

## **Alliance to Advance Climate-Smart Agriculture: Conservation District Scope of Work**

- 1. Conduct outreach** to producers of cropland and grazing lands, and livestock producers, including tailored outreach to limited resource producers. This includes leading and participating in producer meetings as outlined in the final approved budget narrative. The implementing conservation districts will be the primary, but not only, recruiters based on their extensive reach to thousands of producers. Each state will also have an equity partner focused on outreach to underserved producers.
- 2. Support the participant application process.** Note: Virginia Tech will provide an application and enrollment portal.
  - a) Publicize the application window using all appropriate means (Timing and length will be coordinated with BWSR, which will coordinate with Virginia Tech)
  - b) Conduct outreach and ongoing discussions to interested parties to provide information, answer questions, and provide technical assistance
  - c) Accept and enter any paper applications into system for producers without access to computer or internet
  - d) Assess, review, and certify application eligibility (land and producer) and completeness; follow up with producers for additional information when necessary. Participating SWCDs will have access to producer applications within their district throughout the application period.
  - e) After application period closes, ensure that all applications received directly by local districts are in the Virginia Tech system and complete
- 3. Support enrollment process and successful execution of contracts with producers**
  - a) Project leadership at Virginia Tech will make final selections and provide list of approved applications to local districts and producers.
  - b) accept practice worksheets (fka jobsheets) from producer or develop practice worksheets for producer.
  - c) complete CPA-52 and CPA-048 if applicable.
  - d) If necessary, assist selected producers with the completion of the enrollment agreement.
  - e) Certify benchmarks for additional incremental payments to producers. Breakdown of payment schedule:
    - i) 50% of payment provided upon enrollment of program
    - ii) 25% of payment provided at adoption of practice
    - iii) 25% of payment provided at final reporting of data
- 4. Identify producers** that expressed interest to participate in the [COMET-Farm](#) data entry subgroup based upon farmer responses upon enrollment.
- 5. Provide Technical Assistance:** Coordinate, facilitate, or conduct educational workshops for participants, with the option to partner with MN partners.
  - a) Lead producer meetings as outlined in the final approved budget narrative.
  - b) Provide producer-requested technical assistance specific to the producer's contract

c) Assist Producers with Implementation/Provide Local Project Support and Quality Assurance:

i) Certify that enrolled producers have achieved milestones for payments by accepting producer self-certification or by field visit. The results will be entered in the online data portal by the SWCD.

1. Spot check random selection of operations, at least 10%
2. Conduct direct-contact follow-up with producers that have not reported practice completion as scheduled, based on assessment of compliance report provided by VT
3. Work with producers as necessary to report completed work
4. Provide TA to producers who need assistance to report completed work
5. Reschedule uncompleted work

ii) As a last resort, report non-compliance by uncooperative producers to Virginia Tech (process and documentation will be provided)

d) Assist in validating entry in [COMET Planner](#), [COMET Farm](#) (for a sub-sample of selected participant, up to 10%, producers using COMET-Farm will be compensated an additional \$1,000 for the estimated 35 hours to collect and input historical farm data).

e) Aggregate identified critical data and report to VT as prescribed by BWSR using RUSLE2 or equivalent (SCI, reduction of erosion)

**6. Administration**

a) Carry out the Statement of Work as agreed to in the subaward with the BWSR.

b) Follow good business practices, including adhering to USDA and Virginia Tech guidelines related to budgets, personnel, and travel as outlined in the final approved budget narrative and subaward from BWSR.

c) Submit requests quarterly for reimbursements with required documentation to BWSR as requested.

d) Provide information to support required USDA progress and milestones reporting as requested by Virginia Tech and BWSR.