



Alliance to Advance
Climate-Smart Agriculture

APPLICATION CHECKLIST

Last Updated July 2024

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The Application Checklist will help guide producers through the application to join the Alliance to Advance Climate-Smart Agriculture. Please read the instructions carefully and refer to the Alliance Producer Guide for more information.

Application windows vary by state. Please refer to www.allianceforcsa.org/partners to find out when applications open in each state or contact the State Implementer.

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✓ = REQUIRED QUESTION

STEP 1: PRIMARY APPLICANT INFORMATION

Please include all information about the Primary Applicant.

- ✓ Mailing Address (Residential)
The primary address refers to the applicant's residential address, as would appear on your license. This is the address that Virginia Tech will use to issue payments, if enrolled. It may differ from the address of the farm(s) on the application.
- ✓ Date of Birth
Date of birth is required to receive a U.S. Bank Focus debit card.
- ✓ Email Address
- ✓ Phone Number
- ✓ Demographic Status (Underserved Farmer or Rancher)
- ✓ W9 (March 2024 version)

STEP 2: FARM INFORMATION

Each Primary Applicant can enroll up to two farms, each identified by a unique Farm Service Agency farm number. If the Primary Applicant wishes to share payment with another operator, they may add one co-applicant per farm.

- ✓ Farm Location
This may be different than the applicant's residential address.
- ✓ Farm County
- ✓ Planned Conservation Practices
- ✓ Business Classification
- ✓ Farm Service Agency Farm Number
*Established Farm Service Agency farm records are required to apply to the Alliance. If you do not currently have an FSA number, please contact your local FSA office to apply:
<https://www.farmers.gov/working-with-us/service-center-locator>.*
- ✓ Tract Numbers
Please include all tract numbers that will be included in your application, for all practices you choose. Your district will help verify which practices will be installed on which tracts after you submit your application.
- ✓ Add Co-Applicant?
One co-applicant is allowed per FSA number, for a maximum of two co-applicants per application (if you are applying with two unique FSA numbers). This is not required.
- ✓ Add Additional Farm?
Applications can include up to two distinct farms, under two distinct Farm Service Agency (FSA) farm numbers. Each farm may enroll up to 160 acres or animal units. If an additional farm is added, up to 320 acres or animal units may be enrolled. This is not required.

STEP 3: CO-APPLICANT INFORMATION

If you would like to apply with a co-applicant, please be aware of the following:

- Each Co-Applicant will be issued a Producer Agreement and debit card, independent from the Primary Applicant;
- Only one Co-Applicant is allowed per farm, for a maximum of two co-applicants per application;
- The same co-applicant may be added to both farms.

✓ Mailing Address (Residential)

✓ Date of Birth

Date of birth is required to receive a U.S. Bank Focus debit card.

✓ Email Address

✓ Phone Number

✓ Demographic Status (Underserved Farmer or Rancher)

✓ W9 (March 2024 version)

✓ Share of Payment (%)

You will be asked to choose the Share of Payment between the Primary Applicant and the Co-Applicant for each unique farm. The total must equal 100%.

STEP 4: PLANNED CONSERVATION PRACTICES

Practice Worksheets outline the minimum criteria required for enrolled Producers to correctly plan, design, or install climate-smart practices on their farm. These standards have been adapted from the NRCS Conservation Practice Standards implementation requirements.

- ✓ Choose Practice
- ✓ Choose Commodity
- ✓ Enter Number of Acres or Number of Animal Units You Plan To Enroll
The unit will automatically populate based on the chosen practice. The maximum number of combined units cannot exceed 160. If your application includes two farms, the maximum allowed units is 160 per farm for up to 320 units per application.

ELIGIBLE PRACTICES

Conservation Crop Rotation (328)

Cover Crops (340)

Silvopasture (381)*

Riparian Herbaceous Cover (390)*

Riparian Forest Buffer (391)*

Residue and Tillage Management, No-Till (329)

Residue and Tillage Management, Reduced Till (345)

Pasture and Hay Planting (512)*

Tree/Shrub Establishment (612)*

Prescribed Grazing (528)

Nutrient Management (590)

Feed Management (592)

Irrigation Water Management, Alternative Wetting and Drying (449)*

i Arkansas only

*CPA-52 REQUIRED.

STEP 5: EVALUATION TOOLS

All enrolled participants will self-report and self-verify the environmental impact of their installed practice and commodity using COMET-Planner or Field to Market's FieldPrint Platform.

The [Carbon Management Evaluation Tool](#) (COMET) is a measurement tool designed to provide the estimated greenhouse gas impacts of conservation practices, without extensive on-site sampling.

The [Fieldprint® Platform](#) is an assessment framework that measures the environmental impacts of commodity crop production.

Arkansas producers installing [Irrigation Water Management, Alternative Wetting and Drying \(449\)](#) will utilize FieldPrint instead of COMET-Planner for rice conservation practices.

- ✓ Have you previously used [COMET-Planner](#)?
- ✓ Have you previously used COMET-Farm?
- ✓ Have you previously used [Field to Market](#) farm planning or other environmental benefit quantification tools?
- ✓ Would you like to opt in to using COMET-Farm?
See below.

Virginia Tech will select up to 10% of applicants to participate in [COMET-Farm](#).

The [COMET-Farm™ tool](#) is a whole farm and ranch carbon and greenhouse gas accounting system that enables producers to estimate carbon sequestration and greenhouse gas emissions related to annual crop production, livestock, and on-farm energy use.

Producers who choose to report through COMET-Farm will be compensated an additional \$1,000 per year for the estimated 35 hours to collect and input historical farm data. The additional payment will be issued at the conclusion of the producer contract.

- Producers will indicate interest in participating in COMET-Farm on the application. They will be notified by Virginia Tech if they are selected. Opting into COMET-Farm does not guarantee you will be selected to participate.
- Producers who participate in COMET-Farm are still required to submit COMET-Planner data.

STEP 6: TERMS AND CONDITIONS

All boxes must be checked to apply.

- ✓ I understand that enrollment is not guaranteed and is subject to funding and eligibility verification;
- ✓ The producer must consent to report total greenhouse gas benefits using COMET, Fieldprint and/or RUSLE2.
- ✓ I consent to have control of the land for the term of the contract;
- ✓ I consent that the acres and/or animal units and the practice(s) requested are not currently enrolled in a USDA Conservation program or other program associated with the USDA's Partnerships for Climate Smart Commodities sponsored grant program;
- ✓ I consent the land enrolled and the practice(s) requested will not be dually enrolled in a cost-share program;
- ✓ I will retain all practice documentation to support this certification for up to 12 months following practice adoption and will provide this documentation to the Alliance if selected for a spot check. (Up to 10% of enrolled Alliance participants will be randomly selected for spot checks).
- ✓ I consent to furnish additional information before receiving the balance of the payments (e.g. yield);
- ✓ I agree that failure to meet the terms and conditions of the application and accompanying documents may require refund of payments;
- ✓ I agree that the applicant is not a foreign person or entity.
- ✓ I consent to be contacted via email or phone regarding this application and other project-related opportunities, whether or not selected for the program.

STEP 7: REVIEW APPLICATION

Please review your completed application and consent that the information provided is true and correct. If you wish, please let us know how you heard about the Alliance.

If you required assistance from an Alliance partner to complete this application, please list their information in this section. This could be your local soil and water conservation district, extension service, or equity partner.

Now that you have completed your application, it will be sent to your local district for verification. You will receive an email confirming your submission, an attached PDF copy of your application, and a link to access the Alliance Dashboard.

If you do not receive this confirmation, please email us at allianceforcsa@vt.edu.

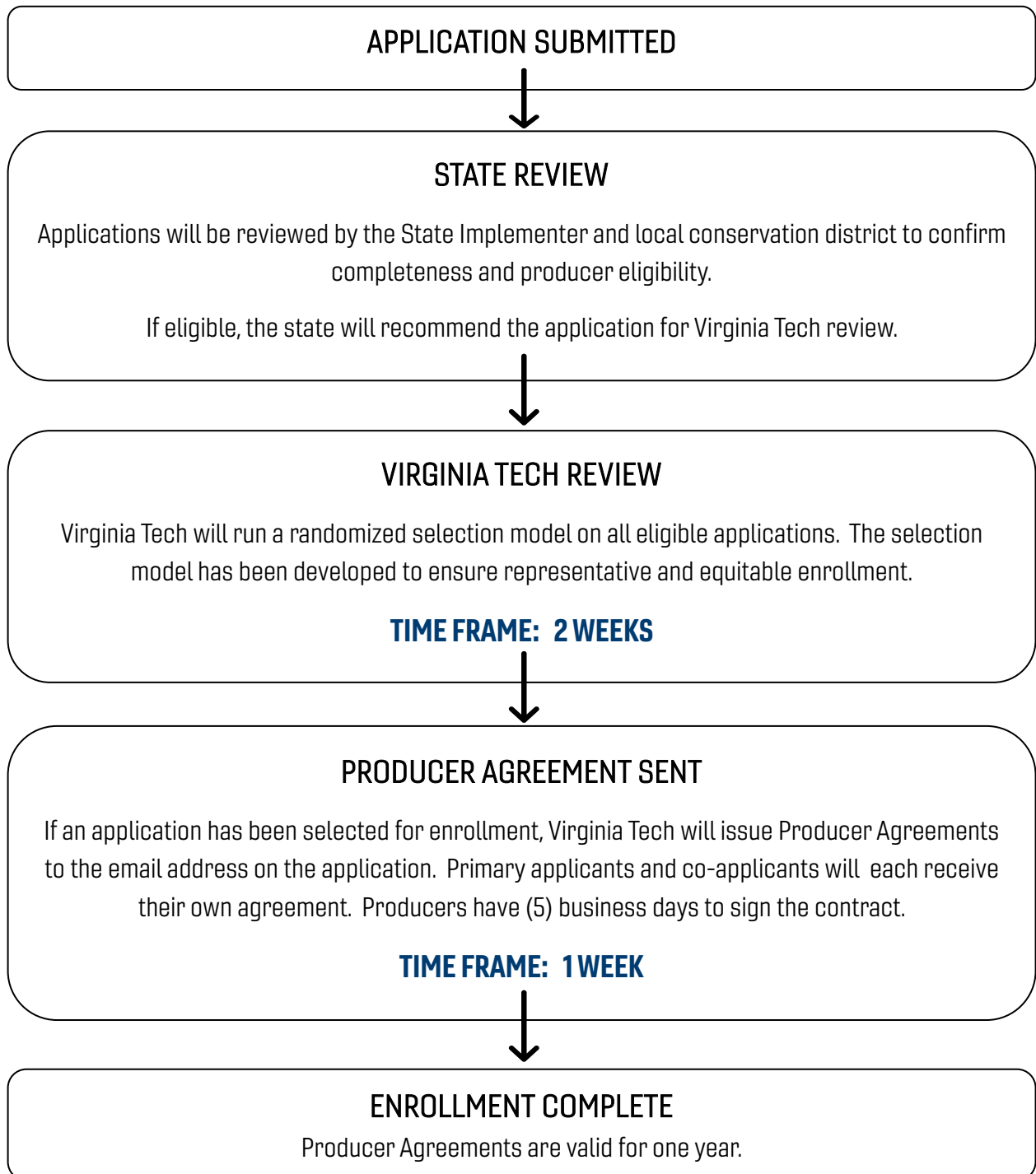
STEP 8: NEXT STEPS

Please upload the required documents to the Alliance Dashboard while your application is under review. All documents are required to enroll in the Alliance.

- ✓ W9
Required for the primary applicant and any co-applicants.
- ✓ Subsidiary Print
One per application.
- ✓ Farm Map
- ✓ CPA-52 Environmental Evaluation Worksheet
Not applicable to all practices. See Page 5 to see if your chosen practice requires a CPA-52. If so, your local conservation district will complete and submit it to the Alliance on your behalf.

APPLICATION EVALUATION

The review process for completed applications.



CONTACT THE ALLIANCE

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Scan here for more information about the Alliance to Advance Climate-Smart Agriculture!

USDA PARTNERSHIPS FOR CLIMATE-SMART COMMODITIES

This material is based upon work supported by the U.S. Department of Agriculture, under agreement number NR233A750004G102. Any opinions, findings, conclusions, or recommendations expressed in this web publication are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Agriculture. In addition, any reference to specific brands or types of products or services does not constitute or imply an endorsement by the U.S. Department of Agriculture for those products or services. USDA is an equal opportunity provider, employer, and lender.

DATA PROTECTION

Virginia Tech complies with all statutory and legal requirements with respect to access to information. All personal data will be retained for a period not to exceed (5) years after the retention begin date. Farm, tract, field numbers, and producer name will be provided to the USDA National Program Officer as a part of routine grant reporting.

