

Recommended revisions to the VACS BMP Manual for FY2023 – Various documents

Schedule:

- Dates have been updated to 2022 and 2023

Table of BMPs:

- Revision dates have been updated

Administrative Review Checklist:

- Minor revisions have been made to clarify the process and how many files should be reviewed yearly

**Program Year
202~~32~~ 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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2023~~2~~ Cost-Share Program Schedule

June/July 2022 1	CDCs inform Districts of program allocations.
July 1, 2022 1	2023 2 Cost-Share Program begins. Districts may begin approving practices after Secondary Considerations have been approved.
July 2022 1	The Agricultural BMP Technical Advisory Committee (TAC) and its Subcommittees begin meeting periodically through the end of the calendar year.
September 30, 2022 1	End of First Quarter Quarterly reports are due to CDCs by 10/1 4 5/2022 1 , including requests for disbursements in the second quarter.
December 31, 2022 1	End of Second Quarter Quarterly reports are due to CDCs by 1/1 3 4/2023 2 , including requests for disbursements in the third quarter.
March 2023 2	Matrix of TAC and DCR-suggested recommendations for Fiscal-Program Year 2024 3 sent to Virginia Soil and Water Conservation Board for review and potential approval.
March 31, 2023 2	End of Third Quarter Quarterly reports are due to CDCs by 4/1 4 5/2023 2 , including requests for disbursements in the fourth quarter.
April 2023 2	Draft P FY2024 3 VACS Manual sent to Virginia Soil and Water Conservation Board for review and potential approval.
May 2023 2	Districts review, update and submit Secondary Considerations to DCR for approval by June 30, 2023 2 .
June 30, 2023 2	End of Program Year All applications entered into the BMP-Tracking-Program Conservation Application Suite are to be identified as: (1) Complete, or (2) Canceled, or (3) SL-6 Pending Lack of Funding, or (4) 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, 2023 2 . Final 2023 2 Cost-Share Program quarterly reports are due to CDCs by 7/1 4 5/2023 3 .

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

TABLE OF CONTENTS

Table of Virginia Agricultural BMPs	1
Cost-Share Program Schedule	5

Section I

Policy and Procedures on Soil and Water Conservation District Cost-share and Technical Assistance Funding Allocations

Fiscal Year 202 3 ² Policy	I-1
--	-----

Section II

Virginia Agricultural BMP Cost Share (VACS) Program Guidelines

Overview.....	II-1
Program Eligibility Requirements	II-1
Definition of Applicant	II-1
Authority for Officers and Employees or Immediate Family Members to Participate in VACS Program ..	II-2
History.....	II-3
Historical Cost-Effective Practices	II-3
VACS Program Funding Sources and Interest Income Earned	II-4
Cost-Share Program Funding Allocations	II-5
Reallocation of VACS Cost-share Funds.....	II-5
Technical Assistance Funding	II-5
The State and Local Government Conflict of Interests Act.....	II-5
Participant Recruitment, Application Ranking and BMP Approval.....	II-6
Priority Considerations (Statewide Water Quality Considerations)	II-7
Secondary Considerations (Local Water Quality Considerations)	II- 9 ⁸
Average Cost Lists	II-10
Conservation Efficiency Factor	II-11
Evaluation Worksheets	II-11
Virginia's Healthy Waters Initiative	II-15
Cost-Share Funding Restrictions	II-16
Local VACS Program Implementation.....	II-16
Guidance on Volunteer Hours and the Cost-Share Program	II-16
State Environmental Laws Compliance.....	II-17
Compliance with Federal Agricultural Programs	II-18
Nutrient Management Requirements	II-18
Conservation Plan Requirements	II-18
Location of Practice Instance Point – Distance to Stream and Relief to Stream	II-19
State Resource Reviews	II-20
Conservation Planning Module	II-24
DCR Agricultural BMP Engineering Services Program.....	II-24
Table of VACS Practice Components Requiring EJAA or PE Review and Approval.....	II-26
Land Conservation Easements and BMP Cost-Share Program Eligibility	II-30
Cost-Share Rates	II-30
Participant Notification	II-31
Procedures to Request a Variance to Exceed Cost-Share Cap.....	II-32
Payment.....	II-33

Documentation.....	II-34
Cost-Share Program Bid Process	II-35
Virginia Agricultural BMP Cost-Share Bid Solicitation Sheet	II-39
CREP Documentation	II-41
Data Reporting	II-41
Completion Dates and Carryover Practice Status	II-41
Table of Practices with One-Program Year Completion Dates Eligible for Carryover.....	II-42
Table of Practices with Two-Program Year Completion Dates Eligible for Carryover	II-42
An Extreme Act of Nature (EAN) for SL-8B Practices Only – Definition and Process	II-45
An Extreme Act of Nature (EAN) for Other Cover Crop Practices (Including SL-8H, NM-7 and WQ-4) – Definition and Process	II-46
Practice Failures Due to an Extreme Act of Nature (EAN)	II-46
Conditions of Receiving Cost-Share Funding for an EAN	II-47
Process for Requesting Cost-Share Funding for an EAN	II-47
Practices Not Maintained or Destroyed During Lifespan	II-48
<u>Practices Failures Due to Unknown Causes</u>	<u>II-49</u>
Transferring a BMP Cost-Share Instance or Contract	II- 50 49
Return of Cost-Share Funds	II- 53 2
Hardship Process (Including Highly Unusual Situations)	II- 53 2
VACS Program Questions	II- 54 3
Map of Virginia’s Soil and Water Conservation Districts	II- 54 2
Hydrologic Unit Geography	II- 57 5
Hydrologic Unit Reporting	II- 57 6
BMP Verification Procedures Overview	II- 58 7
Selection Methodology for BMP Verification	II- 59 8
Biosecurity Considerations	II- 60 59
Biosecurity Procedures for Farm Visits to any Animal Operations.....	II- 60 59
Biosecurity Farm Hygiene Procedures	II- 61 0
Biosecurity for Poultry.....	II- 62 1
Footbaths.....	II- 63 2
Make an Easy Footbath.....	II- 63 2
Response to Suspected or Confirmed FMD Outbreak.....	II- 64 63

Section III VACS Best Management Practices

Practice #	Practice Name	
CCI-CNT	Long Term Continuous No-Till Planting Systems	CCI-CNT-1
CCI-FRB-1	Forested Riparian Buffer – Maintenance Practice	CCI-FRB-1-1
CCI-HRB-1	Herbaceous Riparian Buffer – Maintenance Practice	CCI-HRB-1-1
CCI-SE-1	Stream Exclusion – Maintenance Practice.....	CCI-SE-1-1
CCI-SL-6N	Stream Exclusion with Narrow Width Buffer – Maintenance Practice	CCI-SL-6N-1
CCI-SL-6W	Stream Exclusion with Wide Width Buffer – Maintenance Practice	CCI-SL-6W-1
CCI-WP-2N	Stream Protection with Narrow Width Buffer – Maintenance Practice.....	CCI-WP-2N-1
CCI-WP-2W	Stream Protection with Wide Width Buffer – Maintenance Practice.....	CCI-WP-2W-1
<u>CCI-WP-4</u>	<u>Animal Waste Control Facilities – Maintenance Practice</u>	<u>CCI-WP-4C-1</u>
<u>CCI-WP-4C</u>	<u>Composter Facilities – Maintenance Practice</u>	<u>CCI-WP-4C-1</u>
FR-1	Afforestation of Crop, Hay and Pasture Land.....	FR-1-1
FR-3	Woodland Buffer Filter Area	FR-3-1
<u>FR-3M</u>	<u>Woodland Buffer Filter Area Maintenance</u>	<u>FR-3M-1</u>

FR-4	Woodland Erosion Stabilization	FR-4-1
NM-1A	Nutrient Management Plan Writing and Revisions	NM-1A-1
NM-3C	Split Application of Nitrogen on Corn at the 6-Leaf Stage	NM-3C-1
NM-4	Late Winter Split Application of Nitrogen on Small Grains	NM-4-1
NM-5N	Precision Nutrient Management on Cropland – Nitrogen Application	NM-5N-1
NM-5P	Precision Nutrient Management on Cropland – Phosphorous Application	NM-5P-1
NM-6	Manure Injection	NM-6-1
NM-7	Cover Crop for Managing Liquid or Semi-Solid Manure.....	NM-7-1
RMP-1	Resource Management Plan Development	RMP-1-1
RMP-2	Resource Management Plan Implementation	RMP-2-1
SE-1	Vegetative Stabilization of Marsh Fringe Areas.....	SE-1-1
SE-2	Shoreline Stabilization	SE-2-1
SL-1	Long-Term Vegetative Cover on Cropland	SL-1-1
SL-3	Stripcropping Systems	SL-3-1
SL-3B	Buffer Stripcropping	SL-3B-1
SL-4	Terrace Systems	SL-4-1
SL-5	Diversions	SL-5-1
SL-6F	Stream Exclusion in Floodplains	SL-6F-1
SL-6N	Stream Exclusion with Narrow Width Buffer and Grazing Land Management.....	SL-6N-1
SL-6W	Stream Exclusion with Wide Width Buffer and Grazing Land Management	SL-6W-1
SL-7	Extension of Watering Systems	SL-7-1
SL-8	Protective Cover for Specialty Crops.....	SL-8-1
SL-8A	Protective Cover for Agricultural Cropland.....	SL-8A-1
SL-8B	Small Grain and Mixed Cover Crop for Nutrient Management and Residue Management.....	SL-8B-1
SL-8H	Harvestable Cover Crop.....	SL-8H-1
SL-8M	Small Grain and Mixed Cover Crop for Nutrient Management and Residue Management with Fall Manure Application	SL-8M-1
SL-10	Grazing Land Management.....	SL-10-1
SL-11	Permanent Vegetative Cover on Critical Areas	SL-11-1
SL-15A	Continuous High Residue Minimal Soil Disturbance Tillage System.....	SL-15A-1
SL-15B	Continuous No-Till Forage Production System.....	SL-15B-1
WP-1	Sediment Retention, Erosion or Water Control Structures	WP-1-1
WP-2A	Streambank Stabilization	WP-2A-1
WP-2N	Stream Protection (Fencing with Narrow Width Buffer).....	WP-2N-1
WP-2P	Portable Fencing for Stream Protection	WP-2P-1
WP-2W	Stream Protection (Fencing with Wide Width Buffer)	WP-2W-1
WP-3	Sod Waterway	WP-3-1
WP-4	Animal Waste Control Facilities.....	WP-4-1
WP-4B	Dairy Loafing Lot Management System.....	WP-4B-1
WP-4C	Composter Facilities	WP-4C-1
WP-4F	Animal Mortality Incinerator Facilities	WP-4F-1
WP-4FP	Feeding Pad.....	WP-4FP-1
WP-4LC	Animal Waste Control Facilities for Confined Livestock Operations	WP-4LC-1
WP-4LL	Loafing Lot Management System with Manure Management (Excluding Bovine Dairy)	WP-4LL-1
WP-4SF	Seasonal Feeding Facility with Attached Manure Storage	WP-4SF-1
WP-6	Agricultural Chemical & Fertilizer Handling Facility.....	WP-6-1
WQ-1	Grass Filter Strips	WQ-1-1
WQ-4	Legume Based Cover Crop.....	WQ-4-1
WQ-5	Water Table Control Structures	WQ-5-1
WQ-11	Agricultural Sinkhole Protection	WQ-11-1
WQ-12	Roof Runoff Management System	WQ-12-1

Section IV

Virginia Agricultural Best Management Practices Tax Credit Program Guidelines

Overview	IV-1
Definition of Applicants	IV-4
Pass-Through Entity.....	IV-5
BMP Sign-Up	IV-6
Plan Requirements	IV-6
Pre-Approval of Tax Credit BMPs	IV-7
Documentation.....	IV-7
DCR Agricultural BMP Engineering Services	IV-7
Table of Tax Credit Only Practice Components Requiring EJAA or PE Review and Approval	IV-8
Data Reporting.....	IV-10
Inspections and Verification	IV-11
Transfer of Responsibility.....	IV-12
Agreement Transferring Maintenance Responsibility for Best Management Practice.....	IV-13
Granting of the Tax Credit.....	IV-15
Agricultural Best Management Practices Tax Credit Certificate (<i>Example</i>)	IV-1 76
Questions.....	IV-1 87
Other Agricultural <u>Equipment</u> Tax Credits.....	IV-1 87
Tax Credit for Purchase of Conservation Tillage and Precision Agriculture Equipment.....	IV-1 97
Sample Certification of Nutrient Management Implementation.....	IV- 3029

Tax Credit Only Best Management Practices

Practice #	Practice Name	
SL-6A	Small Acreage Grazing System	SL-6A-1
SL-6B	Alternative Water System	SL-6B-1
SL-11B	Farm Road, Animal Travel Lane, Heavy-Use Area Stabilization	SL-11B-1
WP-2B	Stream Crossings & Hardened Access.....	WP-2B-1
WP-2C	Stream Channel Stabilization.....	WP-2C-1
WP-4E	Animal Waste Structure Pumping Equipment.....	WP-4E-1
WP-5	Stormwater Retention Pond	WP-5-1
WP-7	Surface Water Runoff Impoundment for Water Quality	WP-7-1
WP-8	Relocation of Confined Feeding Operations from Environmentally Sensitive Areas.....	WP-8-1
WQ-6	Constructed Wetlands	WQ-6-1
WQ-6B	Wetland Restoration.....	WQ-6B-1
WQ-7	Irrigation Water Recycling System.....	WQ-7-1
WQ-8	Fuel Storage Treatment.....	WQ-8-1
WQ-9	Capping/Plugging of Abandoned Wells	WQ-9-1
WQ-10	Integrated Pest Management.....	WQ-10-1

Section V

Voluntary Reporting Program (VRP)

Overview.....	V-1
Documentation.....	V-1

Data Reporting.....	V-2
Inspections and Verifications.....	V-3
Questions.....	V-3
Virginia Agricultural Voluntary Best Management Practices (BMP) Assessment Authorization	V-4

Voluntary Best Management Practices

Practice #	Practice Name	
VFR-1	Voluntary Afforestation of Crop, Hay and Pasture Land	VFR-1-1
VFR-3	Voluntary Woodland Buffer Filter Area.....	VFR-3-1
VFR-4	Voluntary Woodland Erosion Stabilization.....	VFR-4-1
VNM-3C	Voluntary Split Application of Nitrogen on Corn using Pre-Sidedress Nitrate Test.....	VNM-3C-1
VNM-4	Voluntary Late Winter Split Application of Nitrogen on Small Grains.....	VNM-4-1
VNM-5N	Voluntary Precision Nutrient Management on Cropland – Nitrogen Application.....	VNM-5N-1
VNM-5P	Voluntary Precision Nutrient Management on Cropland – Phosphorus Application.....	VNM-5P-1
VSE-1	Voluntary Vegetative Stabilization of Marsh Fringe Areas.....	VSE-1-1
VSE-5	Voluntary Stream Exclusion	VSE-5-1
VSL-1	Voluntary Long Term Vegetative Cover on Cropland	VSL-1-1
VSL-6N	Voluntary Stream Exclusion with Narrow Width Buffer and Grazing Land Management.....	VSL-6N-1
VSL-6W	Voluntary Stream Exclusion with Wide Width Buffer and Grazing Land Management	VSL-6W-1
VSL-7	Voluntary Extension of Watering Systems.....	VSL-1-1
VSL-3	Voluntary Stripcropping Systems	VSL-3-1
VSL-3B	Voluntary Buffer Stripcropping	VSL-3B-1
VSL-4	Voluntary Terrace Systems.....	VSL-4-1
VSL-5	Voluntary Diversions	VSL-5-1
VSL-6	Voluntary Stream Exclusion with Grazing Land Management.....	VSL-6-1
VSL-6A	Voluntary Small Acreage Grazing System.....	VSL-6A-1
VSL-6B	Voluntary Alternative Water System.....	VSL-6B-1
VSL-8	Voluntary Protective Cover for Specialty Crops	VSL-8-1
VSL-8B	Voluntary Small Grain and Mixed Cover Crop for Nutrient Management and Residue Management.....	VSL-8B-1
VSL-8D	Voluntary Commodity Cover Crop	VSL-8D-1
VSL-8H	Voluntary Harvestable Cover Crop.....	VSL-8H-1
VSL-9	Voluntary Grazing Land Management	VSL-9-1
VSL-11	Voluntary Permanent Vegetative Cover on Critical Areas	VSL-11-1
VSL-11B	Voluntary Farm Road, Animal Travel Lane, Heavy Use Area Stabilization.....	VSL-11B-1
VWP-1	Voluntary Sediment Retention, Erosion or Water Control Structures.....	VWP-1-1
VWP-2A	Voluntary Streambank Stabilization	VWP-2A-1
VWP-2B	Voluntary Stream Crossing and Hardened Access	VWP-2B-1
VWP-3	Voluntary Sod Waterway.....	VWP-3-1
VWP-4	Voluntary Animal Waste Control Facilities.....	VWP-4-1
VWP-4B	Voluntary Loafing Lot Management System.....	VWP-4B-1
VWP-4C	Voluntary Composter Facilities	VWP-4C-1
VWP-4F	Voluntary Animal Mortality Incinerator Facilities	VWP-4F-1
VWP-7	Voluntary Surface Water Runoff Impoundment for Water Quality	VWP-7-1
VWQ-1	Voluntary Grass Filter Strips	VWQ-1-1

VWQ-4	Voluntary Legume Based Cover Crop.....	VWQ-4-1
VWQ-7	Voluntary Irrigation Water Recycling System.....	VWQ-7-1
VWQ-10	Voluntary Integrated Pest Management.....	VWQ-10-1
VWQ-11	Voluntary Agricultural Sinkhole Protection.....	VWQ-11-1
VWQ-12	Voluntary Roof Runoff Management System.....	VWQ-12-1

Section VI

Conservation Reserve Enhancement Program (CREP) Guidelines

Overview.....	VI-1
Expected Benefits	VI-1
CREP Cost-Share Funding Starting in FY2021.....	VI-1
Program Area	VI-2
Program Eligibility.....	VI-2
CREP Enrollment.....	VI-3
CREP and the Chesapeake Bay Preservation Act.....	VI-3
Eligible Practices	VI-4
Program Sign-Up	VI-7
Participant Notification	VI-7
Payments.....	VI-7
Cost-Share Rate	VI-7
Rental Rate.....	VI-8
Federal CREP Incentive Payments	VI-8
State CREP Incentives	VI-8
State Documentation	VI-9
Data Reporting.....	VI-9
Inspections and Spot Checks	VI-10
Questions.....	VI-10
Counties Included in the CREP Area.....	VI-11

CREP Practices

Practice #	Practice Name	
CP-21	CREP Grass Filter Strip.....	CP-21-1
CP-22	CREP Riparian Forest Buffer	CP-22-1
CP-23	CREP Wetland Restoration Rent	CP-23-1
CP-29	CREP Wildlife Habitat Buffer	CP-29-1
CRFR-3	CREP Woodland Buffer Filter Area	CRFR-3-1
CRLF-1	CREP Linear Foot of Streambank Protected	CRLF-1-1
CRSL-6	CREP Stream Exclusion with Grazing Land Management	CRSL-6-1
CRWP-2	CREP Stream Protection.....	CRWP-2-1
CRWQ-1	CREP Herbaceous Riparian Buffers	CRWQ-1-1
CRWQ-6B	CREP Wetland Restoration.....	CRWQ-6B-1
CRWQ-11	CREP Agricultural Sinkhole Protection	CRWQ-11-1

Section VII
Virginia Poultry Litter Transport Incentive Program

Virginia’s Poultry Litter Transport Incentives Program	VII -1
--	--------

Section VIII
Glossary and Forms

Glossary of Terms	VIII -1
Applicant’s Self-Certification of Eligibility	VIII- 7
Nutrient Application Field Record Sheet.....	VIII -8
Nutrient Application Field Record Sheet Example.....	VIII- 9
Risk Assessment for Water Quality Impairment from Virginia NRCS	VIII -10
Voluntary Agricultural Best Management Practice (BMP) Assessment Authorization Form	VIII – 15
Certification from an Agricultural Best Management Practice Participant Regarding Tax Credits and Eligibility	VIII – 17
Cost-Share File Administrative Review Form.....	VIII – 18

Revised April 202~~2~~¹

2023~~2~~ 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	^	X				
CCI-HRB-1	Continuous Conservation Initiative Herbaceous Riparian Buffer – Maintenance Practice	3/2020	^	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	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	X			X		X
CRWP-2	CREP Stream Protection	4/2019	X			X		X
CRWQ-1	CREP Herbaceous Riparian Buffers	4/2019	X			X		X
CRWQ-6B	CREP Wetland Restoration	4/2019	X			X		X
CRWQ-11	CREP Agricultural Sinkhole Protection	4/2019	X			X		X
FR-1	Afforestation of Crop, Hay and Pasture Land	4/2021	X	X		X		
FR-3	Woodland Buffer Filter Area	4/2021	X	X		X	X	
FR-3M	Woodland Buffer Filter Area Maintenance	4/2022	X	X		X		
FR-4	Woodland Erosion Stabilization	4/2021	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	4/2021	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	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	4/2021	X	X	X			
NM-4	Late Winter Split Application of Nitrogen on Small Grains	4/2021	X	X	X			
NM-5N	Precision Nutrient Management on Cropland – Nitrogen Application	4/2021	X	X	X			
NM-5P	Precision Nutrient Management on Cropland – Phosphorus Application	4/2021	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	X	X		X		
SE-2	Shoreline Stabilization	4/2021	X	X		X	X	
SL-1	Long Term Vegetative Cover on Cropland	4/2021	X	X	X	X	X	
SL-3	Stripcropping Systems	4/2021	X	X	X	X		
SL-3B	Buffer Stripcropping	4/2021	X	X	X	X		
SL-4	Terrace Systems	4/2021	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	X			X	X	
SL-6F	Stream Exclusion in Floodplains	4/2022	X	X		X	X	
SL-6N	Stream Exclusion with Narrow Width Buffer and Grazing Land Management	4/2021	X	X		X	X	
SL-6W	Stream Exclusion with Wide Width Buffer and Grazing Land Management	4/2021	X	X		X	X	
SL-7	Extension of Watering Systems	4/2021	X	X		X	X	
SL-8	Protective Cover for Specialty Crops	4/2021	X	X				
SL-8A	Protective Cover for Agricultural Cropland	4/2021	X	X	X	X		
SL-8B	Small Grain and Mixed Cover Crop for Nutrient Management and Residue Management	4/2021	X	X	X			
SL-8H	Harvestable Cover Crop	4/2021	X	X	X			
SL-8M	Small Grain and Mixed Cover Crop for Nutrient Management and Residue Management with Fall Manure Application	4/2022	X	X	X			
SL-10	Grazing Land Management	4/2021		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-11	Permanent Vegetative Cover on Critical Areas	4/2021	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			
WP-1	Sediment Retention, Erosion or Water Control Structures	4/2021	X	X		X	X	
WP-2A	Streambank Stabilization	4/2021	X	X		X	X	
	Practice Name	Revision Date	Tax Credit	VACS Cost-Share	Requires NM Plan	Requires a Conservation Plan	Ag BMP Loan*	CREP
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	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	X	X		X	X	
WP-3	Sod Waterway	4/2021	X	X		X		
WP-4	Animal Waste Control Facilities	4/2021	X	X	X	X	X	
WP-4B	Dairy Loafing Lot Management System	4/2021	X	X	X	X	X	
WP-4C	Composter Facilities	4/2021	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	X	X	X	X	X	
WP-4FP	Feeding Pad	4/2021	X	X	X	X		
WP-4LC	Animal Waste Control Facility for Confined Livestock Operations	4/2021	X	X	X	X	X	
WP-4LL	Loafing Lot Management System with Manure Management (Excluding Bovine Dairy)	4/2021	X	X	X	X	X	
WP-4SF	Seasonal Feeding Facility with Attached Manure Storage	4/2021	X	X	X	X	X	
WP-5	Stormwater Retention Pond	4/2021	X			X	X	
WP-6	Agricultural Chemical & Fertilizer Handling Facility	4/2021	X	X	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	X		X	X	X	
WQ-1	Grass Filter Strips	4/2021	X	X	X	X		
WQ-4	Legume Based Cover Crop	4/2021	X	X	X			
WQ-5	Water Table Control Structures	4/2021	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	X	X		X		
WQ-12	Roof Runoff Management System	4/2021	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-Facilities Revolving Loan Fund (VCWERLF) 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⁺

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. s-

Participant/Farm Name: _____

Practice Code: _____

Contract #: _____ Instance #: _____

Part I

Yes No N/A

Part I

☐ ☐ ☐ 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 ~~Yes~~ ~~No~~

Part II

☐ ☐ ☐ ☐ ☐ 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: _____

☐ ☐ ☐ ☐ ☐ 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 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 _____

Cost Share File Administrative Review Form

_____ 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 h 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 Yes No

Part III

☐ ☐ ☐ ☐ ☐ ☐ - 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: _____

Cost Share File Administrative Review Form

☐ ☐ ☐ ☐ ☐ ☐ 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?

Conservation Plans (Skip if N/A)

Yes No N/A Yes No

Conservation Plans (Skip if N/A)

☐ ☐ ☐ ☐ ☐ ☐ Was a Conservation Plan required? 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 Yes No

Resource Reviews (Skip if 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 Yes No

Other Items

☐ ☐ ☐ ☐ ☐ ☐ 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 included?

Cost Share File Administrative Review Form

☐ ☐ ☐ ☐ ☐ ☐ -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) ~~form~~ 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? ~~(SL-6N/W, SL-7, and SL-10)~~

☐ ☐ ☐ ☐ ☐ ☐ -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 \$30,000, was the bid process followed and a *DCR Bid*

Solicitation

- *Sheet* filled out?

☐ ☐ ☐ ☐ ☐ ☐ -For WP-4 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 practices, was there an *Agricultural Waste Management System Plan* prepared and

signed?

Notes about this Administrative Review:

Cost Share File Administrative Review Form