Alliance to Advance Climate-Smart Agriculture

How to Apply to the Alliance

VIRGINIA 2025

*If you previously submitted an application and would like to re-apply, you must fill out and submit a new application for round two as there have been changes to the program.

Updated 7/7/2025

COLLEGE OF AGRICULTURE AND LIFE SCIENCES VIRGINIA TECH

Virginia Cooperative Extension

DCR Virginia Department of Conservation & Recreation

small farm educational outreach program

Colonial SWCD Soil & Water Conservation District

Thomas Jefferson Soil & Water Conservation District est. 1939

Alliance to Advance Climate-Smart Agriculture

Welcome!

The Application, Farm Maps, Subsidiary Print, and W-9 must be submitted by **August 15, 2025**.

Louisa, Fluvanna, Nelson, or Albemarle Counties or the City of Charlottesville, please contact the:
Thomas Jefferson Soil and Water Conservation District
Jessica Shippen-Hansen jessica.shippen@tjswcd.org **434-975-0224, 112**

Charles City, James City, City of Williamsburg, and York, Caroline, Chesterfield, Essex, Gloucester, Hanover, Henrico, Isle of Wight, King & Queen, King William, Mathews, Middlesex, New Kent, Prince George, City of Richmond, City of Suffolk, and Surry Counties, please contact:
Colonial Soil and Water Conservation District
Samantha Pereira Samantha.Pereira@ColonialSWCD.org **757-759-0528**

College of Agriculture and Life Sciences Virginia Tech. | Virginia Cooperative Extension | DCR Virginia Department of Conservation & Recreation | small farm educational outreach program

What to Know Before You Apply:

- **This is an overview. The following items will be discussed in detail throughout this presentation.**

- **Internet and Email Access:** You will be required to complete online forms throughout your contract through an online Dashboard. The Alliance will communicate requirements with you primarily via email.
- **Required Data and Information:**
  - You will be required to submit data by completing Surveys, Practice Worksheets, COMET-Planner (or COMET-Farm if applicable)
  - Includes farm information (yield, market value), and practice-specific implementation information (seed tags, application rates and timing, rotation documentation, depending on the practice)
  - You must complete all Surveys, Practice Worksheets and data reporting requirements by the deadlines to complete your contract. If you do not complete your contract, you will be required to pay back any/all payments that have been allocated to you.
- **Maximum Acres:** 2 Farm Bundles
  - Two farm bundles are allowed per applicant
  - Each bundle can include up to 160 acres with an unlimited amount of farm and tract numbers per bundle
- **Payment:** Pays $100/ac to implement a “Climate-Smart” practice from the list below according to the specifications:
  - Practices: Nutrient Management; Conservation Crop Rotation; Cover Crops; No-Till; Reduced-Till; Prescribed Grazing
  - If you qualify as a “Limited Resource” or “Socially Disadvantaged” producer you are eligible to receive $125/acre.

Where to Find More Information:

- Alliance Website: https://www.allianceforcsa.org/
- TJSWCD Website: https://www.tjswcd.org/alliance-to-advance-climate-smart-agriculture/
- Colonial SWCD Website: https://www.colonialswcd.org/services/alliance

Alliance Producer Guide is available online at:
https://www.allianceforcsa.org/producer-guide/

- Definitions and examples
- What to expect from the Program
- Payment terms and anticipated schedule

Alliance to Advance
Climate-Smart Agriculture

What to Know If You Participated in Round 1:

- If you wish to re-apply, you may! A new application is required with a new account as it is on a new website: https://allianceforcsa.smapply.us/acc/sr/
- You may not apply for the same Practice on the same acres as you did in Year 1.
- The following Practices are currently no longer available in Virginia due to the lengthy environmental review process and short contract duration:
  - 512 Hay and Pasture Planting
  - 381 Silvopasture
  - 390 Riparian Herbaceous Cover
  - 391 Riparian Forest Buffer
  - 612 Tree/Shrub Establishment

Alliance to Advance Climate-Smart Agriculture

Things to Prepare Before you Apply

This presentation will guide you through each of these requirements.

1. Gather your required Farm Service Agency (FSA) documents
   a. Farm Maps for farms being applied for
   b. 2025 Subsidiary Print with Farm, Tract and Business information
   c. Shapefile - ONLY for crop practices
2. Select which Farms you'd like to apply for
3. Decide which Practice on your farm you'd like to apply for
   a. Practices: Nutrient Management; Conservation Crop Rotation; Cover Crops; No Till; Reduced Till; Prescribed Grazing
   b. Contact Jessica Shippen-Hansen with TJ SWCD at 434-975-0224 Ext 112 or Samantha Pereira with Colonial SWCD at 757-759-0528 for assistance picking a practice that best fits your operation.
4. Fill out the W-9 for the person **or** entity you are applying for
   a. Fill in either your Social Security Number (if payment should be made to you as an individual) or your Tax ID Number (if payment should be made to a business entity) - do not complete both fields.

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Step 1. Contact Farm Service Agency (FSA) to request:

1. Your FSA Farm Maps
2. Your Subsidiary Print
3. Shapefiles (ONLY for crop practices)

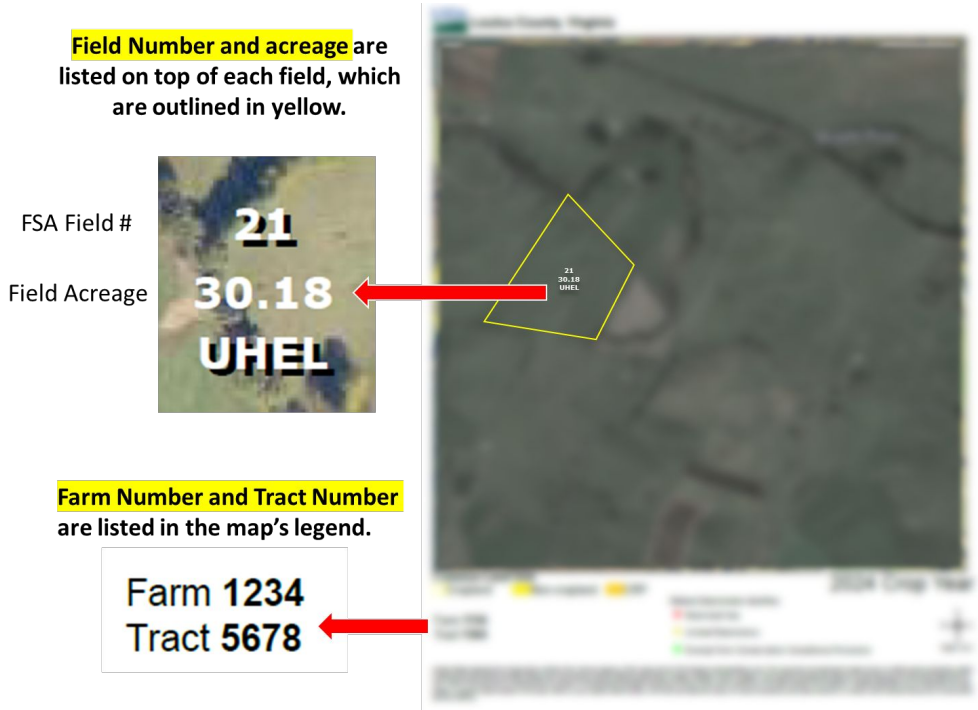
Farm Maps and Subsidiary Prints must be submitted by August 15 to be considered a complete application for review

Alliance to Advance Climate-Smart Agriculture

Step 1. Contact Farm Service Agency (FSA) to request *(continued)*:

1. Farm Maps

- The Farm, Tract, Field numbers, and acreage on your application will need to match those on your FSA Maps.



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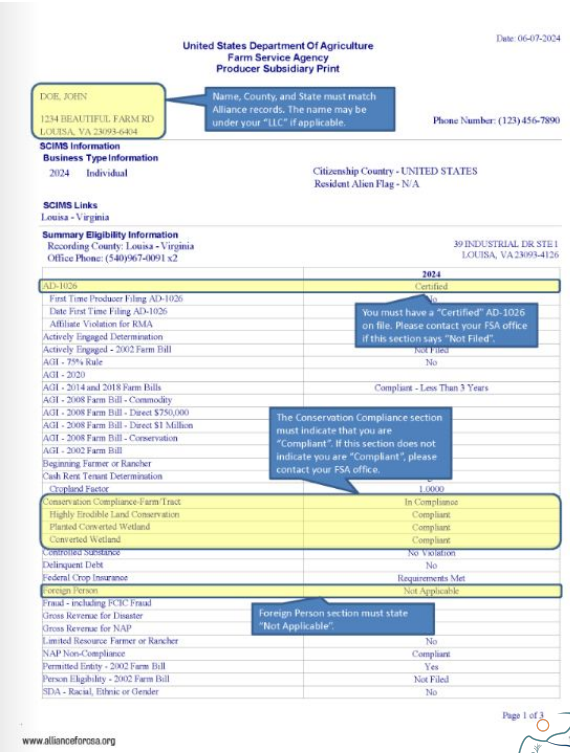
Step 1. Contact Farm Service Agency (FSA) to request *(continued)*:

2. Subsidiary Print

- ❑ Include the applicant name (and business name if applicable)
- ❑ Must show AD-1026 “Certified”
- ❑ Conservation Compliance is “In Compliance”
- ❑ Foreign Person is “Not Applicable”
- ❑ Must include farm and tract information



United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

Date: 06-07-2024

DOE, JOHN
1234 BEAUTIFUL FARM RD
LOUISA, VA 23093-6404

Name, County, and State must match Alliance records. The name may be under your "LLC" if applicable.

Phone Number: (123) 456-7890

SCIMS Information
Business Type Information
2024 Individual

Citizenship Country - UNITED STATES
Resident Alien Flag - N/A

SCIMS Links
Louisa - Virginia

Summary Eligibility Information
Recording County: Louisa - Virginia
Office Phone: (540)967-0091 x2

39 INDUSTRIAL DR STE 1
LOUISA, VA 23093-4126

	2024
AD-1026	Certified
First Time Producer Filing AD-1026	No
Date First Time Filing AD-1026	
Affiliate Violation for RMA	
Actively Engaged Determination	
Actively Engaged - 2002 Farm Bill	Not Filed
AGI - 75% Rule	No
AGI - 2020	
AGI - 2014 and 2018 Farm Bills	Compliant - Less Than 3 Years
AGI - 2008 Farm Bill - Commodity	
AGI - 2008 Farm Bill - Direct $750,000	
AGI - 2008 Farm Bill - Direct $1 Million	
AGI - 2008 Farm Bill - Conservation	
AGI - 2002 Farm Bill	
Beginning Farmer or Rancher	
Cash Rent Tenant Determination	
Cropland Factor	1.0000
Conservation Compliance-Farm/Tract	In Compliance
Highly Erodible Land Conservation	Compliant
Planted Converted Wetland	Compliant
Converted Wetland	Compliant
Controlled Substance	No Violation
Delinquent Debt	No
Federal Crop Insurance	Requirements Met
Foreign Person	Not Applicable
Fraud - including FCIC Fraud	
Gross Revenue for Disaster	
Gross Revenue for NAP	
Limited Resource Farmer or Rancher	No
NAP Non-Compliance	Compliant
Permitted Entity - 2002 Farm Bill	Yes
Person Eligibility - 2002 Farm Bill	Not Filed
SDA - Racial, Ethnic or Gender	No

You must have a "Certified" AD-1026 on file. Please contact your FSA office if this section says "Not Filed".

The Conservation Compliance section must indicate that you are "Compliant". If this section does not indicate you are "Compliant", please contact your FSA office.

Foreign Person section must state "Not Applicable".

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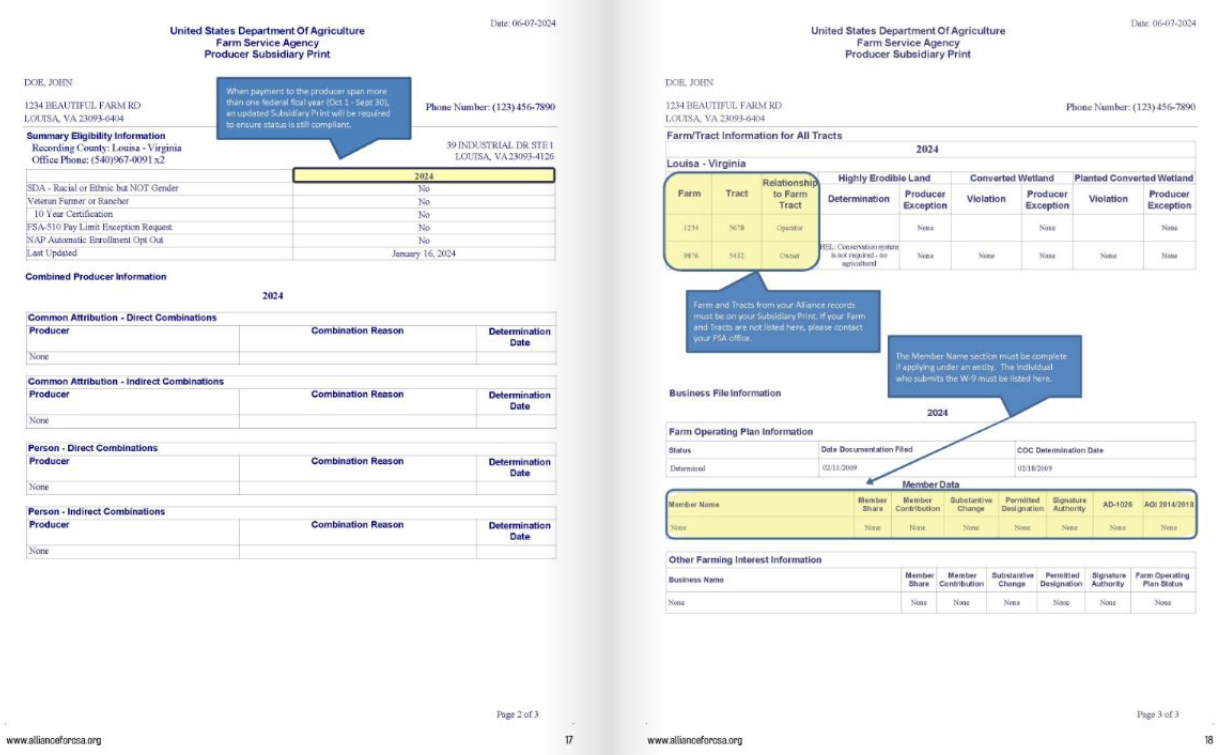
Step 1. Contact Farm Service Agency (FSA) to request *(continued)*:



United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

Date: 06-07-2024

DOE, JOHN

1234 BEAUTIFUL FARM RD
LOUISA, VA 23093-6404

Phone Number: (123) 456-7890

When payment to the producer span more than one federal fiscal year (Oct 1 - Sept 30), an updated Subsidiary Print will be required to ensure status is still compliant.

Summary Eligibility Information
Recording County: Louisa - Virginia
Office Phone: (540)967-0091 x2

39 INDUSTRIAL DR STE 1
LOUISA, VA 23093-4126

	2024
SDA - Racial or Ethnic but NOT Gender	No
Veteran Farmer or Rancher	No
10 Year Certification	No
FSA-510 Pay Limit Exception Request	No
NAP Automatic Enrollment Opt Out	No
Last Updated	January 16, 2024

Combined Producer Information

2024

Common Attribution - Direct Combinations

Producer	Combination Reason	Determination Date
None		

Common Attribution - Indirect Combinations

Producer	Combination Reason	Determination Date
None		

Person - Direct Combinations

Producer	Combination Reason	Determination Date
None		

Person - Indirect Combinations

Producer	Combination Reason	Determination Date
None		

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United States Department Of Agriculture
Farm Service Agency
Producer Subsidiary Print

Date: 06-07-2024

DOE, JOHN

1234 BEAUTIFUL FARM RD
LOUISA, VA 23093-6404

Phone Number: (123) 456-7890

Farm/Tract Information for All Tracts

2024

Louisa - Virginia

Farm	Tract	Relationship to Farm	Highly Erodible Land		Converted Wetland		Planted Converted Wetland	
			Determination	Producer Exception	Violation	Producer Exception	Violation	Producer Exception
1234	5678	Operator		None		None		None
9876	5432	Owner	HEL: Conservation system is not required - for agricultural	None	None	None	None	None

Farm and Tracts from your Alliance records must be on your Subsidiary Print. If your Farm and Tracts are not listed here, please contact your FSA office.

The Member Name section must be complete if applying under an entity. The individual who submits the W-9 must be listed here.

Business File Information

2024

Farm Operating Plan Information

Status	Date Documentation Filed	COC Determination Date
Determined	02/11/2009	02/18/2009

Member Data

Member Name	Member Share	Member Contribution	Substantive Change	Permitted Designation	Signature Authority	AD-1026	AGI 2014/2018
None	None	None	None	None	None	None	None

Other Farming Interest Information

Business Name	Member Share	Member Contribution	Substantive Change	Permitted Designation	Signature Authority	Farm Operating Plan Status
None	None	None	None	None	None	None

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- ❏ Must list the Farm/Tracts on the application
- ❏ If applying under a business/entity, it must include the name of the applicant under the “Member Data”.

Step 1. Contact Farm Service Agency (FSA) to request *(continued)*:

3. Shapefiles (cropland only)

- Shapefiles are digital mapping files that include the outline of your Farms, Tracts, and Fields.
- FSA can email you and/or the District “zipped” shapefiles. Do not try to open these, they require specific software to open them.
- Only request your “Shapefiles” if you are applying for cropland (does not include hay)

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Step 2. Pick your FSA Farm Numbers you'd like to apply for.

The following slides explain these requirements further.

Your farm(s) must be:

1. Located in a qualifying county
2. Registered at FSA, with the applicant listed as an owner, operator, or tenant
3. At or under the acreage cap of 160-acres per farm bundle

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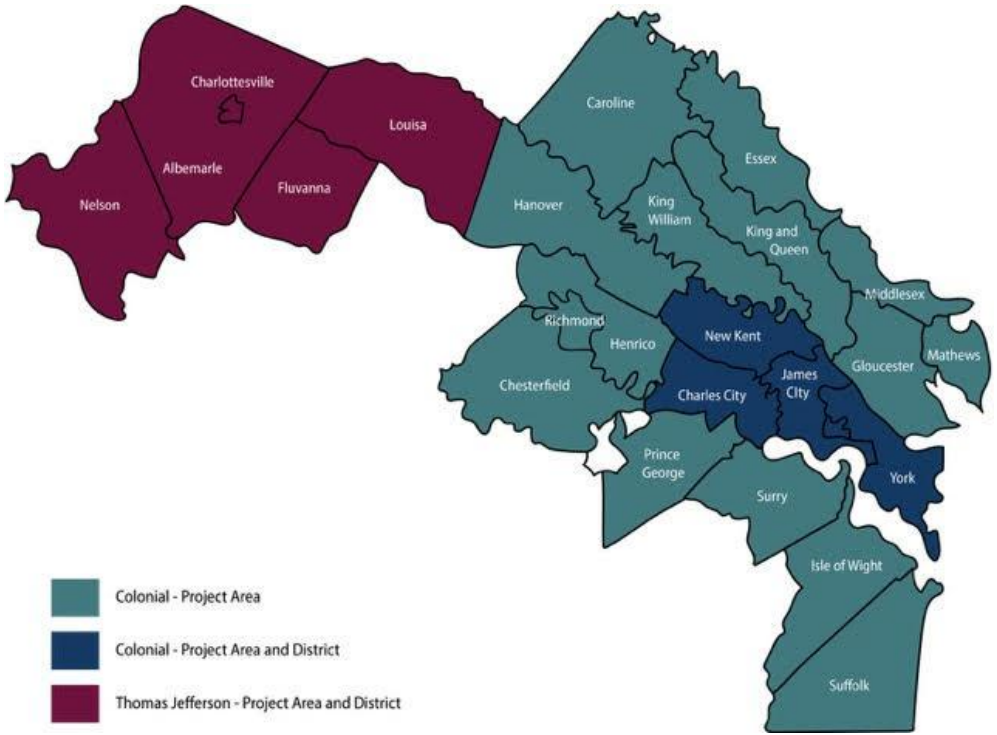
Step 2. Pick your FSA Farm Numbers you'd like to apply for *(continued)*.

1. Your farm(s) must be:
Located in a qualifying county.

All counties shown to the right on the map qualify. The color coding shows which Soil and Water Conservation District will be your main point of contact.



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Step 2. Pick your FSA Farm Numbers you'd like to apply for *(continued)*.

2. Your farm(s) must be: Registered at the Farm Service Agency (FSA), with the applicant listed as an owner, operator, or tenant.

- Call your local service center to request your maps. If your farms are not registered at FSA, call your local service center to set up an appointment.
- You may find your local service center here: https://offices.sc.egov.usda.gov/locator/app

USDA United States Department of Agriculture
Farm Service Agency

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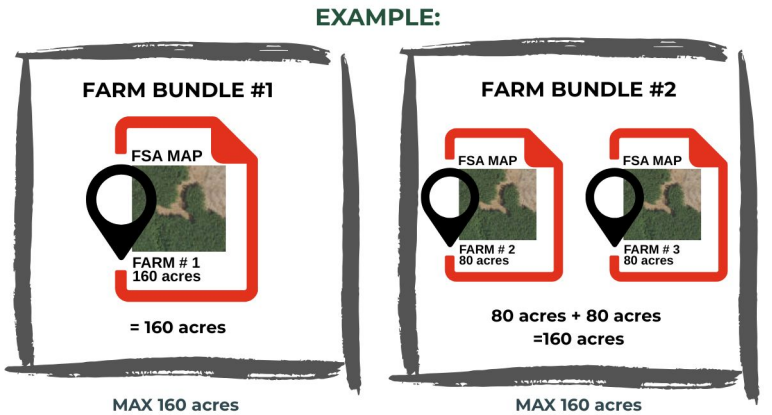
Step 2. Pick your FSA Farm Numbers you'd like to apply for *(continued)*.

3. Select up to 2 Farm Bundles

Farm Bundles:

- 2 Farm Bundles allowed per application
- MAX 160 acres per Farm Bundle
  - If you have a farm/tract that is greater than 160-acres, you may only include up to 160-acres on that farm/tract when you apply.
- Unlimited FSA Farm #s per Bundle allowed
- Unlimited FSA Tract #s per Bundle allowed
- *If you are selected to enroll; you ***may*** only be chosen to implement practice on one farm bundle*



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Step 3. Select the Practice you'd like to apply for on each farm/ tract/ field

If your commodity (the output that you sell) is a CROP, you have the following options:

(590) Nutrient Management Plan	• Requires you to:
	  ○ Take current soil samples
	  ○ Hire a DCR **Private** Nutrient Management Plan Writer to write a Nutrient Management Plan for the farms, tracts, and fields enrolled, and
	  ○ Implement your Nutrient Management Plan for the duration of your contract.

(328) Conservation Crop Rotation	• Requires you :
	  ○ Document no fallow period for more than 60 days between crops;
	  ○ must have a **minimum of 3 crops** in a contract year .
	  ■ Non-harvestable cover count as a crop; eligible species of cover crops include at least any of the two: cereals, grasses, brassicas and/or legumes.

(340) Cover Crop	• Requires you to: ○ plant grasses, legumes, and/pr forbs for seasonal cover. You cannot select this practice if you participate in your local SWCD VACS program for Whole Farm Approach or Cover Crops.
(329) No-Till	• Requires you to: ○ Maintain and document at least 60% of residual cover
(345) Reduced-Till	• Requires you to: ○ Maintain and document at least 30% of residual cover

Step 3. Select the Practice you'd like to apply for on each farm/ tract/ field (*continued*)

If your commodity (the output that you sell) is LIVESTOCK or HAY, you have the following option:

(590) Nutrient Management Plan
 	
(Recommended)
	• Requires you to:
	  ○ take soil samples
	  ○ hire a DCR **Private** Nutrient Management Plan Writer to write a Nutrient Management Plan (NMP) for the farms, tracts, and fields enrolled
	  ○ Not exceed recommended values from your Nutrient Management Plan for lime, nutrient, and/or manure applications.

If your commodity (the output that you sell) is LIVESTOCK, you may apply for the following option after consultation with the District:

(528) Prescribed Grazing
 	
(Must speak to District staff prior to applying)
	• Requires you to:
	  ○ Work with District staff to develop or revise and implement a grazing plan that includes:
	  ■ rotation of at least 4 paddocks with a minimum stocking rate of 2 acres per animal unit.
	  ○ You will be expected to work towards a minimum rest period of 30-days per paddock, a minimum grazing height of 3-4", a stocking rate of 2.5-3 acres per animal unit, and to improve grazing rotation to improve pasture regrowth and productivity.

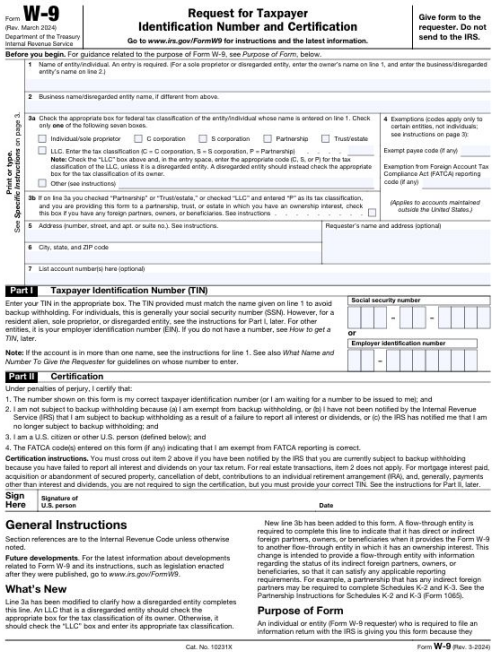
Step 3. Select the Practice you'd like to apply for on each farm/tract/field (*continued*)

- You may select one Practice per FSA Farm/Tract/Field number (see your FSA maps).
    - You cannot split fields into multiple practices per FSA farm maps
- You may not apply for any Practices you are already getting paid for by another grant on the same farm/tract/fields in the same program year (2025-2026):
    - e.g. Conservation Stewardship Program (CSP), Virginia Agricultural Cost Share (VACS), Environmental Quality Incentives Program (EQIP)
- You may not apply for any Practices on the same fields that you enrolled last year in the Alliance, if applicable.
- (528) Prescribed Grazing requires District approval prior to applying. Please contact the District if you'd like to discuss this as an option for your farm.

Step 4. Fill out a current W-9 for the individual or entity you are applying for:

- Must be a 2024 revision W9; VT will not accept any prior versions of the W9.
- Must be filled out by the applicant. If the applicant is including a business, the W-9 must include the business name on line 2 and be signed by the applicant.
- Fill in either your Social Security Number (if payment should be made to you as an individual) or your Tax ID Number (if payment should be made to a business entity) - do not complete both fields.
- If you are an LLC; you **MUST** write whether you are C for C-Corporation; S for S-Corporation or P for Partnership

W9 must be submitted by August 15 to be considered a complete application for review



Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

Print or type. See Specific Instructions on page 3.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions. | Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I **Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number ___ - ___ - ____

or

Employer identification number ___ - ____

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II **Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

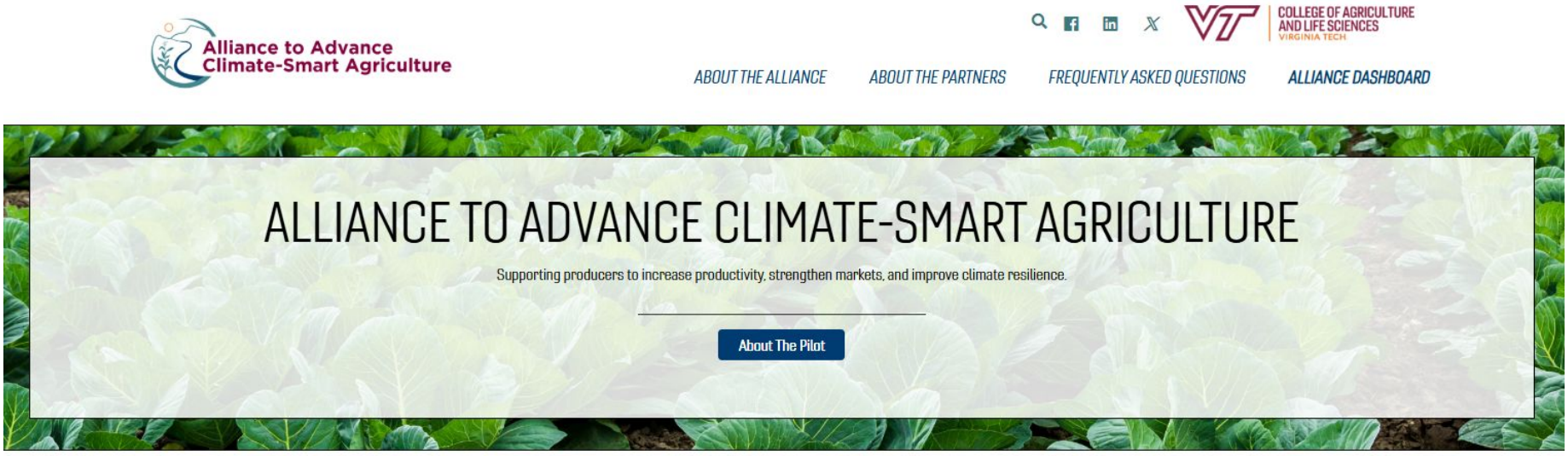
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X Form **W-9** (Rev. 3-2024)

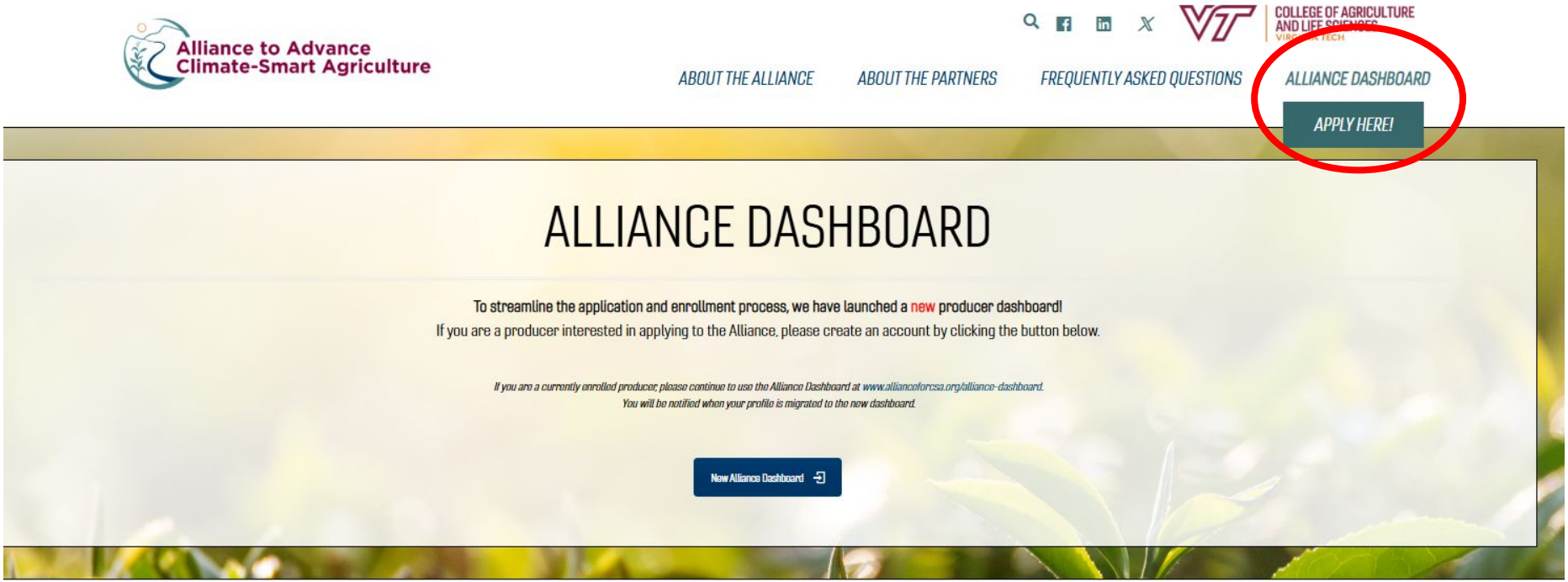
Alliance to Advance Climate-Smart Agriculture

You're Now Ready to Apply!

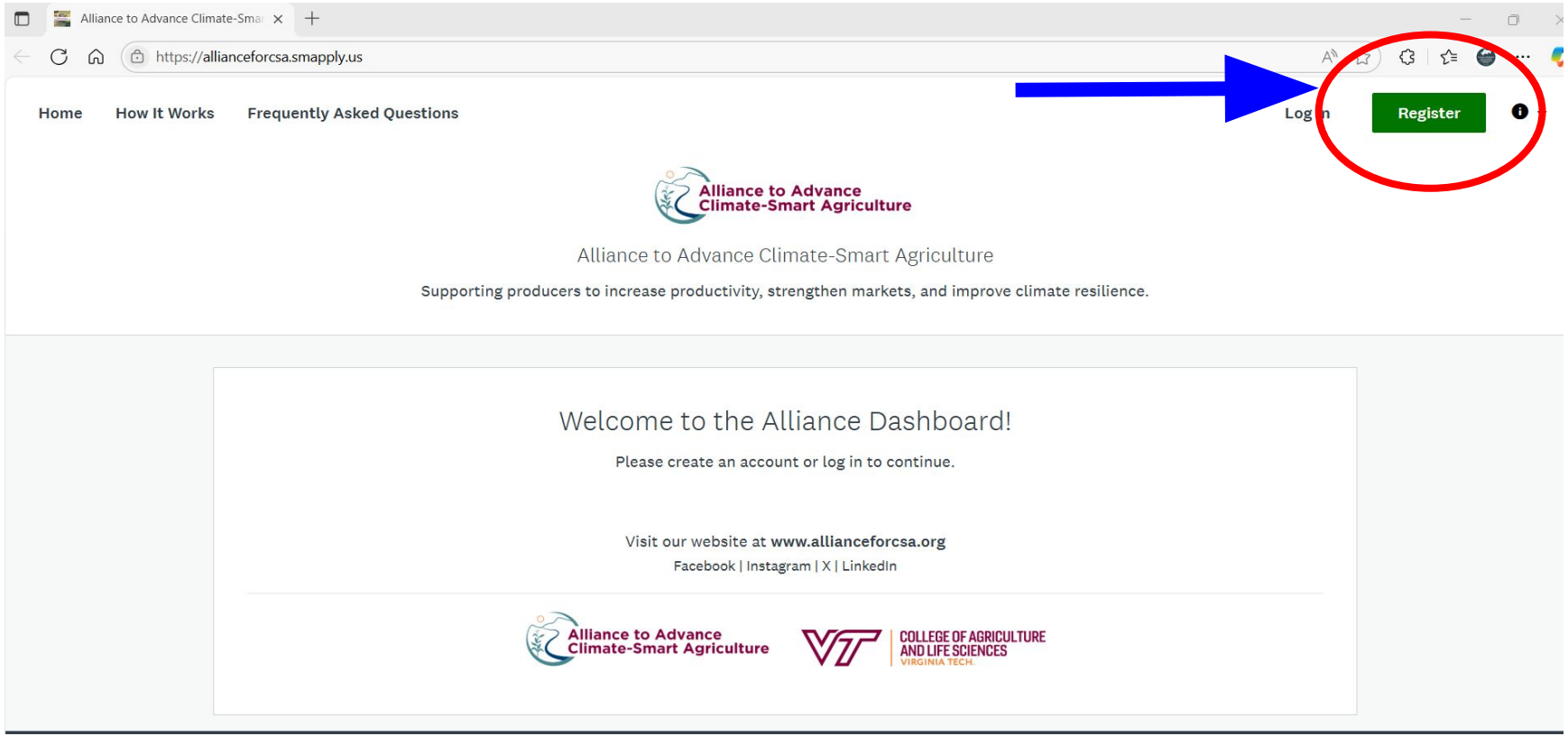
1. Navigate to the Alliance website: www.allianceforcsa.org



2. Click “Alliance Dashboard” in the top right corner.

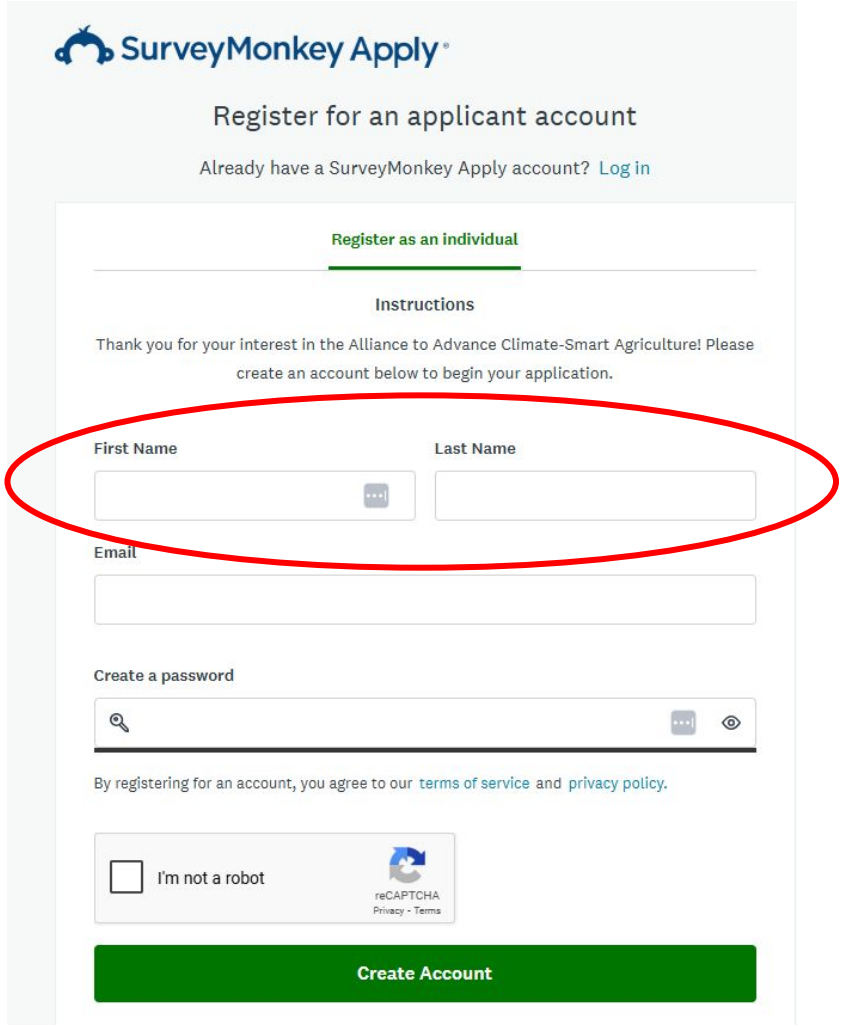


3. Click ‘Register’ to create an account



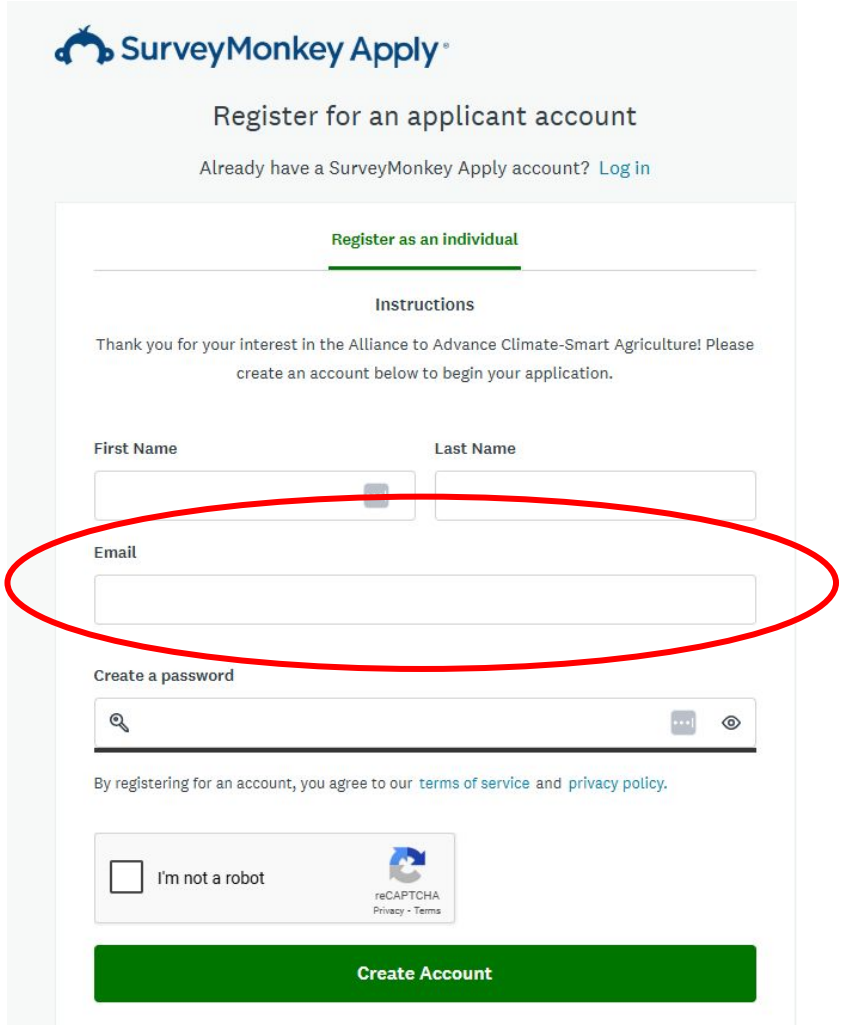
4. Create a new account

- Enter the Applicant First and Last Name here
- This has to be under an individual, not a business. You will have a chance to enter your business name later.
- Please note: the “Applicant” must be who is listed at FSA as a owner, operator, or tenant, or member on the farms you are applying for.
- If you applied last year, you will still need to create a new account.



Enter the applicant's email here.

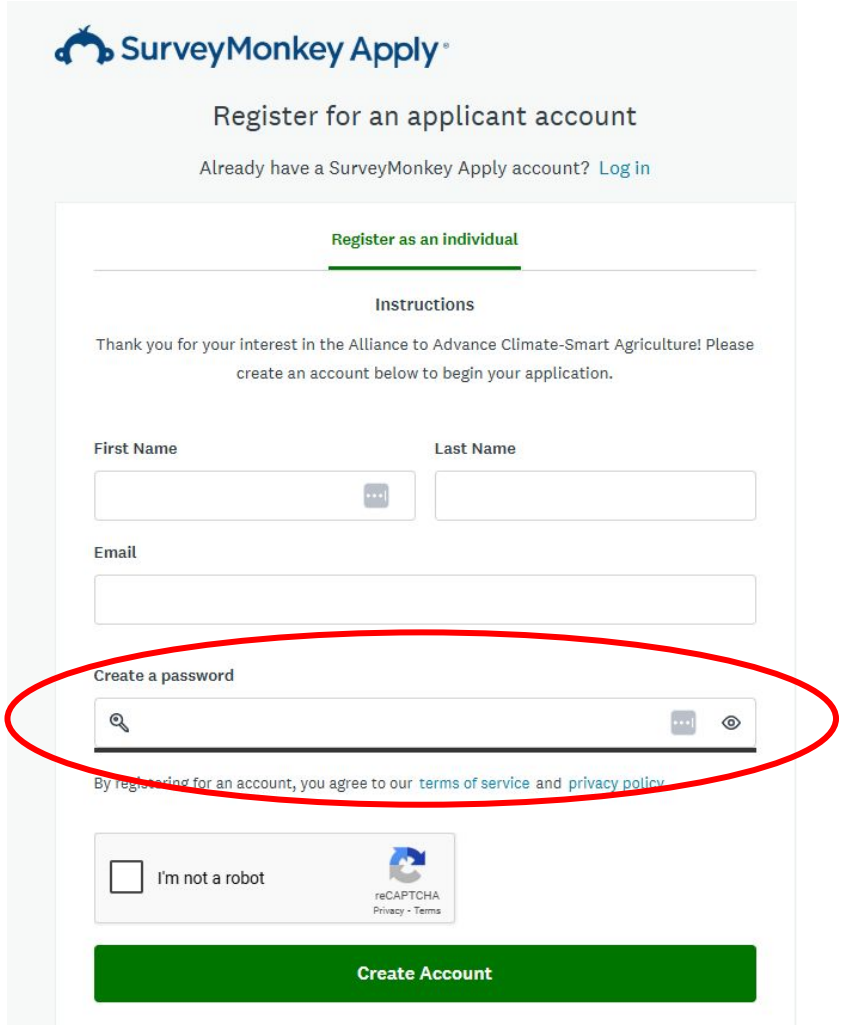
Please note: The Alliance will be communicating primarily via email. Please use an email that you are able to check often.



Enter a password of your choice here. It must contain:

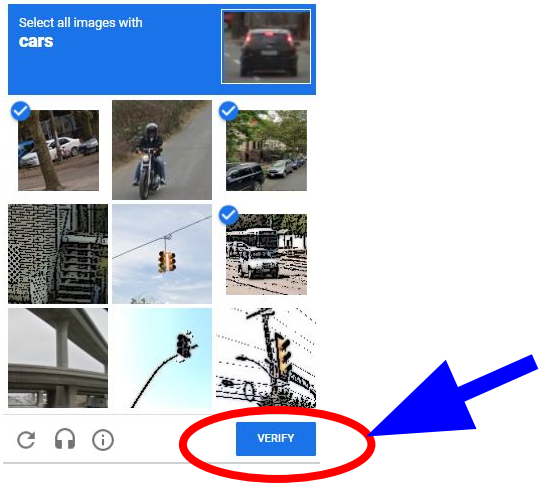
- At least 8 characters
- At least 1 uppercase character
- At least 1 special character (Ex: #, $, !, *)
- At least 1 number

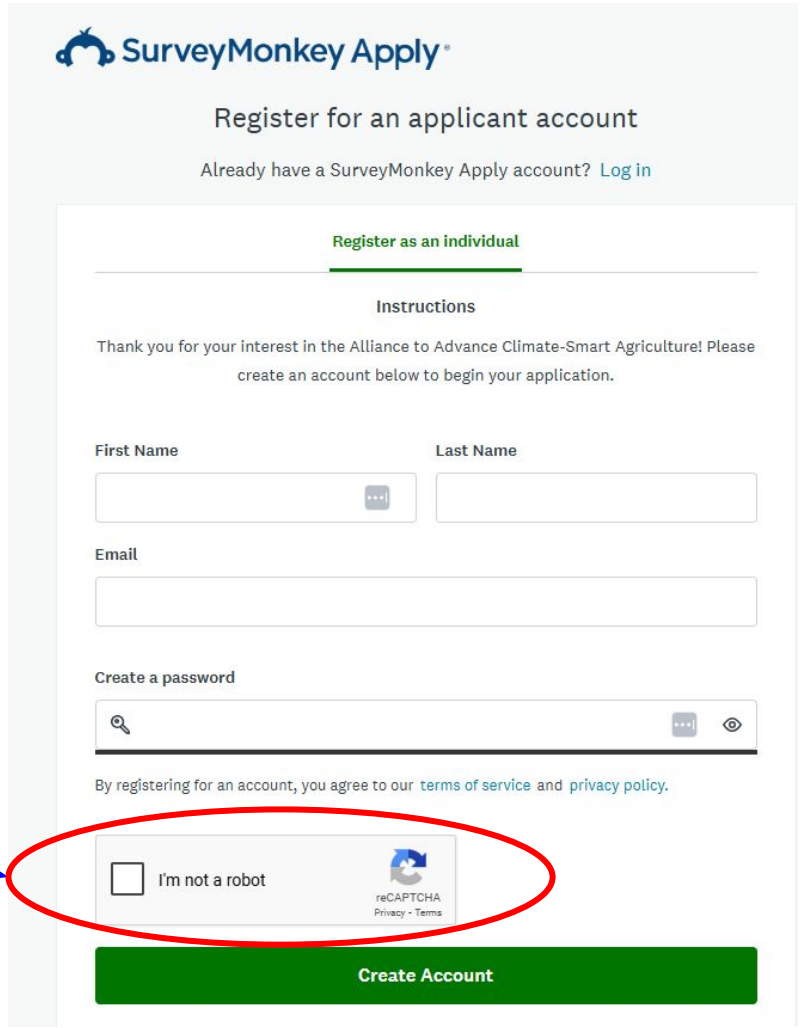
Please note: **Save this password for future use.** You will need to log on to this Dashboard throughout your entire contract to complete requirements.



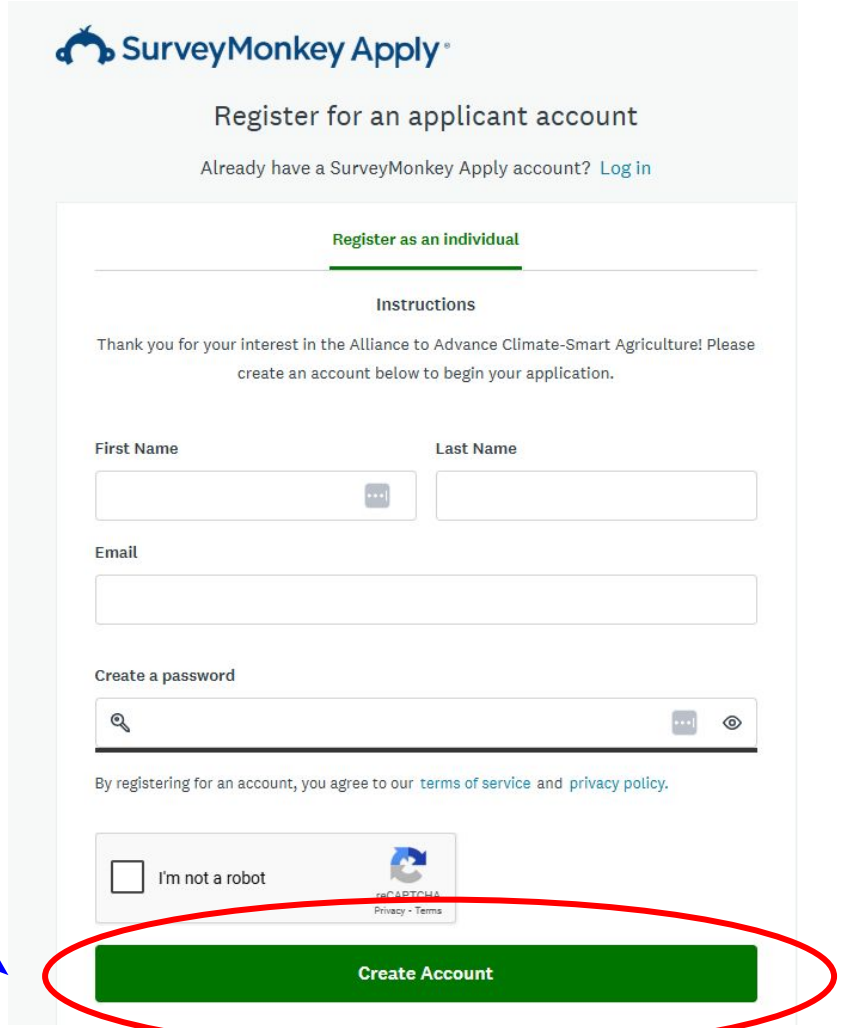
- Select “I’m not a robot” and follow the required prompt.
- Select “verify” when done.

Example:



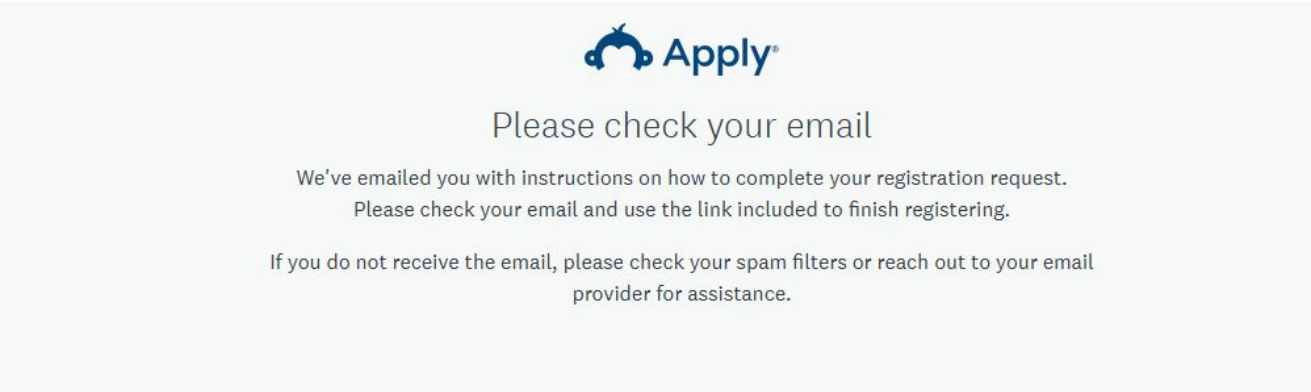


- Select “create account”
- You will be sent an email you listed above to verify your account.
- If the page does not reroute to another screen, please try selecting “refresh”.



5. Check your email & junkmail to verify your account

- You will receive an email to verify your account.
- If you do not seen the email in your inbox; wait 15 minutes and/or check JUNK/SPAM box



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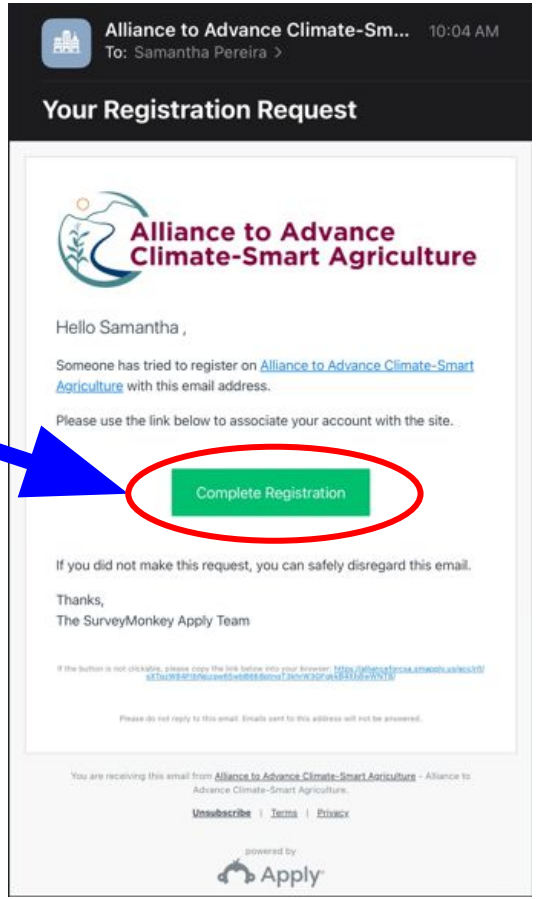
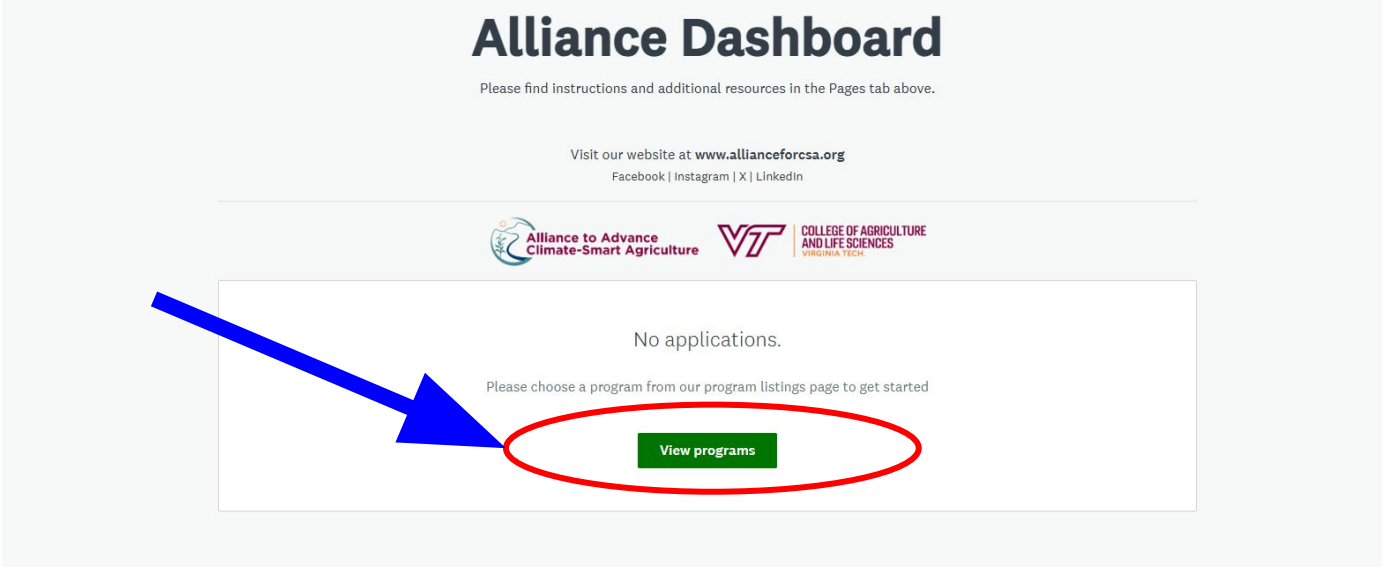
6. Click the ‘Complete Registration’ button

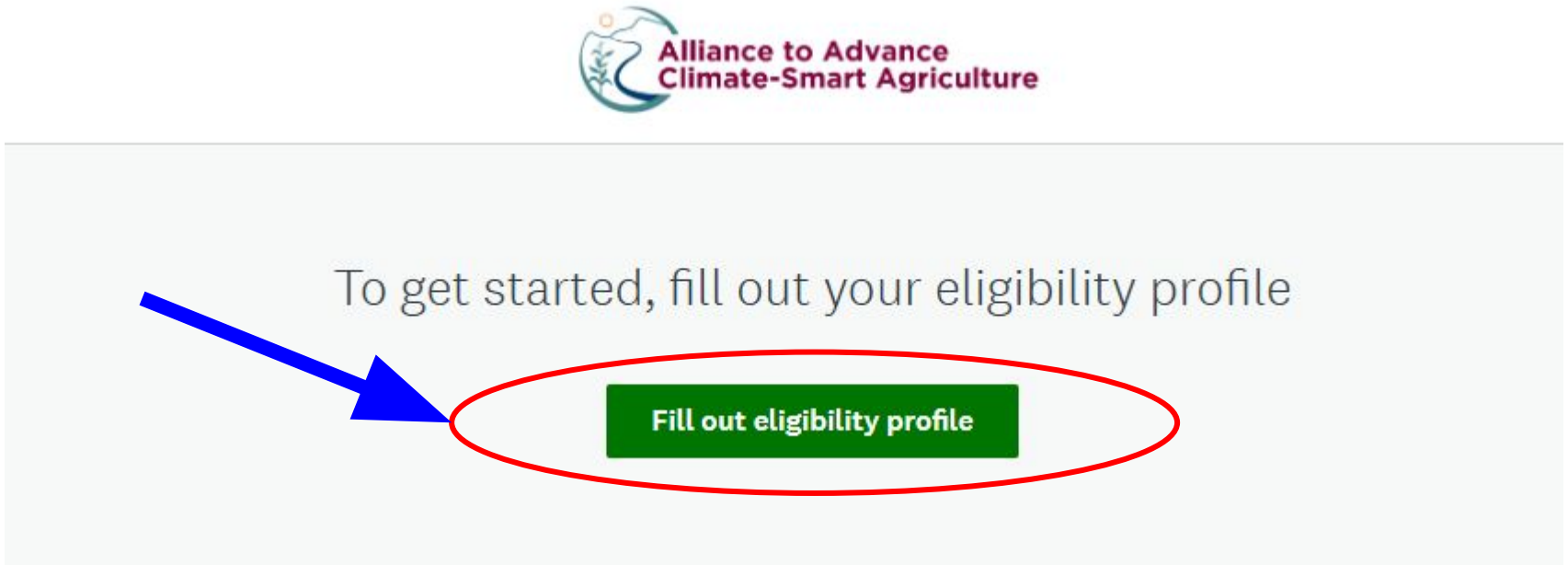
- Your email will be titled “Your Registration Request”
- From your email, click the green button that says “Complete Registration”



7. Click “View Programs” to Start the Eligibility Quiz

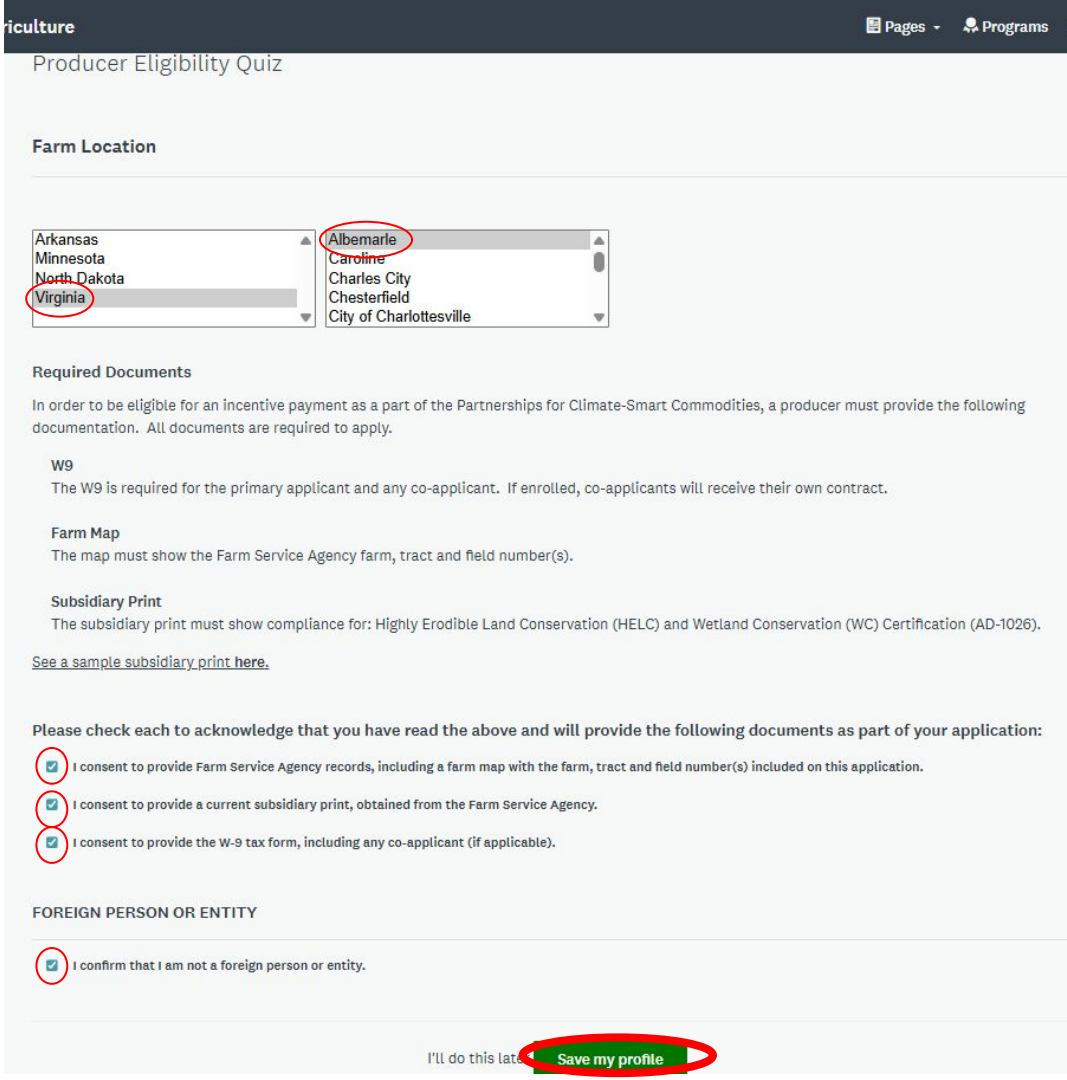


8. Complete the Producer Eligibility Quiz

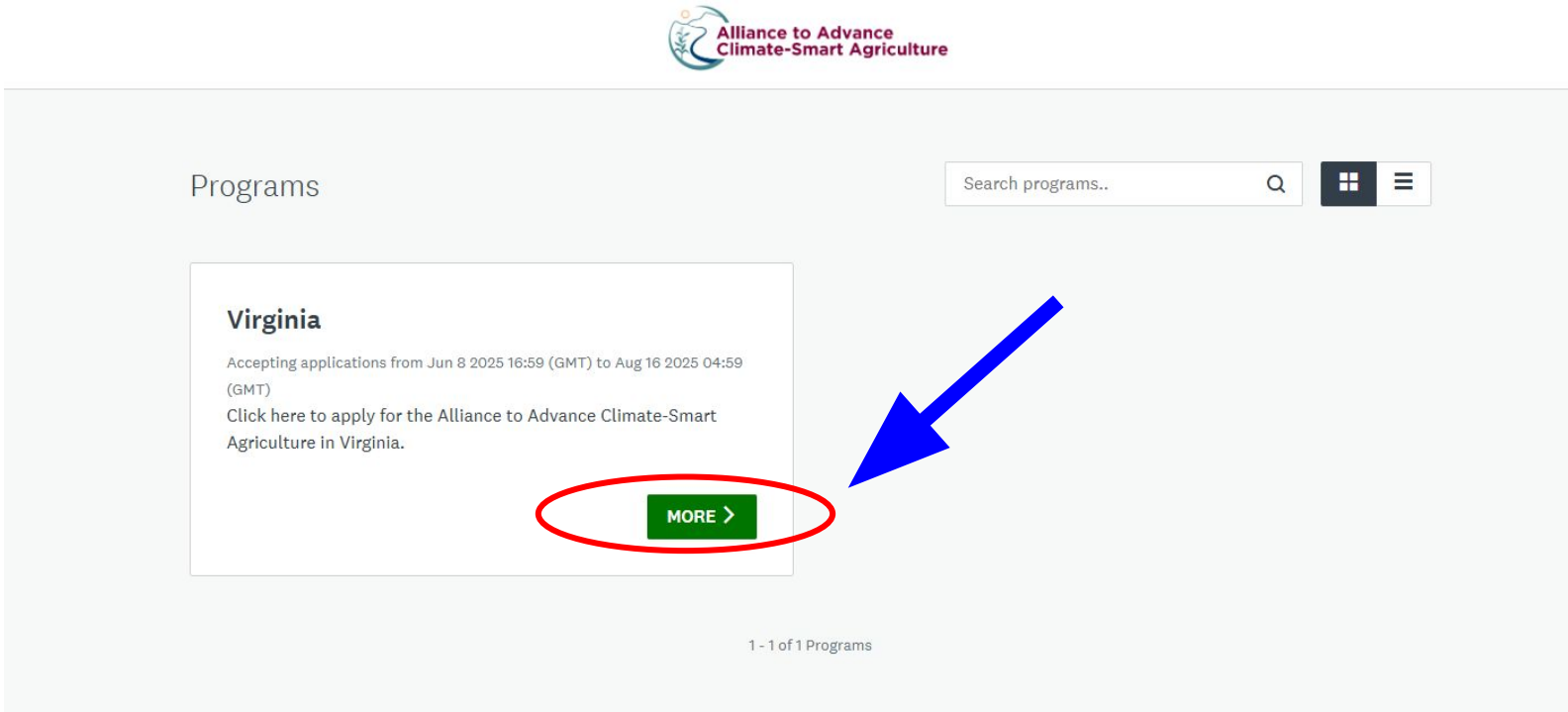


9. Complete the Producer Eligibility Quiz

- Verify your state and county
- Verify that you have obtained all required documents (W9, Farm Maps, Subsidiary Print)
- Once complete, click ‘Save my Profile’

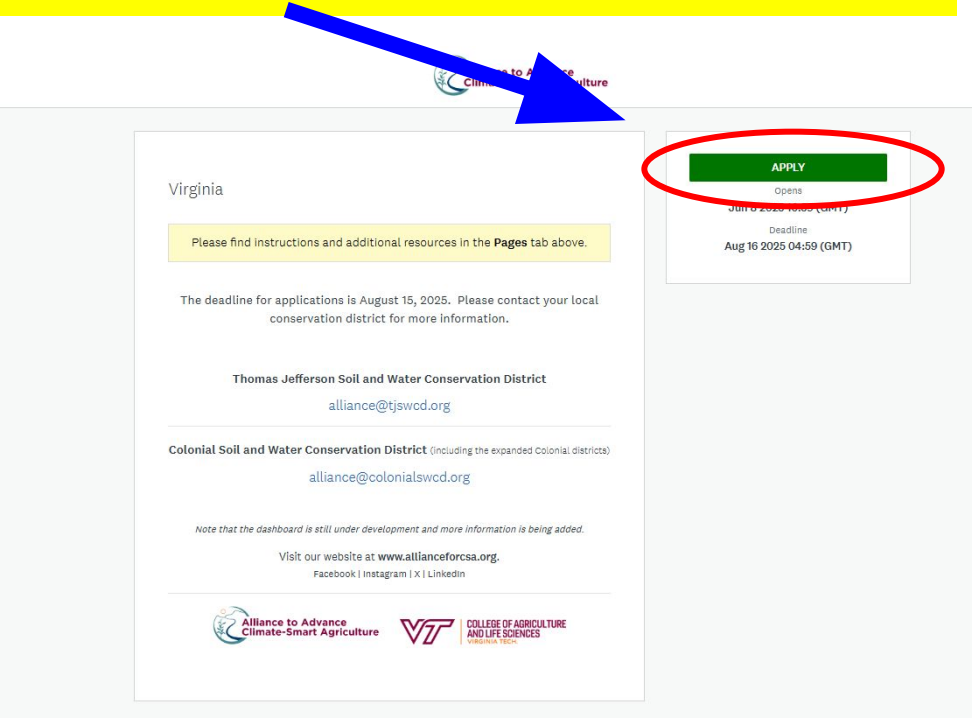


10. Start your application by clicking “MORE”

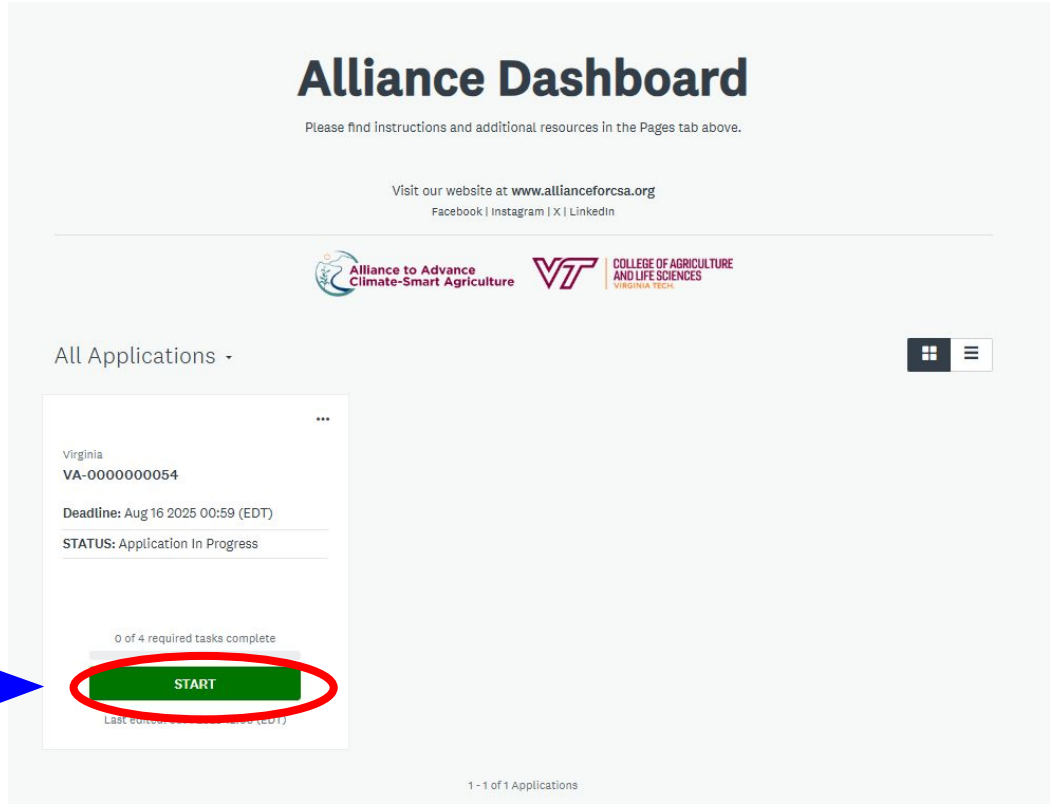


11. Click the green ‘Apply’ button to proceed to application

- Select “Apply” to begin your application.



12. Click the green ‘Start’ button to proceed to application



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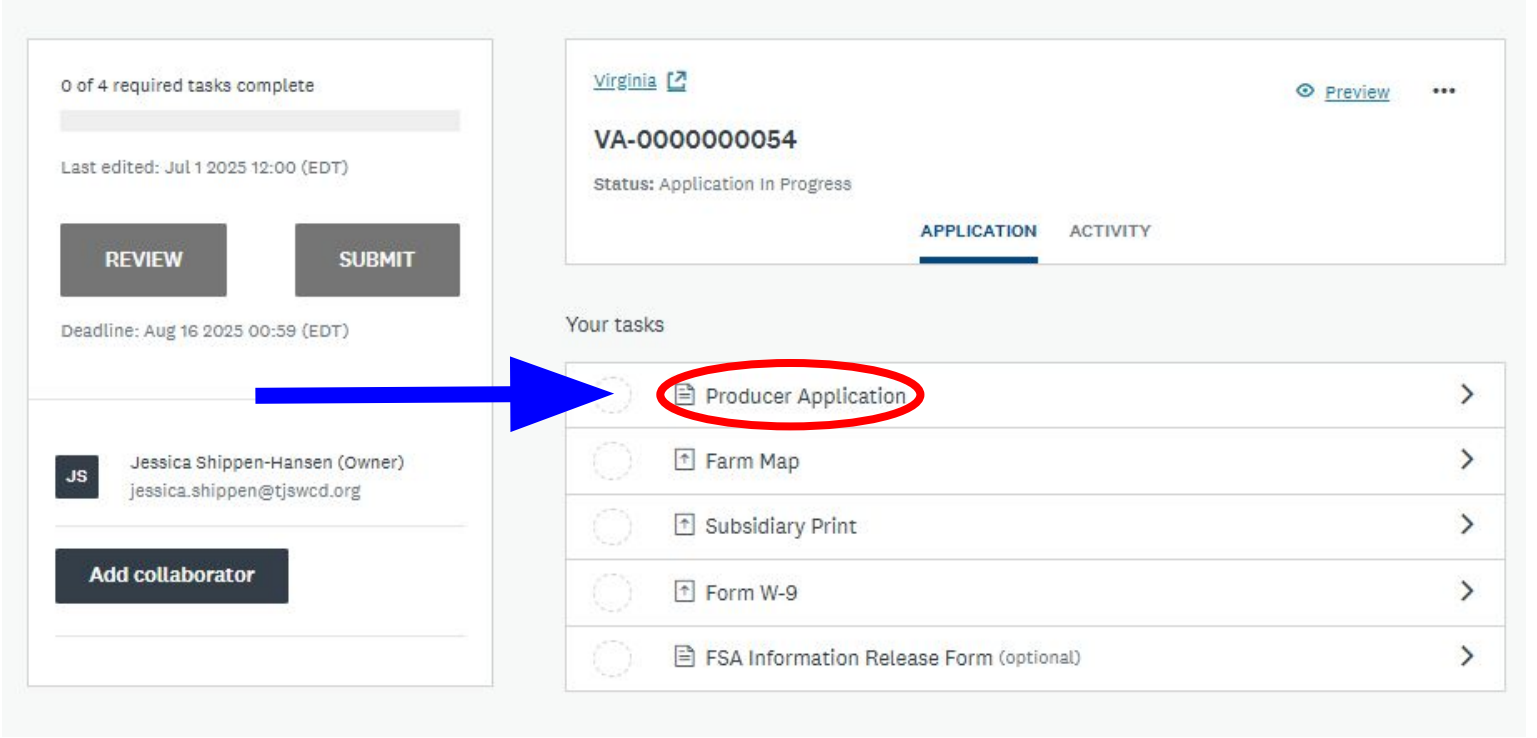
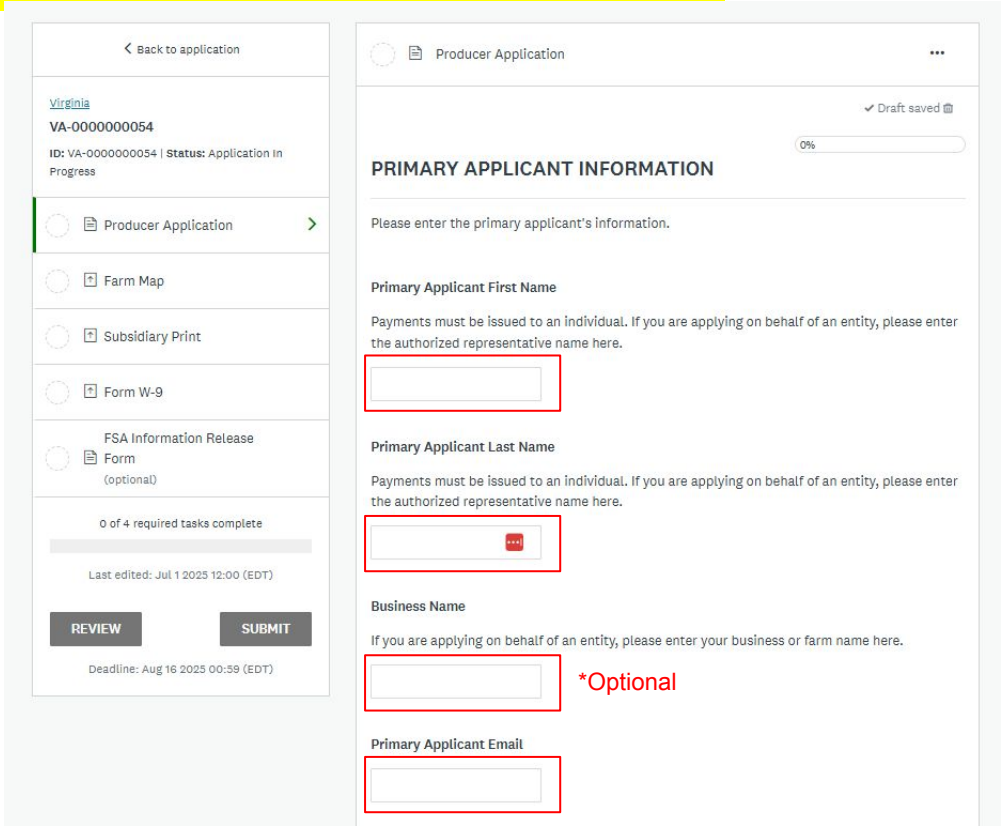
13. Start by Clicking “Producer Application”



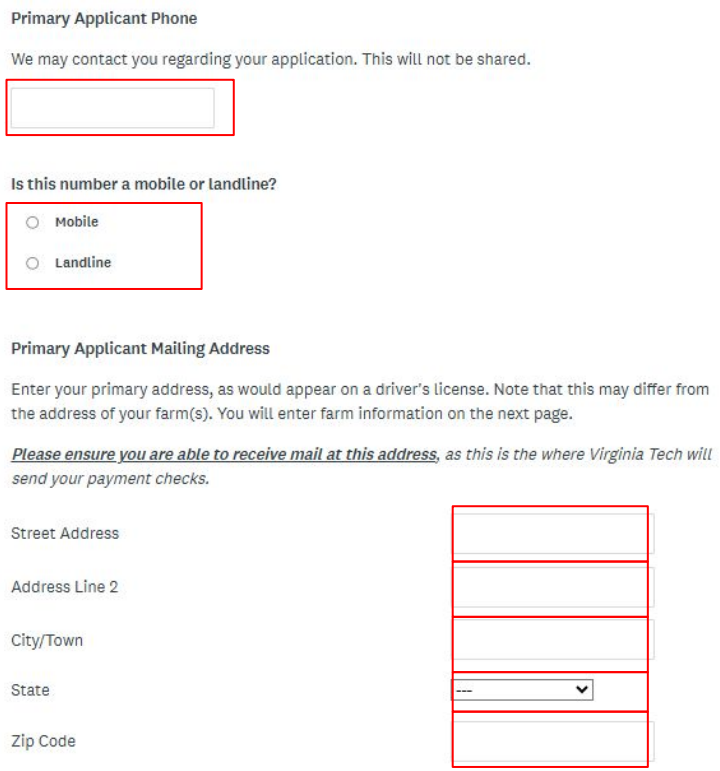
14. Enter the Primary Applicant Information

- The applicant name indicates who payments will be made to.
- The applicant name must match what is included on the W-9 and on the FSA Subsidiary Print.
- If you are applying as an entity, you must list an applicant name AND a business name. The applicant name must be an authorized representative of the business. If the business is a multi-member LLC, the business must be listed on the FSA Subsidiary Print, with the applicant name listed as a “member”.
- The primary applicant email should be an email address that is checked regularly.



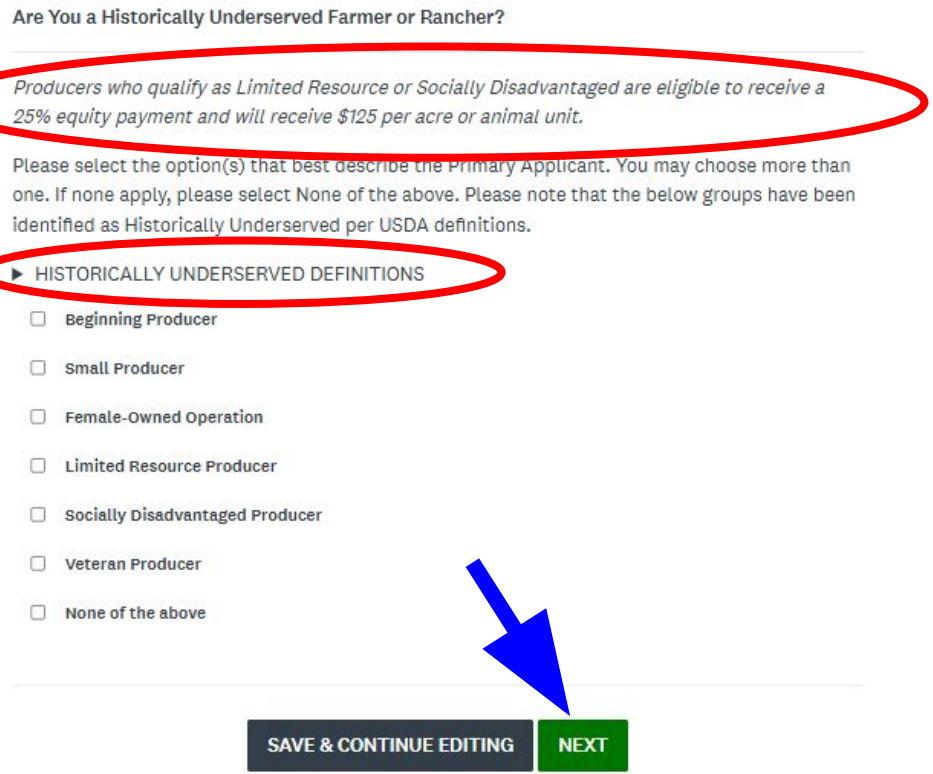
14. Enter the Primary Applicant Information *(continued)*

- The primary applicant phone number should be a number that you are able to be reached at regularly.
- The primary applicant mailing address is where the checks will be mailed to if this application is selected for enrollment.



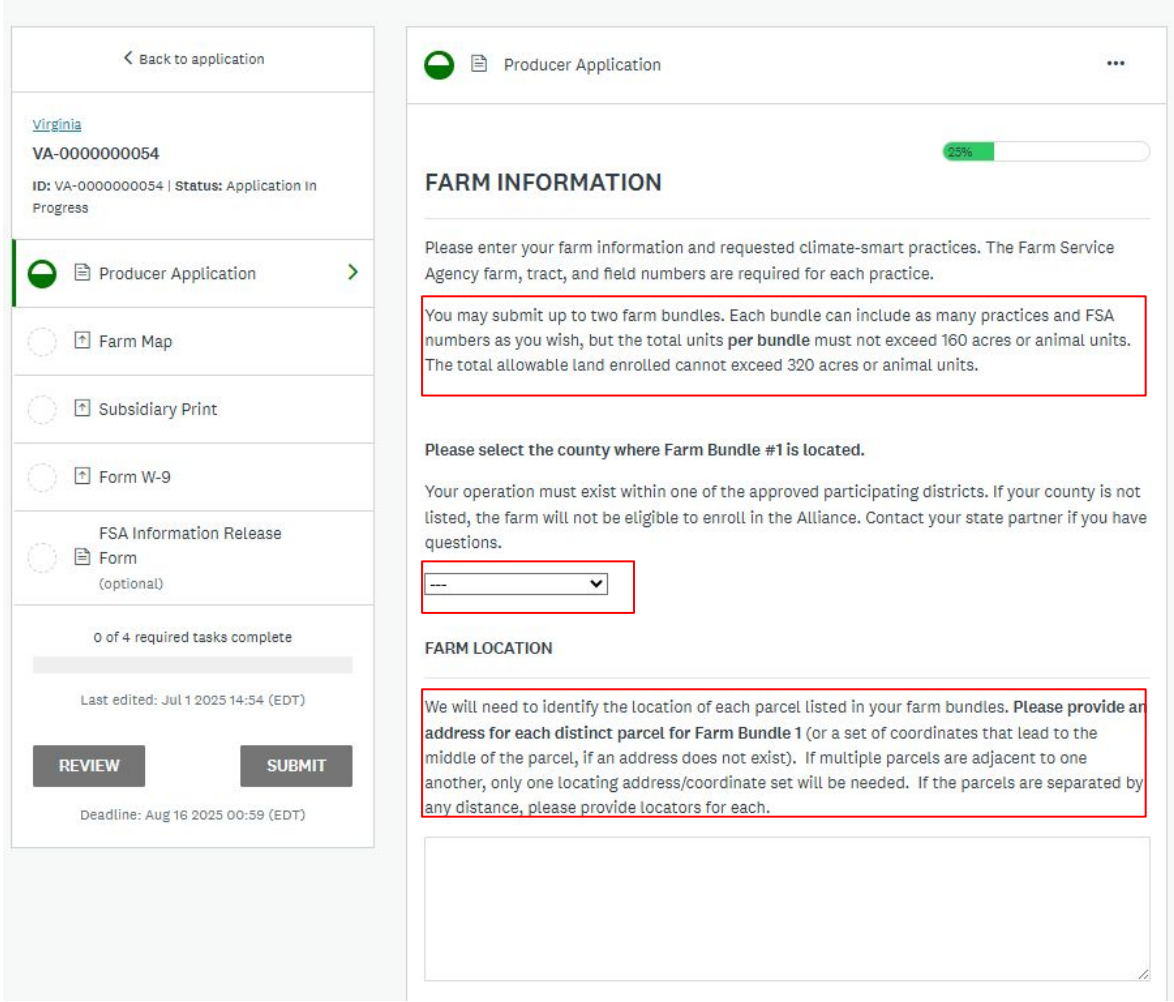
14. Enter the Primary Applicant Information (continued)

- Limited Resource Producers and Socially Disadvantaged Producers are eligible to receive $125/acre.
- Please read definitions closely. Click on the gray arrow to see the definitions.
- Select “Next” to continue
- Select “Save and Continue Editing” to save your progress.

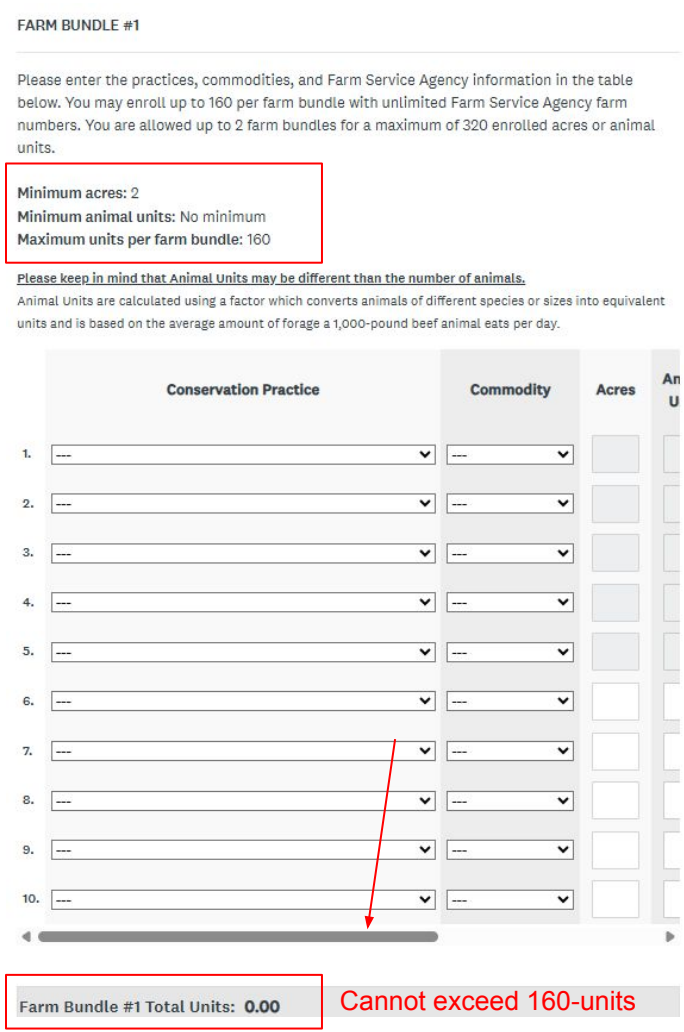


15. Enter Farm Bundle #1

- Farm Bundles will be entered one at a time.
- Each farm bundle c**annot exceed** 160-acres. If the farm(s) exceed(s) 160-acres, enter a maximum of 160-acres per farm bundle.
- If the farms are across multiple counties, please select the primary county.
- Identify each farm by listing the address (or a set of coordinates) for each farm map.



15. Farm Bundle #1 *(continued)*


FARM BUNDLE #1

Please enter the practices, commodities, and Farm Service Agency information in the table below. You may enroll up to 160 per farm bundle with unlimited Farm Service Agency farm numbers. You are allowed up to 2 farm bundles for a maximum of 320 enrolled acres or animal units.

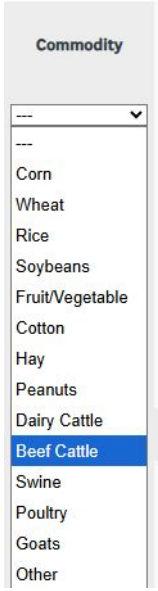
Minimum acres: 2
Minimum animal units: No minimum
Maximum units per farm bundle: 160

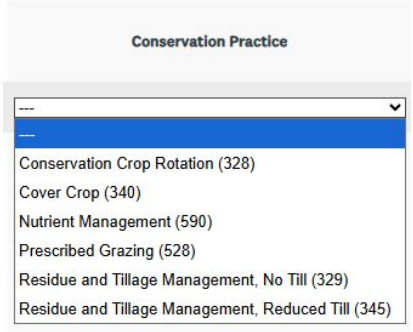
Please keep in mind that Animal Units may be different than the number of animals.
Animal Units are calculated using a factor which converts animals of different species or sizes into equivalent units and is based on the average amount of forage a 1,000-pound beef animal eats per day.

	Conservation Practice	Commodity	Acres	An U
1.	---	---		
2.	---	---		
3.	---	---		
4.	---	---		
5.	---	---		
6.	---	---		
7.	---	---		
8.	---	---		
9.	---	---		
10.	---	---		

Farm Bundle #1 Total Units: **0.00**

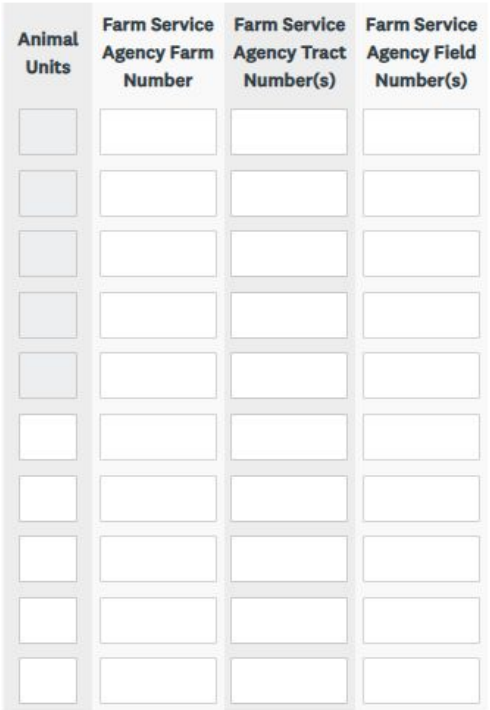
Cannot exceed 160-units





- Use the table to enter your conservation practice, commodity, acres, and FSA Farm/Tract/Fields for each farm in Bundle #1.
- You must use one line per **Tract** number.
- If you need more lines, contact District staff. You are allowed unlimited farm and tracts, adding up to 160-acres per bundle.
- Your total acreage is added at the bottom line. DO NOT EXCEED 160-acres per farm bundle.
- Use the scroll bar at the bottom of the table to finish filling out rows to the right (next slide)

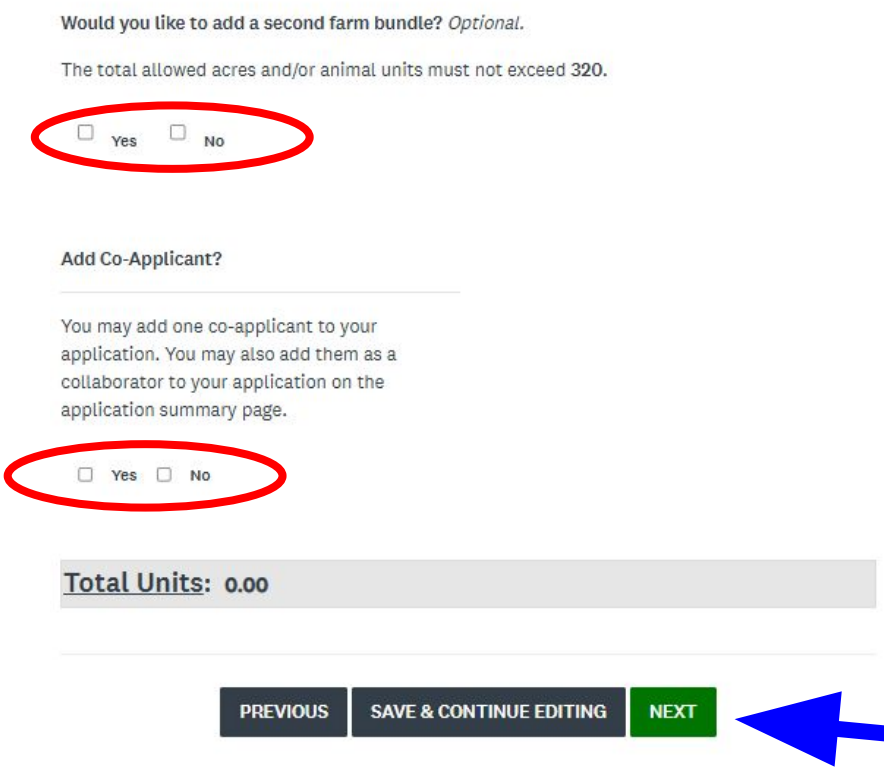
15. Farm Bundle #1 *(continued)*



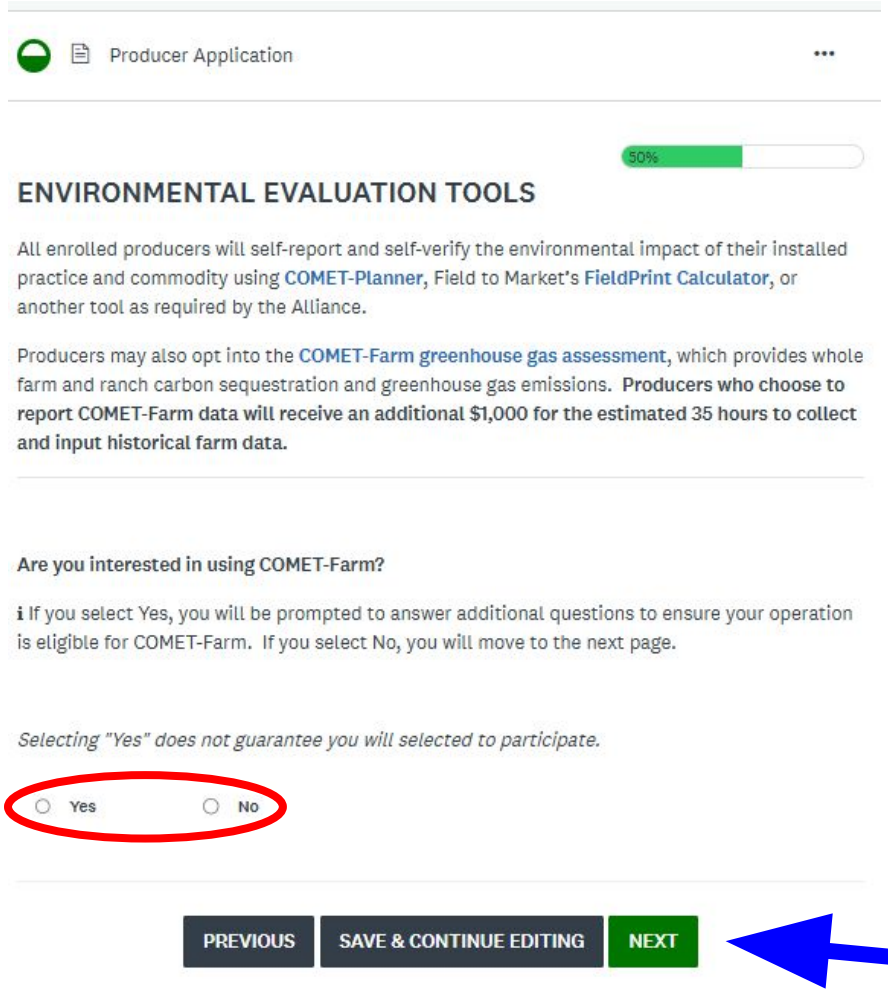
Animal Units	Farm Service Agency Farm Number	Farm Service Agency Tract Number(s)	Farm Service Agency Field Number(s)

- After you scroll to the right on the table you will see additional columns for you to fill out.
- This image shows the rows to the right you must complete to finish the table (Farm Number, Tract Number, Field Number).
- Each of these fields will need to reference the Farms, Tracts, and Field numbers from your FSA Maps.
- Leave any unused rows blank. All columns must be filled out for each farm/tract you have included.

16. Farm Bundle #2 and Co-Applicant



- If you would like to include a second farm bundle, please select “yes” and repeat the process as you did for Farm Bundle #1.
- Please note, if you include multiple farm bundles, there is a possibility that only one farm bundle gets selected. If all of your farms fit into one farm bundle, without exceeding 160-acres, it is recommended that you include them all in 1 bundle.
- You may add a co-applicant if you require Virginia Tech to split the check between two people associated with the same farm. If you do not wish to add a co-applicant, select “no”.
- The total units at the bottom shows the total units added between your two farm bundles (if applicable). This value must not exceed 320-acres.
- Select “next” to continue.

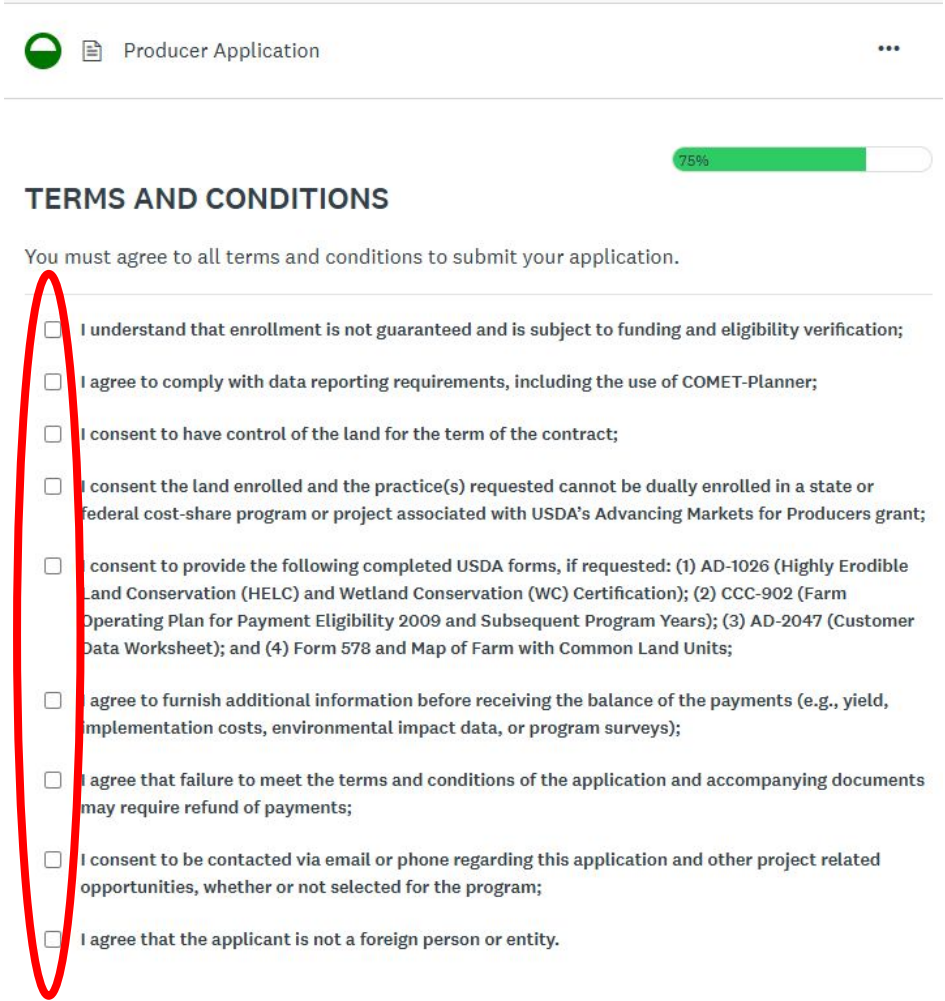


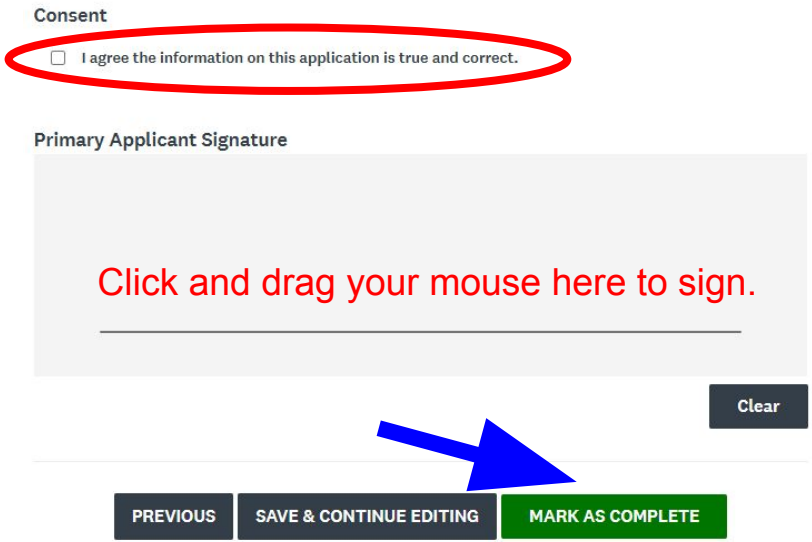
17. Environmental Evaluation Tools

- All producers are required to self-report and self-verify the environmental impact of their practice using an online tool called “COMET-Planner”. This is an online tool that requires minimal data input and can be completed in about 30-minutes.
- This question is asking about an **OPTIONAL** additional report from a more in-depth tool called “COMET Farm”. If you’d like to participate in this, if you are selected, you will receive an extra $1000 for an extra 35 hours of work to collect and input historical farm data.
- This option is not recommended if you:
    - Are not able to use the online interface
    - Do not have historical farm data (5+ years)
    - Do not have an additional 35 hours of your time to spend learning how to use this tool.

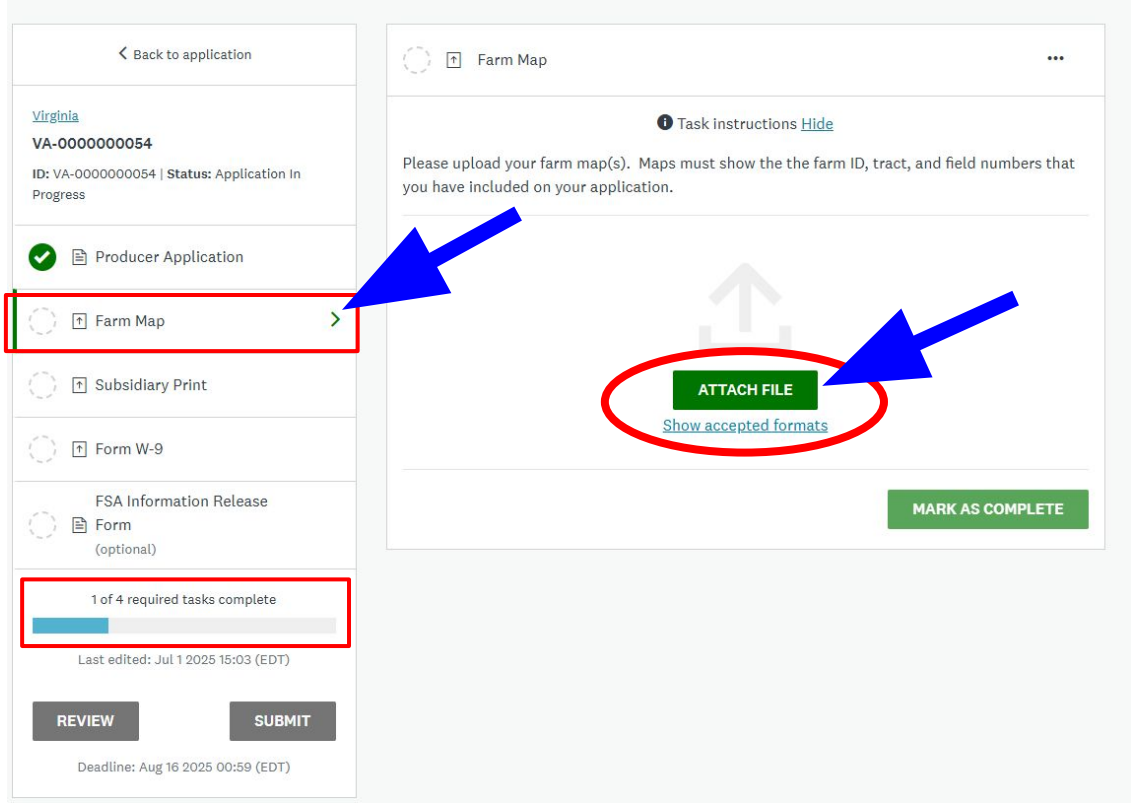
18. Terms and Conditions

- Read all terms and conditions.
- Check the box to the left of each to agree.
- Check the box under consent to consent.
- Sign digitally in the grey box by clicking and dragging your mouse.
- Select “Mark as Complete” when you are finished.



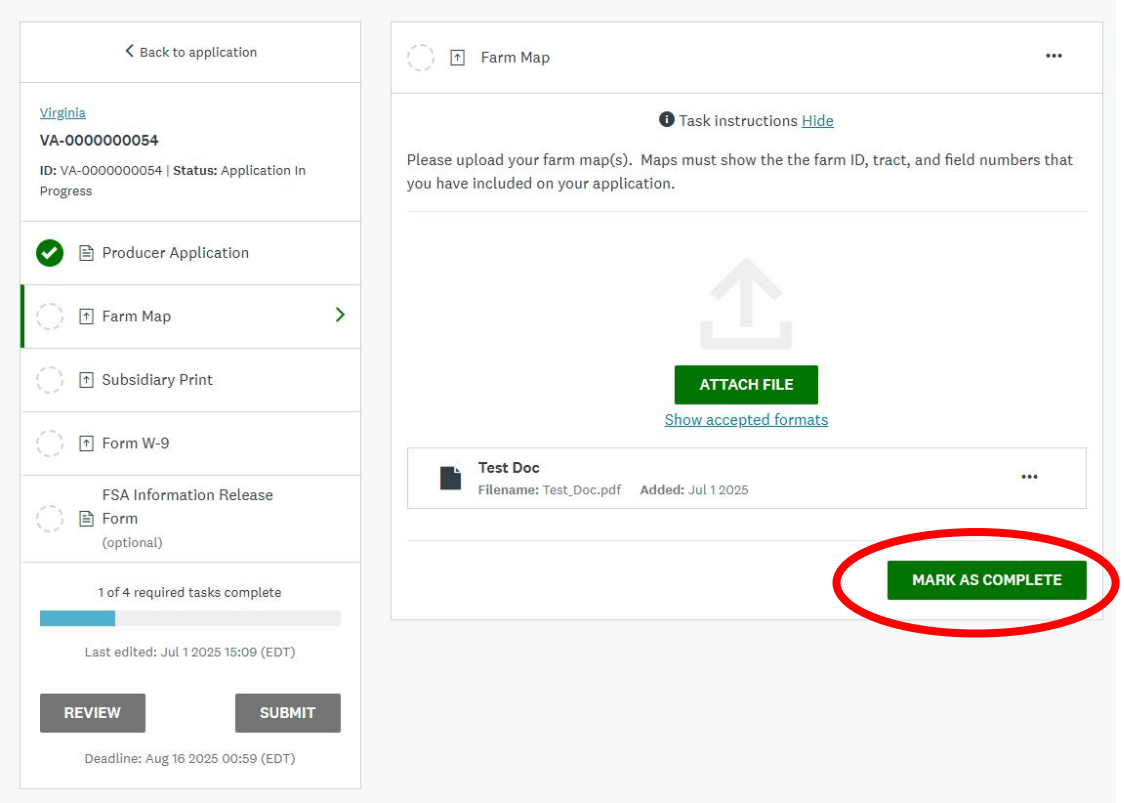


19. Required: Upload Farm Maps:



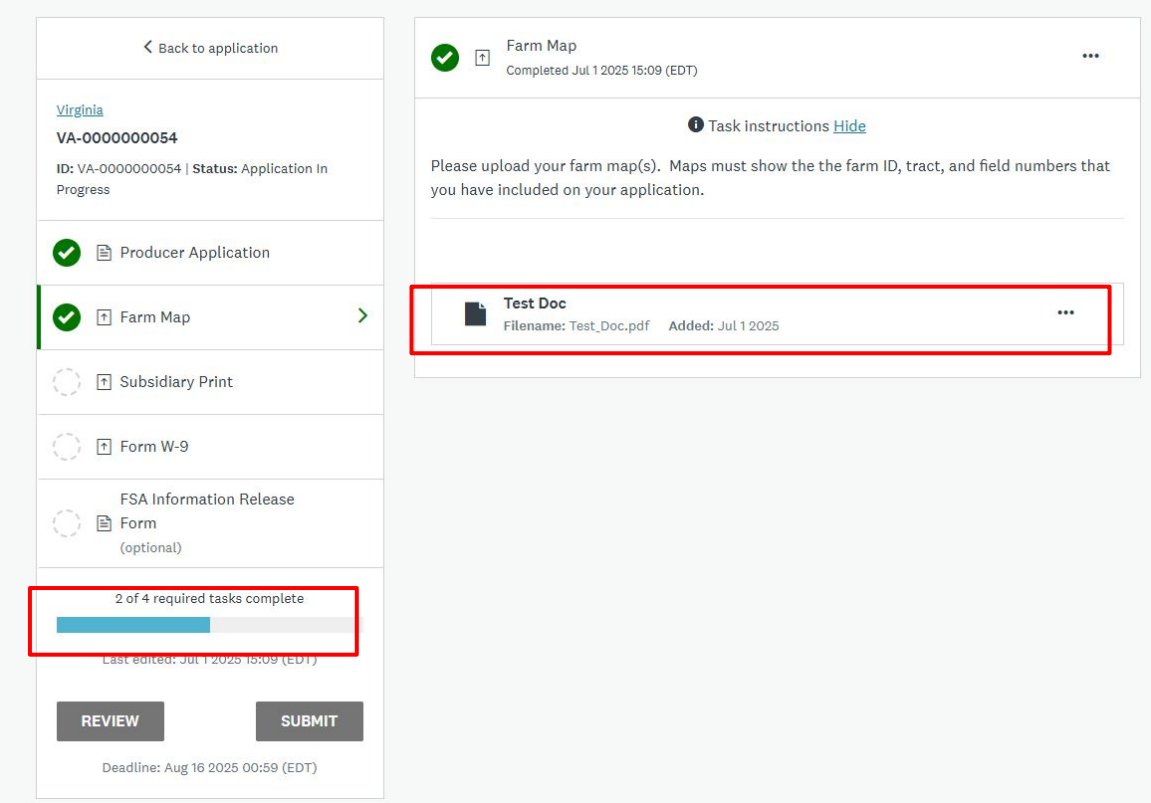
- You have now completed ¼ require steps to complete and submit your application. Please note: your application is not complete until all 4 required tasks are complete.
- Select “Farm Map” on the far left column.
- Select “Attach File” and select the location on your computer where you have saved your FSA Farm Maps.
- Upload your FSA Farm Maps for the farms you applied for.

19. Required: Upload Farm Maps (continued):



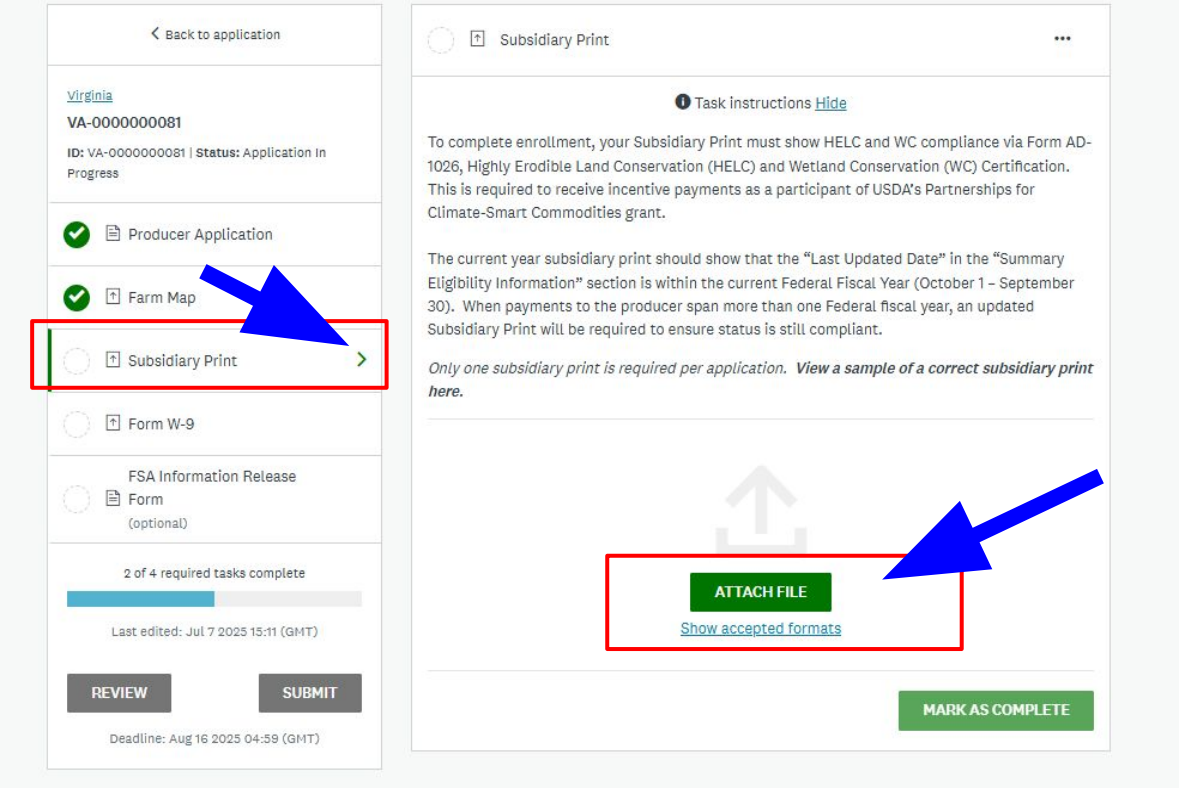
- You will see your attached documents show up (for example, see my “test doc”).
- If you have multiple maps, select “Attach File” to attach another document.
- Once you have uploaded all of your FSA Maps, select “Mark As Complete”.

19. Required: Upload Farm Maps (continued):



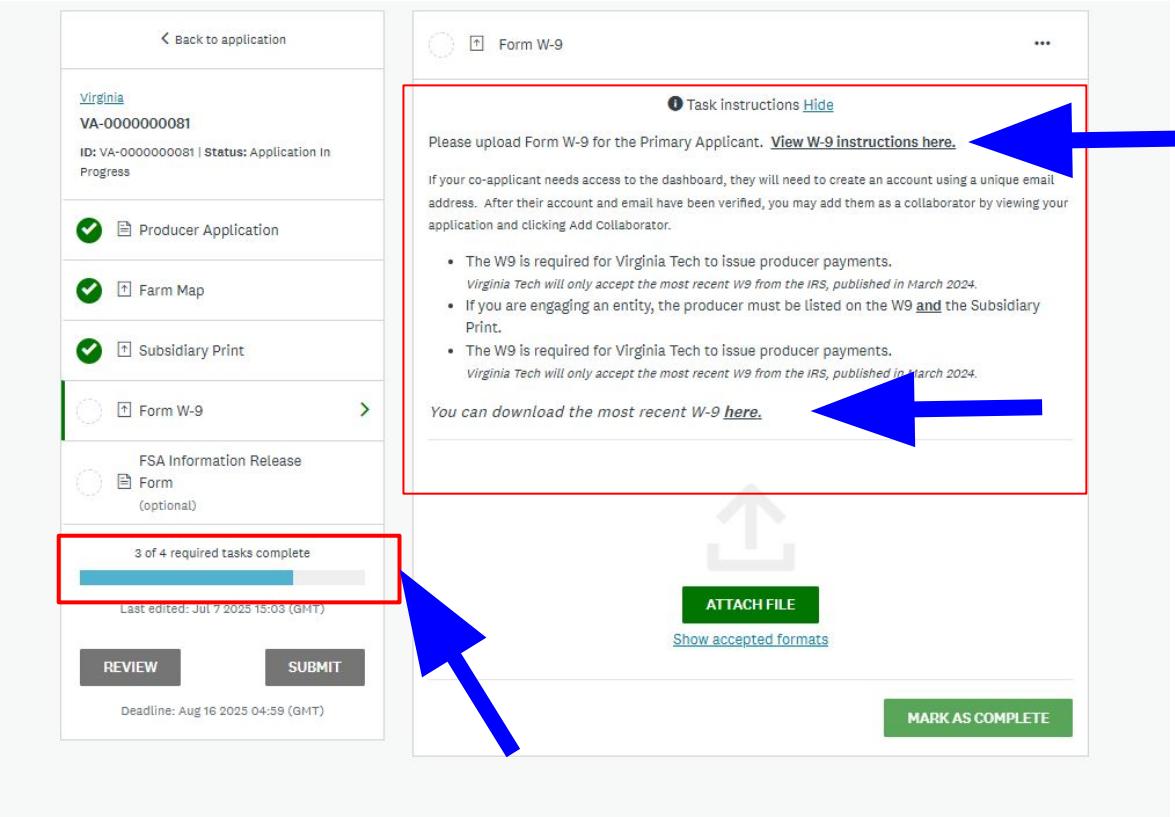
- You will now see that 2 of your 4 tasks are complete.
- Verify that all of your FSA Maps were uploaded.

20. Upload 2025 Subsidiary Print:



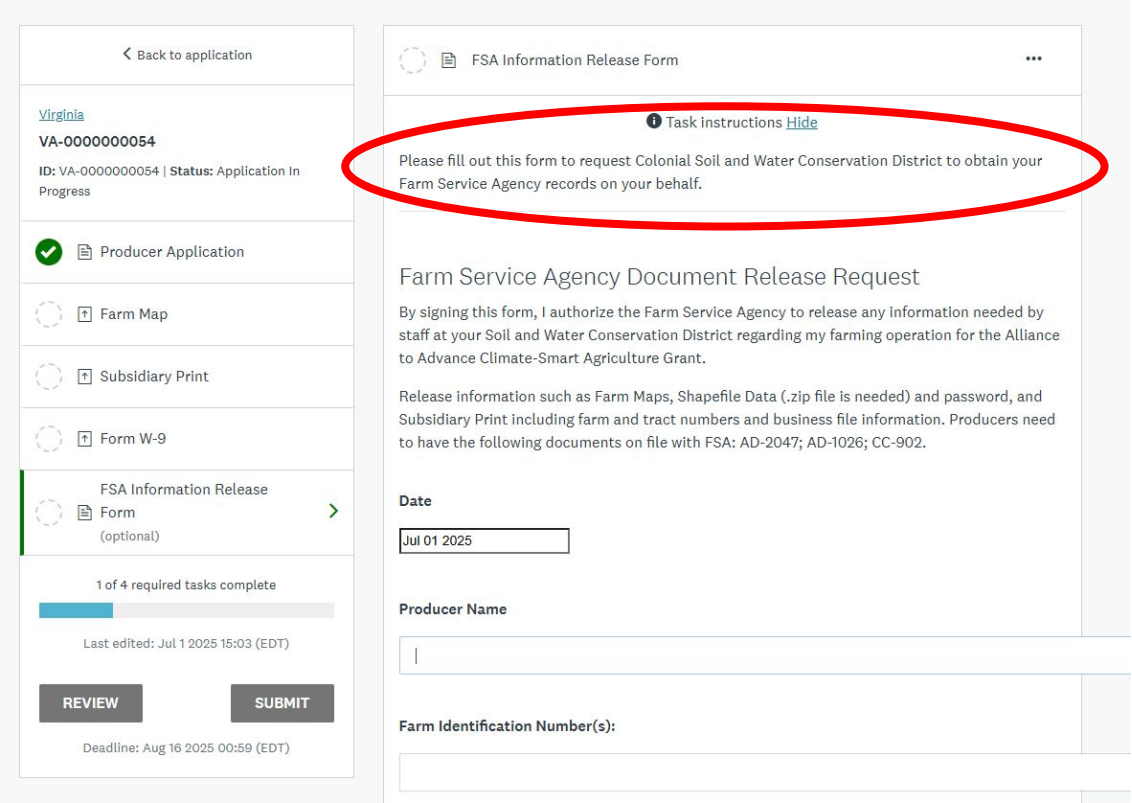
- Select “Subsidiary Print” on the far left column.
- Select “Attach File” and select the location on your computer where you have saved your FSA Subsidiary Print.
- Upload your FSA Subsidiary Print.
- Make sure to click ‘Mark as Complete’ after document has been uploaded

21. Upload W-9 (2024 Version):



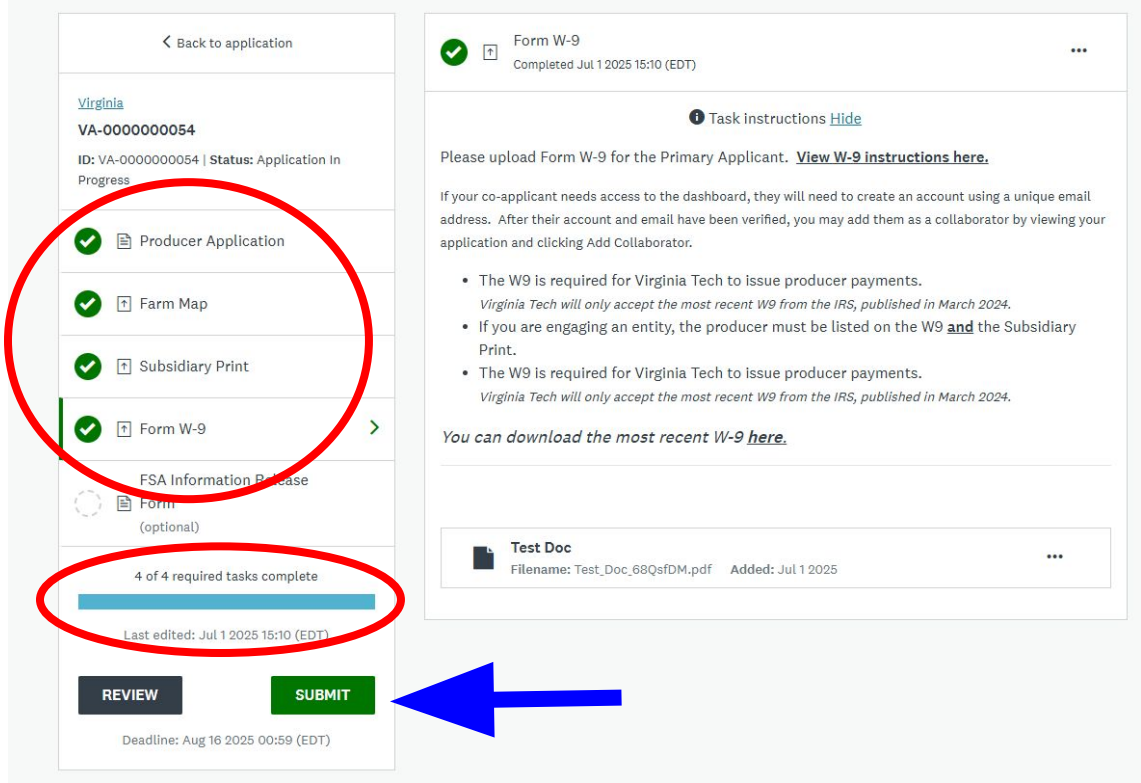
- W-9 needs to be on the most current form (2024)
- W-9 needs to be under the applicant's name
- If the applicant included an entity, the W-9 needs to be for the entity, signed by the applicant.
- You may download the W-9 by clicking on this fillable link. Please note that you will need to use a certified e-signature or print, sign, and scan back in.
- Contact District Staff if you have difficulties

Optional Step for Producers working with Colonial SWCD:



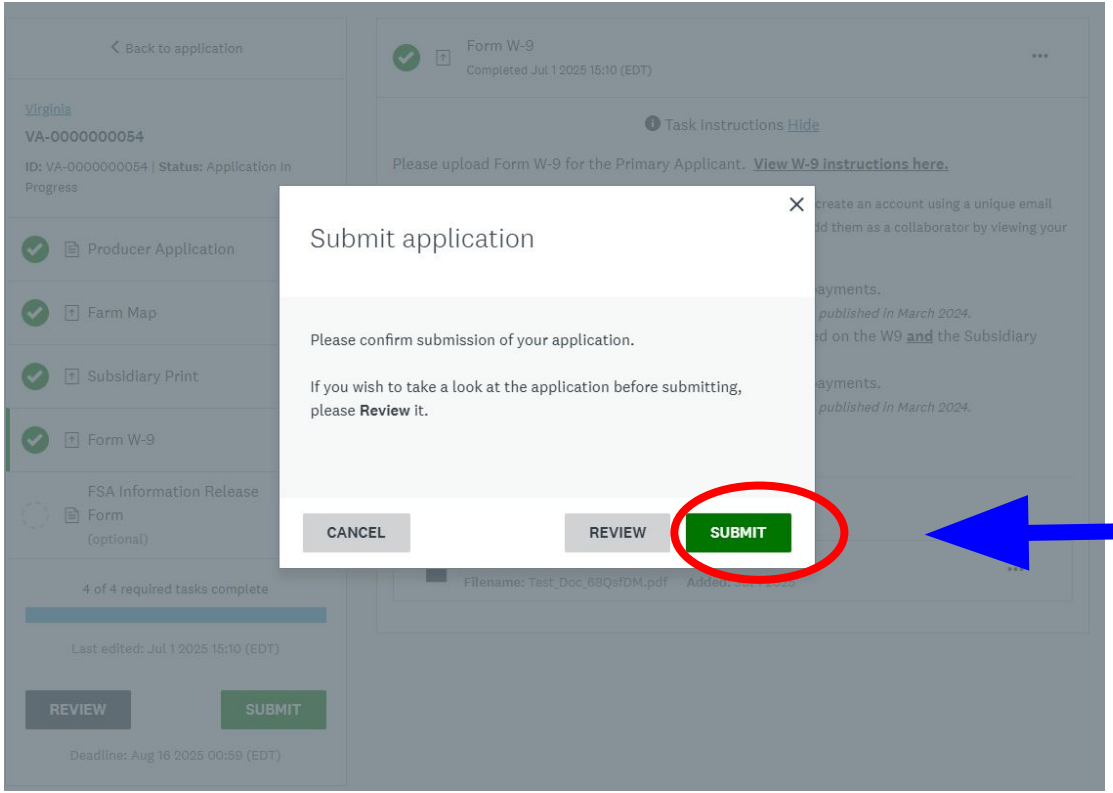
- Due to Colonial having an expanded service area; FSA documents are required to obtain documents on your behalf from your local FSA office
- **This is optional; you can obtain and upload your documents on your own**

22. Submit Your Application:



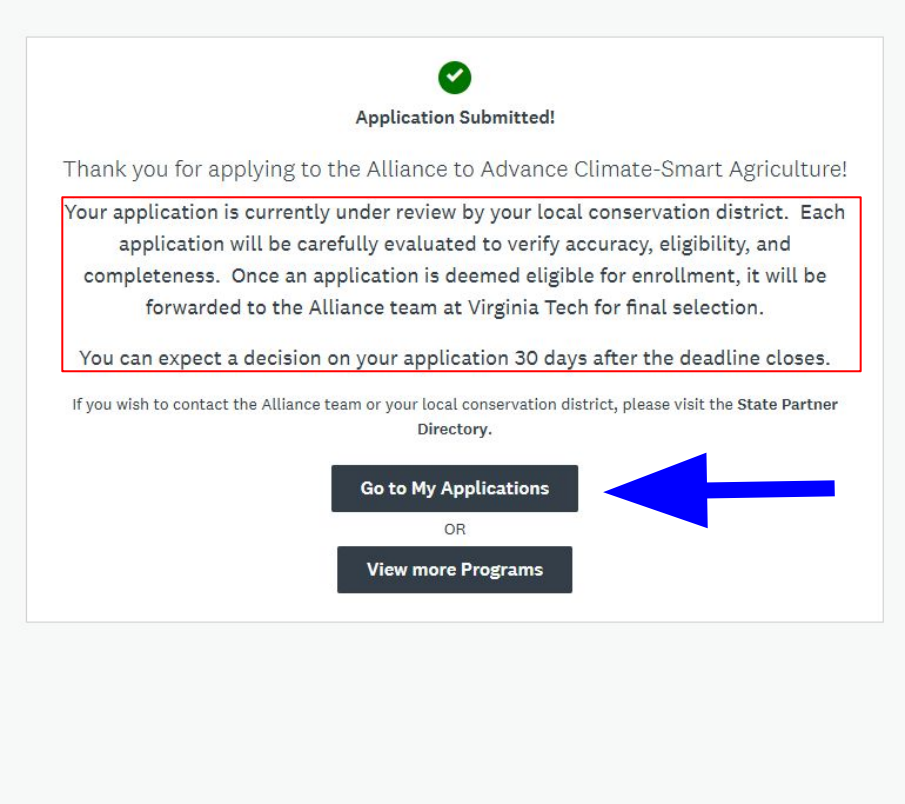
- Verify that you have all 4 required tasks completed.
- Once they are completed, you may select the “Submit” button to complete and submit your application.
- You must complete all 4 tasks and select “Submit” before the August 15, 2025 deadline.

22. Submit your Application for Review (continued):



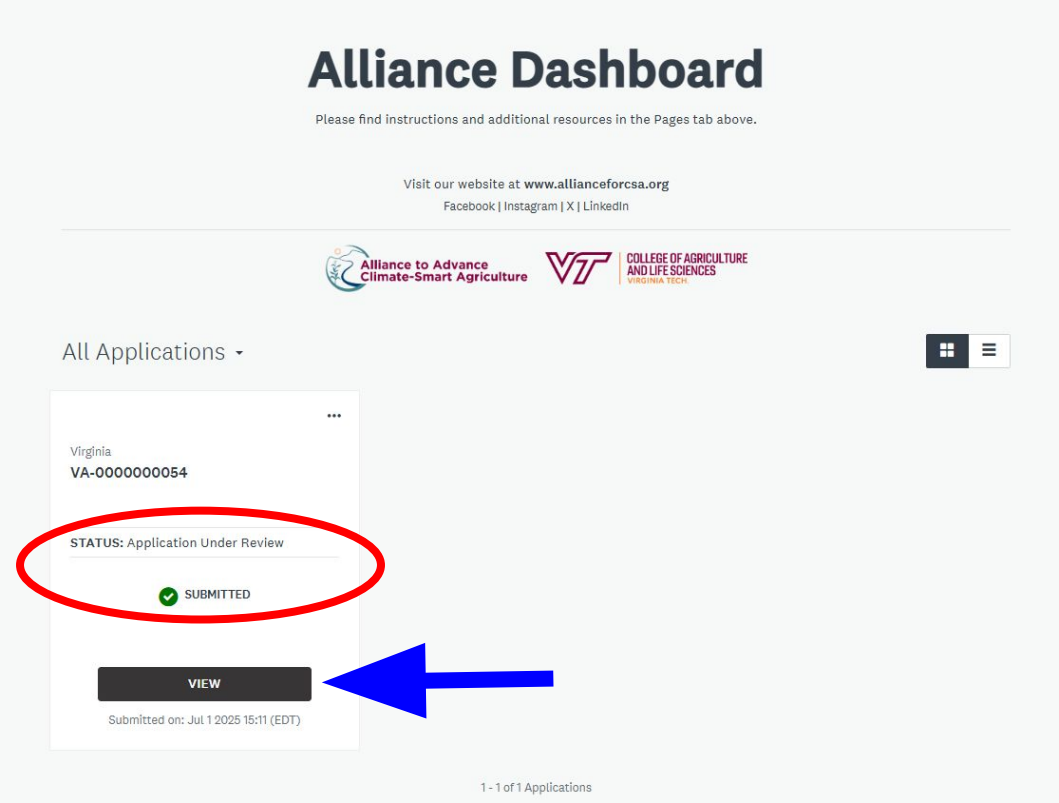
- A window will pop up when you select submit to see if you would like to review it to submit.
- You may select “review” if you’d like to review your responses.
- Then select “Submit” to confirm submission of your application.

District Review and Revisions:



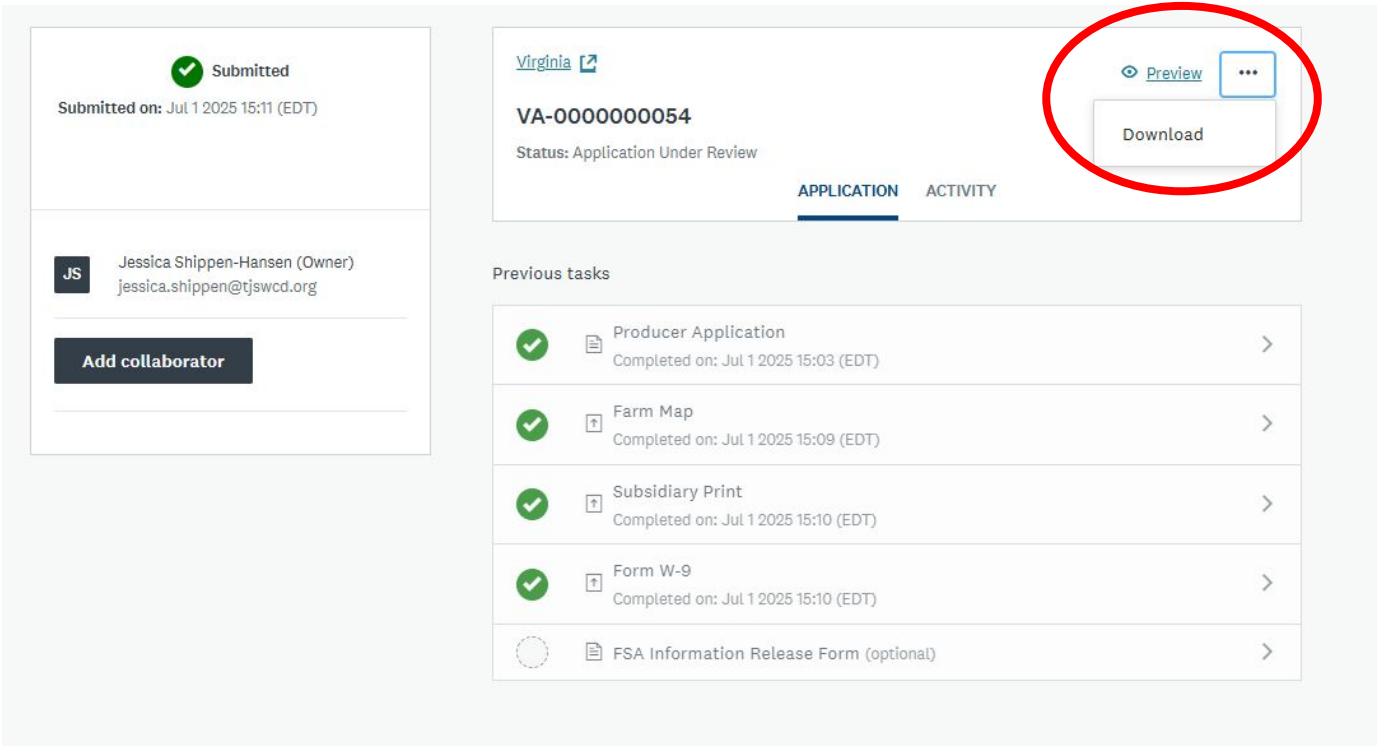
- The District will review each application to ensure it is accurate, eligible, and complete.
- If any changes are required, or if there are questions, the District will reach out to you individually to request revisions be made to your application.
- You can expect a decision 30-days after the deadline closes. The deadline closes August 15, 2025.

Accessing your Application:



- You may review, edit, or download your application by clicking “View”.
- You may log back in to your Alliance Dashboard at anytime to see the application status or to review your application.

Download a Copy:



- You may download your application for your records by clicking on the three dots in the top right hand corner and selecting “Download”.

Where to Find More Information:

- Alliance Website: https://www.allianceforcsa.org/
- TJSWCD Website: https://www.tjswcd.org/alliance-to-advance-climate-smart-agriculture/
- Colonial SWCD Website: https://www.colonialswcd.org/services/alliance

Alliance Producer Guide is available online at:
https://www.allianceforcsa.org/producer-guide/

- Definitions and examples
- What to expect from the Program
- Payment terms and anticipated schedule

Alliance to Advance
Climate-Smart Agriculture

Thank you!

Reminder: The Application, Farm Maps, Subsidiary Print, and W-9 must be submitted by **August 15, 2025**.

Questions? Contact us!

Louisa, Fluvanna, Nelson, or Albemarle Counties or the City of Charlottesville, please contact the:
Thomas Jefferson Soil and Water Conservation District
Jessica Shippen-Hansen jessica.shippen@tjswcd.org **434-975-0224, 112**

Charles City, James City, City of Williamsburg, and York, Caroline, Chesterfield, Essex, Gloucester, Hanover, Henrico, Isle of Wight, King & Queen, King William, Mathews, Middlesex, New Kent, Prince George, City of Richmond, City of Suffolk, and Surry Counties, please contact:
Colonial Soil and Water Conservation District
Samantha Pereira Samantha.Pereira@ColonialSWCD.org **757-759-0528**

VT COLLEGE OF AGRICULTURE AND LIFE SCIENCES VIRGINIA TECH. | Virginia Cooperative Extension | DCR Virginia Department of Conservation & Recreation | small farm educational outreach program | COLONIAL SWCD | THOMAS JEFFERSON SOIL & WATER CONSERVATION DISTRICT est. 1939