

# VIRGINIA AGRICULTURAL BMP COST-SHARE PROGRAM (VACS) GUIDELINES

## Overview

This program provides cost-share and technical assistance to landowners and agricultural operators that voluntarily install selected BMPs. The guidelines set out in this section complement the policy and procedural direction provided in Section I of this guidance document and should be taken together in implementing the program and its' associated BMPs.

## Program Eligibility Requirements

Program eligibility requirements are provided in **Section I**. Any financial records supplied by an applicant to verify eligibility will not be duplicated or retained by the District. Participation in Virginia's cost-share and/or tax credit program does not convey the public's right to access the participant's property.

## Definition of Applicant

All individuals and privately held business entities operating agricultural land within the boundaries of the Commonwealth of Virginia are eligible to apply and participate in the Virginia Agricultural BMP Cost-Share Program. When an individual or entity operates land not within the boundaries of a Soil and Water Conservation District, the District that has the landowner's hydrologic unit listed in this manual will administer the program to the landowner.

District service areas approved by the state Soil and Water Conservation Board have historically followed county borders. Agricultural fields may cross county borders and therefore a field may exist in more than one District. Additionally there may be discrepancies as to what district a given parcel resides in based upon tax parcel maps, boundary surveys, or other bonafide documentation. In 2016 DCR reviewed county boundaries and tax parcel boundaries and has adjusted some county boundaries to better follow legal tax parcel maps. For the purposes of this cost-share program only, Districts are urged to utilize the county boundary layer available in the Ag. BMP Tracking program to determine the district that will administer the Ag. BMP Cost-share Program. Absent clarity of cost-share oversight authority for a given field from the revised boundary layer map, the District having the largest amount of acreage within its boundaries should administer the cost-share program for the entire field. However, alternatively, if neighboring Districts can cooperatively agree to utilize other existing boundary determination methodologies, those sources may be utilized.

Districts will establish local water quality considerations (see secondary considerations) to serve as guidance for determining which applications will receive cost-share and tax credit approvals. These considerations must be consistently administered when considering any BMP for approval.

Cost-share payments are made to the entity (by social security or federal tax identification number) that applies and signs the request form to participate in the program. The applicant must have a current federal tax form W-9 on file with the District to assure that correct tax information for the applicant is available for reporting purposes. Districts will issue cost-share

and/or state tax credits, as well as IRS 1099 tax forms to applicants based upon W-9 data on file with that District.

Applicants, as defined in Section I. 4. may self certify that they meet the eligibility criteria set out in Section I. (A self certification form is included in the Glossary and Forms section of the BMP Manual.) Districts may request that applicants' provide proof of agricultural production.

When an applicant agrees to carry out the approved BMP for the specified life span, the applicant is responsible regardless of changes in the control of the land. This includes the sale of the property as well as any change in farm lease arrangements. Maintenance agreements between the involved parties can be encouraged but ultimate responsibility still rests with the applicant. Districts may choose to encourage landowner participation over tenant participation in their information and promotional campaigns.

Failure to maintain the practice for the specified life span will result in the applicant being required to refund all or part of the state provided cost-share and/or tax credit amount. In the case of the death of the participant this requirement may be waived. This waiver requires an official action of the District Board that must be recorded in the minutes.

### History

The VACS originated in 1984 with a small number of eligible BMPs, and has continually added and revised BMPs in response to ever changing non-point source pollution and agricultural issues. Many of these changes have been influenced by the agricultural non-point source research and BMP development priorities of the Chesapeake Bay Program. The cost-share program for many years provided funds for demonstration of BMPs and the education of agricultural operators about innovative management and conservation methods.

The VACS continues to evolve with ever increasing emphasis on the implementation of agricultural BMPs in locations that provide the greatest nutrient and sediment reductions for the taxpayer's dollar spent. This focused program mission requires an understanding and commitment by all of those that have a role in program outreach and implementation. Cost-shared BMPs must maximize nutrient and sediment reductions and also protect the taxpayer's interest, by implementing the most cost-effective BMPs possible in locations that achieve the greatest pollutant reductions on a field by field basis. Program implementation should be based upon sound conservation planning and best professional judgment.

The 1987 the Chesapeake Bay Agreement committed the Environmental Protection Agency (EPA) in collaboration with Pennsylvania, the District of Columbia, Maryland, and, Virginia to reduce by 40%, nutrient inputs to the Chesapeake Bay. Virginia has historically supported the Chesapeake Bay restoration effort through program participation, the development of compatible agricultural BMPs, and by dedicating certain funding streams to address identified Bay and tributary nonpoint source (NPS) pollution issues. The inclusion of the Chesapeake Bay on the federal list of impaired waters and the development of Virginia's Chesapeake Bay Watershed Implementation Plan (WIP) has increased Virginia's efforts to further reduce agricultural non-point source pollution.

## Priority Practices

In December of 2004 the Chesapeake Bay Commission (CBC) published a booklet entitled “Cost Effective Strategies for the Bay”. Analysis of BMP applicability, practice cost-effectiveness, and the availability of land to implement the BMPs, identified practices that have the potential to deliver the largest nutrient and sediment reductions for the least cost to the taxpayer. Virginia identified Nutrient Management Plan Writing and Revisions NM-1 (now NM-1A), side dressing and split nutrient applications, (NM-3C, NM-4), Cover Crop practices, (SL-8, SL-8B, SL-8H, and WQ-4), along with Long Term Vegetative Cover on Cropland (SL-1), and High Residue Tillage Systems (SL-15A, SL-15B) as the “most cost-effective BMPs” available through the VACS at that time. Since the identification of this initial list of priority BMPs, livestock exclusion practices (SL-6, WP-2, SL-7, LE-2 and CCI-SE-1), additional cover and land use change practices (CCI-CNT and FR-1), as well as riparian buffer practices (FR-3, WQ-1, CCI-HRB-1 and CCI-FRB-1) were added to the list of priority practices.

To maximize Virginia’s return on stakeholder time and taxpayer funding, as well as to increase cost-effective nutrient and sediment reductions, the above BMPs should be actively promoted by Districts and implemented wherever agricultural land operators are willing to have them applied. Cost-share allocations will be provided to Districts to obligate in the Chesapeake Bay (CB) or Outside of the Chesapeake Bay (OCB) drainage basin as the local District Board believes will best benefit local water quality.

## VACS Funding Sources and Interest Income Earned

The primary source of funding for the cost-share program is from deposits made to the Water Quality Improvement Fund (WQIF) or directly to the Virginia Natural Resources Commitment Fund (VNRFCF) a sub-fund of the WQIF created in 2008 to specifically support implementation of agricultural BMPs. The General Assembly has declared that the purpose of the funds deposited to the VNRFCF is to provide water quality improvement grants to local governments, Soil and Water Conservation Districts, state agencies, institutions of higher education, and individuals for point and nonpoint source pollution prevention, reduction, and control programs. The 2010 Virginia General Assembly authorized an increase in the real estate recordation fee collected for recording land transactions. These additional locally collected fees are deposited in the VNRFCF on a monthly basis. The projected recordation fee revenues are collected each fiscal year along with any other General Fund, WQIF, and VNRFCF deposits as specified in Appropriations Act language for implementation of agricultural BMPs and may be used to determine the total annual program funding.

Other funds from state and federal sources may support VACS and may include monies from federal grants. Some Districts also administer other grant programs or locally funded agricultural incentive programs to encourage owners and managers of agricultural lands to apply BMPs that control sediment, nutrient loss and the transport of pollutants, or protect the health of riparian and aquatic ecosystems and improve the quality of state waters. Many Districts administer multiple conservation programs focused on the reduction of surface runoff, erosion, leaching, bacterial contaminants, and inadequate animal waste management.

Distributions from sources identified above are set out in Section I and Districts are provided with details about funding allocations at the beginning of the state fiscal year. Details describing administrative and programmatic deliverables are documented in grant agreements signed by DCR and District Boards of Directors.

VACS cost-share funds will be administered based upon signed cost-share grant agreements. DCR generates the cost-share grant agreement itemizing DCR and District deliverables associated with VACS implementation. Districts may supplement the cost-share funds provided by DCR with District funds and/or other sources that may be available to them. However, any cost-share funds issued by DCR to Districts are dedicated to implementation of VACS practices. Districts must abide by these program guidelines when using these funds. Funds for implementing VACS BMPs in the CB drainage basin and OCB drainage basin shall be managed separately as the proportion of the overall funds for use within each drainage basin is controlled by the Code of Virginia and Appropriations Act language.

All interest monies earned on cost-share funds issued to each District by DCR must be used solely for cost-share purposes. Interest monies may be devoted to reasonable program expenses such as fees charged for bank services that are related to VACS program monies. Ideally the interest income earned is dedicated to additional approved VACS BMPs.

#### Cost-share Program Funding Allocations

Districts are provided funds for the cost-share program designated to be spent in the Chesapeake Bay (CB) or outside of the Chesapeake Bay (OCB) drainage basins to encourage implementation of BMPs in high priority hydrologic units in accordance with Section I. District locations are illustrated on the map found on page **II-32**. Districts should approve/obligate funds emphasizing identified high priority watersheds and site-specific cost-effective BMPs in accordance with minimum statewide or priority considerations and approved secondary or local water quality considerations to provide the greatest nutrient and sediment reductions at the least cost to the tax payer.

CDCs will confer with District staff at least quarterly to determine their projected needs for cost-share payments for completed and certified BMPs. CDCs will generate a disbursement letter based upon their District's projected ninety-day needs and Agricultural BMP Tracking program data showing approved and completed practices.

#### Reallocation of VACS Cost-share Funds

Due to the large number of SL-6 Pending cost-share applications and a desire to fund those applications as rapidly as is possible there will be no mid-year (April 1) reallocation of cost-share funds in fiscal year 2017. However a full accounting of all cost-share allocation funds will be conducted at the end of the fiscal year.

#### Technical Assistance Funding

Technical Assistance funds are made available to Districts by the Department for VACS Program implementation by District technical staff. Fiscal Year 2017 Technical Assistance allocations shall be disbursed to Districts in accordance with Section I-10.

## Participant Recruitment and BMP Approval

The Virginia Agricultural BMP Cost-Share program gives Districts the responsibility to determine the recipients of state cost-share funds. The better the Districts recruit and evaluate applications, the more successful the local program will be at improving local water quality. This begins with the establishment of local District criteria for conducting recruitment. All of these criteria presume that a clear water quality problem exists on the agricultural operation requesting the cost-share funds and needs to be corrected.

Recruitment guidelines are important for several reasons. Selection of criteria, which address local water quality, will ensure that the water quality benefits from this program are maximized. Since the District Board is responsible for approving cost-share, clearly understood priorities will make this approval process much easier and minimize possible misunderstandings.

All Districts should recruit participants from hydrologic units in descending priority beginning with the highest priority first. It is each District's decision when its recruitment focus needs to shift to the next lower priority hydrologic unit or when its recruitment focus needs to shift to address a specific site related water quality problem that can be resolved utilizing available BMPs. Cost-share requests from outside the priority hydrologic unit(s) may be funded on an exception basis by a District when the practice request meets the applicable priority and secondary considerations.

Participants are to be recruited based upon those factors, which most influence their existing land uses impact upon water quality. The objective of the program is to solve water quality problems by fixing the worst problems first on a field by field basis. The 2014 agricultural non-point source ranking of the National Watershed Boundary Database (VAHU6) currently provides the most accurate identification at a landscape scale, of the lands with the greatest potential to contribute agricultural non-point source pollution into Virginia's rivers and streams. These rankings are excerpted from the Virginia Department of Conservation and Recreation's Agricultural Non-Point Source Pollution Assessment which is included in the 305(b)/303(d) Water Quality Assessment Integrated Report prepared by the Virginia Department of Environmental Quality as required under the federal Clean Water Act. "Factors in this assessment which affect the amount of nutrient loads reaching water from agricultural lands include the erodibility of the soils, types of agricultural practices, types and numbers of farm animals, land cover, stream density, rainfall, seasonal variations in plant growth and nutrient applications, existence and type of agricultural BMPs, soil saturation, and slope."

In summary, Districts should always strive to prioritize the recruitment of applicants and the implementation of BMPs that will reduce the greatest amount of nutrient, sediment, and other identified contaminants while utilizing the least amount of cost-share funds to address site-specific water quality problems in high priority watersheds.

The decision by the District Board regarding recruitment guidelines should be incorporated into the annual plan of work. For the upcoming fiscal year, these policies will be developed during the fourth quarter of the existing fiscal year.

Districts are strongly encouraged to conduct recruitment of program participants on a continuous basis thus identifying future funding needs.

Districts may find it valuable to hold several open meetings for the public to participate in developing these criteria. They should, at least assure that their traditional clientele of program participants are made aware of changes in guidance and how it will impact them.

Final approval of practice funding is the responsibility of the local District Board of Directors. All actions taken must be voted upon and the outcome recorded in the minutes of the meeting where such action is taken. Districts should be prepared to verify and document that their cost-share allocations are being spent in accordance with the priority and their secondary considerations and according to administrative guidance published in this manual.

#### Priority Considerations (Statewide Water Quality Considerations)

These must be used by all Districts to qualify cost-share applications for Board consideration for funding. Any application that does not meet at least one of these priority considerations set out in Section I-7. and discussed below should not receive funding:

1. Priority consideration must be given first to those candidates in the highest ranked hydrologic units. See Page **II-33 - II-41** for NWBD list and rankings. Multi-county districts may select a priority hydrologic unit from each county for recruitment. Descending priority would be given to those in lower ranked units.

Districts should prioritize the implementation of appropriate BMPs that will reduce the greatest amount of nutrient and sediment contamination while utilizing the least amount of cost-share funds to address site-specific water quality problems in identified high priority watersheds with all program cost-share funds.

The exceptions would be for animal waste management practices and actions to protect groundwater, gully erosion, or critical areas\*.

\*The following practices are exceptions:

- Nutrient Management Plan Writing (NM-1A)
- Precision Nutrient Management on Cropland (NM-5)
- Vegetative Stabilization of Marsh Fringe Area (SE-1)
- Stream Exclusion with Grazing Land Management (SL-6)
- Small Grain and mixed Cover Crop for Nutrient Management (SL-8B)
- Long term Vegetative Cover on Critical Areas (SL-11)
- Sediment Retention, Erosion or Water Control Structure (WP-1)
- Stream Protection (WP-2)
- Sod Waterway (WP-3)
- Animal Waste Control Facilities (WP-4)
- Dairy Loafing Lot Management System (WP-4B)
- Composter Facilities (WP-4C)
- Grass Filter Strips (WQ-1)
- Water Table Control Structure (WQ-5)

2. Candidates for cost share or tax credit approvals that are located within or upstream of an identified impaired stream segment shall be prioritized for funding of practices that reduce the identified pollutant. VAHU6 hydrologic units completely within an existing

AG NPS Stream Impairments and partially within an existing AG NPS Stream Impairment are identified-from the GIS layer within the Ag BMP Tracking Program.

3. Participants applying for BMP funding on fields that are at least 1/3 HEL (Highly Erodible Land) soils.
4. Applications for cost-share or tax credit approval to implement BMPs that are included in an approved VA Resource Management Plan will also receive priority consideration.

### Conservation Efficiency Factor

A Conservation Efficiency Factor (CEF) is calculated by the Agricultural BMP Tracking program as a priority tool to assist Districts with the ranking of their cost share practice requests, the lower the CEF value the higher the conservation efficiency of the project. The CEF uses ten different components, including soil loss data that is input by the District, as well as the environmental information associated with the location of the practice to generate a factor that can be used to rank the proposed practice compared with other like BMPs as well as different BMPs (See Section I.7.) discussion on the Targeting of the Expenditure of Cost-share Funds). Although the CEF can be used to rank different BMPs it will more accurately rank different BMPs that are oriented toward reduction of the same contaminate. For example, when comparing the same BMP implemented in different locations the CEF will provide a high degree of confidence in the practice ranking. When comparing two different cropland practices (like a SL-3 to an SL-4) both of which primarily reduce sediment runoff from crop fields, the CEF ranking scores should produce a ranking with a high degree of reliability, however it should not be relied upon absolutely, but rather should be analyzed to assure that the CEF makes sense given other environmental factors applicable to each specific site and BMP. If the CEF is used to rank two different BMPs that are focused on reducing different contaminants, such as a WP-4 as compared to an SL-1 the factor may provide some guidance as to the anticipated environmental benefits associated with the different geographical locations. However, the level of reliability associated with comparing highly divergent BMPs is acknowledged to be less than perfect. In general, the lower the CEF the higher the priority for consideration to fund should be.

CEF calculations have been updated for fiscal year 2017; CEF now uses the 2014 impaired waters list in lieu of a TMDL layer used previously. The internal calculation of an installation's cost efficiency is a contributing component of the final CEF calculation and now includes animal units excluded rather than a count of systems implemented and a consideration of the acres benefitted.

**All Districts shall consider the Conservation Efficiency Factor (CEF) when comparing projects for cost-share funding as a component of their decision process.**

## Secondary Considerations (Local Water Quality Considerations)

The list of criteria adopted, as "secondary considerations" by each Board may be as extensive as each District deems appropriate. Some Districts may choose to develop separate guidelines for each priority hydrologic unit. Districts shall utilize their 2015 secondary considerations to approve cost-share funding for existing 2015 SL-6 Pending lack of funding cost-share applications.

Secondary considerations (SC) that identify the local District Board's water quality improvement focus will be developed and approved by the District Board. These secondary considerations should be easily understood by any potential participant. Districts should focus on describing the Boards' desired local water quality improvements. Secondary considerations should be narrative statements that assist District Boards in ranking cost-share applications based upon which practice implementation will provide the greatest amount of local water quality improvement. The District will be expected to abide by these policies throughout the entire program year so that each application is ranked to receive funding based upon the anticipated water quality benefits.

Districts shall clearly and fully record their secondary or local water quality considerations so that the decisions for funding applications made by applying the considerations are easily understood by all potential applicants. The secondary considerations adopted by a District must be submitted to the DCR Agricultural Incentives Program Manager for review and approval before any cost-share applications are approved. Once approved and accepted, each District will be expected to adhere to these guidelines when authorizing practice approvals for the entire fiscal year. Revised secondary considerations may not be implemented until the beginning of the next fiscal year. After such guidelines are in place, recruitment by staff may begin in accordance with the expressed priorities.

Districts may select some combination of these or other factors with development of local water quality considerations that will be followed to determine program participants:

1. Fields with a high leaching index or other major impacts upon groundwater (such as sinkholes) will be prioritized to receive funding.
2. Land with an existing conservation plan, which meets or exceeds the NRCS minimum standards for a conservation plan, will be prioritized to receive funding.
3. Applications with the lowest Conservation Efficiency Factor (CEF) when compared to other applications for the same practice will be prioritized to receive funding.
4. Applications with highest percentage of a total conservation plan to be implemented in a given year will be prioritized to receive funding.
5. Applications with the largest number of acres of conservation plan to be implemented will be prioritized to receive funding.
6. Applicants with a history of successful participation (defined as completing previously approved practices within the time frame identified by the District or has maintained previously installed practices within specifications throughout its lifespan, etc) in conservation programs.
7. Applications that will exclude the highest density of livestock (defined as the number of 1,000 lb. animal units excluded per linear foot of stream bank protected) will be prioritized to receive funding.

8. Applications to implement practices that will reduce contaminated runoff into source water for public drinking water will be prioritized to receive funding.
9. Applications that will protect identified Healthy Waters (based upon INSTAR data) will be prioritized to receive funding.

Additionally, for Districts within the Chesapeake Bay basin, Districts shall give priority to BMPs addressed within the Virginia Chesapeake Bay Watershed Implementation Plan and for Districts Outside of the-Chesapeake Bay basin, priority shall be given to BMPs in the highest priority agricultural NPS watersheds (as ranked by the Department; high, medium, and low).

### Virginia's Healthy Waters Initiative

Traditionally, water quality based programs have emphasized practice implementation to support restoration of streams and improvement of degraded surface waters. This is very important but there are viable opportunities for best management practices to protect streams that are already considered healthy. Recognizing that it is generally less expensive to conserve and protect healthy ecosystems than to restore them after they have been damaged, agricultural BMPs can serve a key role in the protection of healthy waters and healthy watersheds. The integrity (health) of aquatic ecosystems (streams) is tightly linked to the watersheds of which they are a part. There is a direct relationship between land cover, key watershed processes and the health of streams.

Virginia has identified numerous ecologically healthy streams, creeks and rivers throughout the state, and there are more yet to be identified. Healthy streams are identified by factors that include: high numbers of native species and a broad diversity of species, few or no non-native species, few generalist species that are tolerant of degraded water quality, high numbers of native predators, migratory species whose presence indicates that river or stream systems are not blocked by dams or other impediments, and low incidence of disease or parasites. Healthy streams in Virginia have been identified and ranked through a stream ecological integrity assessment known as the **Interactive Stream Assessment Resource (INSTAR)**, <http://instar.vcu.edu/> as “exceptionally healthy,” “healthy,” or “restoration candidate.” INSTAR was originally designed to assist individuals with planning and land use decisions by identifying healthy streams in their communities and encouraging their protection. Districts may choose to prioritize BMP applications from areas with identified healthy waters by specifying healthy waters as a secondary consideration.

Some actions that typically support healthy waters protection:

- **Create, maintain, or expand riparian buffers:** Vegetative corridors extending at least 35' in width upland from the top of the stream bank buffer streams from activities in the watershed by intercepting runoff that would otherwise transport sediment and other pollutants to the stream. This is one of the most effective measures for protecting streams.
- **Protecting headwater streams:** Often intermittent, and therefore not recognized as a “blue line stream” and underserved by regulation these streams are extremely important to the natural function of downstream waters. Fencing livestock out of these areas can prevent downstream degradation of high quality perennial streams.

- **Maintain natural stream flow:** The natural, seasonal pattern of stream flow, the stream's response to storm events, and maintaining minimum flow levels may be as critical to a stream's health as water quality.
- **Protect natural stream channels:** Denying livestock unlimited access to stream channels reduces direct introduction of some pollution (bacteria) as well as limits the disturbance to habitat and the creation of erosion problems.

Agricultural BMPs that support the protection of healthy waters work in the same fashion as those that are implemented to restore impaired streams. Actions like creating **filter strips, riparian buffers, wetland restoration, stream bank protection through fencing, development of alternate water sources for livestock, stream bank and channel stabilization, sediment and erosion control and capture** all provide important mitigating factors in watersheds that have identified healthy streams but also see the impact that Virginia's working lands experience daily.

#### Cost-Share Funding Restrictions

- For program year 2017, programmatic caps shall be administered in accordance with Section I.8.

The Agricultural BMP Tracking Program provides the District the ability to monitor participant cost-share approval and payment during the program year, both within and across District boundaries. Districts are advised to make use of the "Participants Contracts" function to monitor the amount of cost-share that have been approved both with your District and across Districts to insure participants are not overpaid based on Statewide Caps.

#### Eligible Practices

All practices listed on pages **II-65 through II-69** are available to all Districts. Districts must offer all practices to all interested applicants in their area. Districts cannot make modifications or changes to standards and specifications without prior approval from DCR.

Requests for practices must be guided by a conservation plan for the site if required by the VACS guidelines. Cost-share funds are intended to provide an incentive for the implementation of BMPs and/or their continuation in future years. Authorized practices must be projects that meet standards and specifications as described in the technical specifications of this manual. The language of the VACS practice specification must be followed. If there is any question as to the applicability of a particular BMP, the conservation technical staff should assure that the Purpose and Description section of the specification is appropriate to improve the specific natural resource concern identified on the agricultural operation. BMPs initiated prior to submitting a cost share/tax credit application are not eligible. Authorization to receive cost-share and/or tax credit can only be granted upon approval of an application by the Board of Directors.

Practices will be certified by the participant and a qualified technical authority that shall have previously held the appropriate NRCS engineering job approval authority for the components being certified as meeting VACS practice specifications before issuance of the cost share payment. If a NRCS practice standard referenced in the VACS specification is in conflict with the Virginia BMP practice specification language the VACS practice specification language must be followed.

## Guidance on Volunteer Hours and the Cost-Share Program

This guidance provides clarification for allowing volunteer hours that have value in the calculations to determine Agricultural BMP cost-share practice reimbursement amounts. The cost-share program does not restrict the source of the labor that a participant may value and submit as a cost associated with the implementation of authorized BMPs. Above all, it is important that the number of hours and value of those hours is appropriate to the labor needed to accomplish the BMP installation. The relationship between the labor suppliers, be they family, a licensed contractor, non-governmental organization (NGO), or a farm employee is between the participant and the labor supplier. As with all reimbursable BMPs, the practice participant must provide documentation to support the labor component of the installed practice – meaning the quantity of labor hours and monetary value of the labor performed. Districts must ensure that the labor charges submitted are in line with the Total Eligible Estimated Cost that was the original basis for the amount of cost-share approved for BMP installation. Further, Districts must have comfort with the fairness of the labor cost submitted for calculation of the cost-share reimbursement payment. The most pertinent questions to answer when calculating the cost-share payment is whether the labor cost submitted is appropriate for the labor required to implement the practice based upon local labor rates, and whether the quantity of hours submitted is reasonable for the amount of work accomplished.

## State Environmental Law Compliance

The passage of state environmental laws has placed new emphasis on the implementation of Best Management Practices. To avoid overlap or policy conflicts, the following list denotes program eligibility for state sponsored cost-share assistance. For operations that fulfill all other VACS program eligibility requirements:

- Problems identified with a founded Agricultural Stewardship Act (ASA) complaint – **Are eligible** as long as the producer elects to develop a conservation plan to correct the problem.
- Problems identified with a founded ASA complaint – **Are Not Eligible** if the Commissioner of Agriculture has issued a corrective order as a result of not implementing an approved plan.
- Problems identified as possibly being in violation of a state environmental law or regulation - **Are eligible** if the producer is working with the Department of Environmental Quality (DEQ) to come into compliance with state requirements, or the producer has identified needed actions independently.
- Problems identified as being in violation of a state environmental law or regulation – **Are Not Eligible** if the producer has received an enforcement order from DEQ, unless cost-share assistance was requested to help correct the problem prior to commencement of the enforcement action.
- Except as otherwise expressly provided in this manual, the VACS program is not intended to provide financial assistance for any actions required or voluntary, by local ordinance; mitigation bank; or any state or federal, law, regulation, or permit. Should any funded practice be used for such purposes during its lifespan, all or part of the financial assistance

(including cost-share and tax credit) from the VACS shall be refunded on a pro-rata basis. Such exclusion shall not apply to the Resource Management Plan Program.

### Agricultural Act of 2014 (Federal Farm Bill) Compliance

The passage of the federal Food Security Act of 1985 (Farm Bill), the Rural Investment and Security Act of 2002 and 2008, and the Agricultural Act of 2014 place a continuing emphasis on the implementation of Best Management Practices. To avoid overlap or policy conflicts, the following list denotes program eligibility for state-sponsored cost-share assistance.

Land identified as being in violation of "Sodbuster" provisions – **Are Not Eligible** if not carrying out an approved plan to return to sod condition or not eligible if used on converted woodland.

Land identified as being in violation of "Swampbuster" provisions – **Are Not Eligible**.

Land enrolled under the Wetlands Reserve Program (WRP) – **Are Not Eligible**.

Land enrolled under the continuous Conservation Reserve Program (CRP) – **Is eligible** for establishment only.

Individuals who are in violation of wetland conservation provisions of the Farm Bill – **Are Not Eligible** for Virginia cost-share assistance.

Land identified as highly erodible (HEL) – **Is eligible**.

Land enrolled under federal programs – **Is eligible** as long as NRCS, FSA or other federal agency policies and procedures are met.

Individuals who are in violation of the Farm Bill are prohibited from receiving VACS cost-share funds. Those producers who, for one reason or another, have not participated in United States Department of Agriculture (USDA) programs and have not had a HEL determination made are not considered in violation. If an individual has received a HEL determination and has not had a plan approved, the individual is not eligible for Virginia cost-share assistance. In these cases an application may be accepted, but the practice will not be approved until the District has approved a conservation plan and the individual has regained eligible status with USDA.

In the event a Virginia Agricultural BMP Cost-Share Program participant is determined by USDA-FSA or NRCS to be out of compliance with the conservation provisions of the 1985, 1990, 1996, 2002, 2008, or 2014 Farm Bills, the language below is appropriate to use when notifying that individual of his or her state cost-share status.

The \_\_\_\_\_ Soil and Water Conservation District Board has been notified by the \_\_\_\_\_ County FSA (or NRCS) office that your farm operation is determined to be out of compliance with the requirements of the federal Farm Bill and as a result you now have an ineligible status with USDA. The Virginia Agricultural BMP Cost-Share Program cooperates with USDA cost-share programs. As a result, Virginia Agricultural BMP Cost-Share Program policy prohibits individuals who are in violation of the Farm Bill from receiving state cost-share funds. The District Board is unable to (approve your request for cost-share program funds), or (honor its

earlier approval of cost-share funding for your request) for the [name of practice(s) and practice code(s)] under the cost-share program.

Contingent upon available funding, your request(s) for cost-share assistance will be reconsidered by the District Board once you have regained eligible status with USDA. Please contact the District office if you need technical assistance in regaining eligible status with USDA or have any questions.

You may wish to consider the Virginia Agricultural BMP Tax Credit Program. This program is open to all individuals regardless of eligible status with USDA.

Sincerely,  
District Chairman

cc: FSA CED  
NRCS DC

### Conservation Plan Requirements

The VACS program supports and encourages conservation planning, including Resource Management Planning, on all agricultural land in Virginia. However, recognizing the level of BMP implementation that will be required to reduce agricultural nonpoint source pollution throughout the state, the VACS program exempts certain high priority agronomic BMPs from the requirement to have an approved conservation plan prior to receiving VACS funding approval. Removal of the conservation planning requirement from these practices is an effort to reduce the amount of administrative time and effort required by Districts toward implementing these practices. Specifically these practices are: Nutrient Management practices (NM-1A, NM-3C, and NM-4), Cover Crop practices, (SL-8, SL-8B, SL-8H, and WQ-4), High Residue Tillage System practices (SL-15A and SL-15B), Conversion of Cropland to Long Term Vegetative Cover (SL-1) and all Continuous Conservation Initiative practices (CCI-CNT, CCI-FRB-1, CCI-HRB-1, and CCI-SE-1).

**However, language in the Code of Virginia (§ 58.1-339.3) requires that a participant have a soil conservation plan approved by the local Soil and Water Conservation District to receive an Agricultural BMP Tax Credit.** Additionally, when the participant seeks combined funding for a practice from federal programs and USDA a plan is required. Forestry practices also require a plan, which meets the Department of Forestry minimum criteria for a Cost-Share Plan.

When a conservation plan is required, all stages of the planning process must be in place prior to cost-share payment for an approved completed practice. The development of plans that provide more erosion control or address additional water quality issues are always encouraged. Districts are responsible for completing and retaining the Virginia Historic Resources survey and DCR Natural Heritage, Rare, Threatened and Endangered search documentation for acreages affected by the practice(s). This will assure that implementation of publicly funded BMPs will not impact cultural resources or Rare, Threatened, and Endangered (RT&E) species.

Plans written for any federal Farm Bills, Chesapeake Bay Preservation Act, Virginia Forest Stewardship Program, and Agricultural Stewardship Act are eligible provided the minimum

erosion control level is met as well as other specified program requirements. Resource Management Plans are required to meet “T”, and may be used as conservation plans for the purposes of the VACS. Existing plans that do not meet the required criteria, must be revised to meet this minimum standard and be approved by the District Board.

### Conservation Planning Module

DCR has developed a conservation planning module as part of the Ag. BMP Tracking Program. The module was developed with significant input from a stakeholders group that defined the desired functionality and capabilities. District conservation technicians will need to be certified to utilize the DCR conservation planning module. Training sessions will be presented both on line and in the classroom, all training sessions must be completed before conservation plans may be developed on the module.

Nutrient management plans are required as a prerequisite for animal waste practices and certain other identified agronomic practices (see the Virginia BMP Table 1 in the front of this manual) it identifies all practices that require NM plans. The plan must be consistent with requirements for nutrient management plan content and procedures as stipulated in the current Nutrient Management Training Certification Regulations. Consult the appropriate DCR specification for specific plan requirements. Nutrient management plans must be completed before a practice installation is certified and payment is made. With the exception of requests for animal waste practices (i.e. WP-4, 4B, 4C, 4E, & 4F), a conservation plan and an associated nutrient management plan is only required for the field or site to be treated with the collected manures or compost, however more comprehensive conservation planning is always encouraged. If an animal waste practice is requested, a conservation plan needs to address the erosion control, waste management, and the nutrient management for all of the acreage that will receive animal waste applications.

### DCR Agricultural Engineering Program

This program provides engineering assistance to the 47 soil and water conservation districts across the Commonwealth. Engineering assistance includes; engineering support with designs, training of District staff, and the implementation of various quality control mechanisms. The most notable of these quality control mechanisms is the implementation of DCR’s Engineering Job Approval Authority (EJAA) Program. See the glossary in this manual for a definition of EJAA.

DCR now has a Professional Engineer to serve as the State Engineer for agricultural BMP practices. With the addition of this professional staff, DCR developed a process to issue EJAA to District staff who have demonstrated competency in the design and construction of various agricultural best management practices per USDA-NRCS standards and specifications. **If a District staff person does not have DCR EJAA for any of the practice components being designed/installed as part of the VACS practice, they are not authorized by DCR to proceed to construction of said practice components. As a result, they should contact the DCR Agricultural Engineer/technician servicing their District for further instructions on what requirements will be needed to complete the practice.**

Various levels of EJAA will be delegated to an individual District employee for each practice component based on increasing levels of complexity. For example, EJAA may be issued to a given District staff person for a Livestock Pipeline based on a design that utilizes a maximum

pipe diameter size of 1.5”. The District staff person cannot design a system with a pipeline that exceeds 1.5” diameter.

An individual EJAA sheet will be issued for each District staff person who holds DCR EJAA. This sheet fully defines the various levels for EJAA as well as their limits. Please see the below DCR EJAA chart to determine which practice components require DCR EJAA and which components require design by a Professional Engineer. If a VACS practice is not listed in this chart, the practice does not contain components that require EJAA or a Professional Engineer and the practice can proceed to completion without the EJAA requirement.

**All DCR EJAA and completed designs will be subject to annual reviews and engineering spot checks.**

**VACS Practice Components Requiring EJAA or PE Review and Approval**

<b>VACS Practice Code</b>	<b>VACS Practice Name</b>	<b>NRCS Practice Code</b>	<b>NRCS Practice Name</b>	<b>Professional Engineer (PE) or Engineering Job Approval Authority (EJAA) Required as indicated below</b>
LE-2	Livestock Exclusion with Reduced Setback	533	Pumping Plant	EJAA
		561	Heavy Use Area Protection	EJAA
		574	Spring Development	EJAA
		575	Trails and Walkways	EJAA
		578	Stream Crossing	EJAA
		614	Watering Facility	EJAA
		516	Livestock Pipeline	EJAA
		642	Water Well	EJAA

<b>VACS Practice Code</b>	<b>VACS Practice Name</b>	<b>NRCS Practice Code</b>	<b>NRCS Practice Name</b>	<b>Professional Engineer (PE) or Engineering Job Approval Authority (EJAA) Required as indicated below</b>
SL-4	Terrace Systems	600	Terrace	EJAA
SL-5	Diversion	362	Diversion	EJAA
SL-6	Stream Exclusion with Grazing Land Management Protection	533	Pumping Plant	EJAA
		561	Heavy Use Area Protection	EJAA
		574	Spring Development	EJAA
		575	Trails and Walkways	EJAA
		578	Stream Crossing	EJAA
		614	Watering Facility	EJAA
		516	Livestock Pipeline	EJAA
		642	Water Well	EJAA
SL-7	VACS Support for Extension of CREP Watering System	561	Heavy Use Area Protection	EJAA
		575	Trails and Walkways	EJAA
		578	Stream Crossing	EJAA
		614	Watering Facility	EJAA
		516	Livestock Pipeline	EJAA
SL-9	Grazing Land Management	516	Livestock Pipeline	EJAA
		614	Watering Facility	EJAA
		561	Heavy Use Area Protection	EJAA
WP-1	Sediment Retention, Erosion or Water Control Structure	350	Sediment Basin	PE
		362	Diversion	EJAA
		410	Grade Stabilization Structure	PE
		638	Water and Sediment Control Basin	PE
WP-2	Stream Protection	575	Trails and Walkways	EJAA
		578	Stream Crossing	EJAA

<b>VACS Practice Code</b>	<b>VACS Practice Name</b>	<b>NRCS Practice Code</b>	<b>NRCS Practice Name</b>	<b>Professional Engineer (PE) or Engineering Job Approval Authority (EJAA) Required as indicated below</b>
WP-2A	Streambank Stabilization	575	Trails and Walkways	EJAA
		578	Stream Crossing	EJAA
		580	Streambank & Shoreline Protection	PE
WP-3	Sod Waterways	412	Grassed Waterway	EJAA
WP-4	Animal Waste Control Facility	313	Waste Storage Facility	PE
		359	Waste Treatment Lagoon	PE
		362	Diversion	EJAA
		367	Roofs and Covers	PE
		558	Roof Runoff Structure	EJAA
		561	Heavy Use Area Protection	EJAA
		633	Waste Recycling	PE
		634	Waste Transfer	PE
		412	Grassed Waterway	EJAA
		575	Trails and Walkways	EJAA
		620	Underground Outlet	EJAA
WP-4B	Loafing Lot Management System	367	Roofs and Covers	PE
		313	Waste Storage Facility	PE
		561	Heavy Use Area Protection	EJAA
		362	Diversion	EJAA
		516	Livestock Pipeline	EJAA
		574	Spring Development	EJAA
		575	Trails and Walkways	EJAA
		614	Watering Facility	EJAA
		633	Waste Recycling	PE
		533	Pumping Plant	EJAA
		558	Roof Runoff Structure	EJAA
		620	Underground Outlet	EJAA
		634	Waste Transfer	PE
		642	Water Well	EJAA

<b>VACS Practice Code</b>	<b>VACS Practice Name</b>	<b>NRCS Practice Code</b>	<b>NRCS Practice Name</b>	<b>Professional Engineer (PE) or Engineering Job Approval Authority (EJAA) Required as indicated below</b>
WP-4C	Composting Facilities	313	Waste Storage Facility	PE
		316	Animal Mortality Facility	PE
		317	Composting Facility	PE
		633	Waste Recycling	PE
		367	Roofs and Covers	PE
		558	Roof Runoff Structure	EJAA
		620	Underground Outlet	EJAA
		634	Waste Transfer	PE
WP-4F	Animal Mortality Incinerator Facility	316	Animal Mortality Facility	PE
		633	Waste Recycling	PE
		558	Roof Runoff Structure	EJAA
		620	Underground Outlet	EJAA
		317	Composting Facility	PE
		367	Roofs and Covers	PE
WP-6	Agricultural Chemical & Fertilizer Handling Facility	309	Agrichemical Handling Facility	PE
WQ-1	Grass Filter Strips	466	Land Smoothing	EJAA
		572	Spoil Spreading	EJAA
WQ-5	Water Table Control Structure	587	Structure for Water Control	PE
WQ-11	Agricultural Sinkhole Protection	500	Obstruction Removal	EJAA
		362	Diversion	EJAA
WQ-12	Roof Runoff Management System	362	Diversion	EJAA
		558	Roof Runoff Structure	EJAA
		561	Heavy Use Area Protection	EJAA
		412	Grassed Waterway	EJAA
		468	Lined Waterway or Outlet	EJAA
		606	Subsurface Drain	EJAA
		620	Underground Outlet	EJAA

## Land Conservation Easements and BMP Cost-Share Program Eligibility

Open Space and Conservation Easements that restrict certain land uses by a property owner are being promoted more commonly as a method of long-term land protection. The Commonwealth of Virginia offers a state tax credit (the Land Preservation Tax Credit, or LPTC) to any landowner who donates an open-space or conservation easement for the benefit of conservation values. The value of the tax credit is determined through a professional land appraisal process that establishes the land's values before and after the easement is recorded and thus determines the value of the donation. The difference in value becomes the basis for the amount of the tax credit. The Commonwealth and DCR wish to support the protection of agricultural lands by encouraging permanent conservation easements. Questions have arisen about the relationship between open space and conservation easements and the Virginia Agricultural Best Management Practices Cost-Share Program.

One point that merits clarification is that the Commonwealth funds the maximum amount of NPS reductions by assuring that each conservation effort provides maximum impact for the taxpayer's dollar. It may appear at first glance that the Commonwealth would be paying twice for the same conservation treatment if cost-share incentives or BMP tax credits apply to the same land that is eligible for tax credits as a result of a permanent conservation easement. In fact, the appraisal process for such easements analyzes only the development potential of the land, and the valuation of the land does not take into account any BMPs that may be in place on it. Even though the LPTC and cost-share incentives may apply to the same property, they have entirely different purposes. The LPTCs are primarily an incentive to reduce subdivision and development of land, while cost-share payments or BMP tax credits are incentives to help landowners implement best management practices that reduce NPS pollution from agricultural operations. Thus, when a donated conservation easement requires livestock exclusionary fencing, the landowner may apply to receive cost-share when the fence is built later. The existence of easement language that requires livestock exclusion from riparian buffers does not render the landowner or land ineligible to receive cost-share or tax credits for the implementation of BMPs.

If the landowner applies and receives cost-share from the District and in many cases a BMP tax credit for his out-of-pocket expenses for installing riparian exclusion fence and an alternative watering system prior to the recording of the conservation easement, the landowner must honor the ten-year commitment to maintain the practice. After ten years there is no further obligation to the cost-share and/or BMP tax credit programs, and the landowner may manage the land in keeping with the recorded easement. During the lifespan of the practice, the more stringent requirements apply.

If after the installation of the exclusionary fence, the landowner elects to record an easement with a private conservancy or a conservation agency that restricts livestock from the riparian areas, then the maintenance of the exclusionary fence or removal of the livestock from the property is extended from 10 years into perpetuity, and becomes the responsibility of the easement holder to monitor as part of their easement compliance monitoring provided these are requirements of the easement.

## 2015 SL-6 Pending Applications for 100% Reimbursement

Districts may utilize their 2017 VACS cost-share allocation to fund SL-6 Pending practices from fiscal year 2015. Each year's eligible SL-6 Pending applications may only be compared to other projects from the same fiscal year and not between fiscal years so that CEF scores may be compared accurately. During FY 2017 any approved 2015 SL-6 Pending 100% percent reimbursement application that has not initiated construction or negotiated and signed contract(s) to install the practice by the end of ninety (90) days after being offered cost-share funds will be cancelled by the District.

## Cost-Share Rates

Practices paid on a percentage basis can be funded solely with state funds or in combination with other cost-share assistance programs (piggy-back funding). These can include (but are not limited to) the Environmental Quality Incentive Program (EQIP), the Emergency Watershed Protection (EWP) program, or other USDA programs. The Department of Forestry Conservation Programs, like Reforestation of Timberland may only be used for combined funding with the forestry practices FR-1, FR-3, and FR-4.

Percentage based cost-share payments should be calculated to reimburse the participant for 75% of the approved eligible cost. Flat rate payments (example, \$ per acre) are anticipated to be equivalent to 75% of the cost of implementing a practice. Cost-share payments shall be made based upon the lesser of actual or estimated eligible cost. Unless explicitly allowed for within this manual (see BMP specification rates sections).

Districts, federal agencies, or other conservation organizations may choose to combine resources to fund mutually high priority practices up to a maximum state and federal cost-share rate of seventy-five percent (75%) or as allowed in the VACS BMP specification. Other sources of funding including funding from local and private funds may provide additional reimbursement. Experience has shown that a contribution towards implementing the practice by the participant encourages the long-term maintenance of the practice.

Districts are encouraged to meet with local conservation workgroups to discuss funding options, priorities, and program administration. In addition, Districts may use local workgroups approved current commercial rates (seed, lime, fertilizer, machinery, and labor), District approved unit cost, or statewide average cost, to establish estimates for eligible practice components.

## Participant Notification

Districts **must** notify each applicant of the maximum dollar amount approved as well as the cost-share rate for the practice. This will prevent an over allocation of funds by establishing an approved maximum cost-share payment based on the estimated cost. The following sample language can be used: Your application to install a (Practice Name and Number) under the Virginia Agricultural BMP Cost-Share Program has been approved and funded for \_\_\_\_\_ percent of the total eligible cost not to exceed \_\_\_\_\_ dollars. Landowners need to be informed that the authorized amount of cost-share assistance is the maximum they can receive and that disbursement of funds is not expected before a specified date.

Participant notification of available funding must also include a copy of the DCR practice specifications to insure they are aware of all aspects of their commitments.

Payments over the estimated total cost due to additional incurred expenses that arise after the original District authorization are allowed for constructed practices under the following conditions:

1. Site conditions unforeseen during the design of the practice warrant design or construction changes that create an additional expense; if the condition had been known at the time of the original design, it would have been addressed in the original design and cost estimate.
2. Additional material expenses must be directly related to the unforeseen site condition altering material quantity or structural specification.
3. District Board action may approve additional cost-share funds up to the specified practice cost-share rate as allowed for within this manual for additional eligible component expenses related to the unforeseen condition. The sum of additional cost-share and the cost-share amount originally approved cannot exceed 75% of the total eligible costs or the specified cost-share rate for the practice as provided in this manual.
4. When funds are available, District Board action may approve such requests for additional cost-share on an individual basis throughout the program year and only for those practices installed during the same program year.

Authorization of additional cost-share must be recorded in the District meeting minutes and appropriate changes should be made and noted on the request application and the tracking program.

### Payment

Any application must meet appropriate technical responsibility standards and specifications of that practice before cost-share payment is made. Payment is issued after the participant and technical representative have certified practice installation on Part III of the Virginia BMP Incentives Contract. NRCS has determined that their technical staff may not sign the Technical Practice Certification as written in the Part III of the VACs contractual documents when they have not been involved in assuring that all federally required documentation has been accomplished

The amount of the cost-share payment is calculated based upon the estimated cost or total actual cost whichever is less. Estimated cost may include engineering cost for structural practices. Engineering cost may include survey, design, and/or post construction certification and as built drawings. When completed practices are scheduled for combined funding from a District and other sources, the District cost-share payment must reflect the balance due (not to exceed the amount approved by the District for the cost-share payment) after payment has been approved or issued by the other sources. Total combined state and federal conservation program cost-share payments must not exceed state cost-share rates specified in this manual (see rates section of BMP specifications) or as otherwise explicitly allowed within this manual.

Districts must provide an Internal Revenue Service Form 1099-G (except for NM-1A, RMP-1 and RMP-2 – which requires a 1099-Misc) to any cost-share program participant who receives \$600 or more in cost-share payment(s) per their federal taxpayer identification number or social security number during the calendar year. If the payment for an NM-1A, RMP-1 or RMP-2 practice is redirected at the participant's request to a certified nutrient management or resource management planner the appropriate 1099-Misc should go to the entity receiving the cost-share funds (see NM-1A, RMP-1 and RMP-2 specifications). Districts must also file the appropriate IRS Form 1099 and Form 1096 with the Internal Revenue Service in accordance with IRS regulations. Neither the local Soil and Water Conservation District (SWCD) nor the Virginia Department of Conservation and Recreation (DCR) provides tax advice; the program participant may wish to consult with an independent tax advisor regarding any potential tax consequences.

### Government Owned/Managed Land

Land owned and managed by municipalities or other federal and state governmental agencies or partitions thereof are **not eligible** to receive Virginia cost-share assistance. Lands located outside of the state are **not eligible** unless a portion of the field or site in need of treatment lies within Virginia's boundary, in which case the entire field or site in need of treatment is eligible.

### Documentation

Districts will retain all billings and supporting data in their files according to the following unless notified by DCR.

- Districts must complete their data input to the Tracking program according to the program schedule published in the front of this manual.
- Conservation plans and practice design sheets should be kept with individual case files according to District policy.
- Minimum document retention for cost-share application forms will be three (3) years. Canceled applications may be discarded after the (3) year period if not needed for future reference by the District.
- If the practice is installed, documentation should be retained for three (3) years beyond the lifespan of the practice.

Any state cost-share request that includes at least one subcontractor's scope of work that is anticipated to exceed a billable expense in excess of \$30,000 must comply with the approved bid procedures (see page **II-70**) before cost-share funds can be expended. Use of the Virginia Agricultural BMP Cost-Share Bid Solicitation Sheet is mandatory for all such requests.

For any practice cost-shared with VACS funds on a percentage basis, the District will require bills for all eligible practice components to determine total installation cost. Authorizing personnel will examine supporting data to determine eligible components and proper rates. Participant must sign DCR Incentives Program Contract Parts I, and III. Part III includes the participant's certification that the practice is completed according to specifications.

Districts must file their copy of all CREP related forms within the participant's folder. Conservation Plans and practice design sheets should be kept with individual case files according to NRCS policy.

Districts shall keep FSA form 848's in the participant's folder and should reference the signed 848 on the DCR contract Part II (statement of technical need) and on the DCR contract Part III (participant and technical practice certification signature areas).

FSA will keep all billings and expense records. Copies of appropriate FSA forms (CRP-1, and appropriate 848(s)), the Conservation Plan of Operations, and a copy of DCR form 199-071 or Parts I, II and III of the Virginia BMP Incentives Program Contract will provide sufficient documentation for District files.

### Data Reporting

In order to adequately track program effectiveness and to make necessary management decisions, it is vital that all data requested on the DCR Incentives Programs Contract be input, and updated into the Agricultural BMP Tracking Program in a timely fashion. The Tracking Program and BMP database will be maintained on the Richmond server and will be available for generating reports through Logi Ad Hoc software accessible by the District staffs.

DCR database management staff will officially collect data for all practices quarterly. All necessary data must be entered into the Tracking Program by the identified cost-share program schedule for each quarter and the close of the program year. Districts are to submit an estimated funding need based upon data entered into the Agricultural BMP Tracking Program for the coming quarter to their Conservation District Coordinators (CDCs) before quarterly disbursement letters can be generated.

### Procedural Guidance to Protect District Directors and Staff from a Potential Conflict of Interest

The State and Local Government Conflict of Interests Act ("COIA"), Va. Code § 2.2-3100 et seq., prohibits a range of behavior relating to impermissible conflicts. COIA, along with federal corruption statutes, applies to public officials and employees of the Soil and Water Conservation Districts. The law provides for both civil and criminal penalties for violations. District officers who question whether certain conduct would violate COIA may ask legal counsel at the Office of the Attorney General for an opinion and may rely on such advice as a shield to prosecution pursuant to Code § 2.2-3121.

Officers and staff should review COIA. This Guidance does not serve as legal advice or a substitute for a review of COIA and the variety of potential violations that may arise. For example, a potential conflict of interest exists when an SWCD Director or District staff person (or an immediate family member) has a material personal interest, either direct or indirect, in an application for cost-share or tax credit being considered by a Board of Directors (BOD) or by a committee of the BOD, that the affected Director or staff person participates on, that will discuss or decide if cost-share or tax credits are approved for the application. There are many other possible examples, including supervising family members who are on staff or securing a contract with the District other than a contract for employment.

When a possible conflict of interest is identified, the Director or staff person must disclose to the Board or other committee members the material facts as to their personal interest in the

transaction and/or in any corporation, partnership, association or other organization that may receive financial benefit as a result of the decision of the BOD or committee.

After disclosure of the possible conflict of interest, the Director or staff person (interested individual) shall leave the room prior to the discussion of the application. The interested individual shall not participate in any discussion or decision/ recommendation making associated with the subject application. Such action shall be noted in the minutes of the BOD or committee. The interested individual may return to the room and resume participation in the proceedings once all discussions have concluded and decisions/ recommendations rendered pertaining to the subject application.

#### Authority for Officers and Employees of SWCDs to Participate in the VACS Program

In accordance with enacted versions of House Bill 238 and Senate Bill 652 (2016 Session), § 2.2-3110 of the Code of Virginia, in the State and Local Government Conflict of Interests Act, is amended to provide an exception to the prohibition against officers and employees having contracts with their employing agencies, thus allowing contracts entered into by an officer or employee of a soil and water conservation district to participate in the Virginia Agricultural Best Management Practices Cost-Share Program. The exception does not apply to subcontracts or other agreements entered into to provide services for implementation of a cost-share contract established under the Program. Thus, a district director or employee cannot lawfully enter into a contract with a program participant to provide services for the cost-share practice. Under the bills, the exception applies to cost-share contracts entered into on and after as well as prior to July 1, 2016.

Other COIA requirements remain in place. For example, district directors or employees seeking cost-share are still prohibited from participating in the transaction (i.e., the processing, discussion, or approval) of their cost share application and must disqualify themselves as discussed above. Other contracts (such as services contracts with the district) remain prohibited unless there is a statutory exception as stated above.

#### Completion Dates and Approved Practices under Construction during the next Program Year

The District must set a completion date for approved practices and inform the applicant of that date. Practices not completed by that date should be canceled; however the District board may extend the completion date if justified (i.e. substantially under construction with an identified completion date). Practices canceled for **lack of completion effort** should not be eligible for funding in future program years.

Districts shall set and enforce completion dates for approved practices in order to re-authorize funds from canceled practices for other applications. All efforts should be made to complete approved practices by the deadline or end of the program year. **Approved practices not started and under construction are to be canceled.** (This does not apply to SL-6 Pending practices.) When mitigating circumstances influence a participant's ability to complete an approved practice, cancelled practices may be reconsidered by the Board in a new program year. Structural practices under construction or awaiting final vegetative establishment should be maintained in the BMP Tracking program, in the program year that the practice received approval.

Practices will be monitored by District staff until completion of the practice.

The following BMPs may need more than one program year to complete and should be maintained in the BMP Tracking Program until certified as complete:

- FR-1 – Reforestation of Erodible Crop and Pastureland
- FR-3 – Woodland Buffer Filter Area
- FR-4 – Woodland Erosion Stabilization
- LE-2 – Livestock Exclusion with Reduced Setback
- NM-5 - Precision Nutrient Management on Cropland
- NM-3C – Split Application of Nitrogen on Corn Using Pre-Sidedress Nitrate Test
- RMP-1 – Resource Management Plan Development
- RMP-2 – Resource Management Plan Implementation
- SL-1 – Long term Vegetative Cover on Cropland (May not be carried over more than two planting seasons, i.e. spring and fall.)
- SL-4 – Terrace
- SL-5 – Diversion
- SL-6 – Stream Exclusion with Grazing Land Protection
- SL-7 – Extension of CREP Watering Systems
- SL-9 – Grazing Land Management
- SL-11 – Critical Area Treatment
- WP-1 – Sediment Retention, Erosion or Water Control Structure
- WP-2 – Stream Protection
- WP-2A – Stream bank Stabilization
- WP-3 – Sod Waterway
- WP-4 – Animal Waste Control Facility
- WP-4B – Dairy Loafing Lot Management System
- WP-4C – Composter Facility
- WP-6 – Agricultural Chemical & Fertilizer Handling Facility
- WQ-5 – Water Table Control Structure
- WQ-11 – Agricultural Sinkhole Protection

When a program year ends, the District must assess on a BMP by BMP basis, which approved practices will be carried-over for completion in the next program year and which practices will be canceled. Practices actively under construction should be carried over if eligible. Approved practices that have not been initiated should be canceled. Completion and certification of carried over practices should be achieved as quickly as possible during the one year carry over period. **Approved practices not completed by the close of the carry over year (following the year of approval) should be canceled.** It is the responsibility of each District to monitor progress with approved BMPs and communicate the preceding expectations to all affected program participants.

#### An Extreme Act of Nature (EAN) for SL-8B Practices only - Definition and Process

As defined by the Virginia Agricultural Best Management Practices Cost-Share program (VACS) an “Extreme Act of Nature” (EAN) shall mean some sudden and irreversible act of nature that could not have reasonably been foreseen or prevented. Examples include floods, drought, fire, and exceptional storms like hurricanes and tornados. Generally such events should be supported or documented by actions that could include a Governor’s drought disaster

designation or weather records that document excessive rainfall, floods, tornados or other such events.

Any local District Board of Directors (BOD) may authorize a one-time per planting season extension of up to 14 days beyond the specified standard planting dates cited within the practice specifications. However, once planted, cover crops must satisfy the required performance criteria. The performance criteria for cover crops state “A good stand and good growth of winter cover must be obtained in sufficient time to protect the area in the fall and winter. [Ongoing research in Virginia’s coastal plain indicates that a cereal grain crop with 30 plants per square foot of field planted with two tillers per plant (60 tillers per sq. ft.) by December 1 provides the optimum biomass for scavenging excess nitrogen while protecting the soil from erosion]. The EAN planting date extension will only apply to SL-8B practice. When an EAN planting date extension is approved for up to 14 days, the date for meeting the performance criteria is automatically extended for the same length of time. Payments approved under the EAN extension shall only apply to the late planting date. The EAN extension is not intended to extend the early planting dates or authorize early payment amounts beyond those contained within the BMP specifications.

A program applicant must request in writing that the BOD consider an EAN planting date extension for their approved SL-8B practice. Any extension granted by the BOD must be resolved on a case-by case basis as conditions affecting specific growing sites may vary significantly. The BOD’s actions for the extension of the planting and performance criteria dates must be supported by documentation that includes at least:

- 1) Documentation of the Governor’s request for a drought disaster designation and the disaster declaration must directly impact the germination or growth of cover crops.  
**OR,**
- 2) In the case of a FSA disaster declaration, the growing site must be located in one of the primary counties to be considered for the planting extension, and the disaster declaration must directly impact the germination or growth of cover crops.  
**OR,**
- 3) Documentation from another credible source, referencing the unusual EAN circumstances, **AND** additional documentation from a professionally recognized climatology expert referencing the unusual EAN circumstances.

Such documentation supporting actions taken by the BOD must be included in the participant’s folder and included in the minutes of the BOD meeting. Cover crops that are granted planting date extensions must still meet the required performance criteria to receive practice payments. Compliance with the performance criteria through the District technical employee’s best professional judgment is intended to insure Virginia taxpayers do not pay for cover crop plantings that do not provide water quality benefits.

For a farmer with an approved SL-8B (annual cover crop practice); if the BOD determines that EAN circumstances exist during the recognized planting period such that the participant could not reasonably fulfill planting deadline requirements, the participant may decide not to plant the cover crop practice. Alternatively, the farmer may choose to plant the cover crop prior to the extended deadline, but if the cover crop fails to meet the practice performance criteria, under both circumstances, he or she will not be paid for such acreage. Alternatively, a participant receiving an EAN extension on their annual cover crop practice, but deciding not to plant will not suffer prejudice against his future cost-share applications.

## Practice Failures

Practice failures or damage that results from other than weather related causes are not eligible for cost-share assistance unless specifically authorized in the practice specification.

Maintenance of the practice is the responsibility of the applicant for the life span of the practice. Practices that are damaged or destroyed before certification are also the responsibility of the applicant and only the original authorized cost-shared amount can be used to establish the practice.

Practice failures may occur due to unusual weather conditions, such as drought or severe storms that are beyond the control of the participant. If the practice has been certified and fails due to an extreme act of nature during the life span requirement, the participant may request additional cost-share assistance in future sign-up periods. Should this be necessary District staff are advised not to re-enter the environmental benefits in the measurements tab of the Agricultural BMP Tracking Program, the units benefitted should be entered as one (1) to avoid double counting of previously entered measures. No practice request should have two applications within the same program year. Any practice failure receiving additional funding should be noted in the comment section of the tracking program. Re-application for practice failure can be authorized only once for the specific practice on the specified coverage (except where not eligible as stated in specifications). Re-application will be subject to the life span requirement of the second application request. If the practice fails for the second time after certification and payment, reestablishment will be at the participants' expense and must be maintained for the specified life span.

If no financial help for repairs is available due to a lack of funds or prioritization excludes the practice, the applicant is still obligated for maintaining the practice for the original life span required. Repairs should not be delayed to wait upon approval of additional cost-share funds.

Where ownership or leasehold of the property has changed, the original applicant is still the individual responsible for the maintenance of the practice, and failing that, for the return of the cost-share funds. The terms of any sales agreement, lease agreement, or other transaction document for any property with a cost-shared practice present should address this responsibility and be legally effective to transfer it to the new property owner/lessee. Upon the transfer of ownership or leasehold of the property, the original applicant must present to the District either an executed copy of the, "Agricultural Best Management Practice Maintenance Agreement Transferring Responsibility for Best Management Practice" (see page **II-29**) transferring legal responsibility for maintenance of the practice to the new property owner/lessee or (2) a pro-rated return of cost-share funds.

Participants found, at any time of year, to have practices not meeting specifications or practices destroyed during the designated life span will be contacted by the District and informed of the nature of the deficiency and the repayment requirements if not corrected. This should initially be a verbal notice (with the date documented in a case file). Verbal notice should be followed with a written notice (by certified mail) within two weeks. This notice must indicate the observed nature of the problem and allow the individual the opportunity to respond within two weeks.

Participants may be given a maximum grace period of six months from the date of the written notification for practice compliance. At the end of the grace period, the practice will be re-

inspected. The District will notify participants found with practices still not in compliance in writing that repayment of state cost-share funds is required.

Participants will have 60 days from the date of the District's notification of repayment to refund the state cost-share funds. If restitution has not been made at the end of this 60-day period, the District will notify the Virginia Office of the Attorney General (OAG) for assistance to reclaim state funds. It is recommended that the OAG be apprised of the need for assistance as soon as the deadline for recovery has passed.

Commonwealth of Virginia  
Agricultural Best Management Practice Maintenance  
AGREEMENT TRANSFERRING RESPONSIBILITY FOR  
BEST MANAGEMENT PRACTICE

This agreement is intended to designate the transfer of maintenance responsibility for a Best Management Practice that received cost-share or tax credit. The present participant (owner or manager) of the property has received funding from the Commonwealth of Virginia to implement a Best Management Practice on the below-referenced land unit. In return he/she has agreed to maintain the practice until \_\_\_\_\_. Completion of this agreement acknowledges assumption of this responsibility by the new participant, including the requirement to repay cost-share and tax credit received by the present participant if the BMP is not maintained according to state specifications.

Farm No. \_\_\_\_\_ Tract No. \_\_\_\_\_ Field No. (s) \_\_\_\_\_

VACS specification number \_\_\_\_\_ Extent Installed \_\_\_\_\_

Or

Contract No. \_\_\_\_\_

PRESENT PARTICIPANT-NAME AND ADDRESS

NEW PARTICIPANT-NAME AND ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_ Phone No. \_\_\_\_\_

The undersigned hereby certify that the present participant has transferred to the new participant his or her right and interest in the land unit described above. In consideration of this transfer of ownership or leasehold, it is hereby agreed:

1. The new participant hereby assumes the duties and obligations of the present participant under Contract No. \_\_\_\_\_ to maintain the above BMP for its lifespan in accordance with state specifications, and to refund all or part of the cost-share assistance or tax credit if the practice is found not to meet state specifications, or if the practice is removed or not properly maintained during its lifespan. The new participant agrees to allow SWCD personnel access to his property for the purpose of verifying maintenance of the BMP.
2. The \_\_\_\_\_ SWCD acknowledges the transfer of the maintenance responsibility. Any cost-sharing or assistance provided under this transfer agreement shall be in accordance with applicable program rules and regulations of the Virginia Agricultural BMP Manual.

\_\_\_\_\_  
(SIGNATURE OF PRESENT PARTICIPANT)

\_\_\_\_\_  
(SIGNATURE OF NEW PARTICIPANT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SSN or Federal Tax ID #

\_\_\_\_\_  
SSN or Federal Tax ID #

APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

All or part of the cost-share funds may be returned based upon a straight-line pro-rata basis if appropriate. This should be calculated on a monthly basis. For Example: XYZ SWCD made a \$12,000 cost-share payment for a SL-6 BMP to Farmer Green on October 10, 2004. The practice guidelines stipulate that the lifespan of the practice begins on January 1 of the calendar year following the certification of completion (see definition of Lifespan; Glossary Page VIII–4). This practice is spot checked in August of 2007 and it is discovered that the land was sold in June 2007 for development and the practice has been destroyed. The District should calculate the landowner’s pro-rata share as follows:

- Installation date: Oct. 10, 2004
- Lifespan of practice: 10 Years- Jan. 1, 2005 through Dec. 31, 2014: 120 months
- Spot Check Date: Aug. 2007
- Practice in Compliance: Jan. 2005 through June 2007: 30 months
- Cost Share to Landowner: \$12,000  
\$12,000 divided by 120 months = \$100/month
- Repayment Calculation: 120 months – 30 months = 90 months
- Landowner re-payment to DISTRICT: 90 months X \$100/mo = \$9000.00 (District will deposit funds to appropriate cost-share account)

In the case of the death of the applicant this requirement may be waived (requires an official action of the District Board that must be recorded in the minutes).

When a District has determined that a practice has failed or been destroyed and has followed all of the practice failure and repayment procedures, and the participant claims that due to some unforeseen hardship that he/she cannot repay the cost-share funds then the following process may be initiated.

Hardship Process (including highly unusual situations)

This process may be utilized in highly unusual situations where a participant requests that the Soil and Water Conservation District Board of Directors forgive repayment of cost-share funds and/or tax credit (as applicable) due to failure of a BMP and the SWCD Board has determined that due to highly unusual circumstances beyond the participants control, that it is reasonable to forgive repayment of cost-share funds/tax credit normally associated with a practice failure. The unusual circumstances must be of a severity such as a life-threatening illness, bankruptcy, or some other highly unusual situation. This process may not be used to provide relief associated to planting dates or lack of cover for cover crop practices or other modifications to practice specifications.

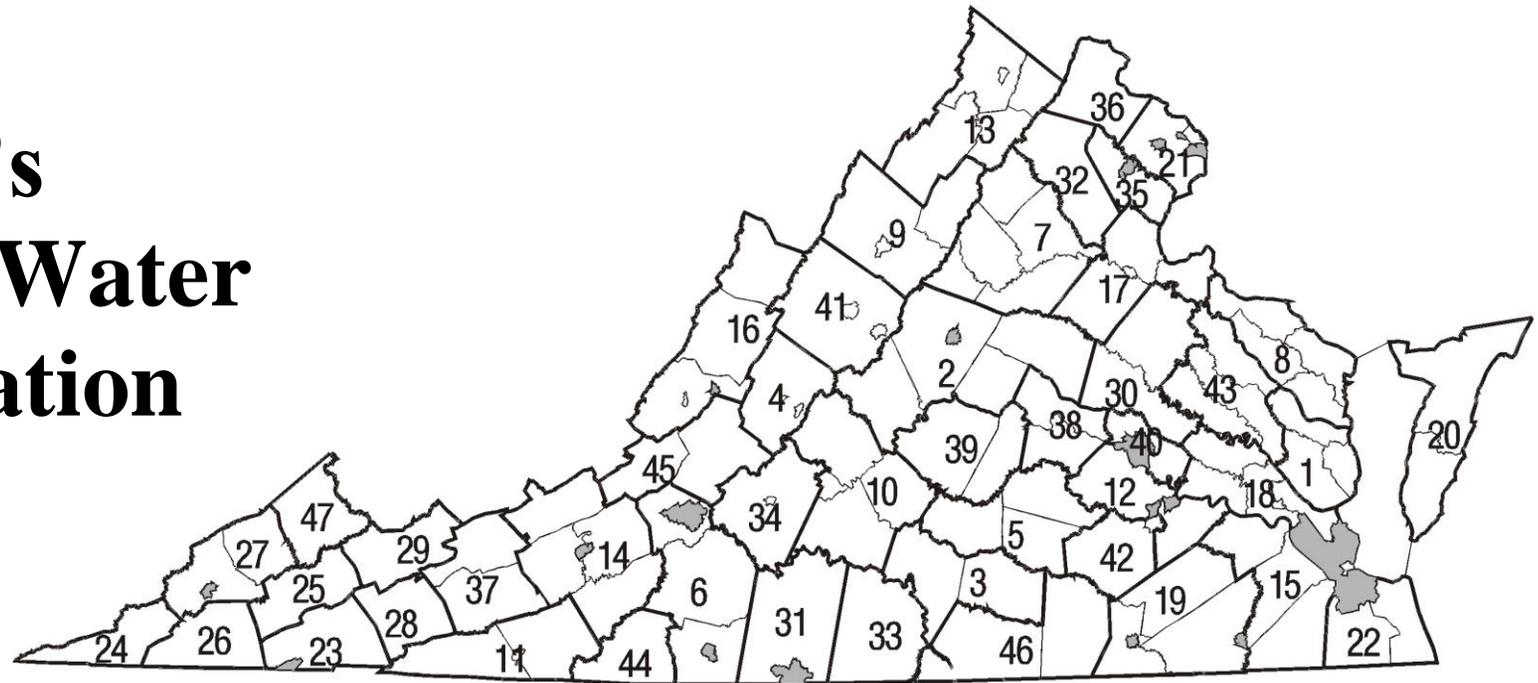
If appropriate in “hardship” cases, the District Board may make alternative recommendations for DCR’s consideration. All requests for hardship shall be submitted in writing to the DCR Agricultural Incentives Program Manager, and copied to the appropriate Conservation District Coordinator (CDC). If appropriate in “hardship” cases the district Board may suggest alternative recommendations for DCR’s consideration. When a District requests consideration of a hardship case, DCR will convene an ad hoc committee composed of at least three members; the

regional CDC, the DCR Agricultural Incentives Program Manager, and another manager. The District may act as an advocate for the program participant or the participant may present his own case including documentation certifying the existence of a highly unusual circumstance or hardship that provides a clear reason why the participant should (i) be relieved of his responsibility to repay, (ii) granted a reduced repayment, or (iii) be allowed to restructure repayment of the cost-share/tax credit amount due to the District and/or the Department of Taxation. The ad-hoc committee will render its decision whether or not to grant a hardship exemption in writing to the District and participant citing its reasoning and referencing the documentation provided.

The regional DCR Conservation District Coordinator must be copied on all correspondence and be kept informed of any related activities.

Questions concerning any aspect of the cost-share program that are not addressed in this manual should be directed to either the regional DCR Conservation District Coordinator or to the Agricultural Incentives Program Manager.

# Virginia's Soil and Water Conservation Districts



1 Tidewater (804) 693-3562	13 Lord Fairfax (Winchester) (540) 465-2424	25 Clinch Valley (276) 889-4650	37 Big Walker (276) 228-3513
2 Thomas Jefferson (Charlottesville) (434) 975-0224	14 Skyline (540) 381-0071	26 Scott County (276) 386-9241	38 Monacan (804) 556-4936
3 Southside (434) 542-5405	15 Peanut (Suffolk) (757) 357-7004	27 Lonesome Pine (276) 926-6621	39 Peter Francisco (434) 983-7923
4 Natural Bridge (Buena Vista, Lexington) (540) 463-7124	16 Mountain (Covington) (540) 839-4616	28 Evergreen (276) 783-7280	40 Henricopolis (804) 501-5175
5 Piedmont (434) 392-3782	17 Tri-County/City (Fredericksburg) (540) 656-2401	29 Tazewell (276) 988-9588	41 Headwaters (Staunton, Waynesboro) (540) 248-0148
6 Blue Ridge (Roanoke) (540) 483-5341	18 Colonial (Williamsburg) (757) 645-4895	30 Hanover-Caroline (804) 537-5225	42 Appomattox River (Petersburg) (804) 469-7297
7 Culpeper (540) 825-8591	19 Chowan Basin (434) 634-2115	31 Pittsylvania (434) 432-8146	43 Three Rivers (804) 443-2327
8 Northern Neck (804) 313-9102	20 Eastern Shore (757) 787-0918	32 John Marshall (540) 347-3120	44 Patrick (276) 694-3121
9 Shenandoah Valley (Harrisonburg) (540) 433-2853	21 Northern Virginia (703) 324-1460	33 Halifax (434) 476-7923	45 Mountain Castles (540) 977-2698
10 Robert E. Lee (Lynchburg) (434) 352-2819	22 Virginia Dare (Chesapeake, Virginia Beach) (757) 385-4775	34 Peaks of Otter (540) 587-7645	46 Lake Country (434) 738-0150
11 New River (Galax) (276) 236-7191	23 Holston River (276) 628-8187	35 Prince William (571) 379-7514	47 Big Sandy (276) 935-7750
12 James River (804) 732-6550	24 Daniel Boone (276) 346-1658	36 Loudoun (571) 918-4530	

**Note:** Cities within DISTRICTs are listed in parentheses after the appropriate district.

# AGRICULTURAL NON POINT SOURCE ASSESSMENT RANKINGS BY 6th ORDER UNITS (VAHU6) OF THE NATIONAL WATERSHED BOUNDARY DATASET (NWBD)

Units are ranked below by a sum of their sorted order for all three agricultural NPS pollutant loads.

AG Rank of H = High Priority Unit, M = Medium Priority Unit, L = Low Priority Unit

**CHESAPEAKE BAY DRAINAGE**

### Basin: Chesapeake Bay-Small Coastal

VAHU6	AG Rank
CB01	H
CB02	H
CB03	H
CB04	H
CB05	H
CB06	M
CB07	H
CB08	H
CB09	H
CB10	H
CB11	H
CB12	H
CB13	H
CB14	H
CB15	H
CB16	L
CB17	M
CB18	M
CB19	M
CB20	L
CB21	L
CB22	L
CB23	L
CB24	L
CB25	L
CB26	L
CB27	L
CB28	L
CB29	L
CB30	M
CB31	M
CB32	M
CB33	M
CB34	L
CB35	M
CB36	M
CB37	L
CB38	M
CB39	M
CB40	L
CB41	M
CB42	M

### Basin: Chesapeake Bay-Small Coastal

VAHU6	AG Rank
CB43	M
CB44	M
CB45	M
CB46	M
CB47	L

### Basin: James River

VAHU6	AG Rank
JA01	L
JA02	L
JA03	L
JA04	L
JA05	L
JA06	L
JA07	L
JA08	L
JA09	L
JA10	L
JA11	L
JA12	L
JA13	L
JA14	L
JA15	L
JA16	L
JA17	L
JA18	L
JA19	L
JA20	M
JA21	L
JA22	L
JA23	L
JA24	L
JA25	L
JA26	L
JA27	L
JA28	L
JA29	L
JA30	L
JA31	L
JA32	L
JA33	L
JA34	L
JA35	L
JA36	L
JA37	L
JA38	L

### Basin: James River

VAHU6	AG Rank
JA39	L
JA40	M
JA41	L
JA42	L
JA43	L
JA44	L
JA45	H
JL01	M
JL02	L
JL03	L
JL04	H
JL05	M
JL06	M
JL07	H
JL08	H
JL09	H
JL10	H
JL11	H
JL12	H
JL13	H
JL14	H
JL15	H
JL16	M
JL17	L
JL18	L
JL19	L
JL20	M
JL21	M
JL22	H
JL23	M
JL24	H
JL25	H
JL26	H
JL27	H
JL28	M
JL29	H
JL30	H
JL31	H
JL32	H
JL33	H
JL34	H
JL35	H
JL36	H
JL37	H
JL38	L
JL39	H
JL40	H
JL41	H
JL42	H

.....  
**Basin: James River**

<b>VAHU6</b>	<b>AG Rank</b>
JL43	H
JL44	H
JL45	H
JL46	H
JL47	H
JL48	H
JL49	H
JL50	L
JL51	H
JL52	H
JL53	H
JL54	L
JL55	L
JL56	L
JL57	L
JL58	L
JL59	L
JM01	M
JM02	M
JM03	L
JM04	L
JM05	L
JM06	L
JM07	L
JM08	L
JM09	L
JM10	L
JM11	L
JM12	L
JM13	M
JM14	L
JM15	M
JM16	L
JM17	L
JM18	L
JM19	M
JM20	M
JM21	H
JM22	M
JM23	M
JM24	M
JM25	M
JM26	L
JM27	L
JM28	L
JM29	L
JM30	L
JM31	L
JM32	L
JM33	M
JM34	M
JM35	L
JM36	M
JM37	M

.....  
**Basin: James River**

<b>VAHU6</b>	<b>AG Rank</b>
JM38	L
JM39	M
JM40	M
JM41	M
JM42	L
JM43	L
JM44	L
JM45	L
JM46	M
JM47	M
JM48	M
JM49	M
JM50	L
JM51	L
JM52	L
JM53	L
JM54	L
JM55	L
JM56	L
JM57	L
JM58	L
JM59	L
JM60	M
JM61	M
JM62	M
JM63	L
JM64	L
JM65	L
JM66	L
JM67	L
JM68	L
JM69	L
JM70	L
JM71	L
JM72	L
JM73	L
JM74	L
JM75	M
JM76	M
JM77	L
JM78	M
JM79	L
JM80	L
JM81	L
JM82	L
JM83	L
JM84	M
JM85	H
JM86	L
JR01	M
JR02	L
JR03	M
JR04	M
JR05	M

.....  
**Basin: James River**

<b>VAHU6</b>	<b>AG Rank</b>
JR06	M
JR07	M
JR08	M
JR09	L
JR10	M
JR11	M
JR12	L
JR13	M
JR14	M
JR15	M
JR16	M
JR17	L
JR18	L
JR19	L
JR20	L
JR21	M
JR22	L
JU01	L
JU02	M
JU03	M
JU04	M
JU05	M
JU06	H
JU07	M
JU08	M
JU09	M
JU10	L
JU11	L
JU12	L
JU13	L
JU14	L
JU15	L
JU16	L
JU17	L
JU18	L
JU19	L
JU20	L
JU21	L
JU22	L
JU23	M
JU24	L
JU25	M
JU26	M
JU27	L
JU28	L
JU29	L
JU30	M
JU31	M
JU32	M
JU33	H
JU34	H
JU35	H
JU36	M
JU37	L

.....

**Basin: James River**

VAHU6	AG Rank
JU38	H
JU39	M
JU40	L
JU41	L
JU42	L
JU43	L
JU44	L
JU45	L
JU46	L
JU47	L
JU48	L
JU49	H
JU50	L
JU51	L
JU52	L
JU53	L
JU54	L
JU55	L
JU56	M
JU57	L
JU58	M
JU59	H
JU60	H
JU61	M
JU62	H
JU63	M
JU64	H
JU65	M
JU66	L
JU67	L
JU68	M
JU69	M
JU70	M
JU71	M
JU72	L
JU73	L
JU74	L
JU75	M
JU76	L
JU77	H
JU78	M
JU79	M
JU80	L
JU81	L
JU82	M
JU83	M
JU84	M
JU85	L
JU86	H

.....

**Basin: Potomac River**

VAHU6	AG Rank
PL01	L

.....

**Basin: Potomac River**

VAHU6	AG Rank
PL02	L
PL03	L
PL04	L
PL05	L
PL06	M
PL07	M
PL08	L
PL09	M
PL10	L
PL11	L
PL12	L
PL13	L
PL14	L
PL15	L
PL16	M
PL17	L
PL18	L
PL19	L
PL20	L
PL21	L
PL22	L
PL23	M
PL24	L
PL25	L
PL26	L
PL27	L
PL28	L
PL29	L
PL30	L
PL31	L
PL32	L
PL33	L
PL34	L
PL35	L
PL36	L
PL37	L
PL38	L
PL39	L
PL40	L
PL41	L
PL42	L
PL43	L
PL44	L
PL45	L
PL46	L
PL47	L
PL48	L
PL49	L
PL50	L
PL51	L
PL52	L
PL53	L
PL54	L
PL55	L

.....

**Basin: Potomac River**

VAHU6	AG Rank
PL56	L
PL57	L
PL58	M
PL59	M
PL60	L
PL61	M
PL62	M
PL63	M
PL64	L
PL65	M
PL66	H
PL67	H
PL68	M
PL69	H
PL70	M
PL71	H
PL72	H
PL73	H
PL74	L
PS01	M
PS02	H
PS03	H
PS04	H
PS05	H
PS06	H
PS07	H
PS08	M
PS09	M
PS10	M
PS11	M
PS12	H
PS13	M
PS14	L
PS15	M
PS16	L
PS17	M
PS18	L
PS19	M
PS20	M
PS21	M
PS22	M
PS23	M
PS24	H
PS25	L
PS26	M
PS27	H
PS28	M
PS29	M
PS30	L
PS31	M
PS32	L
PS33	M
PS34	L
PS35	H

.....  
**Basin: Potomac River**

<b>VAHU6</b>	<b>AG Rank</b>
PS36	H
PS37	H
PS38	H
PS39	H
PS40	H
PS41	H
PS42	H
PS43	M
PS44	M
PS45	M
PS46	M
PS47	L
PS48	M
PS49	H
PS50	H
PS51	M
PS52	M
PS53	L
PS54	M
PS55	M
PS56	M
PS57	L
PS58	L
PS59	M
PS60	M
PS61	M
PS62	H
PS63	M
PS64	L
PS65	L
PS66	M
PS67	L
PS68	L
PS69	L
PS70	L
PS71	L
PS72	L
PS73	L
PS74	L
PS75	L
PS76	L
PS77	L
PS78	L
PS79	L
PS80	L
PS81	L
PS82	M
PS83	L
PS84	M
PS85	M
PS86	L
PS87	M
PU01	M
PU02	M

.....  
**Basin: Potomac River**

<b>VAHU6</b>	<b>AG Rank</b>
PU03	L
PU04	L
PU05	H
PU06	H
PU07	M
PU08	L
PU09	L
PU10	L
PU11	L
PU12	L
PU13	L
PU14	L
PU15	L
PU16	L
PU17	L
PU18	L
PU19	L
PU20	L

.....  
**Basin: Rappahannock River**

<b>VAHU6</b>	<b>AG Rank</b>
RA01	M
RA02	L
RA03	L
RA04	L
RA05	L
RA06	L
RA07	L
RA08	L
RA09	L
RA10	L
RA11	L
RA12	L
RA13	L
RA14	L
RA15	M
RA16	L
RA17	L
RA18	L
RA19	M
RA20	L
RA21	M
RA22	L
RA23	M
RA24	H
RA25	H
RA26	H
RA27	M
RA28	L
RA29	M
RA30	L
RA31	H

.....  
**Basin: Rappahannock River**

<b>VAHU6</b>	<b>AG Rank</b>
RA32	H
RA33	H
RA34	L
RA35	M
RA36	M
RA37	M
RA38	M
RA39	M
RA40	M
RA41	M
RA42	M
RA43	H
RA44	M
RA45	M
RA46	L
RA47	L
RA48	L
RA49	L
RA50	L
RA51	L
RA52	M
RA53	H
RA54	M
RA55	H
RA56	H
RA57	H
RA58	H
RA59	H
RA60	H
RA61	M
RA62	M
RA63	M
RA64	M
RA65	H
RA66	M
RA67	H
RA68	H
RA69	H
RA70	H
RA71	H
RA72	H
RA73	H
RA74	H

.....  
**Basin: York River**

<b>VAHU6</b>	<b>AG Rank</b>
YO01	L
YO02	M
YO03	M
YO04	M
YO05	L
YO06	L

**Basin: York River**

VAHU6	AG Rank
YO07	L
YO08	L
YO09	M
YO10	M
YO11	M
YO12	M
YO13	M
YO14	M
YO15	M
YO16	L
YO17	M
YO18	H
YO19	M
YO20	H
YO21	L
YO22	H
YO23	L
YO24	L
YO25	L
YO26	L
YO27	M
YO28	L
YO29	M
YO30	L
YO31	M
YO32	M
YO33	H
YO34	L
YO35	H
YO36	M
YO37	H
YO38	L
YO39	M
YO40	M
YO41	L
YO42	M
YO43	M
YO44	L
YO45	M
YO46	M
YO47	M
YO48	M
YO49	M
YO50	M
YO51	M
YO52	M
YO53	M
YO54	H
YO55	M
YO56	M
YO57	M
YO58	M
YO59	H
YO60	H

**Basin: York River**

VAHU6	AG Rank
YO61	H
YO62	H
YO63	H
YO64	H
YO65	H
YO66	H
YO67	L
YO68	H
YO69	M

**OUTSIDE  
CHESAPEAKE BAY  
DRAINAGE**

**Basin: Albemarle  
Sound Coastal**

VAHU6	AG Rank
AS01	H
AS02	H
AS03	H
AS04	H
AS05	H
AS06	H
AS07	H
AS08	H
AS09	H
AS10	H
AS11	H
AS12	H
AS13	H
AS14	H
AS15	H
AS16	H
AS17	H
AS18	H
AS19	H
AS20	H

**Basin: Atlantic Ocean  
Coastal**

VAHU6	AG Rank
AO01	L
AO02	L
AO03	L
AO04	M
AO05	L
AO06	L
AO07	L
AO08	M
AO09	M
AO10	M
AO11	M

**Basin: Atlantic Ocean  
Coastal**

VAHU6	AG Rank
AO12	L
AO13	H
AO14	M
AO15	H
AO16	L
AO17	L
AO18	M
AO19	L
AO20	L
AO21	H
AO22	L
AO23	M
AO24	L
AO25	L
AO26	L

**Basin: Big Sandy River**

VAHU6	AG Rank
BS01	M
BS02	L
BS03	M
BS04	M
BS05	M
BS06	M
BS07	M
BS08	M
BS09	M
BS10	M
BS11	M
BS12	M
BS13	M
BS14	M
BS15	M
BS16	M
BS17	M
BS18	M
BS19	M
BS20	M
BS21	M
BS22	M
BS23	M
BS24	M
BS25	M
BS26	M
BS27	M
BS28	L
BS29	M
BS30	L
BS31	M
BS32	M
BS33	L
BS34	M

.....  
**Basin: Big Sandy River**

VAHU6	AG Rank
BS35	M

.....

**Basin: Chowan River**

VAHU6	AG Rank
CL01	H
CL02	H
CL03	H
CL04	H
CL05	H
CM01	L
CM02	L
CM03	M
CM04	L
CM05	L
CM06	L
CM07	L
CM08	L
CM09	L
CM10	L
CM11	L
CM12	L
CM13	L
CM14	L
CM15	M
CM16	L
CM17	M
CM18	L
CM19	H
CM20	H
CM21	M
CM22	M
CM23	H
CM24	M
CM25	H
CM26	H
CM27	M
CM28	H
CM29	M
CM30	M
CM31	H
CM32	H
CU01	L
CU02	L
CU03	L
CU04	L
CU05	L
CU06	L
CU07	L
CU08	L
CU09	M
CU10	L
CU11	M
CU12	L

.....  
**Basin: Chowan River**

VAHU6	AG Rank
CU13	L
CU14	L
CU15	M
CU16	H
CU17	H
CU18	H
CU19	M
CU20	M
CU21	M
CU22	M
CU23	M
CU24	H
CU25	H
CU26	M
CU27	M
CU28	H
CU29	H
CU30	H
CU31	H
CU32	H
CU33	H
CU34	H
CU35	H
CU36	M
CU37	M
CU38	H
CU39	H
CU40	H
CU41	H
CU42	H
CU43	H
CU44	H
CU45	H
CU46	H
CU47	H
CU48	H
CU49	H
CU50	H
CU51	M
CU52	H
CU53	H
CU54	H
CU55	H
CU56	H
CU57	H
CU58	H
CU59	H
CU60	H
CU61	H
CU62	M
CU63	H
CU64	H
CU65	H
CU66	H

.....  
**Basin: Chowan River**

VAHU6	AG Rank
CU67	H
CU68	H
CU69	H
CU70	H

.....

**Basin: Clinch / Powell Rivers**

VAHU6	AG Rank
TC01	L
TC02	L
TC03	L
TC04	L
TC05	L
TC06	L
TC07	L
TC08	L
TC09	L
TC10	L
TC11	L
TC12	L
TC13	L
TC14	L
TC15	L
TC16	L
TC17	L
TC18	L
TC19	L
TC20	L
TC21	L
TC22	M
TC23	L
TC24	H
TC25	M
TC26	H
TC27	M
TC28	L
TC29	L
TC30	M
TC31	H
TC32	M
TC33	H
TC34	M
TC35	H
TP01	M
TP02	M
TP03	M
TP04	M
TP05	M
TP06	M
TP07	M
TP08	L
TP09	H
TP10	M

**Basin: Clinch / Powell Rivers**

VAHU6	AG Rank
TP11	M
TP12	M
TP13	M
TP14	M
TP15	H
TP16	H
TP17	H
TP18	L
TP19	H

**Basin: Holston River**

VAHU6	AG Rank
TH01	L
TH02	L
TH03	L
TH04	L
TH05	M
TH06	L
TH07	L
TH08	L
TH09	H
TH10	L
TH11	M
TH12	L
TH13	L
TH14	L
TH15	L
TH16	L
TH17	L
TH18	L
TH19	L
TH20	L
TH21	L
TH22	M
TH23	H
TH24	L
TH25	M
TH26	L
TH27	L
TH28	L
TH29	L
TH30	L
TH31	L
TH32	L
TH33	L
TH34	L
TH35	L
TH36	L
TH37	L
TH38	L
TH39	M
TH40	M

**Basin: Holston River**

VAHU6	AG Rank
TH41	H
TH42	L
TH43	M
TH44	M
TH45	H
TH46	L

**Basin: New River**

VAHU6	AG Rank
NE01	L
NE02	L
NE03	L
NE04	H
NE05	L
NE06	L
NE07	M
NE08	M
NE09	L
NE10	M
NE11	M
NE12	L
NE13	L
NE14	L
NE15	M
NE16	L
NE17	L
NE18	H
NE19	L
NE20	L
NE21	M
NE22	L
NE23	L
NE24	L
NE25	L
NE26	L
NE27	L
NE28	L
NE29	L
NE30	L
NE31	L
NE32	L
NE33	L
NE34	L
NE35	H
NE36	H
NE37	M
NE38	M
NE39	L
NE40	L
NE41	L
NE42	M
NE43	L
NE44	L

**Basin: New River**

VAHU6	AG Rank
NE45	L
NE46	L
NE47	L
NE48	M
NE49	M
NE50	L
NE51	L
NE52	L
NE53	M
NE54	M
NE55	M
NE56	L
NE57	L
NE58	M
NE59	L
NE60	L
NE61	L
NE62	L
NE63	L
NE64	L
NE65	M
NE66	L
NE67	L
NE68	L
NE69	L
NE70	L
NE71	L
NE72	L
NE73	L
NE74	M
NE75	M
NE76	L
NE77	M
NE78	M
NE79	L
NE80	L
NE81	L
NE82	M
NE83	L
NE84	L
NE85	L
NE86	L
NE87	L
NE88	L

**Basin: Roanoke River**

VAHU6	AG Rank
RD01	H
RD02	H
RD03	H
RD04	H
RD05	M
RD06	M

.....  
**Basin: Roanoke River**

<b>VAHU6</b>	<b>AG Rank</b>
RD07	M
RD08	H
RD09	M
RD10	H
RD11	H
RD12	M
RD13	M
RD14	M
RD15	H
RD16	H
RD17	M
RD18	M
RD19	H
RD20	H
RD21	H
RD22	H
RD23	M
RD24	L
RD25	M
RD26	M
RD27	L
RD28	M
RD29	M
RD30	L
RD31	M
RD32	L
RD33	L
RD34	L
RD35	L
RD36	L
RD37	L
RD38	L
RD39	L
RD40	M
RD41	L
RD42	M
RD43	L
RD44	L
RD45	L
RD46	L
RD47	L
RD48	L
RD49	M
RD50	L
RD51	L
RD52	L
RD53	L
RD54	L
RD55	L
RD56	L
RD57	L
RD58	L
RD59	L
RD60	L

.....  
**Basin: Roanoke River**

<b>VAHU6</b>	<b>AG Rank</b>
RD61	L
RD62	L
RD63	L
RD64	L
RD65	L
RD66	L
RD67	L
RD68	L
RD69	L
RD70	M
RD71	H
RD72	M
RD73	M
RD74	M
RD75	M
RD76	M
RD77	L
RL01	L
RL02	M
RL03	L
RL04	L
RL05	L
RL06	L
RL07	L
RL08	L
RL09	L
RL10	L
RL11	L
RL12	L
RL13	L
RL14	L
RL15	L
RL16	L
RL17	L
RL18	L
RL19	L
RL20	L
RL21	L
RL22	L
RL23	L
RL24	M
RU01	H
RU02	H
RU03	H
RU04	L
RU05	M
RU06	L
RU07	L
RU08	M
RU09	L
RU10	M
RU11	L
RU12	L
RU13	L

.....  
**Basin: Roanoke River**

<b>VAHU6</b>	<b>AG Rank</b>
RU14	L
RU15	L
RU16	L
RU17	L
RU18	L
RU19	L
RU20	H
RU21	H
RU22	M
RU23	H
RU24	M
RU25	L
RU26	L
RU27	L
RU28	M
RU29	M
RU30	M
RU31	M
RU32	M
RU33	M
RU34	L
RU35	M
RU36	L
RU37	M
RU38	L
RU39	L
RU40	L
RU41	L
RU42	L
RU43	L
RU44	L
RU45	L
RU46	M
RU47	M
RU48	M
RU49	L
RU50	L
RU51	L
RU52	L
RU53	L
RU54	L
RU55	L
RU56	L
RU57	M
RU58	L
RU59	L
RU60	L
RU61	L
RU62	L
RU63	L
RU64	L
RU65	L
RU66	L
RU67	L

.....

### Basin: Roanoke River

VAHU6	AG Rank
RU68	L
RU69	L
RU70	L
RU71	L
RU72	L
RU73	L
RU74	L
RU75	L
RU76	M
RU77	M
RU78	L
RU79	L
RU80	L
RU81	L
RU82	L
RU83	L
RU84	L
RU85	L
RU86	M
RU87	L
RU88	L
RU89	M
RU90	M
RU91	L
RU92	L
RU93	M
RU94	M

.....

### Basin: Yadkin River

VAHU6	AG Rank
YA01	M
YA02	M
YA03	H
YA04	H
YA05	L
YA06	L
YA07	L

---

**SWCDs should use the BMP Tracking Program Mapping System to review Impairment Type data.**

1. To access the mapping system, select "Map" under "Main" in the dashboard.
2. To find a particular hydrologic unit, point to "Tools", then click on "Attribute Search".
3. In the "Layers" pull-down, select Priority Hydrologic Units. In the "Attribute" pull-down select VAHU6. Type the VAHU6 code of interest in the "Value" box and click the "Search" button.
4. In the Results Tab, click on the magnifier glass to zoom to that hydrologic unit
5. Click on the Map Layers tab and turn on (check mark) the layers "All Hydrologic Units" and "Impairment Type". Ensure that "Priority Hydrologic Units" and "TMDL Implementation Areas" are turned off as they will obscure the needed layers.

## Hydrologic Unit Geography

A true watershed is an area of land and water defined by a boundary such that all surface drainage within this boundary converges to a single point. This point of convergence is usually the exit point, where the collected waters leave the watershed. In contrast, hydrologic units are drainage areas that are delineated so as to nest into a multi-level hierarchical drainage system. Many hydrologic units are watersheds. Some, however, have multiple points of surface drainage entering and/or exiting the unit.

The NRCS, USGS, EPA, and some state environmental partner agencies teamed up with the Subcommittee on Spatial Water Data as part of the Advisory Committee on Water Information (ACWI) - and the Federal Geographic Data Committee (FGDC) to develop new Federal Standards for the Delineation of Hydrologic Unit Boundaries beginning in 2001. The new standards are for creating seamless 5th and 6th order hydrologic units for the entire nation. The digital product resulting from the delineation and capture of these new units is the National Watershed Boundary Dataset (NWBD).

As part of the NWBD development process in Virginia, 6th order units were delineated by DCR so as to preserve as much of the intent of the 1995 pre-NWBD Virginia hydrologic unit boundaries as possible. The hydrologic unit product arising from compliance with the Oct. 1, 2004 NWBD standards contains 1,247 6th order units and 315 5th order units in Virginia. Sixth order NWBD hydrologic units are typically from 10,000 to 40,000 acres each.

To uniquely identify NWBD units in Virginia without requiring the use of 10 or 12 digits, DCR developed a new 4-character internal coding scheme for the 5th (VAHU5) and 6th (VAHU6) order units of the NWBD. This 4-character code replaces the 3-character code of the previous system. The first two characters of the new VAHU6 code are based on the major stream name in the basin, or portion of the basin, where the unit is located (see Table below). The two digits that follow are a numbering scheme based on the drainage flow.

More information about the hydrologic unit systems of Virginia can be found at the DCR Hydrologic Unit Geography web page: [http://www.dcr.virginia.gov/soil\\_and\\_water/hu.shtml](http://www.dcr.virginia.gov/soil_and_water/hu.shtml).

NWBD Hydrologic Unit Codes (VAHU6)	DRAINAGE	Pre-NWBD Hydrologic Unit Codes
PL01-PL74	POTOMAC RIVER, LOWER	A01-A34
PU01-PU20	POTOMAC RIVER, UPPER	B01-B09
PS01-PS87	POTOMAC RIVER-SHENANDOAH RIVER	B10-B58
CB01-CB47	CHESAPEAKE BAY/CHESAPEAKE BAY COASTALS	C01-C16 and R01
AO01-AO26	ATLANTIC OCEAN COASTAL	D01-D07
RA01-RA74	RAPPAHANNOCK RIVER	E01-E26
YO01-YO69	YORK RIVER	F01-F27
JL01-JL59	JAMES RIVER, LOWER (TIDAL)	G01-G15
JM01-JM86	JAMES RIVER, MIDDLE (PIEDMONT)	H01-H22, H33-H39
JR01-JR22	JAMES RIVER- RIVANNA RIVER	H23-H32
JU01-JU86	JAMES RIVER, UPPER (MOUNTAIN)	I01-I38

NWBD Hydrologic Unit Codes (VAHU6)	DRAINAGE	Pre-NWBD Hydrologic Unit Codes
JA01-JA45	JAMES RIVER- APPOMATTOX RIVER	J01-J17
CM01-CM32	CHOWAN RIVER-MEHERRIN RIVER	K01-K13
CU01-CU70	CHOWAN RIVER, UPPER	K14-K36
CL01-CL05	CHOWAN RIVER, LOWER	K37-K38
AS01-AS20	ALBEMARLE SOUND	K39-K42
RU01-RU94	ROANOKE RIVER, UPPER	L01-L41
RD01-RD77	ROANOKE RIVER- DAN RIVER	L42-L74
RL01-RL24	ROANOKE RIVER, LOWER	L75-L82
YA01-YA07	YADKIN RIVER-ARARAT RIVER	M01-M03
NE01-NE88	NEW RIVER	N01-N37
TH01-TH46	TENNESSEE-HOLSTON RIVER	O01-O14
TC01-TC35	TENNESSEE-CLINCH RIVER	P01-P16
TP01-TP19	TENNESSEE-POWELL RIVER	P17-P24
BS01-BS35	BIG SANDY RIVER	Q01-Q14

### Hydrologic Unit Reporting

Since 1995 Virginia has been reporting BMP implementation utilizing the Hydrologic Unit Codes (HUCs) of the pre-NWBD 14-digit hydrologic unit system above. Virginia state agencies and federal funding agencies now use the NWBD hydrologic unit codes (VAHU6).

A table identifying the VAHU6 codes that exist within each county in Virginia starts on page **II-44** of this manual. A similar table identifying the VAHU6 codes for Virginia cities starts on **II-51**. To assist in making HUC determinations, Districts may download city and county maps with the 6<sup>th</sup> order NWBD hydrologic unit boundaries on them. The instructions for downloading these maps are available at the DCR Hydrologic Unit Geography web page (above). Each map contains the 6<sup>th</sup> order NWBD hydrologic unit boundaries and VAHU6 codes overlaid on USGS 1:100,000 topographic maps. These maps must be opened (after downloading) with Adobe Reader version 6.0 or later. If needed, you can download a free copy of Adobe Reader at: <http://www.adobe.com/products/acrobat/readstep2.html>. Maps should be stored on your local hard drive and used to identify the appropriate VAHU6 code for reporting purposes. Any BMP tracking program entry now includes the appropriate VAHU6 code.

The Virginia non-point source assessment has traditionally been utilized to direct cost-share funding toward hydrologic units with the greatest potential to contribute agricultural non-point source pollution into Virginia's rivers and streams. The 2014 NPS Assessment agricultural rankings by VAHU6 are provided in the table starting on **II-33**, along with impaired stream segments occurrences, to assist Districts in targeting and ranking VACS applications.

## NWBD Hydrologic Unit Codes (VAHU6) and County Codes (FIPS)

<u>COUNTY</u>	<u>FIPS</u>	<u>VAHU6 Codes</u>
ACCOMACK	1	AO01, AO02, AO03, AO04, AO05, AO08, AO09, AO10, AO11, AO12, AO13, AO14, AO15, AO16, CB27, CB28, CB30, CB31, CB32, CB33, CB34, CB35, CB36, CB37, CB38, CB39, CB41, CB42, CB43
ALBEMARLE	3	JM36, JM39, JM40, JM41, JM42, JM43, JM44, JM45, JM46, JM47, JM48, JR01JR02, JR03, JR04, JR05, JR06, JR07, JR08, JR09, JR10, JR11, JR12, JR13JR14, JR15, JR16, JR17, JR18, JR19, JR20, RA28, YO01
ALLEGHANY	5	JU08, JU09, JU10, JU11, JU12, JU13, JU14, JU15, JU18, JU19, JU20, JU21JU22, JU23, JU24, JU34, JU35, JU36, JU37, JU38, JU47, JU50
AMELIA	7	JA15, JA16, JA17, JA19, JA20, JA21, JA23, JA24, JA25, JA26, JA27, JA28, JA29, JA30, JA31, JA32, JA33, JA34, JA36, JA37, JA39
AMHERST	9	JM01, JM03, JM04, JM05, JM06, JM07, JM08, JM11, JM13, JM14, JM15, JM17, JM25, JM26, JM27, JM28, JM29, JM30, JM31, JU79
APPOMATTOX	11	JA01, JA02, JA03, JA04, JA06, JM13, JM14, JM15, JM16, JM17, JM18, JM19, JM20, JM51, RU65, RU66, RU70, RU76, RU77
ARLINGTON	13	PL23, PL24, PL25, PL26
AUGUSTA	15	JM22, JU61, JU62, JU63, JU64, JU65, JU66, JU69, JU70, JU72, JU73, JU77, JU78, PS01, PS02, PS03, PS04, PS05, PS06, PS07, PS08, PS09, PS10, PS11, PS12, PS13, PS14, PS15, PS16, PS21, PS24, PS25, PS26, PS27, PS28, PS29, PS30, PS31
BATH	17	JU02, JU03, JU05, JU06, JU07, JU08, JU09, JU10, JU23, JU24, JU27, JU29, JU30, JU31, JU32, JU33, JU34, JU35, JU66
BEDFORD	19	JM01, JM02, JM03, JM07, JM09, JM10, RU14, RU16, RU17, RU18, RU19, RU27, RU28, RU38, RU39, RU40, RU41, RU42, RU43, RU44, RU45, RU49, RU50, RU51, RU52, RU53, RU54, RU55, RU56, RU57
BLAND	21	NE27, NE66, NE67, NE68, NE69, NE70, NE71, NE72, NE77, NE78, NE79, NE80, NE81, NE86, TH24, TH25, TH28
BOTETOURT	23	JU24, JU36, JU37, JU38, JU39, JU40, JU47, JU48, JU49, JU50, JU51, JU52, JU53, JU54, JU55, JU56, JU57, JU58, JU59, JU60, JU82, JU83, RU11, RU12, RU13, RU39
BRUNSWICK	25	CM11, CM12, CM13, CM14, CM15, CM16, CM17, CM18, CM19, CM22, CM23, CU04CU07, CU09, CU11, CU12, CU13, CU14, CU15, CU37, RL18, RL20, RL21, RL22, RL23, RL24
BUCHANAN	27	BS03, BS04, BS05, BS06, BS07, BS08, BS09, BS10, BS11, BS12, BS13, BS14, BS15, BS16, BS17, BS18, BS21, BS26, BS27, BS35, TC03

<u>COUNTY</u>	<u>FIPS</u>	<u>VAHU6 Codes</u>
BUCKINGHAM	29	JA03, JA05, JM19, JM20, JM34, JM35, JM42, JM43, JM45, JM50, JM51, JM52, JM53, JM54, JM55, JM56, JM57, JM58, JM63, JM64, JM65, JM66, JM67, JM68, JM69
CAMPBELL	31	JM10, JM11, JM12, JM13, JM14, JM16, RU38, RU45, RU46, RU48, RU55, RU56, RU57, RU58, RU59, RU60, RU61, RU63, RU64, RU65, RU66, RU67, RU68, RU69, RU70, RU71, RU72, RU74
CAROLINE	33	RA47, RA48, RA49, RA50, RA51, RA52, RA55, RA59, YO23, YO26, YO27, YO38, YO41, YO42, YO45, YO46, YO47, YO48, YO49, YO50, YO51, YO52, YO53, YO56
CARROLL	35	NE16, NE17, NE18, NE19, NE20, NE21, NE24, NE25, NE33, NE34, NE35, NE36, NE37, NE38, NE39, NE40, NE41, YA02, YA04, YA05, YA06, YA07
CHARLES CITY	36	JL05, JL06, JL07, JL09, JL10, JL11, JL13, JL15, JL21, JL22, JL23, JL24, JL25, JL28, JL29, JL30
CHARLOTTE	37	CM01, CM02, CM04, CM05, JA06, JA07, JA10, RU70, RU71, RU72, RU74, RU75, RU76, RU77, RU78, RU79, RU80, RU81, RU82, RU83, RU84, RU85, RU86, RU87, RU90, RU91
CHESTERFIELD	41	JA23, JA28, JA34, JA35, JA36, JA39, JA40, JA41, JA42, JA43, JA44, JA45, JL01, JL02, JL03, JL06, JL07, JM83, JM85, JM86
CLARKE	43	PS79, PS80, PS81, PS82, PS83, PS84, PS85, PS86, PS87, PU16, PU18, PU19
CRAIG	45	JU17, JU18, JU19, JU41, JU42, JU43, JU44, JU45, JU46, JU47, JU48, JU52, NE64, NE65
CULPEPER	47	RA05, RA07, RA08, RA10, RA14, RA15, RA16, RA18, RA19, RA20, RA21, RA22, RA23, RA34, RA35, RA36, RA37, RA38, RA39, RA42, RA44
CUMBERLAND	49	JA05, JA09, JA16, JA17, JA18, JA19, JM58, JM62, JM64, JM65, JM66, JM67, JM68, JM69, JM70, JM71, JM72, JM73
DICKENSON	51	BS17, BS18, BS19, BS20, BS21, BS22, BS23, BS24, BS25, BS26, BS27, BS29, BS30, BS31, BS32, BS33, BS34, BS35, TC15, TC17, TC21
DINWIDDIE	53	CU09, CU10, CU11, CU13, CU15, CU16, CU17, CU19, CU20, CU21, CU22, CU23, CU24, CU25, CU26, CU27, CU28, CU29, CU52, CU54, JA37, JA38, JA39, JA40
ESSEX	57	CB06, CB08, RA52, RA53, RA54, RA55, RA56, RA59, RA60, RA61, RA62, RA66, RA68, YO52, YO54, YO58

<u>COUNTY</u>	<u>FIPS</u>	<u>VAHU6 Codes</u>
FAIRFAX	59	PL18, PL21, PL22, PL23, PL24, PL25, PL26, PL27, PL28, PL29, PL30, PL42, PL44, PL45, PL46, PL47, PL48, PL50
FAUQUIER	61	PL06, PL07, PL08, PL09, PL10, PL13, PL31, PL32, PL33, PL35, PL36, PL37, PL38, PL39, PL40, PL43, PL56, RA01, RA03, RA04, RA05, RA06, RA07, RA17, RA18, RA22, RA23
FLOYD	63	NE35, NE36, NE38, NE40, NE48, NE49, NE50, NE51, NE52, NE53, NE54, NE55, RD17, RD18, RU01, RU02, RU03
FLUVANNA	65	JM45, JM48, JM49, JM50, JM58, JM59, JM60, JM62, JR17, JR18, JR19, JR20, JR21, JR22, YO02, YO03
FRANKLIN	67	RD17, RD18, RD19, RD20, RD21, RD22, RD23, RD24, RU16, RU18, RU19, RU20, RU21, RU22, RU23, RU24, RU25, RU26, RU27, RU29, RU30, RU31, RU32, RU33, RU34, RU35, RU36
FREDERICK	69	PS71, PS72, PS73, PS74, PS75, PS78, PS79, PS81, PU08, PU09, PU10, PU11, PU12, PU13, PU14, PU15, PU16, PU17, PU18, PU19, PU20
GILES	71	JU16, JU44, NE63, NE64, NE65, NE67, NE69, NE70, NE71, NE72, NE73, NE74, NE75, NE81, NE82, NE83, NE84, NE85
GLOUCESTER	73	CB09, CB10, CB13, CB14, CB15, CB16, CB19, YO64, YO65, YO66, YO68, YO69
GOOCHLAND	75	JM59, JM60, JM61, JM62, JM72, JM75, JM76, JM77, JM78, JM79, JM80, JM82, JM83, JM84, JM85, YO03, YO05, YO07, YO09
GRAYSON	77	NE01, NE02, NE03, NE04, NE05, NE06, NE07, NE08, NE09, NE10, NE11, NE12, NE13, NE14, NE15, NE16, NE17, NE18, NE22, TH01, TH04, YA01
GREENE	79	JR09, JR10, JR11, JR12, RA25, RA26, RA27
GREENSVILLE	81	CM17, CM19, CM20, CM21, CM22, CM23, CM24, CM25, CM26, CM27, CM28, CM29, CU15, CU17, CU34, CU37, CU38, CU39, CU40
HALIFAX	83	RD41, RD42, RD43, RD44, RD45, RD46, RD47, RD48, RD49, RD50, RD51, RD60, RD61, RD62, RD64, RD65, RD66, RD67, RD68, RD69, RD70, RD71, RD72, RD73, RD74, RD75, RD76, RD77, RL06, RU62, RU63, RU64, RU72, RU73, RU75, RU80, RU87, RU88, RU89, RU90, RU94

<u>COUNTY</u>	<u>FIPS</u>	<u>VAHU6 Codes</u>
HANOVER	85	JL16, JL17, JL19, JL20, JM79, JM84, YO07, YO08, YO09, YO10, YO11, YO23, YO24, YO25, YO26, YO27, YO28, YO29, YO30, YO31, YO33, YO34
HENRICO	87	JL01, JL03, JL04, JL05, JL06, JL16, JL17, JL18, JL19, JL20, JL21, JL22 JM84, JM85, JM86
HENRY	89	RD09, RD10, RD11, RD12, RD13, RD14, RD20, RD21, RD22, RD23, RD24, RD25, RD26, RD27, RD28, RD29, RD30, RD31, RD34, RD35, RU33, RU34
HIGHLAND	91	JU01, JU02, JU04, JU05, JU25, JU26, JU27, JU28, JU29, PU01, PU02, PU03, PU04, PU05, PU06
ISLE OF WIGHT	93	CU59, CU60, CU61, CU62, CU66, CU68, CU69, CU70, JL35, JL36, JL37, JL39, JL40, JL41, JL42, JL43, JL45, JL46, JL47
JAMES CITY	95	JL26, JL27, JL28, JL29, JL30, JL31, JL33, JL34, JL35, YO62, YO63, YO65, YO67, YO68
KING & QUEEN	97	CB06, CB07, CB08, CB09, RA60, RA61, YO52, YO53, YO54, YO55, YO57, YO58, YO59, YO60, YO61, YO63, YO64, YO65
KING GEORGE	99	PL60, PL61, PL62, PL63, PL64, PL65, PL66, RA48, RA49, RA51, RA52, RA54
KING WILLIAM	101	YO27, YO29, YO31, YO32, YO34, YO35, YO36, YO37, YO50, YO55, YO56, YO57, YO59, YO60, YO61, YO63
LANCASTER	103	CB02, CB04, CB05, RA67, RA68, RA69, RA70, RA71, RA72, RA73, RA74
LEE	105	TC31, TC32, TC33, TC34, TC35, TP06, TP07, TP08, TP09, TP10, TP11, TP12, TP14, TP15, TP13, TP16, TP17, TP18, TP19
LOUDOUN	107	PL01, PL02, PL03, PL04, PL05, PL07, PL08, PL09, PL10, PL11, PL12, PL13, PL14, PL15, PL16, PL17, PL18, PL19, PL20, PL21, PL23, PL42, PL44, PL45
LOUISA	109	JM59, JM77, JM79, JR18, JR21, YO01, YO02, YO03, YO04, YO05, YO06, YO07, YO08, YO09, YO10, YO12, YO13, YO14, YO15, YO19, YO20, YO21, YO23, YO24, YO25
LUNENBURG	111	CM01, CM02, CM03, CM04, CM05, CM06, CM07, CM08, CM09, CM10, CM11, CM16, CU01, CU02, CU03, CU04, CU07, CU12, JA11, JA12
MADISON	113	RA08, RA10, RA24, RA25, RA26, RA27, RA29, RA30, RA31, RA32, RA33, RA34, RA35, RA36

<u>COUNTY</u>	<u>FIPS</u>	<u>VAHU6 Codes</u>
MATHEWS	115	CB10, CB11, CB12, CB16, CB17, CB18
MECKLENBURG	117	CM02, CM03, CM08, CM09, CM11, CM12, CM13, RD75, RD76, RD77, RL01, RL02, RL03, RL04, RL05, RL06, RL07, RL08, RL09, RL10, RL11, RL12, RL13, RL14, RL15, RL16, RL17, RL18, RL19, RL20, RU90, RU91, RU92, RU93, RU94
MIDDLESEX	119	CB06, CB08, CB09, CB10, CB11, CB12, RA68, RA69, RA73, RA74
MONTGOMERY	121	JU41, NE52, NE53, NE55, NE56, NE57, NE58, NE59, NE60, NE62, RU01, RU02, RU03, RU04, RU05, RU06, RU07, RU08, RU09
NELSON	125	JM17, JM20, JM21, JM22, JM23, JM24, JM25, JM26, JM27, JM31, JM32, JM33, JM34, JM35, JM36, JM37, JM38, JM39, JM40, JM41, JM42, JR01, JU78
NEW KENT	127	JL20, JL22, JL23, JL24, JL25, JL26, JL27, JL28, YO33, YO34, YO36, YO37, YO62, YO63
NORTHAMPTON	131	AO13, AO14, AO15, AO16, AO18, AO19, AO20, AO21, AO22, CB43, CB44, CB45, CB46
NORTHUMBERLAND	133	CB01, CB02, CB03, CB04, CB05, PL71, PL72, PL73, PL74, RA63, RA64, RA67, RA70, RA71
NOTTOWAY	135	CU01, CU04, CU05, CU06, CU07, CU08, CU09, CU10, CU19, JA14, JA15, JA24, JA25, JA29, JA30, JA31, JA32, JA34, JA37
ORANGE	137	JR12, RA27, RA28, RA30, RA37, RA39, RA40, RA41, RA42, RA43, YO01, YO12, YO15, YO16, YO17, YO18, YO39
PAGE	139	PS35, PS36, PS37, PS38, PS39, PS40, PS41, PS42, PS43, PS44, PS45, PS76
PATRICK	141	NE36, RD01, RD02, RD03, RD04, RD05, RD06, RD07, RD08, RD09, RD10, RD12, RD15, RD16, RD17, RD18, RD19, RD20, RD22, YA03, YA04
PITTSYLVANIA	143	RD31, RD32, RD33, RD34, RD35, RD36, RD37, RD38, RD39, RD41, RD43, RD44, RD46, RD47, RD52, RD53, RD54, RD55, RD56, RD57, RD58, RD59, RD60, RD61, RD62, RD63, RD64, RU26, RU27, RU28, RU32, RU34, RU35, RU36, RU37, RU38, RU46, RU47, RU48, RU60, RU62, RU63
POWHATAN	145	JA19, JA21, JA22, JA23, JA41, JM71, JM72, JM73, JM74, JM75, JM78, JM80, JM81, JM82, JM83, JM85

<b><u>COUNTY</u></b>	<b><u>FIPS</u></b>	<b><u>VAHU6 Codes</u></b>
PRINCE EDWARD	147	CM04, CU01, CU05, JA03, JA04, JA05, JA06, JA07, JA08, JA09, JA10, JA11, JA12, JA13, JA14, JA15, JA16, JA17, JA24, RU77, RU78, RU81, RU83
PRINCE GEORGE	149	CU28, CU29, CU30, CU31, CU52, CU53, CU54, CU56, JA40, JA45, JL07, JL08, JL11, JL12, JL13, JL14, JL15
PRINCE WILLIAM	153	PL32, PL33, PL34, PL38, PL39, PL40, PL41, PL42, PL43, PL44, PL46, PL47, PL48, PL49, PL50, PL51, PL52, PL53, PL54, PL55
PULASKI	155	NE32, NE34, NE41, NE42, NE43, NE44, NE45, NE46, NE47, NE55, NE56, NE57, NE59, NE61, NE62, NE72
RAPPAHANNOCK	157	RA01, RA02, RA03, RA05, RA08, RA09, RA10, RA11, RA12, RA13, RA14, RA16
RICHMOND	159	CB02, PL68, PL71, PL72, RA56, RA57, RA58, RA62, RA63, RA64, RA65, RA66, RA67, RA68
ROANOKE	161	JU41, JU43, JU52, RU02, RU05, RU06, RU08, RU09, RU10, RU11, RU12, RU13
ROCKBRIDGE	163	JM01, JM04, JU39, JU58, JU59, JU60, JU65, JU66, JU67, JU68, JU70, JU71, JU72, JU73, JU74, JU75, JU76, JU78, JU79, JU80, JU81, JU82, JU83, JU84, JU85, JU86
ROCKINGHAM	165	PS11, PS14, PS15, PS16, PS17, PS18, PS19, PS20, PS21, PS22, PS23, PS24, PS25, PS26, PS31, PS32, PS33, PS34, PS35, PS36, PS37, PS38, PS49, PS50, PS51, PS52, PS53, PS54, PS55, PS56, PS57, PS58, PS59, PS60, PS61, PS62, PS63, PU07
RUSSELL	167	BS09, TC05, TC07, TC08, TC09, TC10, TC11, TC12, TC13, TC14, TC15, TC16, TC17, TC18, TC22, TC28, TH30, TH32, TH42, TH43
SCOTT	169	TC21, TC22, TC23, TC24, TC25, TC26, TC27, TC28, TC29, TC30, TC31, TC32, TC33, TC34, TH23, TH39, TH40, TH41, TH43, TH44, TH45, TH46
SHENANDOAH	171	PS54, PS57, PS58, PS62, PS63, PS64, PS65, PS66, PS67, PS68, PS69, PS70, PS71, PS72, PS74, PS75, PS76, PS77, PS78
SMYTH	173	NE06, NE22, NE28, TH01, TH02, TH03, TH04, TH08, TH09, TH10, TH11, TH12, TH13, TH24, TH25, TH26, TH27, TH28, TH29, TH30, TH31
SOUTHAMPTON	175	CL04, CM20, CM21, CM29, CM30, CM31, CM32, CU34, CU35, CU36, CU39, CU40, CU41, CU42, CU43, CU46, CU47, CU48, CU49, CU50, CU51, CU59, CU62, CU63, CU64, CU65, CU66, CU67, CU68, CU70

<u>COUNTY</u>	<u>FIPS</u>	<u>VAHU6 Codes</u>
SPOTSYLVANIA	177	RA43, RA44, RA45, RA46, RA47, RA48, YO15, YO16, YO17, YO18, YO20, YO21, YO22, YO23, YO38, YO39, YO40, YO41, YO42, YO43, YO44, YO45, YO46
STAFFORD	179	PL40, PL53, PL54, PL55, PL56, PL57, PL58, PL59, PL60, PL61, RA23, RA45, RA46, RA48
SURRY	181	CU53, CU55, CU56, CU57, CU58, CU59, CU60, CU61, CU63, JL12, JL14, JL15, JL30, JL32, JL33, JL35, JL36, JL37
SUSSEX	183	CU17, CU18, CU24, CU25, CU28, CU29, CU30, CU31, CU32, CU33, CU34, CU35, CU36, CU39, CU40, CU42, CU44, CU45, CU46, CU53, CU54, CU55, CU57, CU59, CU63, CU64
TAZEWELL	185	BS01, BS02, BS09, NE76, NE78, NE79, NE86, NE87, NE88, TC01, TC02, TC03, TC04, TC05, TC06, TC07, TC08, TC09, TH25, TH28, TH30
WARREN	187	PS45, PS46, PS47, PS48, PS70, PS75, PS77, PS78, PS79, PS80, PS81
WASHINGTON	191	NE01, TH02, TH03, TH04, TH05, TH06, TH07, TH13, TH14, TH15, TH16, TH17, TH18, TH19, TH20, TH21, TH22, TH23, TH29, TH30, TH31, TH32, TH33, TH34, TH35, TH36, TH37, TH38, TH39, TH40
WESTMORELAND	191	PL65, L66, PL67, PL68, PL69, PL70, PL71, PL74, RA54, RA56, RA57, RA58, RA63
WISE	195	BS24, BS28, BS29, BS30, BS31, BS32, BS33, TC17, TC18, TC19, TC20, TC21, TC22, TC23, TC24, TC31, TP01, TP02, TP03, TP04, TP05, TP06
WYTHE	197	NE21, NE22, NE23, NE24, NE25, NE26, NE27, NE28, NE29, NE30, NE31, NE32, NE34, NE41, NE44, NE45, NE72, TH08, TH09
YORK	199	CB21, CB22, JL28, JL31, JL34, JL35, JL38, YO65, YO66, YO67, YO68, YO69

## NWBD Hydrologic Unit Numbers (VAHU6) and City Codes (FIPS)

<u>CITY</u>	<u>FIPS</u>	<u>VAHU6 Codes</u>
ALEXANDRIA	510	PL25, PL26, PL28
BEDFORD	515	RU53, RU54
BRISTOL	520	TH20, TH21, TH22
BUENA VISTA	530	JU81
CHARLOTTESVILLE	540	JR14, JR15
CHESAPEAKE	550	AS01, AS03, AS04, AS06, AS07, AS08, AS09, AS10, AS11, AS12, AS13, AS15, AS16, JL49, JL50, JL51, JL52, JL53, JL54, JL55
COLONIAL HEIGHTS	570	JA40, JA44
COVINGTON	580	JU11, JU20, JU21
DANVILLE	590	RD33, RD36, RD37, RD38, RD39, RD40, RD42
EMPORIA	595	CM19, CM20, CU39
FAIRFAX	600	PL22, PL29, PL30, PL46
FALLS CHURCH	610	PL25, PL26
FRANKLIN	620	CU49, CU51, CU68, CU70
FREDERICKSBURG	630	RA45, RA46
GALAX	640	NE15, NE16, NE17, NE20
HAMPTON	650	CB22, CB23, CB24, JL43, JL58, JL59
HARRISONBURG	660	PS22, PS23, PS26, PS33, PS56, PS59
HOPEWELL	670	JA45, JL07
LEXINGTON	678	JU76
LYNCHBURG	680	JM07, JM09, JM10, JM11
MANASSAS	683	PL34, PL41, PL44, PL46
MANASSAS PARK	685	PL44, PL46

<u>CITY</u>	<u>FIPS</u>	<u>VAHU6 Codes</u>
MARTINSVILLE	690	RD24, RD26
NEWPORT NEWS	700	CB21, CB22, CB23, JL35, JL37, JL38, JL43, JL49, JL58, JL59
NORFOLK	710	CB26, JL53, JL54, JL56, JL57, JL59
NORTON	720	TC19, TC20, TC21, TP02, TP05
PETERSBURG	730	CU26, CU52, CU53, JA40
POQUOSON	735	CB21, CB22, CB24
PORTSMOUTH	740	JL50, JL53, JL55, JL56, JL59
RADFORD	750	NE57, NE58
RICHMOND	760	JL01, JL02, JL18, JL19, JM85, JM86
ROANOKE	770	RU09, RU10, RU11, RU12, RU13, RU14, RU15
SALEM	775	RU09, RU10, RU14
STAUNTON	790	PS04, PS06, PS07, PS09
SUFFOLK	800	AS02, AS03, AS04, AS05, AS06, CL01, CL02, CL03, CL05, CU66, CU69, CU70, JL42, JL43, JL4, JL45, JL46, JL47, JL48, JL49, JL50, JL55, JL59
VIRGINIA BEACH	810	AO23, AO25, AS10, AS11, AS12, AS13, AS14, AS15, AS16, AS17, AS18, AS19, AS20, CB25, CB26, JL54
WAYNESBORO	820	PS10, PS30
WILLIAMSBURG	830	JL31, JL33, JL34, YO67
WINCHESTER	840	PU16, PU17, PU18

## Location and Environmental Information

Since the 1989 BMP cost-share program, Districts have been asked to geo-locate, with a coordinate pair, all state cost-share practices. Having a coordinate pair represent the location of a practice instance allows DCR to associate that instance with whatever geographic unit DCR or another organization may require for their program purposes. A practice instance coordinate pair should be near the center of the area impacted by the BMP.

When BMP measures request an estimate of erosion reduction anticipated as a result of implementing the practice the data provided is used to measure program accomplishments. It is in everyone's best interest to provide as accurate and complete an estimate as is possible so that the most accurate reflection of program accomplishments can be reported.

**List of Conservation Districts/Localities  
By Program Area**

**Chesapeake Bay Program Areas**

<u><b>DISTRICT</b></u>	<u><b>COUNTY/CITY</b></u>
Colonial	Charles City James City New Kent York City of Williamsburg
Culpeper	Culpeper Greene Madison Orange Rappahannock
Eastern Shore *	Accomack Northampton
Hanover-Caroline	Caroline Hanover
Headwaters	Augusta City of Staunton City of Waynesboro
Henricopolis	Henrico
James River *	Chesterfield Prince George
John Marshall	Fauquier
Lord Fairfax	Clarke Frederick Shenandoah Warren City of Winchester
Loudoun	Loudoun
Monacan	Goochland Powhatan

## Chesapeake Bay Program Areas

<u>DISTRICT</u>	<u>COUNTY/CITY</u>
Mountain	Alleghany Bath Highland City of Covington
Mountain Castles *	Botetourt Craig
Natural Bridge	Rockbridge City of Lexington City of Buena Vista
Northern Neck	Lancaster Northumberland Richmond Westmoreland
Northern Virginia	Fairfax
Peanut *	Isle of Wight Surry City of Suffolk
Peter Francisco	Buckingham Cumberland
Piedmont *	Amelia Nottoway Prince Edward
Prince William	Prince William
Robert E. Lee *	Amherst Appomattox City of Lynchburg
Shenandoah Valley	Page Rockingham /City of Harrisonburg

## Chesapeake Bay Program Areas

<u>DISTRICT</u>	<u>COUNTY/CITY</u>
Thomas Jefferson	Albemarle City of Charlottesville Fluvanna Louisa Nelson
Three Rivers	Essex King & Queen King William
Tidewater	Gloucester Mathews Middlesex
Tri-County/City	King George Spotsylvania Stafford City of Fredericksburg

\* A portion of the district is also outside of the-Chesapeake Bay Program Area.

## Outside of the Chesapeake Bay Program Area

<u>DISTRICT</u>	<u>COUNTY/CITY</u>
Appomattox River **	Dinwiddie City of Petersburg
Big Sandy	Buchanan
Big Walker	Bland Wythe
Blue Ridge **	Franklin Henry City of Roanoke
Clinch Valley	Russell
Daniel Boone	Lee
Evergreen	Smyth
Halifax	Halifax
Holston River	Washington
Chowan Basin	Greensville Southampton Sussex
Lake Country	Brunswick Mecklenburg
Lonesome Pine	Dickenson Wise
New River	Carroll Grayson City of Galax
Patrick	Patrick
Peanut **	Isle of Wight Surry, City of Suffolk

**Outside of the Chesapeake Bay Program Area**

<b><u>DISTRICT</u></b>	<b><u>COUNTY/CITY</u></b>
Peaks of Otter **	Bedford City of Bedford
Pittsylvania	Pittsylvania
Robert E. Lee **	Campbell Appomattox
Southside	Charlotte Lunenburg
Scott County	Scott
Skyline	Giles Montgomery Pulaski Floyd
Tazewell	Tazewell
Virginia Dare **	City of Chesapeake City of Virginia Beach

\*\* A portion of the district is also in the Chesapeake Bay Program Area.

BMPs Eligible to receive VACS Cost-Share

	<u>BMP</u>	<u>DCR SPEC. #</u>	<u>Installed Units</u>	<u>State Rate</u>
1.	Continuous Conservation Implementing Long Term High Residue Minimum Soil Disturbance Systems	CCI-CNT	Acre	\$25/acre for the 5 year lifespan
2.	Continuous Conservation Forested Riparian Buffer	CCI-FRB-1	Acres	\$100/acre for the 5 year lifespan
3.	Continuous Conservation Herbaceous Riparian Buffer	CCI-HRB-1	Acres	\$50/acre for the 5 year lifespan
4.	Continuous Conservation Stream Exclusion	CCI-SE-1	Lin. Feet of stream bank protected	\$1/lin. foot of stream bank protected for the 5 year lifespan
5.	Aforestation of Crop, Hay and Pasture land	FR-1	Acre	\$25/Ac.+ 75% of components for 10 year contract \$50/Ac. for 15 year contract
6.	Woodland Buffer Filter Area	FR-3	Acre	Pines \$100/Ac. + 75% C-s of components Hardwoods \$100/ac. + 75% C-s of components see spec. for 15 year contract rates
7.	Woodland Erosion Stabilization	FR-4	Acre	75%
8.	Livestock Exclusion with Reduced Set Back	LE-2	Lin. Feet of stream bank protected by each fence (35' or 10' setback)	50% on 10' setback fence; and alternative watering system; 80% reimbursement on 35' setback fence
9.	Nutrient Management Plan Writing and Revisions (Annual)	NM-1A	Acre	\$2 Annually \$4/ac. Annually
10.	Split application of N on corn using PSNT	NM-3C*	Acre	75% up to \$6/Acre \$8/Sample
11.	Late Winter Split Application of Nitrogen on Small Grain	NM-4*	Acre	75% up to \$4.50/Acre \$8/Sample
12.	Precision Nutrient Management on Cropland	NM-5*	Acres	75% up to \$8/acre \$8/Test
13.	Resource Management Plan Development	RMP-1	Acre	\$10/acre
14.	Resource Management Plan Implementation	RMP-2	Acre	\$5/acre

15.	Vegetative Stabilization of Marsh Fringe Areas	SE-1	Acre	50%
16.	Long-Term Vegetative Cover Establishment On Cropland	SL-1	Acre	\$25/Ac. plus \$5/Ac for each year up to 10 plus 75% of component cost
17.	Strip-cropping System	SL-3	Acre	\$30/Ac +75% of the eligible component cost
18.	Buffer Stripcropping	SL-3B	Acre	\$15/Ac
19.	Terrace Systems	SL-4	Linear Feet	75%
20.	Diversions	SL-5	Linear Feet	75%
21.	Stream Exclusion with Grazing Land Management	SL-6	Linear Feet of Stream bank protected	80%
22.	VACS Support for Extension of CREP Watering System	SL-7	Acreage of rotational grazing implemented	75%,
23.	Protective Cover for Specialty Cropland	SL-8*	Acre	\$30/Acre*
24.	Small Grain and Mixed Cover Crop for Nutrient Management and Residue Management	SL-8B*	Acre	\$15/Acre*, and \$25/Acre* early bonus, and \$8/Acre* select rye varieties bonus
25.	Harvestable Cover Crop	SL-8H*	Acre	\$20/Acre *
26.	Grazing Land Management	SL-9	Acre	50%
27.	Permanent Vegetative Cover on Critical Areas	SL-11	Acre	75%
28.	High Residue Tillage System	SL-15A*	Acres	\$70/Acre for the 5 year lifespan
29.	Continuous No-till Forage Production System	SL-15B*	Acres	\$35/Acre
30.	Sediment Retention, Erosion or Water Control Structure	WP-1	# of Structures	75%

31.	Stream Protection	WP-2	Linear Feet of Stream bank protected	75%
32.	Stream bank Stabilization	WP-2A	Linear Feet of Stream bank protected	75%
33.	Sod Waterways	WP-3	Acres in Waterway	75%
34.	Animal Waste Control Facilities	WP-4	# of Systems	75%
35.	Dairy Loafing Lot Management System	WP-4B	# of Systems	75%
36.	Composting Facilities	WP-4C	# of Systems	75%
37.	Animal Mortality Incinerator Facility	WP-4F	# of Systems	75%
38.	Agricultural Chemical Handling Facility	WP-6	# of Structures	75%
39.	Grass Filter Strips	WQ-1	Acre	\$175/Acre
40.	Legume Based Cover Crop	WQ-4*	Acre	\$30/Acre*
41.	Water Table Control Structure	WQ-5	Acre	75%
42.	Agricultural Sinkhole Protection	WQ-11	Acre	75% for protection 75% for clean out not to exceed \$4,000
43.	Roof Runoff Management	WQ-12	Sq. Ft.	75%

\* Participant must refuse tax credit in writing before cost-share can be issued

### Evaluation Worksheets

Several approaches are possible for Districts to evaluate and rank recruited cost-share applications. An example is included on the following pages. The example provides detailed information regarding the benefits of the proposed project and assigns points associated to those benefits. After the basic location information, the worksheet addresses the priority considerations required to qualify for the program. These items should always be addressed first to determine if a request should receive additional consideration towards approval to receive cost-share funds.

If any of the four statewide or priority conditions are met, the practice should then be evaluated according to the District's secondary or local water quality priorities. In this example, a weighting system is used to permit an objective comparison of competing projects. Each area of concern identified by the District is scored according to its rating for significance on the site and also a weight reflecting its significance to the district. The staff based on best professional

judgment and site specific evaluations enters the first weighting factor. The District Board fixes the second weighting factor. In this example, the public water supply concern has been given highest priority as an issue by giving it a weight of four. The other four areas are given lesser weights of three, two and one. These values are assigned by the District as deemed appropriate to their jurisdiction.

This format provides space to specify details supporting the rating given. This would be very helpful to a District with a significant number of project requests to evaluate. Approval by the Board should be based upon achieving some minimum score. Projects without a significant impact in those areas identified as important by the Board should not be approved.

Example

Cost-Share Evaluation Worksheet

Name \_\_\_\_\_ Farm Name \_\_\_\_\_  
 Address \_\_\_\_\_ Farm Number \_\_\_\_\_ OPID # \_\_\_\_\_  
 \_\_\_\_\_ Field(s) \_\_\_\_\_  
 Phone # \_\_\_\_\_ Tract # \_\_\_\_\_

Priority Considerations

(1) Agricultural non-point source pollution ranking of the ..... { }  
NWBD where BMP will be implemented. (High = 5, Medium = 3, Low =0)

Or – Exception for serious animal waste, groundwater, or gully erosion concerns  
(Rank from 1 through 5 based upon the amount,  
and type of anticipated NPS pollution contributed) ..... { }

(2) Candidate is located within or upstream of an identified Total Maximum Daily  
Load (TMDL) stream segment shall be prioritized for funding of practices that  
reduce the identified pollutant.

Within or upstream of a TMDL area..... { }

(2 points if yes, 0 if no)

and addressing the contaminate of concern..... { }

(2 points if yes, 0 if no)

(3) At least 1/3 HEL (5 if 1/3 HEL, 0 if not HEL)..... { }

(4) Priority NWBD hydrologic unit (yes =3, no = 0)..... { }

Number:

The District's priority hydrologic units in ranked order are:

(5) A Comprehensive conservation plan for the tract or farm exists,  
(5 points if comprehensive plan already exist 3 if it is to be developed, 0 if no  
comprehensive planning is anticipated.

Existing (Date written: \_\_\_\_\_) ..... { }

To be developed ..... { }

Total points toward priority considerations..... { }

.....

Secondary Considerations or District Priorities (Rate significance from 1-4)

(1) Practice will protect source water for a public water supply ..... { } x 4 =

Reasons for rate significance:

(2) Groundwater concerns ..... { } x 3 =

Specify:

These may include sinkholes, highly permeable soils, presence of wellheads or similar considerations.

(3) Animal Waste concerns ..... { } x 3 =

Reasons for rate significance:

Number of (1,000 lb) animal unit's waste that will be managed\_\_\_\_\_

Number of Tons of animal waste to be stored and properly utilized\_\_\_\_\_

(4) Erosion concerns ..... { } x 2 =

Greater erosion rates based upon RUSLE 2 calculations will receive a higher rate significance. >2T = 1 points, ≤ 2T = 2points, T = 3 points

(5) Acres to be implemented in plan ..... { } x 1 =

Actual = \_\_\_\_\_

**Total Score toward secondary considerations or district priorities = \_\_\_\_\_**

Worksheet

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**COST-SHARE BMPs MEASURES**

Practice Number	Practice Name	Units Requested	C-S Rate and Method	Units Installed	S & R Reduction (TONS/Acre/YR)	Gross Reduction (TONS/YR)	Acres Benefited	Life Span	Tech. Responsibility	Other C-S	Able to Reapply
				Buffer Width							
CCI-CNT	Continuous Conservation Initiative No Till Planting Systems	Acres	\$5.00/Acre/Yr	Acres	X		Acres treated	5 yrs	District	Yes	Yes
CCI-FRB-1	Continuous Conservation Initiative Forested Riparian Buffer	Acres	\$100/acre Flat Rate (Must refuse Tax Credit)	Acres 35'	X		Acres maintained in buffer (FRB)	5	District with DOF	No	Yes
CCI-HRB-1	Continuous Conservation Initiative Herbaceous Riparian Buffer	Acres	\$50/acre Flat Rate (Must refuse Tax Credit)	Acres 35'	X		Acres maintained in buffer (Herbaceous)	5	District	No	Yes
CCI-SE-1	Continuous Conservation Initiative Stream Exclusion	Linear Ft. of Stream bank Protected	\$1/lin. foot protected (Must refuse Tax Credit)	Lin Ft	X		Acres protected behind the fence	5	District	No	Yes
FR-1	Reforestation of Erodible Crop and Pastureland	Acres	\$25/Acre for 10 year contract + 75% C-S on components ----- \$50/Acre for 15 year contract +75% C-S on components	Acres	X	X	Acres planted in trees.	10 yrs or 15 years	DOF	Seeding-Yes Incentive-No	No
FR-3	Woodland Buffer Filter Area	Acres	Conifers, \$100/acre for 10 year contract or \$150/acre for 15 year contract Hardwoods,\$100/acre for 10 year contract, \$250/acre for 15 year contract + 75% Cost-share for eligible components	Acres ----- Average Width	X	X	Acres planted to buffer.	10 yrs	DOF	Seeding-Yes Incentive-No	No
FR-4	Woodland Erosion Stabilization	Acres	75% of Cost	Acres	X	X	Acres Treated	5 yrs	DOF	Yes	Yes
LE-2	Livestock Exclusion with Reduced setback	Linear Ft. of Stream bank Protected by 10' setback and/or 35'	50% Cost-share for 10' setback; fence and alternative watering system; 80% reimbursement for 35' setback fence	Linear Ft. of stream bank protected by 10' and 35' fence ----- Average buffer (35' only) Width	X Acres of pastureland	X Stream bank	Acres where grazing is improved and stream bank is protected.	10 yrs	District	Yes	Yes

Practice Number	Practice Name	Units Requested	C-S Rate and Method	Units Installed	S & R Reduction (TONS/Acre/YR)	Gross Reduction (TONS/YR)	Acres Benefited	Life Span	Tech. Responsibility	Other C-S	Able to Reapply
				Buffer Width							
NM-1A	Nutrient Management Plan Writing and Revisions (Annual)	Acres	\$2/Acre for Commercial/Imported Manure \$4/Acre for On-Farm Generated Manure	Acres	N/A	N/A	Acres Planned	1 year	Certified Nut. Man. Planners	No	Yes
NM-3C	Split Application of N to Corn using Pre-Sidedress Nitrate Test to Determine Need for Sidedress Nitrogen	Acres	75% of Application Charge up to \$6/Acre \$8/Sample	Acres	N/A	N/A	Acres Treated	1 yr	District	Yes	Yes
NM-4	Late Winter Split Application of Nitrogen on Small Grain	Acres	75% of Application charge up to \$4.50/Acre if needed \$8.00/Sample	Acres	N/A	N/A	Acres Treated	1 yr	District	Yes	Yes
NM-5	Precision Nutrient Management	Acres	75% up to \$8/acre \$8/test	Acres	N/A	N/A	Acres Planned	1 yr.	District	Yes	Yes
RMP-1	Resource Management Plan Development	Acres	\$10/acre	Acres	N/A	X	Acres Planned	1 yr	District	No	Yes
RMP-2	Resource Management Plan Implementation	Acres	\$5/acre	Acres	N/A	X	Acres Planned	1 yr	District	No	Yes
SE-1	Vegetative Stabilization of Marsh Fringe Areas	Acres	50% of Cost	Acres	X	X	Acres planted	5 yrs	DCR	No	No
SL-1	Long-Term Vegetative Cover on Cropland	Acres	\$25/Acre Flat Rate- 75% Component Cost	Acres	X	X	Acres in planted crop	5 yrs	District	No	No
SL-3	Stripcropping Systems	Acres	\$30/Acre Flat Rate- 75% Component Cost	Acres	X	X	Acres in strips *(Subsurface drainage installed)	5 yrs (*10 yrs)	District	AC-No Component Yes	No
SL-3B	Buffer Stripcropping	Acres	\$15/Acre	Acres	X	X	Acres in field from the top of the slope to the lowest buffer strip	5 yrs	District	No	No
SL-4	Terrace System	Linear Ft.	75% of Cost	Linear Ft.	X	X	Acres in field where active erosion is reduced	10 yrs	District	Yes	No

Practice Number	Practice Name	Units Requested	C-S Rate and Method	Units Installed	S & R Reduction (TONS/Acre/YR)	Gross Reduction (TONS/YR)	Acres Benefited	Life Span	Tech. Responsibility	Other C-S	Able to Reapply
				Buffer Width							
SL-5	Diversion	Linear Ft.	75% of Cost	Linear Ft.	X	X	Acres in field where the diversion reduces active erosion	10 yrs	District	Yes	No
SL-6	Stream Exclusion with Grazing Land Management	Linear Ft. of Stream bank Protected	80% of eligible cost	Linear Ft. of stream bank protected Average Width	X Acres of pastureland	X Stream bank	Acres where grazing is improved and stream bank is protected.	10 yrs	District	Yes	Yes
SL-7	Support for Extension of CREP Watering Systems	Acres of rotational grazing	75% Not to Exceed based upon acres or width of CREP buffer restored	Acres	X	X	Acres where rotational grazing is implemented	Life of the CREP contract	District	Yes	No
SL-8	Protective Cover for Specialty Crops	Acres	\$30/Acre (Must refuse Tax Credit)	Acres	X		Acres in planted crop	Annual	District	Yes	Yes
SL-8B	Small Grain and Mixed Cover Crop for Nutrient Management	Acres	\$15/Acre with \$25/Acre early bonus and \$8/Acre Abruzzi rye bonus (Must refuse Tax Credit)	Acres	X		Acres planted	Annual	District	Yes	Yes
SL-8H	Harvestable Cover Crop	Acres.	\$20/acre (Must refuse Tax Credit)	Acres	X		Acres planted	Annual	District	No	Yes
SL-9	Grazing Land Management	Acres	50% of Cost	Acres	X	X	Acres managed	Annual	District	No	No
SL-11	Permanent Vegetative Cover on Critical Areas	Acres	75% of Cost	Acres	X	X	Acres treated	5 yrs	District	Yes	Yes
SL-15A	High Residue Tillage System	Acres	\$70/Acre	Acres	X		Acres planted	5 yrs	District	No	No
SL-15B	Continuous No-Till Forage Production System	Acres.	\$35/ acre	Acres	X		Acres planted	5 Years	District	Yes	No
WP-1	Sediment Retention, Erosion or Water Control Structures	# of Systems	75% of Cost	# of Systems		X Sediment trapped or Erosion Red	Acres of site	10 yrs	District	Yes	No

Practice Number	Practice Name	Units Requested	C-S Rate and Method	Units Installed	S & R Reduction (TONS/Acre/YR)	Gross Reduction (TONS/YR)	Acres Benefited	Life Span	Tech. Responsibility	Other C-S	Able to Reapply
				----- Buffer Width							
WP-2	Stream Protection	Linear Ft. of Stream bank Protected	75% of Cost	Linear Ft.		X	Acreage of stream bank fenced out.	5 yrs	District	Yes	No
				Average Width							
WP-2A	Stream bank Stabilization	Linear Ft. of Stream bank Protected	75% of Cost	Linear Ft.	X	X	Acreage of stream bank treated	5 yrs	District	Yes	No
WP-3	Sod Waterway	Acres	75% of Cost	Acres	X	X	Acreage in waterway	10 yrs	District	Yes	Yes
WP-4	Animal Waste Control Facility	# of Systems	75% of Cost	# of Systems	N/A	N/A	N/A	10 yrs	District	Yes	Yes
WP-4B	Dairy Loafing Lot Management System	# of Systems	75% of Cost	# of Systems	X	X	Acreage in planned system	10 yrs	District	Yes	Yes
WP-4C	Composting Facilities	# of Systems	75% of Cost	# of Systems	N/A	N/A	N/A	10 yrs	District	Yes	Yes
WP-4F	Animal Mortality Incinerator Facility	# of Systems	75% of Cost	# of Systems	N/A	N/A	N/A	10 Years	District	Yes	No
WP-6	Agricultural Chemical & Fertilizer Handling Facility	# of Structures	75% of Cost	# of structures	N/A	N/A	N/A	10 yrs	District	Yes	Yes
WQ-1	Grass Filter Strips	Acres	\$175/acre	Acres	X (Strip Area)	X(Filter Action)	Acreage of filter area plus contributing field acreage as determined by maximum slope length	5 yrs	District	No	No
				Average Width							
WQ-4	Legume Based Cover Crop	Acres	\$30/Acre (Must refuse Tax Credit)	Acres	X		Acreage in planted crop	1 year	District	No	Yes
WQ-5	Water Table Control Structure	# of Structures	75% of Cost	# of structures.	N/A	N/A	Watershed drainage acreage above structure	10 yrs	District	Yes	Yes

Practice Number	Practice Name	Units Requested	C-S Rate and Method	Units Installed	S & R Reduction (TONS/Acre/YR)	Gross Reduction (TONS/YR)	Acres Benefited	Life Span	Tech. Responsibility	Other C-S	Able to Reapply
WQ-11	Agricultural Sinkhole Protection	Acres	75% of Cost for protection 75% of Cost for clean out not to exceed \$4000	Acres	X	X	Acreage protected around sinkhole and any area acreage draining into the sinkhole.	10 yrs.	District	Yes	No
				Average Width							
WQ-12	Roof Runoff Management	Systems	75% of Cost	Sq. Ft. of roof treated		X	X	10 yrs	District	Yes	Yes

Revised Jan., 2016

## Cost-Share Program Bid Procedures

The following procedures will be used when the estimated cost of any one subcontractor's scope of work is anticipated to exceed a billable expense in excess of \$30,000.

Districts are to conduct sign-up and processing for technical needs determination as outlined at the beginning of this section. After the practice has been voted upon by the Board these procedures are to be used.

### Step #1

Local Districts will notify the applicant that the request is eligible for cost-share assistance and that cost-share funds will be authorized pending the solicitation of a minimum of three bids or prices for installation of the component parts of the BMP that are anticipated to exceed \$30,000. The scope of the bid should be carefully clarified with the participant so that equivalent estimates for installation can be acquired. The applicant will be sent a bid solicitation form set for use in obtaining bids (Virginia Agricultural BMP Cost-Share Bid Solicitation Sheet). The applicant will have approximately 60 days to obtain bids, complete the form, and return it to the District.

Applicants may contact known conservation or construction contractors in an attempt to obtain three (3) bids.

### Step #2

The applicant will complete the bid solicitation sheet showing the name, address, telephone numbers, and employer identification number of each construction contractor, the landowner's (applicant) name, address, site location, type of BMP, and estimated start and completion date.

When a minimum of three (3) bids cannot be obtained from sources within a fifty (50) mile radius of the BMP location, the applicant will provide documentation for this in the comment section of the bid solicitation form.

### Step #3

After the District receives the required bid solicitations, the District will notify the applicant that his cost-share request has been approved, and the specific amount of cost share that was authorized.

### Step #4

The District will forward one copy of the bid solicitation sheet(s) to the DCR Conservation District Coordinator.

### Step #5

The applicant will notify the successful bidder who can then execute a construction contract and begin installation. The applicant will reserve the right to reject all bids and cancel his cost-share request up until the contract has been signed.

In the event the applicant does not award the project to the lowest bidder, the applicant will provide suitable justification in writing to the District as to why the low bid was not accepted. This statement will be attached to the bid solicitation sheet and maintained in the District files. Any requested increase in authorized cost-share funding must be approved by the Board and recorded in the minutes of the meeting.

Step #6

The applicant will notify the District and the appropriate technical agency that the bid process is complete and of the anticipated construction start date.

Landowner Name: \_\_\_\_\_ / \_\_\_\_\_ **Soil and Water Conservation District**

Service(s) to be Purchased \_\_\_\_\_ Date needed: \_\_\_\_\_

Specifications Prepared by: \_\_\_\_\_ Quotes Secured by: \_\_\_\_\_

**VENDOR QUOTED PRICES**

Item No.	Description	Unit of Issue	Quantity	Vendor 1		Vendor 2		Vendor 3		Vendor 4	
				Unit Price	Total Price						
1											
2											
3											
4											
Grand Total											
Delivery Date											

Vendor No. 1 Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Vendor Name: \_\_\_\_\_ \*FIN No. \_\_\_\_\_  
 (Federal Identification Number)  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Person Contacted & Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Vendor No. 2 Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Vendor Name: \_\_\_\_\_ \*FIN No. \_\_\_\_\_  
 (Federal Identification Number)  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Person Contacted & Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Vendor No. 3 Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Vendor Name: \_\_\_\_\_ \*FIN No. \_\_\_\_\_  
 (Federal Identification Number)  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Person Contacted & Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Vendor No. 4 Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Vendor Name: \_\_\_\_\_ \*FIN No. \_\_\_\_\_  
 (Federal Identification Number)  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Person Contacted & Title \_\_\_\_\_ Phone No. \_\_\_\_\_

**\*If services are being provided by an individual, his Social Security Number will be his FIN Number**

**Comments:** (Use if unable to obtain three bids or to justify not using low bidder.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DISTRICT COPY

## Spot-check Procedures

### Overview

Spot checks are meant to determine practice viability and lifespan and are not intended as a technical inspection. Technical accuracy was determined at the time of certification by designated personnel assigned technical responsibility. If technical problems exist, the District and the appropriate technical agency should be notified. Annual practices such as WQ-4, SL-8, etc., are not subject to be spot-checked, but technical certification inspections can be carried out during the fiscal year as appropriate.

1. Spot-checks are conducted by District personnel under the guidance of DCR staff. Technical agencies involved (NRCS and DOF) should be notified that spot-checks are to occur but they are not required to present. Spot-checks are intended only to verify the practice's existence on the farm.
2. For structural practices, spot-checks should be conducted after the close of the program year but early enough to allow modification and vegetation to be re-established (if needed).
3. Random practice verification inspections or spot checks will be conducted by the District Conservation Specialist/Technician under the guidance of DCR staff to determine that the individual practice is still viable. Practices to be spot checked will be identified and inspected based upon Chesapeake Bay Program Office (CBPO) approved verification procedures.
4. Upon the completion of the spot-checks, District personnel must inform the appropriate technical agency that corrective action is needed and can begin, and must also inform the District Board at its next regularly scheduled meeting. A copy of all spot-check forms shall be sent to the Conservation District Coordinator. Copies of each form shall be maintained in the District files until further notified by DCR.
5. Spot check reports on practices receiving cost-share from other sources should be copied to the appropriate agency.
6. CDCs will consolidate all spot check information into a table indicating how many inspections were conducted how many practices were in compliance and how many practices require additional DISTRICT follow up. A copy of this report should be forwarded to the Agricultural Incentives Program Manager. The report will be used by the CDC to assure that those practices that need additional DISTRICT attention are followed up and all issues are resolved or a pro-rata return of cost share and tax credits are returned to the District.

Spot check reports [DCR 199-112 (6/89)] will be retained by the District and filed by program year. A copy of each spot check report will be made and forwarded to the CDC and to any other agency providing cost-share for that project.

### Administrative Review

In conjunction with spot-checking, each assigned Conservation District Coordinator may ask to examine cooperator files to assure accordance with plans, policies and procedures. The assigned CDC may choose to examine only those cooperator files, which have been selected, for spot check or they may choose an overall sampling of no more than 10% of all cooperator files currently under the practice lifespan.

**Virginia Agricultural BMP Cost-Share Program  
Compliance Spot Check Report Form**

Name of District \_\_\_\_\_

County/City \_\_\_\_\_ Date of Spot-check \_\_\_\_\_

Program Year Installed \_\_\_\_\_ Spot-checked by \_\_\_\_\_

Practice Name & Number \_\_\_\_\_ Farm Number \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Field Number \_\_\_\_\_

Address \_\_\_\_\_ Extent Installed \_\_\_\_\_  
(No. & Units)

Telephone \_\_\_\_\_

Certified By \_\_\_\_\_

Date Certified \_\_\_\_\_

Lifespan \_\_\_\_\_

Amount Paid \_\_\_\_\_

by District \_\_\_\_\_

by FSA \_\_\_\_\_

by DOF \_\_\_\_\_

by NRCS \_\_\_\_\_

Practice Status (Check One)

- Practice Installed, Functioning as Designed, and Properly Maintained
- Practice Installed, Not Maintained or Functioning (request participant perform needed maintenance)
- Improperly Installed (Refer to District Board for Action)  
Practice Damaged or Destroyed and No Longer functioning (Refer to District Board for Action)

Remarks

## Biosecurity Considerations

If you are in any questionable disease situations on a farm, please call before going to the farm. Remember, these are minimal guidelines, and some operations may have additional requirements.

### Biosecurity for Poultry

The impact of the recent Avian Influenza (AI) epidemic in the mid-west has brought greater attention to insure biosecurity measures are being practiced in the field.

Biosecurity as it pertains to poultry farm inspections is the protection of poultry flocks from any type of infectious agent, whether viral, bacterial, fungal, or parasitic in nature. Due to the number of birds confined in one place, and the speed at which many infectious agents travel through flocks, outbreaks may have catastrophic results for poultry growers and processors. Biosecurity has three major components: 1) Isolation, 2) Traffic Control, and 3) Sanitation.

Below are basic guidelines Districts should make use of when providing technical assistance and spot-checking VA Agricultural BMP Cost Share Program practices:

Care should be taken to plan your visitations such that your vehicle or person does not become a vector to spread disease. Never plan to go directly from one poultry farm to another on the same day. Remember, these are minimal guidelines, and some operations may have additional requirements.

All poultry farms are biosecured areas and all traffic must be kept to a minimum. If any business can be conducted over the phone, please do so. If a visit **MUST** be made to a farm, coordinate it with the grower and follow the steps below at all times.

- All vehicles entering a poultry farm must stop at the farm entrance and fill out the visitor log in the mailbox (for farms that have boxes). Please include your name, date, time, company association, reason for visit, and farms visited previously on that day.
- All vehicles must thoroughly disinfect their tires before entering and before leaving a poultry farm. An acceptable disinfectant recommended by USDA is Virkon or Virkon-S. Remember, surfaces must be adequately cleaned in order for disinfectants to work.
- Personnel driving or riding in a vehicle that goes on the farm must have protective boots. Either rubber or plastic boots must be put on before getting out of the vehicle. These boots must be worn the whole time on the farm, and be discarded onsite before re-entering your vehicle.
- Vehicle windows should be rolled up at all times while on the poultry farm in order to prevent flies from getting into the vehicle.
- For all service vehicles, the floorboard area, including pedals and the entire floor, must be cleaned and disinfected daily. Keep rubber floor mats in vehicles that can be effectively cleaned and disinfected. This is needed even if wearing disposable plastic boots.
- Establish clean and dirty zones in the vehicle. If trunk is the dirty zone, do not move items between trunk and passenger compartments. If the entire trunk cannot be designated as “dirty”, use a covered rubber or plastic container to hold dirty items.

- Entry into the poultry houses is strictly forbidden unless pre-authorized by the grower or the poultry company.
- Any activity that requires entry into poultry houses must include clean coveralls, hair nets, clean boots, and use of the disinfect stations provided at the door.
- When exiting the farm, disposable boots should be put in a receptacle provided at the farm. Then spray shoes with disinfectant before entering your vehicle. Hands, rubber boots, and any tools used on the farm must be washed and disinfected.
- Vendor vehicles must be kept clean at all times.
- If you are in any questionable disease situations on a farm, please call before going to other farms.

The following list of biosecurity equipment is carried in all NRCS field vehicles and is recommended as a minimum to be available to District employees.

Spray Tank	Mixing bucket
Large water container	EPA Approved disinfectant – Virkon-S®
Long handled scrub brush	Liquid or gel antibacterial soap
Paper towels	Latex gloves
Disposable boots	Trash bags
Safety goggles	Protective Outerwear - overalls, tyvek suits

A plastic crate or storage bin to carry and/or hold above items.

### Biosecurity Procedures for Livestock

Due to the fact that humans can transport not only the Foot and Mouth Disease (FMD) virus, but many other viruses that affect livestock, we must take minimum biosecurity measures to reduce the risk of District employees acting as carriers from one livestock operation to another. These measures are consistent with biosecurity practices established by the Commissioner of Agriculture and Consumer Services for VDACS employees. All staff visiting any farm should take the following steps to minimize risks of disease transfer.

1. Contact with farm operators or managers must be attempted prior to visiting any farming operation. Biosecurity should be discussed with farm operators. If farms have more stringent biosecurity measures in place, staff should perform such measures as instructed.
2. Wear clean clothing or coveralls. Change and clean clothing or coveralls as needed after contact with animals or animal waste, especially before entering another farm.
3. Wear footwear suitable for scrubbing. Good quality, calf high rubber boots will make cleaning easier. Footwear should be scrubbed thoroughly with a brush and sanitizing solution before entering a farm and also before leaving, or alternatively, plastic disposable boots should be worn and left at the farm. It is recommended that staff carry a plastic garden-type sprayer filled with disinfectant and a long handled scrub brush to facilitate disinfection.

4. Vehicles should be kept clean inside and outside. This may be accomplished by avoiding possible areas of contamination on the farm. It is easier and more efficient to disinfect footwear than vehicles. Keep rubber floor mats in vehicles that can be effectively cleaned and disinfected. Tires of vehicles should be sprayed with disinfectant and scrubbed in the same manner as footwear.

These measures should be used when visiting farming operations with livestock that are susceptible to the FMD virus. This applies to beef, dairy, and swine operations as well as to operations that are primarily poultry, but may have some beef dairy, or swine present.

A disinfectant currently approved for use by EPA against FMD is Virkon-S<sup>®</sup>. Some other USDA recommended disinfectants are listed below. Please note that minimum contact time, 5 to 10 minutes is necessary as well as thorough cleaning and scrubbing is essential to the effectiveness of disinfectants.

- household vinegar (undiluted) is a 4% solution acetic acid)
- 3 parts household bleach (sodium hypochlorite) to 2 parts water
- 1.3 ounces Virkon-S<sup>®</sup> (broad spectrum) disinfectant to 1 gallon of water

#### Response to Suspected or Confirmed FMD Outbreak

The Commonwealth has an Emergency Action Plan for Foot and Mouth Disease. Highlights of the draft document appear as bulleted items below.

- The Virginia Department of Agriculture and Consumer Services (VDACS) and the Virginia Department of Game and Inland Fisheries (VDGIF) will be the primary agencies in investigating, containing, and eradicating an FMD outbreak.
- In the event of a suspected FMD outbreak, prompt notification is critical to a rapid response. Notification of a suspected outbreak must be made to the Virginia State Veterinarian, the Virginia Emergency Operations Center (EOC), the VDGIF, and the Federal Area Veterinarian-In-Charge. If the initial notification is received by any agency other than the Virginia Department of Emergency Management (DEM), it is imperative that the agency notified contact the Virginia EOC.
- Once the Virginia EOC is notified of a suspected FMD outbreak, normal standard operating procedures will allow for the appropriate notifications to be made to the primary and support state and federal agencies. Laboratory tests must be conducted to confirm FMD, at the USDA Plum Island Animal Disease Center, located in New York.

As soon as DCR is made aware of a suspected outbreak in the Commonwealth or surrounding states, all inspections and site visits to farms should cease until the suspected outbreak is confirmed not to be FMD. It is anticipated that this will be accomplished within 24 hours after the lab receives the sample; however, sampling and transport time may add a few days to this process. If the suspected outbreak is ruled not to be FMD, then inspections will continue with staff following the biosecurity procedures outlined above.

- The Virginia DEM will request a state Declaration of Emergency from the Governor once it is determined that a confirmed foot-and-mouth disease exists to susceptible domestic and wildlife animals in the Commonwealth, based on a recommendation from the Commissioner of Agriculture and Consumer Services and the State Veterinarian.

- The USDA will support state initiatives to identify, seize, quarantine, eradicate, and dispose of animals and associated contaminated materials. The federal declaration may be issued prior to the state's declaration if an outbreak occurs in another state or concurrent with the state emergency declaration if an FMD outbreak occurs first in the Commonwealth.

Once a confirmed outbreak exists that may impact the Commonwealth, DCR recommend that Districts cease all farm inspections and visits until such time as the State Veterinarian, in coordination with the USDA Area Veterinarian-In-Charge, determines it safe to resume normal operations.

Additional Biosecurity Procedures to consider:

In areas of the state with an identified health issue by the State Veterinarian; Districts should consider footbaths as an important biosecurity tool. To be effective, the baths need to be free of excess organic material, re-charged according to label instructions, and used by agricultural producers co-mingling at the District office. District may need to ask clients and provide signage to use the footbath if they are wearing footwear that has been worn unprotected in an animal production area in the last 5 days. Educating producers not to leave the farm as potential disease vectors. Encourage them not to wear clothes/footwear that has previous unprotected exposure in animal production area to offices or businesses where farmers may frequent as a responsible biosecurity measure.

**Making an Easy Footbath** – You will need:

1. A low plastic pan or bin, wide enough to fit an adult's foot, shallow enough to step into easily
2. A plastic doormat (the "fake grass" mats work well)
3. A disinfectant that works when manure or dirt is present, such as Tek-trol® or One Stroke Environ®
4. Water

Mix the disinfectant with water following label instructions. Put the doormat in the plastic pan. Add disinfectant so that the bottom of the "grass" is wet. Ask visitors to walk through the footbath, wiping their feet on the mat. The "grass" scrubs their shoes a bit as they wipe them, and applies the disinfectant. When the liquid starts to get dirty, empty it and put in new disinfectant.

Agricultural BMP Technical Advisory Committee “Implementation Advisory Committee”

A committee has been appointed to advise the DCR staff on the implementation of the Agricultural BMP Program. This committee reviews proposed technical policy changes, brings new items to the committee members for consideration, and makes recommendations to the Virginia Soil and Water Conservation Board prior to their final approval for modifying the program. About three-fourths of the committee is composed of active farmers or agricultural industry representatives that are involved in most aspects of Virginia agriculture. The remaining members are agency personnel representing the agencies that are directly involved in the Virginia Agricultural BMP Cost-Share Program. The current members are listed below:

Gary Moore, DCR (Chair)  
Agricultural BMP Coordinator  
600 East Main Street, 24<sup>th</sup> Floor  
Richmond, VA 23219  
(804) 692-0070  
[Gary.Moore@dcr.virginia.gov](mailto:Gary.Moore@dcr.virginia.gov)

Judy Burtner, VASWCD  
Area I Representative  
13 Shannon Pl.  
Staunton, VA 24401  
[judyburtner@gmail.com](mailto:judyburtner@gmail.com)

Robert Bradford, VASWCD  
Area II Representative  
4247 Ridge Road  
Barboursville, VA 22734  
(540) 832-3249  
[Brad.farm@ntelos.net](mailto:Brad.farm@ntelos.net)

Herb Dunford, VASWCD  
Area III Representative  
7344 Hermitage Road  
Richmond, VA 23228  
(804) 266-9495  
[hdunfordjr@aol.com](mailto:hdunfordjr@aol.com)

R. W. Pete Farmer, VASWCD  
Area IV Representative  
209 5<sup>th</sup> Ave.  
Galax, VA 24333  
[rwpetefarmer@yahoo.com](mailto:rwpetefarmer@yahoo.com)

Ricky Rash, VASWCD  
Area V Representative  
5726 West Courthouse Road  
Crewe, VA 23930  
(434) 645-1349  
[dairyrn@hughes.net](mailto:dairyrn@hughes.net)

Margie Davis, VASWCD Area VI Chair  
4407 Chatwell Rd.  
Midlothian, VA 23113  
(804) 379-0565  
[Margie.davis@verizon.com](mailto:Margie.davis@verizon.com)

Kendall Tyree, VA Association of SWCDs  
Executive Director  
7293 Hanover Green Drive, Suite B 101  
Mechanicsville, VA 23111  
(804) 559-0324  
[Kendall.Tyree@vaswcd.org](mailto:Kendall.Tyree@vaswcd.org)

Wilmer N. Stoneman, VA Farm Bureau  
P. O. Box 27552  
Richmond, VA 23261  
(804) 290-1024  
[wston@vafb.com](mailto:wston@vafb.com)

Hobey Bauhan, VA Poultry Federation  
P. O. Box 552  
Harrisonburg, VA 22811-0552  
(540) 433-2451  
[hobey@vapoultry.com](mailto:hobey@vapoultry.com)

Brad Copenhaver,  
Virginia Agribusiness Council  
P. O. Box 718  
Richmond, VA 23218-0718  
(804) 643-3555  
[vac@-agribusiness.org](mailto:vac@-agribusiness.org)

Betsy Bowles, DEQ  
P. O. Box 1105  
Richmond, VA 23218  
(804) 698-4059  
[bkbowles@deq.virginia.gov](mailto:bkbowles@deq.virginia.gov)

Chad Wentz, NRCS  
1606 Santa Rosa Road  
Richmond, VA 23229-5014  
(804) 287-1668  
[Chad.Wentz@va.usda.gov](mailto:Chad.Wentz@va.usda.gov)

Tom Turner, CB District staff  
John Marshall SWCD  
98 Alexandria Pike, Suite 31  
Warrenton, VA 20186-2849  
(540) 347-3120  
[Tom.Turner@faquiercounty.gov](mailto:Tom.Turner@faquiercounty.gov)

Chris Barbour, OCB District staff  
Skyline SWCD  
75 Hampton Blvd.  
Christiansburg, VA 24073  
(540)381-0071  
[Chris.skylinswcd@verison.net](mailto:Chris.skylinswcd@verison.net)

Scott Baker, Virginia Cooperative  
Extension Service  
122 E. Main St Suite 102  
Bedford, VA 24523  
(540) 586-7675  
[ScBaker@VT.edu](mailto:ScBaker@VT.edu)

Todd Groh, DOF  
P. O. Box 3758  
Charlottesville, VA 22903-0758  
(434) 220-9044  
[Todd.Groh@dof.virginia.gov](mailto:Todd.Groh@dof.virginia.gov)

Eric Paulson, VA State Dairymen's Assoc.  
P. O. Box 866  
Harrisonburg, VA 22801-0886  
(804) 434-6722  
[eric@vsdaonline.com](mailto:eric@vsdaonline.com)

Joe Wood, Chesapeake Bay Foundation  
1108 E. Main Street  
Suite 1600  
Richmond, VA 23219  
(804) 780-1392  
[Jwood@CBF.org](mailto:Jwood@CBF.org)

Emily Horsley, FSA  
1606 Santa Rosa Road  
Richmond, VA 23229  
(804) 287-1546  
[Emily.Horsley@va.usda.gov](mailto:Emily.Horsley@va.usda.gov)

Stacy Horton, DCR  
Outside of the Chesapeake Bay CDC  
8 Radford St., Suite 102A  
Christiansburg, VA 24073  
(276) 394-2585  
[Stacy.Horton@dcr.virginia.gov](mailto:Stacy.Horton@dcr.virginia.gov)

Charlie Wootton, VACDE  
100-B Dominion Dr.  
Farmville, VA 23901  
(434) 392-3782 X128  
[charles.wootton@va.nacdn.net](mailto:charles.wootton@va.nacdn.net)

Darrell Marshall, VDACS  
1100 Bank Street  
Richmond, VA 23219  
(804) 786-2658  
[Darrell.Marshall@vdacs.virginia.gov](mailto:Darrell.Marshall@vdacs.virginia.gov)

Scott Ambler, DCR RMP Program Mgr.  
PO Box 1  
Verona, VA 24482  
(540) 332-9231  
[Scott.Ambler@dcr.virginia.gov](mailto:Scott.Ambler@dcr.virginia.gov)

CBLA/DEQ  
6299 East Main Street,  
Richmond, Virginia 23219  
(804) 698-4276

Mark Hollberg, DCR  
Chesapeake Bay CDC  
P O Box 1  
Verona, Virginia 24482  
(540) 332-9235  
[Mark.Hollberg@dcr.virginia.gov](mailto:Mark.Hollberg@dcr.virginia.gov)

Marc Puckett, DGIF  
107 Foxwood Drive  
Farmville, VA 23901  
(434) 392-8328  
[Marc.Puckett@dgif.virginia.gov](mailto:Marc.Puckett@dgif.virginia.gov)

Stephanie Martin, DCR, District Liaison  
600 East Main St., 24<sup>th</sup> Floor  
Richmond, VA 23219  
(804) 786-1769  
[Stephanie.Martin@dcr.virginia.gov](mailto:Stephanie.Martin@dcr.virginia.gov)

Ben Rowe, VA Grain Producers  
2201 W. Main St  
Richmond, VA23220  
(804) 726-6022  
[ben@viriniagrains.com](mailto:ben@viriniagrains.com)

Timothy Sexton, DCR  
Nutrient Management Program Manager  
600 East Main Street, 24<sup>th</sup> Floor  
Richmond, VA 23219  
(804) 371-0061  
[Timothy.Sexton@dcr.virginia.gov](mailto:Timothy.Sexton@dcr.virginia.gov)

John H. Parker, Virginia Pork Industry Board  
Executive Director  
P. O. Box 1163  
Richmond, VA 23218-1163  
(804) 786-7092  
[John.Parker@vdacs.virginia.gov](mailto:John.Parker@vdacs.virginia.gov)

Ad hoc technical review subcommittees will convene as needed to assist in development of new BMPs, program evaluation, and make recommendations to the full TAC. The subcommittees will assist in the evaluation of Innovative BMP Demonstration Project requests. The subcommittees will consist of appropriate DCR, VCE, NRCS, DOF, SWCD, VASWCD, and other agency representatives and willing TAC members as needed.