



Potomac Valley Conservation District

Agricultural Enhancement Program

Urban and Community Agriculture Application

Sign-Up Period: June 16th through July 18th, 2025

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

Best Management Practice			
<i>Please Complete the following information for the Best Management Practice(s) you would like to apply for:</i>			
BMP	Limits	Cost Share Rate	Please Check the Box for which you are Applying <i>Only eligible for one of the following practices per application</i>
Urban and Community Agriculture	50% Cost Share <i>Only eligible for one practice per producer</i>	50% Cost Share with a maximum payment of \$250.00	<input type="checkbox"/> Rain Barrels and Kits
			<input type="checkbox"/> Raised Beds
			<input type="checkbox"/> Composter
			<input type="checkbox"/> Cold Frames and Hot Beds
			<input type="checkbox"/> Landscape Fabric

Program Eligibility

Definition

The use of small-scale gardening practices that contribute to the sustainability of natural resources and/or create areas to grow crops where cultivating crops is not possible, or space may be limited.

Rain Barrels and Kits

- A rain barrel is a small, above ground storage tank that collects rainwater from rooftop gutter downspouts and stores it for later use in a garden.

Raised Beds

- Raised bed gardening is an easy way to produce homegrown vegetables. Unlike traditional in-ground gardening where a significant amount of space is usually required, raised bed gardening is an alternative for people who cannot garden due to limited garden space, poor or rocky soil, inadequate soil drainage, or physical limitations.

Composter

- Composters can come in a variety of shapes and sizes, such as bins, rotating barrels, and even countertop models. Composting is the natural process of recycling organic matter, such as leaves and food scrapes, into a valuable fertilizer that can enrich soil and plants.

Cold Frames and Hot Beds

- Cold frames and hot beds are used for seasonal crop extension and are excellent substitutes for a greenhouse when space is limited. The purpose of both the cold frame and the hot bed are to collect and hold a small amount of heat to allow seed germination and plant growth. Both are similar in nature with the only difference being that a hot bed is heated, and the cold frame is not.

Landscape Fabric

- Landscape fabric is used alone or in combination with other mulches to control weed growth and reduce soil erosion while allowing for air and water exchange. Garden landscape fabric is woven, UV protected and made of polypropylene. It is best suited for use with crops that are permanent or semi-permanent such as berries but can be used in other situations where fruit and vegetable crops are rotated more often with care.

Purpose

1. The purpose of the Urban and Community Agriculture practice is to help producers with small operations or places with limited soil availability to have the chance to grow and produce a crop.

Policies for Practice

1. Application signup period will be from **June 16th through July 18th, 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. Practice must be for an Urban Agriculture operation.
6. Standards and specs must be followed from the Urban Agriculture Handbook.
7. Approvals will be final on the **second Tuesday of August.**
8. Application approvals will be made based upon availability of funding and based on the ranking form.
9. After approval, the applicant must follow job sheets provided at the time of signing the contract.
10. Invoices must be submitted by **May 29, 2026, by 4:00PM.**
11. No duplication of federal or state dollars shall be allowed.
12. Program guidelines require publication of approved applications.
13. Producers are only eligible for 2 AgEP practices per fiscal year.
- 14. Landowner/Operator agreement MUST be signed and returned within 45 days or funding will be forfeited.**
- 15. 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 cost-share for this practice shall be at 50% with a maximum payment of \$250.00.**
2. 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.
3. No duplication of federal or state cost-share shall be allowed.

Practice Specifications

1. The practice specifications in the WVCA Urban & Community Agriculture handbook must be followed for each individual practice.

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.

Applicant Signature

Date

Please Mail or Deliver Applications 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

