



**Potomac Valley Conservation District**  
**Agricultural Enhancement Program**  
**Hay Establishment Application**

**Sign-Up Period: June 16<sup>th</sup> through July 18<sup>th</sup>, 2025**

<b>Applicant Information</b>	<b>Farm Information</b>
Name:	Conservation District: Potomac Valley
Address:	County:
	Farm Name:
Telephone:	Farm #:
E-Mail Address:	Tract #:
Application Date:	Field #:

<b>Best Management Practice</b>			
<i>Please complete the following information for the Best Management Practice(s) you would like to apply for:</i>			
<b>BMP</b>	<b>Limits</b>	<b>Cost Share Rate</b>	<b>Amount applied for:</b>
Hay Establishment	<ul style="list-style-type: none"><li>- Producers are eligible up to a cumulative of 50 acres per fiscal year (July to June).</li><li>- Must stay in hay for 5 years.</li><li>- Must have current soil tests less than (3) years old.</li></ul> <p><u>Field(s) are <b>INELIGIBLE</b> if:</u></p> <ul style="list-style-type: none"><li>- pH is less than 5.8</li><li>- P levels are below: 12lbs./ac, 6 PPM or 28 lbs./ac of P<sub>2</sub>O<sub>5</sub></li><li>- K levels are below: 76 lbs./ac, 38 PPM or 92 lbs./ac of K<sub>2</sub>O</li></ul>	Flat Rate of \$125.00/acre	_____ Acres

**Program Eligibility**

**Definition**

1. Conversion of cropland to hay.

**Purpose**

1. Forage establishment is important to improve or maintain livestock nutrition and/or health. It can provide or increase forage supply during periods of low forage production. Also, by planting hay land it can reduce soil erosion and improve soil and water quality.
2. Optimal planting dates are August 15 through September 30, March 15 through April 15.

**Policies for Practice**

1. Application signup period will be from **June 16<sup>th</sup> through July 18<sup>th</sup>, 2025**.
2. Applicant must be a District Cooperator.
3. A W-9 tax form will be required with application for District tax purposes.
4. Cost Share is available to owner or lessee.
5. Applicant must provide map identifying tract and field along with proposed acreage.
6. NRCS standards and specs must be followed.
7. Approvals will be final on the **second Tuesday of August**.

8. Application approvals will be made based upon availability of funding and the ranking form.
9. Approved practice(s) must be completed, and invoices submitted to the District Office by **May 29, 2026 by 4:00PM.**
10. Applicants must provide a map identifying the tract and field along with proposed acreage.
11. Current soil tests (within the past 3 years) are required and must come from a certified laboratory.
12. Soil samples may be taken by any qualified or approved person, including the farmer.
13. Fields must be either spray killed and/or residue tilled under.
14. Field(s) must remain in hay for 5 years.
15. If pH is less than 5.8 for the field(s) applying, P levels are below: 12 lbs./ac, 6 PPM or 28 lbs./ac of P<sub>2</sub>O<sub>5</sub>, and K levels are below: 76 lbs./ac, 38 PPM or 92 lbs./ac of K<sub>2</sub>O. **IT IS INELIGIBLE.**
16. Program guidelines require publication of approved applications.
17. Producers are only eligible for 2 AgEP practices per fiscal year.
- 18. Landowner/Operator agreement MUST be signed and returned within 45 days or funding will be forfeited.**
- 19. Applicant must complete ALL AgEP practices that they are approved for, or they will be ineligible to apply for the AgEP program for 1 year.**

### Payment Rates & Limits

1. **The maximum cost-share for this practice shall be a flat rate of \$125.00 per acre.**
2. Maximum of 50 acres per applicant.
3. The payment will be made within 45 days after paid invoices are received, cooperator completes a W-9 form and the AgEP committee has made a site visit.
4. No duplication of federal or state cost-share shall be allowed.

### Practice Specifications

1. NRCS standards and specs must be followed.
2. After approval, the applicant must follow job sheets provided at the time of signing the contract.
3. Methods of seeding stands may be established either by conventional or no till.
4. **Fields must either be spray killed and/or residue tilled under.**
5. The lifespan of this practice is 5 years.

OFFICE USE ONLY	
Date Received	
Time Received	
Ranking Score	
If Approved	
BD Date Approved	
Contract Expiration Date	
Application #	
Verification #	

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

Farm Name (If Applicable)

Applicant Signature

Date

Please Mail or Drop Applications off to:

Potomac Valley Conservation District  
500 East Main Street, Suite F  
Romney, WV 26757  
Office: (304) 822-5174

WVCA Moorefield Field Office  
60C Industrial Park Road  
Moorefield, WV 26836  
Office: (304) 538-7581

