutrient trading program or to comply with any state or federal law, regulation, or permit

Administrative Review Checklist:

- Revisions have been made to clarify what is being reviewed;
- Relocation of items on the checklist to more carefully link the questions to the document being reviewed; and
- To document which technical staff person is responsible for the file being reviewed.

COMMONWEALTH of VIRGINIA

**Program Year ~~2023~~
2024 Virginia
Agricultural Cost-
Share (VACS)
BMP Manual**

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Department of Conservation & Recreation

CONSERVING VIRGINIA'S NATURAL AND RECREATIONAL RESOURCES

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~~Guidance~~ Adopted April ~~2022-2023~~ (~~DCR-VSWCB-035~~)

2023-2024 Cost-Share Program Schedule

June/July <u>20222023</u>	CDCs inform Districts of program allocations.
July 1, <u>20222023</u>	<u>2023-2024</u> Cost-Share Program begins. Districts may begin approving practices after Secondary Considerations have been approved by DCR .
July <u>20222023</u>	The Agricultural BMP Technical Advisory Committee (TAC) and its Subcommittees begin meeting periodically through the end of the calendar year.
September 30, <u>20222023</u>	End of First Quarter Quarterly reports are due to CDCs by 10/ 14 / <u>1520222023</u> , including requests for disbursements in the second quarter.
December 31, <u>20222023</u>	End of Second Quarter Quarterly reports are due to CDCs by 1/ 13 / <u>15/20232024</u> , including requests for disbursements in the third quarter.
March <u>20232024</u>	Matrix of TAC and DCR-suggested recommendations for Program Year <u>2024-2025</u> sent to Virginia Soil and Water Conservation Board for review and potential approval.
March 31, <u>20232024</u>	End of Third Quarter Quarterly reports are due to CDCs by 4/ 14 / <u>15/20232024</u> , including requests for disbursements in the fourth quarter.
April <u>20232024</u>	Draft <u>PY2024-PY2025</u> VACS Manual sent to Virginia Soil and Water Conservation Board for review and potential approval.
May <u>20232024</u>	Districts review, update and submit Secondary Considerations to DCR for approval by June 30, <u>20232024</u> .
June 30, <u>20232024</u>	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, <u>20232024</u> . Final <u>2023-2024</u> Cost-Share Program quarterly reports are due to CDCs by 7/ 14 / <u>15/20232024</u> .

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.

2023-2024 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
CCI-CNT	Continuous Conservation Initiative Long Term Continuous No-Till Planting System	3/2020	^	X	X			
CCI-FRB-1	Continuing Conservation Initiative Forested Riparian Buffer – Maintenance Practice	3/2020 4/2023	^	X				
CCI-HRB-1	Continuous Conservation Initiative Herbaceous Riparian Buffer – Maintenance Practice	3/2020 4/2023	^	X				
CCI-SE-1	Continuing Conservation Initiative Stream Exclusion – Maintenance Practice	4/2020	^	X				
CCI-SL-6N	Continuing Conservation Initiative Stream Exclusion with Narrow Width Buffer – Maintenance Practice	4/2020	^	X				
CCI-SL-6W	Continuing Conservation Initiative Stream Exclusion with Wide Width Buffer – Maintenance Practice	4/2020	^	X				
CCI-WP-2N	Continuing Conservation Initiative Stream Protection with Narrow Width Buffer – Maintenance Practice	5/2021	^	X				
CCI-WP-2W	Continuing Conservation Initiative Stream Protection with Wide Width Buffer – Maintenance Practice	4/2020	^	X				
CCI-WP-4	Animal Waste Control Facility – Maintenance Practice	4/2022	^	X				
CCI-WP-4C	Composter Facilities – Maintenance Practice	4/2022	^	X				
CP-21	CREP Grass Filter Strip	3/2016				X		X
CP-22	CREP Riparian Forest Buffer	3/2016				X		X
CP-23	CREP Wetland Restoration Rent	3/2016				X		X
CP-29	CREP Wildlife Habitat Buffer	3/2016				X		X
CRFR-3	CREP Woodland Buffer Filter Area	4/2019 2022	X			X		X
CRLF-1	CREP Linear Foot of Streambank Protected	3/2016				X		X
CRSL-6	CREP Stream Exclusion with Grazing Land Management	4/2019 2022	X			X		X
CRWP-2	CREP Stream Protection	4/2019 2022	X			X		X
CRWQ-1	CREP Herbaceous Riparian Buffers	4/2019 2022	X			X		X
CRWQ-6B	CREP Wetland Restoration	4/2019 2022	X			X		X
CRWQ-11	CREP Agricultural Sinkhole Protection	4/2019 2022	X			X		X
FR-1	Afforestation of Crop, Hay and Pasture Land	4/202 1 3	X	X		X		
FR-3	Woodland Buffer Filter Area	4/202 1 3	X	X		X	X	
FR-3M	Woodland Buffer Filter Area Maintenance	4/2022	X	X		X		

Practice Code	Practice Name	Revision Date	Tax Credit	VACS Cost-Share	Requires NM Plan	Requires a Conservation Plan	Ag BMP Loan*	CREP
FR-4	Woodland Erosion Stabilization	4/2021 3	X	X		X		
NM-1A	Nutrient Management Plan Writing and Revisions	4/2021	%	X				
NM-3C	Sidedress Application of Nitrogen on Corn at the 6-Leaf Stage or at Least 15" in Height <u>and/or Grain Sorghum at the 5-Leaf Stage or at Least 12" in Height</u>	4/2021 2023	X	X	X			
NM-4	Late Winter Split Application of Nitrogen on Small Grains	4/2021 2023	X	X	X			
NM-5N	Precision Nutrient Management on Cropland – Nitrogen Application	4/2021 2023	X	X	X			
NM-5P	Precision Nutrient Management on Cropland – Phosphorus Application	4/2021 2022	X	X	X			
NM-6	Manure Injection	4/2021	X	X	X			
NM-7	Cover Crop for Managing Liquid or Semi-Solid Manure	4/2021	X	X	X			
RMP-1	Resource Management Plan Development	4/2020	%	X	X	X		
RMP-2	Resource Management Plan Implementation	4/2020	%	X	X	X		
SE-1	Vegetative Stabilization of Marsh Fringe Areas	4/2021 2023	X	X		X		
SE-2	Shoreline Stabilization	4/2021 2023	X	X		X	X	
SL-1	Long Term Vegetative Cover on Cropland	4/2021 2023	X	X	X	X	X	
SL-3	Stripcropping Systems	4/2021 2023	X	X	X	X		
SL-3B	Buffer Stripcropping	4/2021	X	X	X	X		
SL-4	Terrace Systems	4/2021 2023	X	X	X	X	X	
SL-5	Diversions	4/2021	X	X		X	X	
SL-6A	Small Acreage Grazing System	4/2021	X		X	X		
SL-6B	Alternative Water System	4/2021 2023	X			X	X	
SL-6F	Stream Exclusion in Floodplains	4/2022 2023	X	X		X	X	
SL-6N	Stream Exclusion with Narrow Width Buffer and Grazing Land Management	4/2021 2023	X	X		X	X	
SL-6W	Stream Exclusion with Wide Width Buffer and Grazing Land Management	4/2021 2023	X	X		X	X	
SL-7	Extension of Watering <u>and Grazing Management</u> Systems	4/2021 2023	X	X		X	X	
SL-8	Protective Cover for Specialty Crops	4/2021 2023	X	X				
SL-8A	Protective Cover for Agricultural Cropland	4/2021 2023	X	X	X	X		
SL-8B	Small Grain and Mixed Cover Crop for Nutrient Management and Residue Management	4/2021 2023	X	X	X			
SL-8H	Harvestable Cover Crop	4/2021 2023	X	X	X			
SL-8M	Small Grain and Mixed Cover Crop for Nutrient Management and Residue Management with Fall Manure Application	4/2022 2023	X	X	X			

<u>Practice Code</u>	<u>Practice Name</u>	<u>Revision Date</u>	<u>Tax Credit</u>	<u>VACS Cost-Share</u>	<u>Requires NM Plan</u>	<u>Requires a Conservation Plan</u>	<u>Ag BMP Loan*</u>	<u>CREP</u>
SL-10	Grazing Land Management	4/2021+2023		X		X		
Practice Code	Practice Name	Revision Date	Tax Credit	VACS Cost-Share	Requires NM Plan	Requires a Conservation Plan	Ag BMP Loan*	CREP
SL-11	Permanent Vegetative Cover on Critical Areas	4/2021+2023	X	X		X		
SL-11B	Farm Road, Animal Travel Lane, Heavy Use Area Stabilization	4/2021	X			X	X	
SL-15A	Continuous High Residue Minimal Soil Disturbance Tillage System	4/2021	X	X	X			
SL-15B	Continuous No-Till Forage Production System	4/2021	X	X	X			
<u>WFA-CC</u>	<u>Whole Farm Approach – Cover Crop Bundle</u>	<u>4/2023</u>		<u>X</u>	<u>X</u>			
<u>WFA-NM</u>	<u>Whole Farm Approach – Nutrient Management Bundle</u>	<u>4/2023</u>		<u>X</u>	<u>X</u>			
WP-1	Sediment Retention, Erosion or Water Control Structures	4/2021+2023	X	X		X	X	
WP-2A	Streambank Stabilization	4/2021+2023	X	X		X	X	
WP-2B	Stream Crossings & Hardened Access	4/2021	X			X	X	
WP-2C	Stream Channel Stabilization	4/2021	X			X	X	
WP-2N	Stream Protection (Fencing With Narrow Width Buffer)	4/2021+2023	X	X		X	X	
WP-2P	Portable Fencing for Stream Protection	4/2021		X		X		
WP-2W	Stream Protection (Fencing With Wide Width Buffer)	4/2021+2023	X	X		X	X	
WP-3	Sod Waterway	4/2021+2023	X	X		X		
WP-4	Animal Waste Control Facilities	4/2021+2023	X	X	X	X	X	
WP-4B	Dairy Loafing Lot Management System	4/2021+2023	X	X	X	X	X	
WP-4C	Composter Facilities	4/2021+2023	X	X	X	X	X	
WP-4E	Animal Waste Structure Pumping Equipment	4/2021	X		X	X	X	
WP-4F	Animal Mortality Incinerator Facilities	4/2021+2023	X	X	X	X	X	
WP-4FP	Feeding Pad	4/2021+2023	X	X	X	X		
WP-4LC	Animal Waste Control Facility for Confined Livestock Operations	4/2021+2023	X	X	X	X	X	
WP-4LL	Loafing Lot Management System with Manure Management (Excluding Bovine Dairy)	4/2021+2023	X	X	X	X	X	
WP-4SF	Seasonal Feeding Facility with Attached Manure Storage	4/2021+2023	X	X	X	X	X	
WP-5	Stormwater Retention Pond	4/2021	X			X	X	
WP-7	Surface Water Runoff Impoundment for Water Quality	4/2021	X			X	X	
WP-8	Relocation of Confined Feeding Operations from Environmentally Sensitive Areas	4/2021+2023	X		X	X	X	

<u>Practice Code</u>	<u>Practice Name</u>	<u>Revision Date</u>	<u>Tax Credit</u>	<u>VACS Cost-Share</u>	<u>Requires NM Plan</u>	<u>Requires a Conservation Plan</u>	<u>Ag BMP Loan*</u>	<u>CREP</u>
WQ-1	Grass Filter Strips	4/2021+2022	X	X	X	X		
WQ-4	Legume Based Cover Crop	4/2021+6/20	X	X	X			
WQ-5	Water Table Control Structures	4/2021+2022 3	X	X		X	X	
WQ-6	Constructed Wetlands	4/2021	X		@	X	X	
WQ-6B	Wetland Restoration	4/2021	X			X	X	
WQ-7	Irrigation Water Recycling System	4/2021	X			X	X	
WQ-8	Fuel Storage Treatment	4/2021	X			X	X	
<u>Practice Code</u>	<u>Practice Name</u>	<u>Revision Date</u>	<u>Tax Credit</u>	<u>VACS Cost-Share</u>	<u>Requires NM Plan</u>	<u>Requires a Conservation Plan</u>	<u>Ag BMP Loan*</u>	<u>CREP</u>
WQ-9	Capping/Plugging of Abandoned Wells	4/2021	X			X		
WQ-10	Integrated Pest Management	4/2021	X			X		
WQ-11	Agricultural Sinkhole Protection	4/2021+2022	X	X		X		
WQ-12	Roof Runoff Management System	4/2021+2022	X	X		X	X	

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
SL-6AT	Small Acreage Grazing System (TMDL)	6/2019	X			X	X	
EM-1T	Small Scale Manure Composting for Equine Operations – Static Systems	2/2018					X	
EM-1AT	Small Scale Manure Composting for Equine Operations – Aerated Systems	2/2018					X	

^ 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.

Revised April ~~2022~~2023



VIRGINIA BMP INCENTIVES PROGRAMS CONTRACT
(Part I – Application for Program)

Application/Contract Number:		Application Date:	
First Name: Middle Initial: Last Name:			Program Year:
Farm Name:			
Address:		City/County:	
State:	Zip code:	S.S. Number or Tax ID:	
Telephone Number: (H) (W) (M)			
Email Address:			

APPLICANT'S REQUEST:

The following information is applicable to all of the following incentive programs: Virginia Agricultural Best Management Practices (BMP) Cost-Share Program (VACS or cost share program), Virginia Conservation Reserve Enhancement Program (CREP), and/or the Virginia Agricultural BMP Tax Credit Program. I agree to install and maintain all practices receiving financial incentives according to program specifications. I agree to allow appropriate agency personnel or their designee access to land under my control for the purpose of evaluation, design, construction and inspection of said practice(s) from this date forward through the required lifespan. I agree to refund all or part of the cost-share financial assistance or tax credit I have received if my practice(s) is/are found not to meet program specifications required at the time of installation/payment, or if the practice(s) is/are removed or not properly maintained during the lifespan of the practice(s). I understand that the sale, lease, or changed use of the property will not exempt me from fulfilling this/these requirement(s). I also understand that my period of responsibility begins with the acceptance of payment and/or tax credit and extends through the lifespan of the practice in accordance with program requirements. Lifespan is defined as "The number of years a BMP must be maintained in accordance with program standards. The lifespan begins on January 1 of the calendar year following the year of certification of completion." A BMP is subject to verification checks throughout the practice lifespan. The voluntary participation in one or more of the state agricultural incentive programs does not relieve or relinquish me and my farm operation from compliance with ordinances, laws and regulations that may exist at any level of government. I understand that applying to participate in any of the above listed program(s) does not guarantee that any or all of my request will be funded. I understand that if the practice I am requesting cost-share funding or tax credit for is located within the Chesapeake Bay watershed, nutrient and sediment reduction information related to that practice will be submitted to the Virginia Department of Environmental Quality for reporting to the Chesapeake Bay Program to determine progress made towards Chesapeake Bay pollution reduction targets.

Applicant Self-Certification of Eligibility:

For the purposes of the Virginia Agricultural BMP Cost-Share Program agricultural land shall be defined as "land being used in a BONA FIDE program of agricultural management and engaged in the production of agricultural, horticultural or forest products for market. The real estate must consist of a minimum of five contiguous acres and have verifiable gross receipts in excess of \$1,000 per year from the production or sale of agricultural, horticultural or forest products produced on the applicant's agricultural land for each of the past three years.

Districts may request that applicants provide proof of agricultural production. To be considered an agricultural producer there must be an annual minimum of \$1,000 of agricultural products being produced, sold or both from the applicant's agricultural land (non-industrial private forest lands are exempt from the \$1,000 requirement). Any financial records supplied by an applicant to verify eligibility will not be duplicated or retained by the District.

I certify that I meet the above defined qualifications to participate in the Virginia Agricultural Best Management Practice Cost-Share Program. I certify that I am not ~~currently~~ contracted to receive cost-share funding from any other ~~funding~~ source for the same conservation practice on the same acres of land during this fiscal year, unless multiple funding sources are being used to share the costs for my practice. **I further certify that the practices for which I am requesting cost-share funding or tax credit are not, and will not, be included used in a mitigation bank, nutrient trading program, or to comply with any state or federal law, regulation, or permit.**

REQUIREMENTS APPLICABLE TO SPECIFIC INCENTIVE PROGRAMS:

VACS Program (if applicable to this request): The VACS Program has a \$300,000 per applicant per program year (July 1 thru June 30) cost-share limit. Cost-share funds are considered income. Recipients of these funds are responsible for compliance with all applicable tax requirements including requirements of the Internal Revenue Service.

Soil and Water Conservation Districts (SWCDs) share information concerning VACS/VNRCF funding limits and cost share funding that approved participants have received from other SWCDs to ensure the program applicant cap is not exceeded.

[] Yes [] No Have you received or will you receive cost share funding from another SWCD during the current program year? If yes, which one(s)?

I certify that I will not accept VACS/ program funds that exceed established limits whether funds I receive are issued by a single SWCD or multiple SWCDs during a single program year. Furthermore, I understand the limits of the tax credit I am eligible to receive.

VA Agricultural Tax Credit Program (if applicable to this request): The VA Agricultural Tax Credit Program (§§ 58.1-339.3 and 58.1- 439.5) allows agricultural producers a tax credit equal to 25% of the first \$100,000 expended for all eligible agricultural best management practices completed in any single tax year. If the agricultural producer has an approved resource management plan, the producer is eligible for a tax credit equal to 50% of the first \$100,000 expended for all eligible agricultural best management practices completed in any single tax year. If the amount of the certified tax credit exceeds the taxpayer's liability for the tax year in which the BMP was completed as certified by the SWCD Board, the excess may be refunded by the Tax Commissioner.

Signature of Applicant

Date

Cost Share File Administrative Review Form

SWCD: _____

Review Completed By: _____

Date: _____

Cost Share File 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 selected files, each conservation technician's work should be reflected.

Technical District Staff Person Responsible for File: _____

Participant/Farm Name: _____

Practice Code: _____

Contract #: _____

Instance #: _____

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? Signature Date: _____

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 "Amount Approved" been changed? If yes, describe reason for increase.

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

Reason for Increase: _____

Date of Board Approval: _____

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

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

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

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

☐ ☐ ☐ Is this a two program year completion date practice?

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

☐ ☐ ☐ 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?

Cost Share File Administrative Review Form

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? ~~Date of 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 "Payment Amount" equal to or less than the SWCD "Amount Approved" in Part II?

~~Payment Amount: \$ _____~~

~~☐ ☐ ☐ If the "Payment Amount" is higher than the "Approved Amount," was the increase approved by the Board and reflected in the minutes? Date of Minutes: _____~~

~~Reason for increase: _____~~

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

☐ ☐ ☐ Did a technician, DCR AG BMP Engineer, or PE certify that the practice is complete?

Name and title of technician or engineer: _____

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

☐ ☐ ☐ 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)?

Cost Share File Administrative Review Form

Conservation Plans (Skip if N/A)

Yes No N/A

☐ ☐ ☐ ~~Is Was~~ a Conservation Plan required?

☐ ☐ ☐ Is approval of the Conservation Plan recorded in the minutes?

~~Is approval of the Conservation Plan recorded in the minutes?~~ Plan Approval Date: _____

☐ ☐ ☐ ~~Was the Conservation Plan written by a certified Conservation Planner?~~

☐ ☐ ☐ 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; 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?

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

☐ ☐ ☐ 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 SL 15A, have the fields in the contract been cropped in 2 of the past 5 years? Have the rotations included 2 crops of small grains in 5 years? If no, explain:~~

~~_____~~

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?
- ☐ ☐ ☐ For estimated component costs $\geq \$530,000$, was the bid process followed and a *DCR Bid Solicitation Sheet* filled out?
- ☐ ☐ ☐ For the WP-4 suite of ~~and WP-4B~~ 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: