



# 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



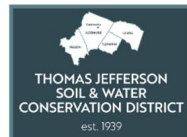
COLLEGE OF AGRICULTURE  
AND LIFE SCIENCES  
VIRGINIA TECH.



Virginia  
Cooperative  
Extension



Virginia Department of Conservation & Recreation



# Welcome!

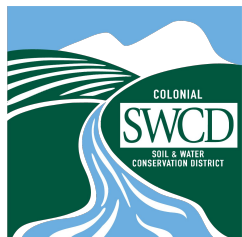
The Application, Farm Maps, Subsidiary Print, and W-9 must be submitted by  
**August 15, 2025.**



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](mailto:jessica.shippen@tjswcd.org) 434-975-0224, 112



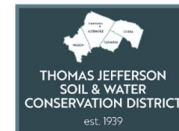
Charles City, James City, City of Williamsburg, and York, Caroline, Chesterfield, Essex, Gloucester, Hanover, Henrico, Isle of Wight, King & Queen, King William, Mathews, Middlesex, New Kent, Prince George, City of Richmond, City of Suffolk, and Surry Counties, please contact:

**Colonial Soil and Water Conservation District**

**Samantha Pereira** [Samantha.Pereira@ColonialSWCD.org](mailto:Samantha.Pereira@ColonialSWCD.org) 757-759-0528



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# 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

# 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

# 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.

# 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\*

# 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.

Field Number and acreage are listed on top of each field, which are outlined in yellow.

FSA Field #

21

Field Acreage

30.18

UHCL

Farm Number and Tract Number are listed in the map's legend.

Farm 1234

Tract 5678





# 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

DOB: JUNE  
1234 BEAUTIFUL FARM RD  
LOUISA, VA 22095-4004

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**  
Louisia - Virginia

**Summary Eligibility Information**  
Recording County: Louisa - Virginia  
Office Phone: (540)967-0091 x2  
39 INDUSTRIAL DR STE 1  
LOUISA, VA 22095-4126

2024	
AD-1026	Certified
First Time Producer Filing AD-1026	No
Date First Time Filing AD-1026	
Affiliate Violation for RMA	No
Actively Engaged Determination	No
Actively Engaged - 2002 Farm Bill	No
AGH - 75% Rule	No
AGH - 2020	Compliant - Less Than 3 Years
AGH - 2014 and 2018 Farm Bills	
AGH - 2008 Farm Bill - Commodity	
AGH - 2008 Farm Bill - Direct \$750,000	
AGH - 2008 Farm Bill - Direct \$1 Million	
AGH - 2008 Farm Bill - Conservation	
AGH - 2002 Farm Bill	
Beginning Farmer or Rancher	
Cash Rent Tenant Determination	
Orphaned Factor	1.0000
Conservation Compliance Farm Tract	In Compliance
Highly Erodible Land Conservation	Compliant
Planted Converted Wetland	Compliant
Converted Wetland	Compliant
Conserved Subsidies	No Violation
Delinquent Debt	No
Federal Crop Insurance	Requirements Met
Foreign Person	Not Applicable
Fraud - Including PCB - 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
SEA - 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"

Page 1 of 3

www.allianceforforsa.org

# 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.

39 INDUSTRIAL DR STE 1  
LOUISA, VA 23093-4126

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

	2024
SDA - Racial or Ethnic but NOT Gender	No
Nonfarm 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	Combination Reason	Determination Date
Producer		
None		

Common Attribution - Indirect Combinations	Combination Reason	Determination Date
Producer		
None		

Person - Direct Combinations	Combination Reason	Determination Date
Producer		
None		

Person - Indirect Combinations	Combination Reason	Determination Date
Producer		
None		

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**

Louisa - Virginia

Farm	Tract	Relationship to Farm Tract	Highly Erodible Land Determination	Highly Erodible Land Producer Exception	Converted Wetland Violation	Converted Wetland Producer Exception	Planted Converted Wetland Violation	Planted Converted Wetland Producer Exception
1234	5678	Operator		None		None		None
9876	5432	Owner	WEL Conservation system is not required - no agreement	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-1028	AGI 2014/2015
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

- ❑ 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)

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

The following slides explain these requirements further.

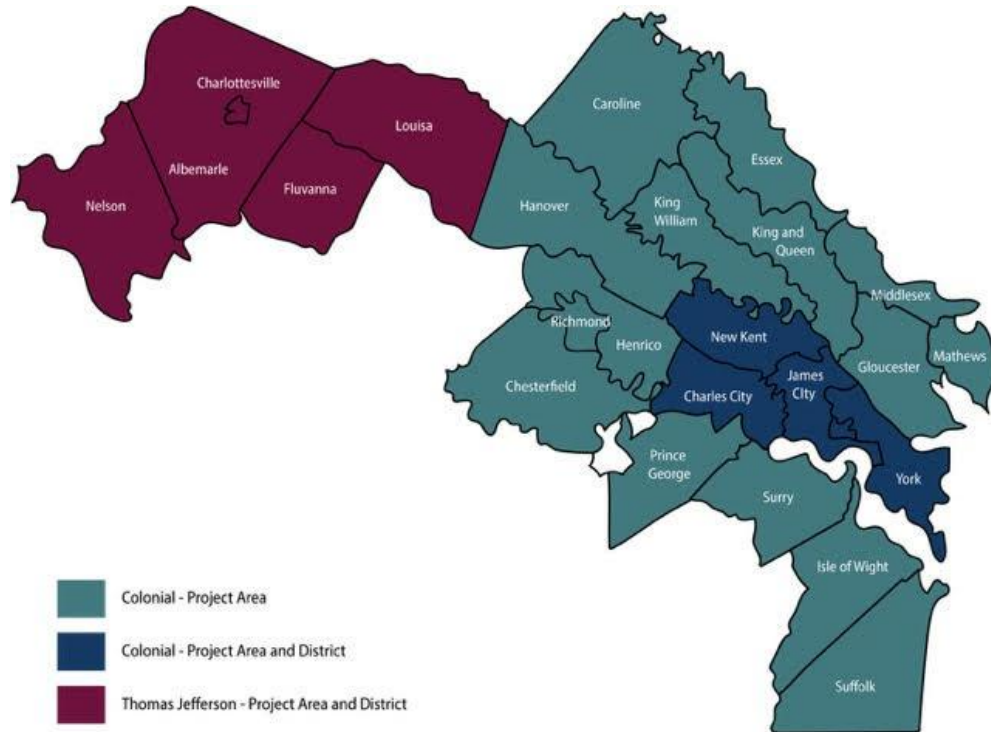
Your farm(s) must be:

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

## 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.



## 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>



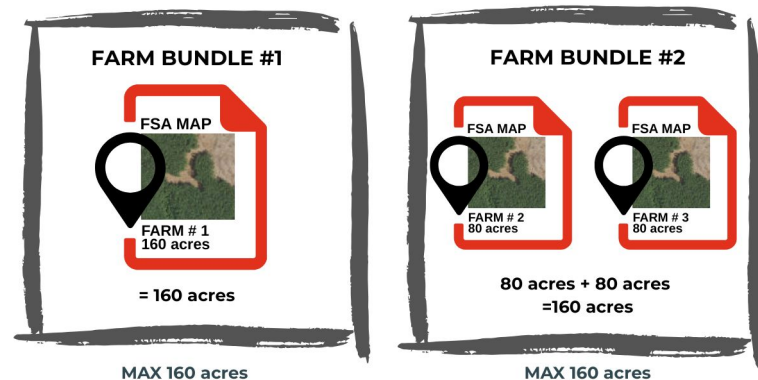
# Step 2. Pick your FSA Farm Numbers you'd like to apply for *(continued)*.

## 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\*

### EXAMPLE:



# 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:

<b>(590) Nutrient Management Plan</b>	<ul style="list-style-type: none"><li>• Requires you to:<ul style="list-style-type: none"><li>○ Take current soil samples</li><li>○ Hire a DCR <b>Private</b> Nutrient Management Plan Writer to write a Nutrient Management Plan for the farms, tracts, and fields enrolled, and</li><li>○ Implement your Nutrient Management Plan for the duration of your contract.</li></ul></li></ul>
<b>(328) Conservation Crop Rotation</b>	<ul style="list-style-type: none"><li>• Requires you :<ul style="list-style-type: none"><li>○ Document no fallow period for more than 60 days between crops;</li><li>○ must have a <b>minimum of 3 crops</b> in a contract year .<ul style="list-style-type: none"><li>■ 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.</li></ul></li></ul></li></ul>
<b>(340) Cover Crop</b>	<ul style="list-style-type: none"><li>• Requires you to:<ul style="list-style-type: none"><li>○ 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.</li></ul></li></ul>
<b>(329) No-Till</b>	<ul style="list-style-type: none"><li>• Requires you to:<ul style="list-style-type: none"><li>○ Maintain and document at least 60% of residual cover</li></ul></li></ul>
<b>(345) Reduced-Till</b>	<ul style="list-style-type: none"><li>• Requires you to:<ul style="list-style-type: none"><li>○ Maintain and document at least 30% of residual cover</li></ul></li></ul>



# 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\***

**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](https://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.

**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 = 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 you are 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)

**5** Address (number, street, and apt. or suite no.) See instructions.

**6** City, state, and ZIP code.

**7** List account number(s) here (optional).

**8** Requester's name and address (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.

**9** Social security number

**10** 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 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 this 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/form9](https://www.irs.gov/form9).

**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.

**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

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).

Cat. No. 15231X

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](http://www.allianceforcsa.org)



[ABOUT THE ALLIANCE](#)

[ABOUT THE PARTNERS](#)

[FREQUENTLY ASKED QUESTIONS](#)

[ALLIANCE DASHBOARD](#)

## ALLIANCE TO ADVANCE CLIMATE-SMART AGRICULTURE

Supporting producers to increase productivity, strengthen markets, and improve climate resilience.

[About The Pilot](#)

The Alliance to Advance Climate-Smart Agriculture incentivizes farmers and ranchers to adopt climate-smart agricultural practices that can boost crop yields, support rural livelihoods, and build resilience against climate change.



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



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[ABOUT THE ALLIANCE](#)

[ABOUT THE PARTNERS](#)

[FREQUENTLY ASKED QUESTIONS](#)

[ALLIANCE DASHBOARD](#)

[APPLY HERE!](#)

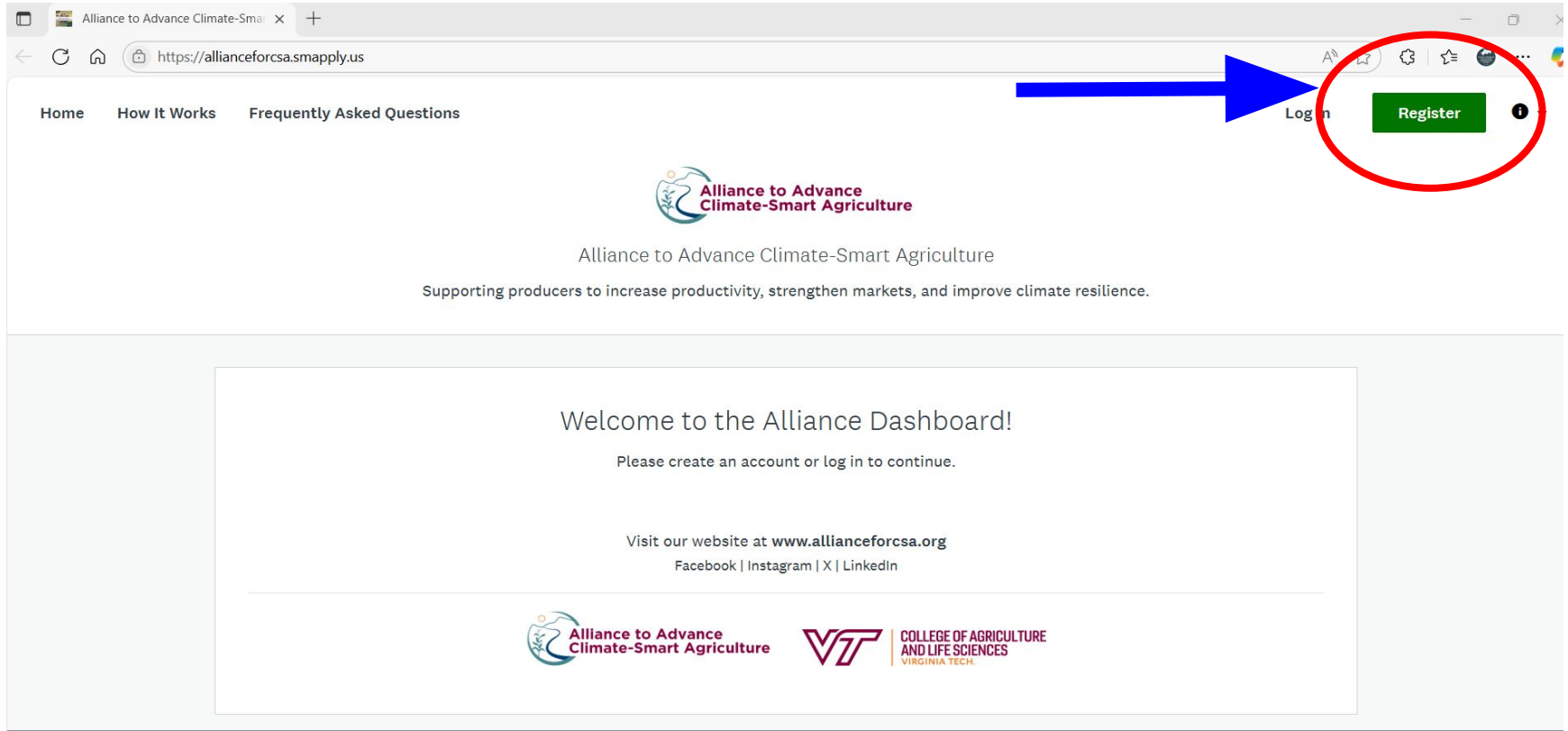
# ALLIANCE DASHBOARD

To streamline the application and enrollment process, we have launched a **new** producer dashboard!  
If you are a producer interested in applying to the Alliance, please create an account by clicking the button below.

*If you are a currently enrolled producer, please continue to use the Alliance Dashboard at [www.allianceofrcsa.org/alliance-dashboard](http://www.allianceofrcsa.org/alliance-dashboard).  
You will be notified when your profile is migrated to the new dashboard.*

[New Alliance Dashboard](#)


### 3. Click 'Register' to create an account



The screenshot shows a web browser window with the URL <https://allianceforcsa.smapply.us>. The navigation bar includes links for Home, How It Works, and Frequently Asked Questions. On the right side of the navigation bar, there are links for Login and Register. The Register button is a green rectangle with white text, circled in red. A large blue arrow points from the left towards the Register button. Below the navigation bar, the page features the Alliance to Advance Climate-Smart Agriculture logo, the organization's name, and its mission statement: "Supporting producers to increase productivity, strengthen markets, and improve climate resilience." The main content area displays a welcome message: "Welcome to the Alliance Dashboard!" followed by the instruction "Please create an account or log in to continue." Below this, there is a link to the website [www.allianceforcsa.org](http://www.allianceforcsa.org) and social media links for Facebook, Instagram, X, and LinkedIn. The footer contains the Alliance to Advance Climate-Smart Agriculture logo, the Virginia Tech logo, and the text "COLLEGE OF AGRICULTURE AND LIFE SCIENCES VIRGINIA TECH".

Home How It Works Frequently Asked Questions

Log in Register

 Alliance to Advance Climate-Smart Agriculture

Alliance to Advance Climate-Smart Agriculture


Supporting producers to increase productivity, strengthen markets, and improve climate resilience.


Welcome to the Alliance Dashboard!

Please create an account or log in to continue.

Visit our website at [www.allianceforcsa.org](http://www.allianceforcsa.org)

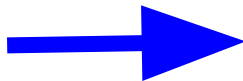
Facebook | Instagram | X | LinkedIn

 Alliance to Advance Climate-Smart Agriculture

 COLLEGE OF AGRICULTURE AND LIFE SCIENCES VIRGINIA TECH

## 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.



The screenshot shows the 'SurveyMonkey Apply' registration page. At the top, it says 'Register for an applicant account' with a link to 'Log in' for existing users. Below this, a green bar indicates 'Register as an individual'. The 'Instructions' section thanks the user for their interest in the Alliance to Advance Climate-Smart Agriculture and asks them to create an account. The registration form includes fields for 'First Name' and 'Last Name', which are circled in red. Below these is an 'Email' field. The 'Create a password' section has a password input field with a search icon and a toggle for visibility. At the bottom, there is a checkbox for 'I'm not a robot' next to a reCAPTCHA logo, and a green 'Create Account' button.

SurveyMonkey Apply<sup>®</sup>

Register for an applicant account

Already have a SurveyMonkey Apply account? [Log in](#)

Register as an individual

Instructions

Thank you for your interest in the Alliance to Advance Climate-Smart Agriculture! Please create an account below to begin your application.

First Name Last Name

Email

Create a password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☐ I'm not a robot

reCAPTCHA  
Privacy · Terms


Create 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.



 SurveyMonkey Apply<sup>®</sup>

Register for an applicant account

Already have a SurveyMonkey Apply account? [Log in](#)

Register as an individual

Instructions

Thank you for your interest in the Alliance to Advance Climate-Smart Agriculture! Please create an account below to begin your application.


First Name

Last Name

Email

Create a password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☐ I'm not a robot  reCAPTCHA  
Privacy · Terms

Create Account



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.

The image is a screenshot of the SurveyMonkey Apply registration page. At the top, the SurveyMonkey Apply logo is visible. Below it, the heading "Register for an applicant account" is displayed, followed by a link "Already have a SurveyMonkey Apply account? Log in". The main section is titled "Register as an individual" and contains "Instructions" that thank the user for their interest and ask them to create an account. The form includes fields for "First Name", "Last Name", and "Email". The "Create a password" field is highlighted with a red oval and includes a password strength indicator and a toggle for visibility. Below the password field, there is a checkbox for "I'm not a robot" and a reCAPTCHA widget. At the bottom, a green button labeled "Create Account" is present.

SurveyMonkey Apply<sup>®</sup>

Register for an applicant account

Already have a SurveyMonkey Apply account? [Log in](#)

Register as an individual

Instructions

Thank you for your interest in the Alliance to Advance Climate-Smart Agriculture! Please create an account below to begin your application.

First Name Last Name

Email

Create a password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

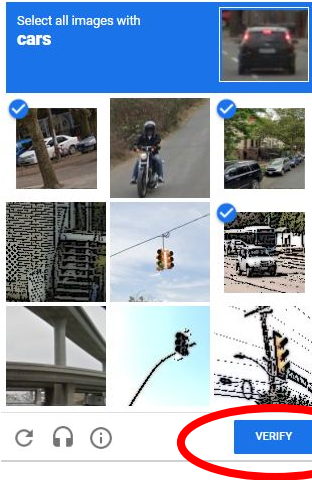
☐ I'm not a robot

reCAPTCHA  
Privacy · Terms

Create Account

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

Example:



Register for an applicant account

Already have a SurveyMonkey Apply account? [Log in](#)

Register as an individual

#### Instructions

Thank you for your interest in the Alliance to Advance Climate-Smart Agriculture! Please create an account below to begin your application.

First Name

Last Name

Email

Create a password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☐

I'm not a robot



reCAPTCHA  
Privacy - Terms

Create Account

- 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”.



## Register for an applicant account

Already have a SurveyMonkey Apply account? [Log in](#)

Register as an individual

### Instructions

Thank you for your interest in the Alliance to Advance Climate-Smart Agriculture! Please create an account below to begin your application.

First Name

Last Name

Email

Create a password

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

☐

I'm not a robot



[Privacy](#) • [Terms](#)

Create Account

## 5. Check your email & junkmail to verify your account

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



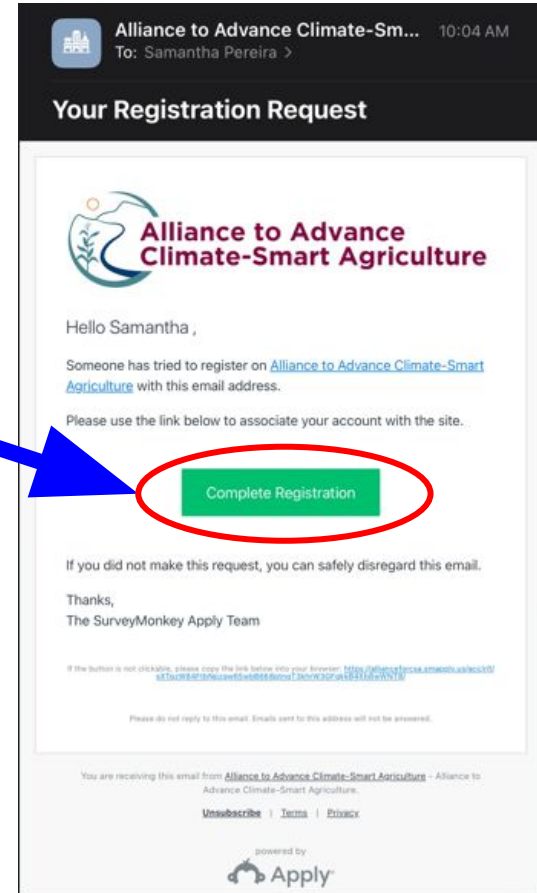
Please check your email

We've emailed you with instructions on how to complete your registration request.  
Please check your email and use the link included to finish registering.

If you do not receive the email, please check your spam filters or reach out to your email provider for assistance.

## 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

### Alliance Dashboard

Please find instructions and additional resources in the Pages tab above.

Visit our website at [www.allianceforca.org](http://www.allianceforca.org)

[Facebook](#) | [Instagram](#) | [X](#) | [LinkedIn](#)



Alliance to Advance  
Climate-Smart Agriculture



COLLEGE OF AGRICULTURE  
AND LIFE SCIENCES  
VIRGINIA TECH

No applications.

Please choose a program from our program listings page to get started

[View programs](#)

## 8. Complete the Producer Eligibility Quiz



To get started, fill out your eligibility profile



**Fill out eligibility profile**

## 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'

agriculture Pages Programs

### Producer Eligibility Quiz

#### Farm Location

Arkansas  
Minnesota  
North Dakota  
Virginia

Albemarle  
Caroline  
Charles City  
Chesterfield  
City of Charlottesville

#### Required Documents

In order to be eligible for an incentive payment as a part of the Partnerships for Climate-Smart Commodities, a producer must provide the following documentation. All documents are required to apply.

**W9**  
The W9 is required for the primary applicant and any co-applicant. If enrolled, co-applicants will receive their own contract.

**Farm Map**  
The map must show the Farm Service Agency farm, tract and field number(s).

**Subsidiary Print**  
The subsidiary print must show compliance for: Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (AD-1026).  
[See a sample subsidiary print here.](#)

Please check each to acknowledge that you have read the above and will provide the following documents as part of your application:

- ☒ I consent to provide Farm Service Agency records, including a farm map with the farm, tract and field number(s) included on this application.
- ☒ I consent to provide a current subsidiary print, obtained from the Farm Service Agency.
- ☒ I consent to provide the W-9 tax form, including any co-applicant (if applicable).

#### FOREIGN PERSON OR ENTITY

- ☒ I confirm that I am not a foreign person or entity.


I'll do this later **Save my profile**



## 10. Start your application by clicking “MORE”



Programs

Search programs.. 


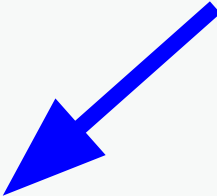
**Virginia**

Accepting applications from Jun 8 2025 16:59 (GMT) to Aug 16 2025 04:59 (GMT)

Click here to apply for the Alliance to Advance Climate-Smart Agriculture in Virginia.

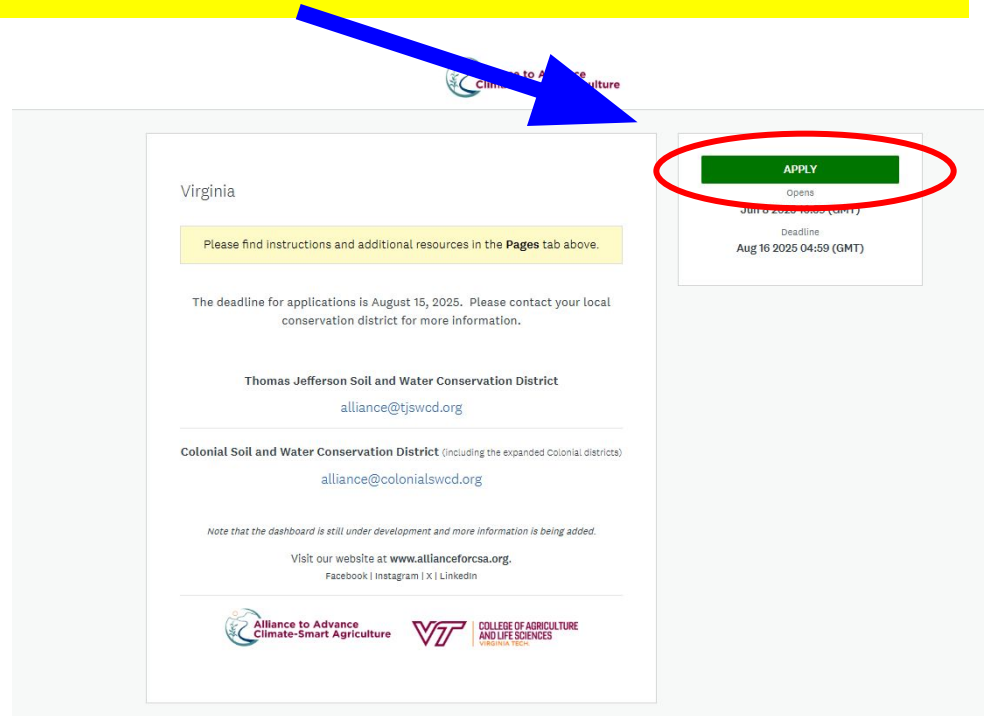
**MORE >**

1 - 1 of 1 Programs



# 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

# Alliance Dashboard

Please find instructions and additional resources in the Pages tab above.

Visit our website at [www.allianceforcsa.org](http://www.allianceforcsa.org)  
Facebook | Instagram | X | LinkedIn



All Applications + 

Virginia  
VA-0000000054

Deadline: Aug 16 2025 00:59 (EDT)

STATUS: Application In Progress

0 of 4 required tasks complete

**START**

Last edited: 2025-08-16 10:00 (EDT)

1 - 1 of 1 Applications

## 13. Start by Clicking “Producer Application”

0 of 4 required tasks complete

Last edited: Jul 1 2025 12:00 (EDT)

**REVIEW** **SUBMIT**

Deadline: Aug 16 2025 00:59 (EDT)

**JS** Jessica Shippen-Hansen (Owner)  
jessica.shippen@tjswcd.org

**Add collaborator**

Virginia

**VA-0000000054**

Status: Application In Progress

**APPLICATION** ACTIVITY

Your tasks

- Producer Application** >
- Farm Map >
- Subsidiary Print >
- Form W-9 >
- FSA Information Release Form (optional) >

A blue arrow points from the 'REVIEW' button to the 'Producer Application' task, which is circled in red.

# 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.

The screenshot displays the 'Producer Application' form. On the left is a sidebar with a progress indicator showing '0 of 4 required tasks complete'. The tasks listed are: 'Producer Application' (active), 'Farm Map', 'Subsidiary Print', and 'Form W-9'. Below these is a 'FSA Information Release Form (optional)' and a 'Last edited' timestamp. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, along with a 'Deadline: Aug 16 2025 00:59 (EDT)'. The main content area is titled 'PRIMARY APPLICANT INFORMATION' and includes a 'Draft saved' indicator and a progress bar at 0%. The instructions state: 'Please enter the primary applicant's information.' The form fields are: 'Primary Applicant First Name' (with instructions: 'Payments must be issued to an individual. If you are applying on behalf of an entity, please enter the authorized representative name here.'), 'Primary Applicant Last Name' (with the same instructions), 'Business Name' (with instructions: 'If you are applying on behalf of an entity, please enter your business or farm name here.'), and 'Primary Applicant Email'. The first three input fields are highlighted with red rectangles. The 'Business Name' field is marked as '\*Optional' in red text.

< Back to application

Virginia  
VA-0000000054  
ID: VA-0000000054 | Status: Application in Progress

0 of 4 required tasks complete

Last edited: Jul 1 2025 12:00 (EDT)

REVIEW SUBMIT

Deadline: Aug 16 2025 00:59 (EDT)

Producer Application

✓ Draft saved

0%

### PRIMARY APPLICANT INFORMATION

Please enter the primary applicant's information.

**Primary Applicant First Name**  
Payments must be issued to an individual. If you are applying on behalf of an entity, please enter the authorized representative name here.

**Primary Applicant Last Name**  
Payments must be issued to an individual. If you are applying on behalf of an entity, please enter the authorized representative name here.

**Business Name**  
If you are applying on behalf of an entity, please enter your business or farm name here.

**Primary Applicant Email**

\*Optional

## 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.

### Primary Applicant Phone

We may contact you regarding your application. This will not be shared.

Is this number a mobile or landline?

- ☐ Mobile
- ☐ Landline

### Primary Applicant Mailing Address

Enter your primary address, as would appear on a driver's license. Note that this may differ from the address of your farm(s). You will enter farm information on the next page.

Please ensure you are able to receive mail at this address, as this is the where Virginia Tech will send your payment checks.

Street Address

Address Line 2

City/Town

State

Zip Code

## 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.



### Are You a Historically Underserved Farmer or Rancher?

*Producers who qualify as Limited Resource or Socially Disadvantaged are eligible to receive a 25% equity payment and will receive \$125 per acre or animal unit.*

Please select the option(s) that best describe the Primary Applicant. You may choose more than one. If none apply, please select None of the above. Please note that the below groups have been identified as Historically Underserved per USDA definitions.

#### ▶ HISTORICALLY UNDERSERVED DEFINITIONS

- ☐ Beginning Producer
- ☐ Small Producer
- ☐ Female-Owned Operation
- ☐ Limited Resource Producer
- ☐ Socially Disadvantaged Producer
- ☐ Veteran Producer
- ☐ None of the above



SAVE & CONTINUE EDITING



NEXT


# 15. Enter Farm Bundle #1


- Farm Bundles will be entered one at a time.
- Each farm bundle **cannot 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.


[← Back to application](#)


[Virginia](#)  
VA-0000000054  
ID: VA-0000000054 | Status: Application in Progress

  Producer Application

 Farm Map

 Subsidiary Print

 Form W-9

 FSA Information Release  
Form (optional)



0 of 4 required tasks complete

Last edited: Jul 1 2025 14:54 (EDT)

REVIEW

SUBMIT

Deadline: Aug 16 2025 00:59 (EDT)

  Producer Application

95%

## FARM INFORMATION

Please enter your farm information and requested climate-smart practices. The Farm Service Agency farm, tract, and field numbers are required for each practice.

You may submit up to two farm bundles. Each bundle can include as many practices and FSA numbers as you wish, but the total units **per bundle** must not exceed 160 acres or animal units. The total allowable land enrolled cannot exceed 320 acres or animal units.

Please select the county where Farm Bundle #1 is located.

Your operation must exist within one of the approved participating districts. If your county is not listed, the farm will not be eligible to enroll in the Alliance. Contact your state partner if you have questions.

## FARM LOCATION

We will need to identify the location of each parcel listed in your farm bundles. **Please provide an address for each distinct parcel for Farm Bundle 1** (or a set of coordinates that lead to the middle of the parcel, if an address does not exist). If multiple parcels are adjacent to one another, only one locating address/coordinate set will be needed. If the parcels are separated by any distance, please provide locators for each.



## 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	Animal Units
1.	---	---		
2.	---	---		
3.	---	---		
4.	---	---		
5.	---	---		
6.	---	---		
7.	---	---		
8.	---	---		
9.	---	---		
10.	---	---		

Farm Bundle #1 Total Units: 0.00

Cannot exceed 160-units

# 15. Farm Bundle #1 (continued)

- 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)

Commodity
---
---
Corn
Wheat
Rice
Soybeans
Fruit/Vegetable
Cotton
Hay
Peanuts
Dairy Cattle
<b>Beef Cattle</b>
Swine
Poultry
Goats
Other

Conservation Practice
---
---
Conservation Crop Rotation (328)
Cover Crop (340)
Nutrient Management (590)
Prescribed Grazing (528)
Residue and Tillage Management, No Till (329)
Residue and Tillage Management, Reduced Till (345)

## 15. Farm Bundle #1 *(continued)*

Animal Units	Farm Service Agency Farm Number	Farm Service Agency Tract Number(s)	Farm Service Agency Field Number(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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

Would you like to add a second farm bundle? *Optional.*

The total allowed acres and/or animal units must not exceed 320.

☐ Yes ☐ No

Add Co-Applicant?

You may add one co-applicant to your application. You may also add them as a collaborator to your application on the application summary page.

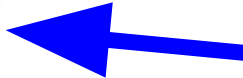
☐ Yes ☐ No

**Total Units: 0.00**

PREVIOUS

SAVE & CONTINUE EDITING

NEXT



- 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.

50%

## ENVIRONMENTAL EVALUATION TOOLS

All enrolled producers will self-report and self-verify the environmental impact of their installed practice and commodity using [COMET-Planner](#), Field to Market's [FieldPrint Calculator](#), or another tool as required by the Alliance.

Producers may also opt into the [COMET-Farm greenhouse gas assessment](#), which provides whole farm and ranch carbon sequestration and greenhouse gas emissions. Producers who choose to report COMET-Farm data will receive an additional \$1,000 for the estimated 35 hours to collect and input historical farm data.

Are you interested in using COMET-Farm?

**i** If you select Yes, you will be prompted to answer additional questions to ensure your operation is eligible for COMET-Farm. If you select No, you will move to the next page.

*Selecting "Yes" does not guarantee you will be selected to participate.*

☐ Yes ☐ No

PREVIOUS

SAVE & CONTINUE EDITING

NEXT

## 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.



75%

## TERMS AND CONDITIONS

You must agree to all terms and conditions to submit your application.

- ☐ I understand that enrollment is not guaranteed and is subject to funding and eligibility verification;
- ☐ I agree to comply with data reporting requirements, including the use of COMET-Planner;
- ☐ I consent to have control of the land for the term of the contract;
- ☐ I consent the land enrolled and the practice(s) requested cannot be dually enrolled in a state or federal cost-share program or project associated with USDA's Advancing Markets for Producers grant;
- ☐ I consent to provide the following completed USDA forms, if requested: (1) AD-1026 (Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification); (2) CCC-902 (Farm Operating Plan for Payment Eligibility 2009 and Subsequent Program Years); (3) AD-2047 (Customer Data Worksheet); and (4) Form 578 and Map of Farm with Common Land Units;
- ☐ I agree to furnish additional information before receiving the balance of the payments (e.g., yield, implementation costs, environmental impact data, or program surveys);
- ☐ I agree that failure to meet the terms and conditions of the application and accompanying documents may require refund of payments;
- ☐ I consent to be contacted via email or phone regarding this application and other project related opportunities, whether or not selected for the program;
- ☐ I agree that the applicant is not a foreign person or entity.

## 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.

### Consent

- ☐ I agree the information on this application is true and correct.

### Primary Applicant Signature

Click and drag your mouse here to sign.

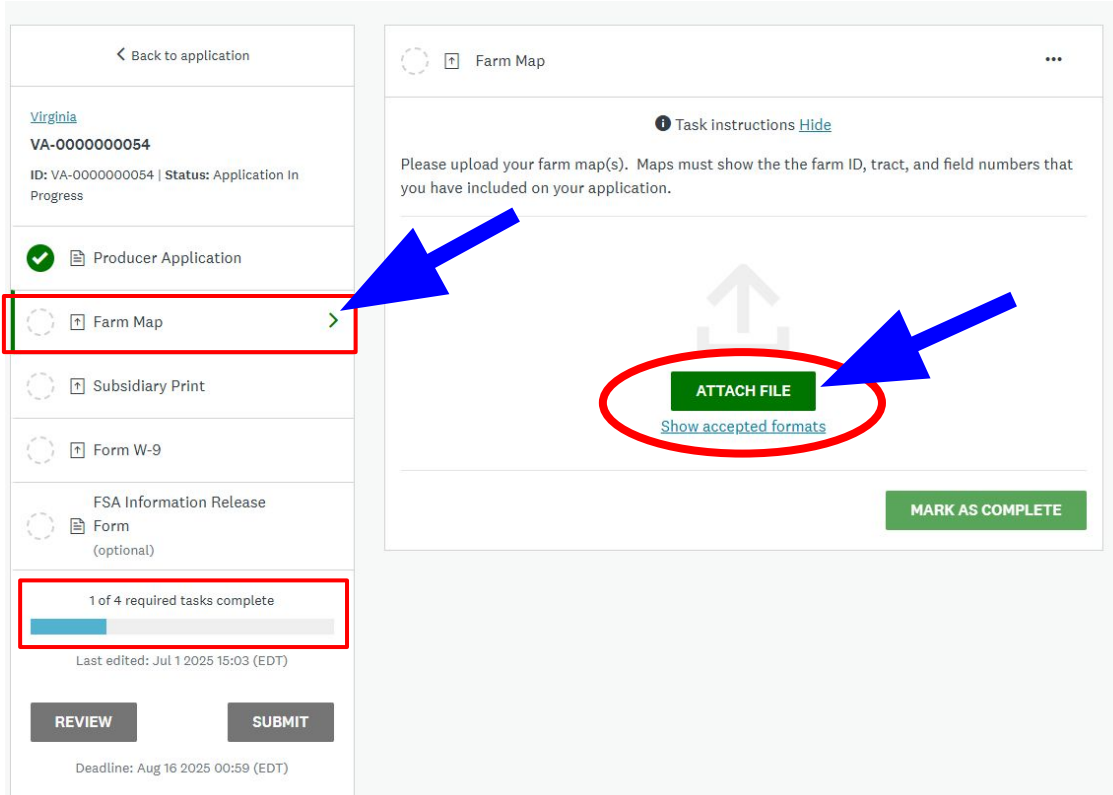
Clear

PREVIOUS

SAVE & CONTINUE EDITING

MARK AS COMPLETE

# 19. Required: Upload Farm Maps:



< Back to application

Virginia  
VA-0000000054  
ID: VA-0000000054 | Status: Application in Progress

✓ Producer Application

⬅ Farm Map ➤

⬅ Subsidiary Print

⬅ Form W-9

FSA Information Release Form (optional)

1 of 4 required tasks complete

Last edited: Jul 1 2025 15:03 (EDT)

REVIEW SUBMIT

Deadline: Aug 16 2025 00:59 (EDT)

Farm Map

Task instructions [Hide](#)

Please upload your farm map(s). Maps must show the the farm ID, tract, and field numbers that you have included on your application.

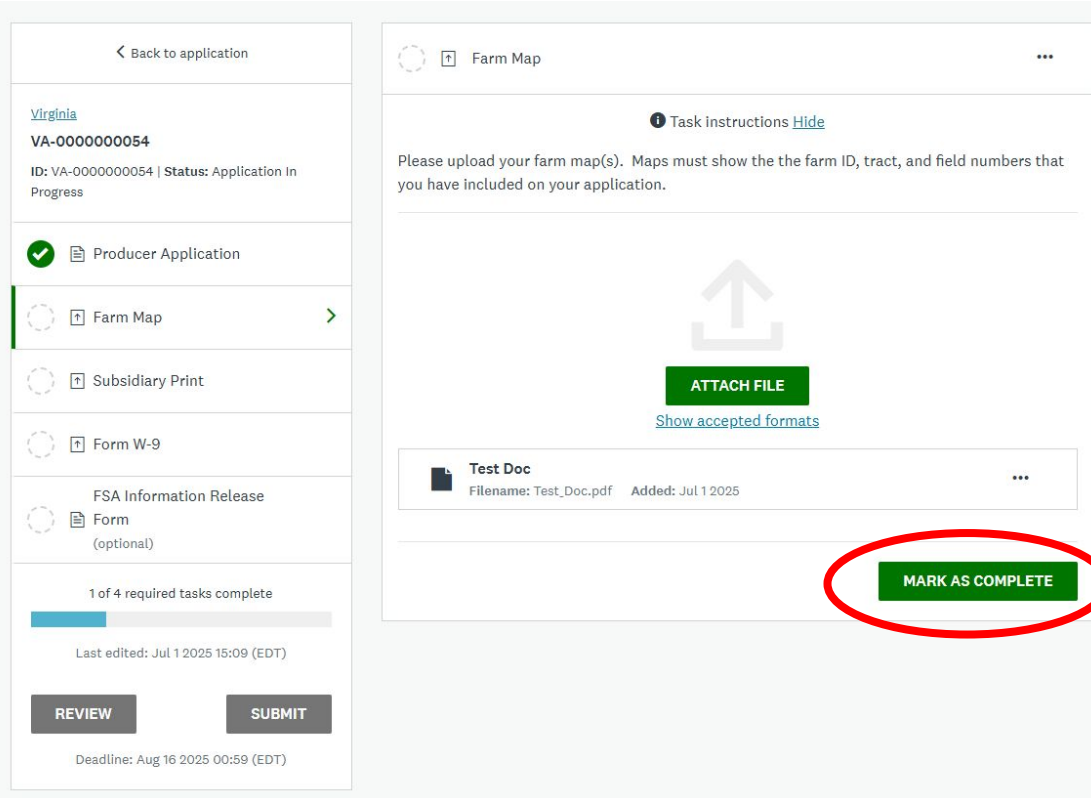
ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

- 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):



Back to application

Virginia  
VA-0000000054  
ID: VA-0000000054 | Status: Application in Progress

✓ Producer Application

Farm Map

Subsidiary Print

Form W-9

FSA Information Release Form (optional)

1 of 4 required tasks complete

Last edited: Jul 1 2025 15:09 (EDT)

REVIEW SUBMIT

Deadline: Aug 16 2025 00:59 (EDT)

Farm Map

Task instructions [Hide](#)

Please upload your farm map(s). Maps must show the farm ID, tract, and field numbers that you have included on your application.

ATTACH FILE

[Show accepted formats](#)

Test Doc  
Filename: Test\_Doc.pdf Added: Jul 1 2025

MARK AS COMPLETE

- 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):

[← Back to application](#)

[Virginia](#)  
**VA-0000000054**  
ID: VA-0000000054 | Status: Application In Progress

✓

 Producer Application

✓

 Farm Map [➤](#)

⋮

 Subsidiary Print

⋮

 Form W-9

⋮

 FSA Information Release Form (optional)

2 of 4 required tasks complete

Last edited: Jul 1 2025 15:09 (EDT)

REVIEW

SUBMIT

Deadline: Aug 16 2025 00:59 (EDT)

✓

 Farm Map  
Completed Jul 1 2025 15:09 (EDT) [⋮](#)

ⓘ

 Task Instructions [Hide](#)

Please upload your farm map(s). Maps must show the the farm ID, tract, and field numbers that you have included on your application.

Test Doc  
Filename: Test\_Doc.pdf Added: Jul 1 2025 [⋮](#)

- 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:

[Back to application](#)

[Virginia](#)  
VA-0000000081  
ID: VA-0000000081 | Status: Application in Progress

☒ Producer Application

☒ Farm Map

☐ Subsidiary Print

☐ Form W-9

FSA Information Release  
☐ Form (optional)

2 of 4 required tasks complete

Last edited: Jul 7 2025 15:11 (GMT)

[REVIEW](#) [SUBMIT](#)

Deadline: Aug 16 2025 04:59 (GMT)

Subsidiary Print

[Task instructions](#) [Hide](#)

To complete enrollment, your Subsidiary Print must show HELC and WC compliance via Form AD-1026, Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification. This is required to receive incentive payments as a participant of USDA's Partnerships for Climate-Smart Commodities grant.

The current year subsidiary print should show that the "Last Updated Date" in the "Summary Eligibility Information" section is within the current Federal Fiscal Year (October 1 – September 30). When payments to the producer span more than one Federal fiscal year, an updated Subsidiary Print will be required to ensure status is still compliant.

*Only one subsidiary print is required per application. [View a sample of a correct subsidiary print here.](#)*

[ATTACH FILE](#)  
[Show accepted formats](#)

[MARK AS COMPLETE](#)

- 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):

The screenshot displays a web application interface for Virginia Tech. On the left is a sidebar with a 'Back to application' link at the top. Below it, the user's name 'Virginia' and ID 'VA-0000000081' are shown, along with the status 'Application In Progress'. A list of tasks follows: 'Producer Application' (checked), 'Farm Map' (checked), 'Subsidiary Print' (checked), 'Form W-9' (current task, indicated by a green arrow), and 'FSA Information Release Form (optional)'. At the bottom of the sidebar, a progress bar shows '3 of 4 required tasks complete', and buttons for 'REVIEW' and 'SUBMIT' are visible. The main content area is titled 'Form W-9'. It contains task instructions, a link to 'View W-9 instructions here.', and a list of requirements for the W-9 form. A red box highlights the instructions section, and a blue arrow points to the 'View W-9 instructions here.' link. Another blue arrow points to the 'ATTACH FILE' button. A third blue arrow points to the '3 of 4 required tasks complete' progress bar. At the bottom right of the main area is a 'MARK AS COMPLETE' button.

Back to application

Virginia  
VA-0000000081  
ID: VA-0000000081 | Status: Application In Progress

✓ Producer Application

✓ Farm Map

✓ Subsidiary Print

Form W-9

FSA Information Release Form (optional)

3 of 4 required tasks complete

Last edited: Jul 7 2025 15:03 (GMT)

REVIEW SUBMIT

Deadline: Aug 16 2025 04:59 (GMT)

Form W-9

Task instructions [Hide](#)

Please upload Form W-9 for the Primary Applicant. [View W-9 instructions here.](#)

If your co-applicant needs access to the dashboard, they will need to create an account using a unique email address. After their account and email have been verified, you may add them as a collaborator by viewing your application and clicking Add Collaborator.

- The W9 is required for Virginia Tech to issue producer payments.  
*Virginia Tech will only accept the most recent W9 from the IRS, published in March 2024.*
- If you are engaging an entity, the producer must be listed on the W9 and the Subsidiary Print.
- The W9 is required for Virginia Tech to issue producer payments.  
*Virginia Tech will only accept the most recent W9 from the IRS, published in March 2024.*

You can download the most recent W-9 [here](#).

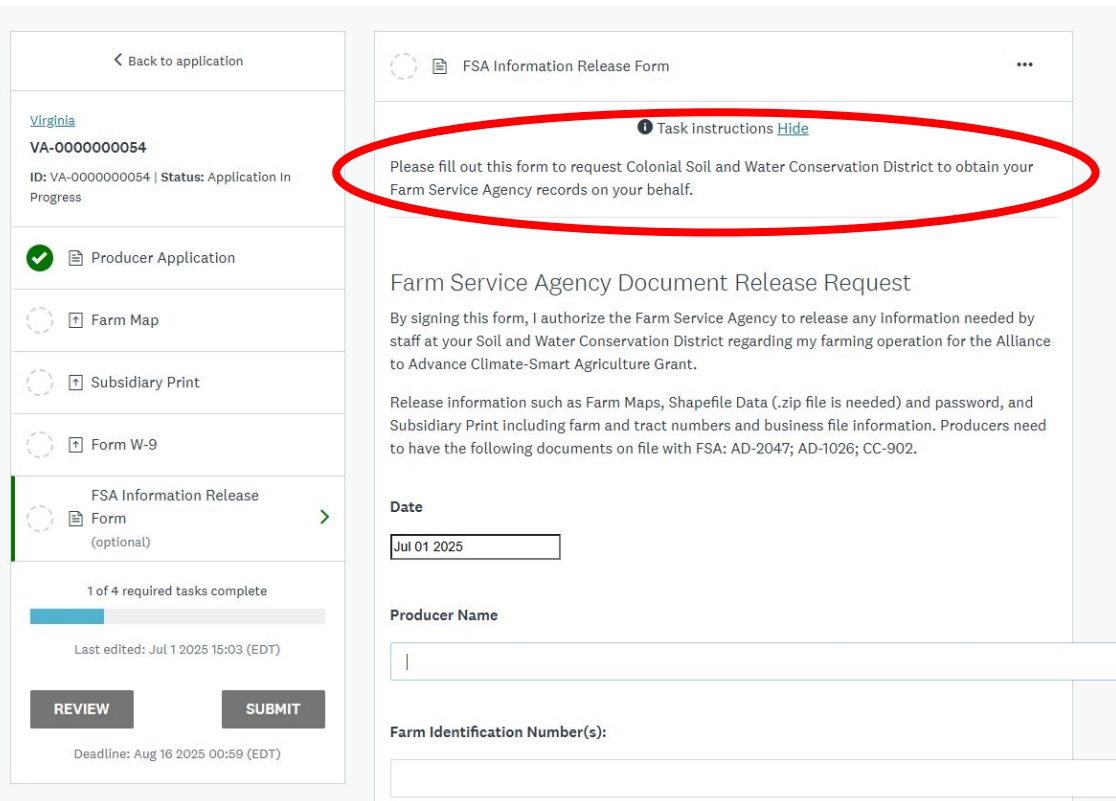
ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

- 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:



Back to application

Virginia  
VA-0000000054  
ID: VA-0000000054 | Status: Application In Progress

✓ Producer Application

⊕ Farm Map

⊕ Subsidiary Print

⊕ Form W-9

FSA Information Release Form (optional) >

1 of 4 required tasks complete

Last edited: Jul 1 2025 15:03 (EDT)

REVIEW SUBMIT

Deadline: Aug 16 2025 00:59 (EDT)

FSA Information Release Form

Task instructions [Hide](#)

Please fill out this form to request Colonial Soil and Water Conservation District to obtain your Farm Service Agency records on your behalf.

### Farm Service Agency Document Release Request

By signing this form, I authorize the Farm Service Agency to release any information needed by staff at your Soil and Water Conservation District regarding my farming operation for the Alliance to Advance Climate-Smart Agriculture Grant.

Release information such as Farm Maps, Shapefile Data (.zip file is needed) and password, and Subsidiary Print including farm and tract numbers and business file information. Producers need to have the following documents on file with FSA: AD-2047; AD-1026; CC-902.

Date  
Jul 01 2025

Producer Name  
|

Farm Identification Number(s):  
|

- 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:

< Back to application

Virginia  
VA-0000000054  
ID: VA-0000000054 | Status: Application in Progress

- ✓ [icon] Producer Application
- ✓ [icon] Farm Map
- ✓ [icon] Subsidiary Print
- ✓ [icon] Form W-9

FSA Information Release  
Form (optional)

4 of 4 required tasks complete

Last edited: Jul 1 2025 15:10 (EDT)

REVIEW SUBMIT

Deadline: Aug 16 2025 00:59 (EDT)

Form W-9  
Completed Jul 1 2025 15:10 (EDT)

Task instructions [Hide](#)

Please upload Form W-9 for the Primary Applicant. [View W-9 instructions here.](#)

If your co-applicant needs access to the dashboard, they will need to create an account using a unique email address. After their account and email have been verified, you may add them as a collaborator by viewing your application and clicking Add Collaborator.

- The W9 is required for Virginia Tech to issue producer payments.  
*Virginia Tech will only accept the most recent W9 from the IRS, published in March 2024.*
- If you are engaging an entity, the producer must be listed on the W9 and the Subsidiary Print.
- The W9 is required for Virginia Tech to issue producer payments.  
*Virginia Tech will only accept the most recent W9 from the IRS, published in March 2024.*

You can download the most recent W-9 [here](#).

Test Doc  
Filename: Test\_Doc\_68QsfDM.pdf Added: Jul 1 2025

- 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):

The screenshot shows a web application interface for submitting an application. On the left, a sidebar lists the application steps: Virginia (VA-0000000054), ID: VA-0000000054, Status: Application In Progress, and a progress bar showing 4 of 4 required tasks complete. The steps are: Producer Application, Farm Map, Subsidiary Print, Form W-9, FSA Information Release, and Form (optional). The 'Form W-9' step is currently active. On the right, the 'Form W-9' section shows a green checkmark and a task instruction: 'Please upload Form W-9 for the Primary Applicant. View W-9 instructions here.' A modal dialog titled 'Submit application' is centered on the screen. It contains the text: 'Please confirm submission of your application. If you wish to take a look at the application before submitting, please Review it.' At the bottom of the modal are three buttons: 'CANCEL', 'REVIEW', and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red circle, and a blue arrow points to it from the right. At the bottom of the main interface, there are 'REVIEW' and 'SUBMIT' buttons, and a deadline: 'Deadline: Aug 16 2025 00:59 (EDT)'.

- 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:



Application Submitted!

Thank you for applying to the Alliance to Advance Climate-Smart Agriculture!

Your application is currently under review by your local conservation district. Each application will be carefully evaluated to verify accuracy, eligibility, and completeness. Once an application is deemed eligible for enrollment, it will be forwarded to the Alliance team at Virginia Tech for final selection.

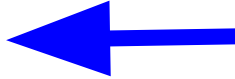
You can expect a decision on your application 30 days after the deadline closes.

If you wish to contact the Alliance team or your local conservation district, please visit the State Partner Directory.

[Go to My Applications](#)

OR

[View more Programs](#)



- 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:

The screenshot displays the 'Alliance Dashboard' interface. At the top, the title 'Alliance Dashboard' is prominent, followed by a note: 'Please find instructions and additional resources in the Pages tab above.' Below this, a link to 'www.allianceforcsa.org' and social media links for Facebook, Instagram, X, and LinkedIn are provided. The dashboard features logos for 'Alliance to Advance Climate-Smart Agriculture', 'VT', and 'COLLEGE OF AGRICULTURE AND LIFE SCIENCES VIRGINIA TECH'. A dropdown menu labeled 'All Applications' is visible. The main content area shows a single application entry for 'Virginia' with ID 'VA-0000000054'. The status is 'Application Under Review', and a green checkmark indicates it is 'SUBMITTED'. A red circle highlights the 'SUBMITTED' status. A blue arrow points to a 'VIEW' button at the bottom of the application card. The submission date is 'Submitted on: Jul 1 2025 15:11 (EDT)'. At the bottom, it says '1 - 1 of 1 Applications'.

**Alliance Dashboard**

Please find instructions and additional resources in the Pages tab above.

Visit our website at [www.allianceforcsa.org](http://www.allianceforcsa.org)  
Facebook | Instagram | X | LinkedIn

Alliance to Advance Climate-Smart Agriculture VT COLLEGE OF AGRICULTURE AND LIFE SCIENCES VIRGINIA TECH

All Applications ▾

Virginia  
VA-0000000054

STATUS: Application Under Review

✓ SUBMITTED

**VIEW**

Submitted on: Jul 1 2025 15:11 (EDT)

1 - 1 of 1 Applications

- 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:

The screenshot displays a web application interface. On the left, a sidebar shows a 'Submitted' status with a green checkmark and the text 'Submitted on: Jul 1 2025 15:11 (EDT)'. Below this, the user's name 'Jessica Shippen-Hansen (Owner)' and email 'jessica.shippen@tjswcd.org' are listed, along with an 'Add collaborator' button. The main content area has a header with the Virginia state logo and the application ID 'VA-0000000054'. The status is 'Application Under Review'. A red circle highlights a menu in the top right corner of the main content area, which contains a 'Preview' link and a 'Download' button. Below the header, there are tabs for 'APPLICATION' and 'ACTIVITY'. The 'APPLICATION' tab is selected, showing a list of 'Previous tasks'. The tasks are: 'Producer Application' (Completed on: Jul 1 2025 15:03 (EDT)), 'Farm Map' (Completed on: Jul 1 2025 15:09 (EDT)), 'Subsidiary Print' (Completed on: Jul 1 2025 15:10 (EDT)), 'Form W-9' (Completed on: Jul 1 2025 15:10 (EDT)), and 'FSA Information Release Form (optional)'.

- 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

# 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](mailto: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](mailto:Samantha.Pereira@ColonialSWCD.org)

**757-759-0528**

