



Agricultural Enhancement Program Urban Agriculture Application

Applicant Information
Name:
Mailing Address:
Telephone:
Email Address:
Application Date:
Are you a WVCA/WFCD employee? YES/NO
Are you a family member of a WVCA/WFCD employee? YES/NO
Do you operate land with a WVCA/WFCD employee? YES/NO

Farm Information
MONONGAHELA CONSERVATION DISTRICT
County:
Farm Name:
Farm #:
Tract #:
Field # or #'s:
Are you a Conservation District Supervisor? YES/NO
Are you a family member of a District Supervisor? YES/NO
Do you operate land with a District Supervisor? YES/NO

Best Management Practice

Please complete the following information for the Best Management Practice you would like to apply for:

BMP	Limits	Cost-Share Rate	Amount Requested
Urban Agriculture	Cost-Sharable Items Must Be on the <u>District Approved Component List</u>	50% (purchased kits and materials) up to \$500.00. 50% (construction costs) up to \$1,500 – for Greenhouses ONLY	\$ _____ (\$500 <u>or</u> \$1,500)

Program Eligibility

Definition and Purpose:

The use of small-scale gardening practices that when installed conserve natural resources and/or create areas to grow crops where cultivating crops is not possible.

District Approved Component:

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| <ul style="list-style-type: none"> • Compost Bin • Rain Barrel • Raised Bed/Elevated Raised Bed • Soil, Media, and/or Compost • Straw or Mulch • Cold Frame or Hot Bed • Landscaping Fabric | <ul style="list-style-type: none"> • Low Tunnels • Stakes or Trellis • Shade Cloth • Sprinklers/Drip Tape Irrigation • Bluebird Boxes • Deer Fencing • Small Greenhouse |
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Small Greenhouse Specifications:

All DIY designs and purchased kits must be pre-approved and meet the below criteria:

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|---|---|
| <ul style="list-style-type: none"> ○ Tolerates 60-70mph wind speeds. ○ Tolerates 20lb snow load minimum. ○ Size of structure may be any of the following: 8'x8', 8'x10', or 8'x12'. ○ Site located away from shaded areas or other obstructions. ○ Site must be level. | <ul style="list-style-type: none"> ○ A minimum of 4" concrete slab foundation. ○ Proper anchoring to foundation. ○ Polycarbonate glazing material used. ○ Frame constructed from metal (<i>galvanized steel or aluminum</i>) ○ Equipped with ventilation system. |
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Policies for Program:

- Applicant must be a District Cooperator. *(a form is available upon request)*
- Applicant is ineligible for a practice reimbursement if he/she starts project before District approval.
- When an applicant has cancelled an AgEP Agreement for two fiscal years, he/she will not be eligible to participate for the next two immediate fiscal years.
- Government land is ineligible.
- In combination with other practices applicant **cannot** exceed **\$7,000.00** of assistance per fiscal year *(July 2021-June 2022)*.
- Application approvals will be made based upon availability of funds and a ranking process.

Policies for Practice:

- If the applicant is receiving financial assistance for one of the *Urban Agriculture* practices under another program, applicant is ineligible for this practice.
- In order to be presented for payment approval, invoice(s) shall clearly state what costs were incurred.
- Practices must be purchased kits or be constructed according to the WVCA - Urban Ag Handbook *(available online)*. Exceptions may be made pending District Board approval.

Payment Rates and Limits:

- Cost share is available to landowner and/or farm operator *(lessee)*.
- The maximum reimbursement is 50% up to \$500.00 all District approved components except for *"Small Greenhouse"*.
- The maximum reimbursement is 50% up to \$1,500.00 for *"Small Greenhouse"* ONLY.
- The Urban Ag component you have selected must be purchased, assembled/constructed and in use by **May 20, 2022**.

Reimbursement Process:

- The payment will be approved as: 1. Receipts are received; 2. Cooperator completes a W-9 form; 3. Site visit is done; 4. Verification form is signed; 5. District approves the payment.
- All receipts and forms are due to the Monongahela Conservation District Office by **May 20, 2022** otherwise payments may be delayed or even denied.
- **No contract extensions will be granted for any reason.**

Application due **May 28, 2021 and must include the following:**

- Cooperator Agreement *(if applicable)*
- Practice Application Form
- An aerial map with which identifies where the *Urban Agriculture* practice will be located.
- Lease agreement *(when applicable)* which is at least the length of the practice life *(1 year)*.
- Application deadline may be extended upon Monongahela Conservation District approval.

By signing this I have read, understand, and agree to the terms and conditions stated in this document.

Applicants Signature: _____ **Date:** _____

OFFICE USE ONLY:	
Date Received:	
Time Received:	