



**HEADWATERS SWCD
CHECKLIST
FOR PARTICIPATION IN THE
VIRGINIA AGRICULTURE BMP COST-SHARE PROGRAM
AGRONOMIC/FORESTRY/GRAZING/STREAM STABILIZATION**

- 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.
* Buffer and setback requirements vary among programs. All buffers or setbacks must be the minimum required for that specific program. The setback for the _____ program is _____.

IF APPLICATION IS APPROVED:

- 4. The design will be formalized.
- 5. Every project must have a conservation plan developed and signed by the applicant.
- 6. An Environmental Evaluation will be completed.
- 7. Three bids must be obtained on all projects. 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 cost approved by the District.**
- 8. Applicant is responsible for calling Miss Utility before digging begins.
- 9. Stream work may require additional permits from VMRC or ACOE.
- 10. The applicant will notify the District when construction begins. Construction must begin by the agreed date or the applicant can have the funds forfeited.
- 11. An Operation of Maintenance Plan will be signed.
- 12. All areas disturbed during the project must be at final grade. Both disturbed areas and spoil piles must be lime, fertilized, seeded, and mulched before final inspection.
- 13. Upon completion the applicant will notify the District so that a final inspection can be arranged.
- 14. Applicant will submit itemized 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.
- 15. Payment is made.
- 16. If eligible the Tax Credit is submitted to the board for approval and then issued.

***Remember all projects require a signed Conservation Plan, O&M Plan, and Application with both initial signature and completion signature**
*** Failure to meet any deadline can mean the forfeiture of funds**
***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 _____