

ROLES & RESPONSIBILITIES
FOR DELIVERY OF VIRGINIA
AGRICULTURAL BEST
MANAGEMENT PRACTICES
COST SHARE PROGRAM
(VACS)
For
District Directors
&
District Staff

Roles of District Directors

 Establish secondary considerations prior to the beginning of each program year.

- Consult BMP manual

 Establish recruitment guidelines.

- Consult BMP manual.

 Consider BMPs for approval at monthly meeting.

Roles of District Directors

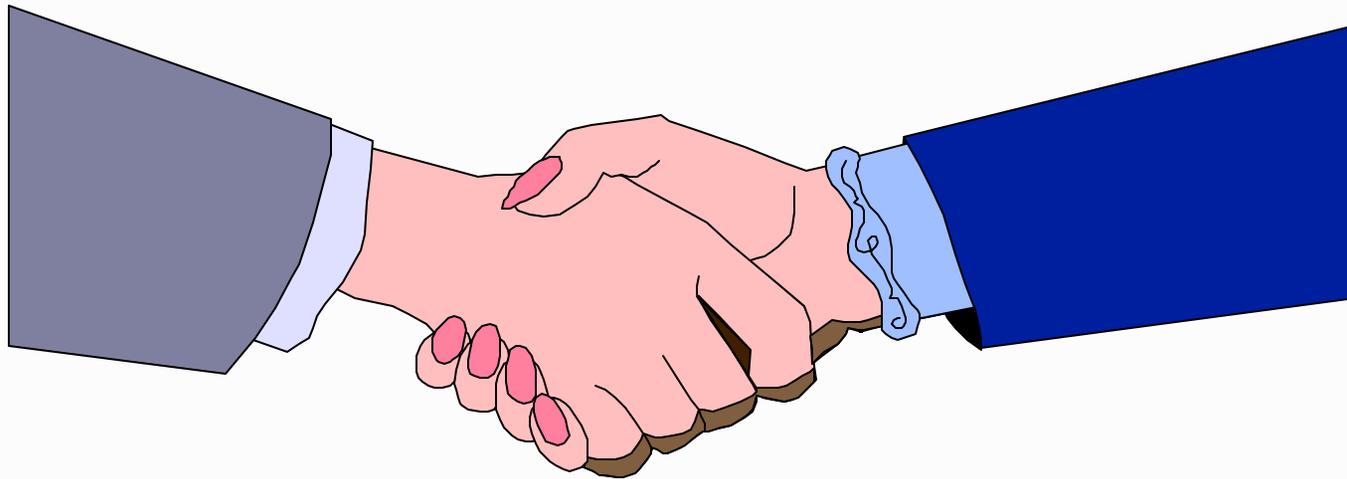
Approve BMPs based upon

- Meeting Priority Considerations and
- According to ranked secondary considerations unless reason not to.
- Set completion date; Fill in “Expiration Notice _____”.
- “Practice must be installed and certified at the issuing SWCD by the above date.”



Roles of District Directors

 SWCD should notify landowner of cost-share approval or why not approved.



Roles of District Staff

Assists with setting secondary considerations

Perform recruitment.

Provide information about BMP for director consideration.



Roles of District Staff

Takes Signup.

- Complete Ag. BMP Tracking Contract Part I.
- Checks to see if meets priority considerations.
 - Consult Ag BMP Manual
 - Stop if does not meet.
- Completes technical information.
 - Complete Tracking Contract Part II
 - Must have “ NRCS job approval authority” for that BMP to certify “technical need” or “practice installation”.



Roles of District Staff

 Enters data into tracking program.

- Enters C-E factor on form.

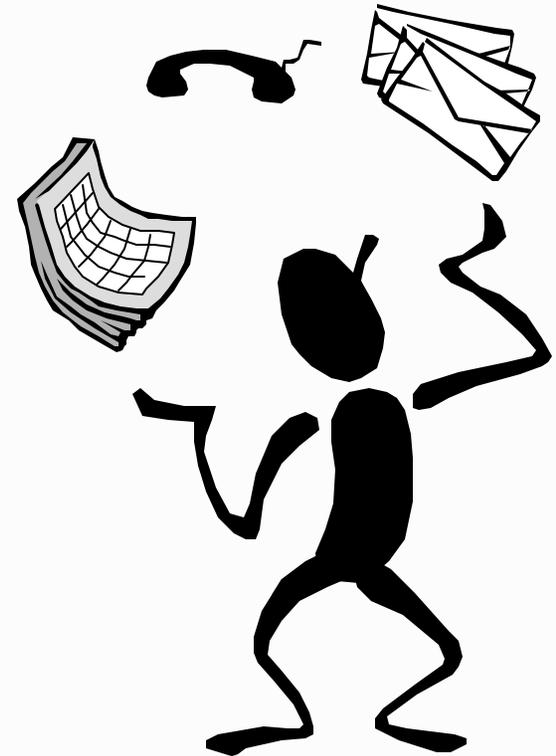
 Rank all BMPs according to secondary consideration.

 Present to Directors at monthly Board Meeting.

Roles of District Staff

Approved BMP Implementation.

- Enter approval date and amount info into tracking program.
- Plan, Survey, Design, Layout, Monitor construction, Certify.
- Enter approval info into the Ag. BMP Tracking Program
 - Completion Date, Amount of cost-share approved, and Technical Needs Determination



Roles of District Staff

- 📄 Get landowner signature certifying installation as complete.
- 📄 Technically authorized staff (with job approval authority) inspects BMP and certifies as technically complete.
- 📄 develop redline drawings for structural practices.
- 📄 Landowner is paid.

Roles of District Staff

📄 Complete info into the tracking program.



Roles of District Staff

☰ Report quarterly on progress.

- All approved and completed BMPs entered into Tracking Programs
- Budget Reports to CDCs.
- Compile disbursement requests for expected completions in next 90 days

