



HEADWATERS SWCD
CHECKLIST
FOR PARTICIPATION IN THE
VIRGINIA AGRICULTURE BMP COST-SHARE PROGRAM
ANIMAL WASTE FACILITIES

1. Staff will visit your operation to provide technical assistance and discuss programs that may be available.
2. To apply to the VA AG BMP C/S Program, an application must be submitted to the District. The application must be signed, dated, have the applicant's address, telephone number and social security or farm tax I. D. number.
3. A layout design and estimated cost will be developed for prioritizing the applications.

IF APPLICATION IS APPROVED:

4. A **site plan and design** for the structure must be submitted to the District prepared by a Virginia Registered Professional Engineer. The site plan and design must certify that the project meets the NRCS 313 specifications.
5. Every project must have a conservation plan developed and signed by the applicant.
6. All animal waste practices require a current Nutrient Management Plan
7. In addition a waste management plan will be developed including an operation and maintenance schedule
8. An environmental Evaluation will be completed
9. Bids must be obtained on any single component with an estimated cost that exceeds \$10,000. Bids must be submitted within 60 days of approval. While the applicant does not have to accept the lowest bid, **the applicant needs to be aware that the actual cost is compared to the average annual costs approved by the District.**
10. The applicant is responsible for obtaining all necessary permits and complying with county zoning ordinances
11. The applicant is responsible for calling Miss Utility before digging begins
12. The applicant will notify the District when construction begins, construction must begin by the agreed date or the applicant can have the funds forfeited
13. All areas disturbed during the project must be at final grade. Both disturbed areas and spoil piles must be limed, fertilized, seeded, and mulched before final inspection.
14. Any access routes or roads should be protected with stone
15. Upon completion the applicant will have the engineer provide a final certification for the project indicating that the project meets the NRCS 313 specifications and denoting on a copy of the design any changes from the original design. Modifications must meet the NRCS 313 specifications.
16. Upon completion the applicant will notify the District so that a final inspection can be arranged
17. Program guidelines require that the recipient of cost share for a compost unit must have a 36 inch thermometer to check temperatures.
18. Applicant will submit invoices for expenses. **The payment is based on the average annual costs or the submitted invoices whichever is less.** Each component stands alone for comparison; it is not a total project cost comparison.
19. Payment is made
20. If eligible the Tax Credit is submitted to the board for approval and then issued

***Remember all projects require a signed Conservation Plan, Waste Management/O&M Plan, Nutrient Management Plan and Application with both initial signature and completion signature**

*** Failure to meet any deadline can mean the forfeiture of funds**

***During the first year of operation the applicant is responsible for taking a manure/compost sample and submitting for lab analysis**

***All cost-share projects are subject to spot check during its approved program life-span. If found out of compliance, both cost-share and tax credit must be returned on a pro-rated basis.**

Applicant Signature _____ Date _____