

## Working Lands Buffer Sign-up Process

Step	Implementers	Responsibilities
1	Producer	<ul style="list-style-type: none"> <li>• Visits SWCD Office to receive information and discuss eligibility requirements.</li> </ul>
	SWCD Office	<ul style="list-style-type: none"> <li>• Discusses eligibility requirements and BMP with producers in the Western Lake Erie Basin (WLEB) Area</li> <li>• Explains Practice Standards – Exhibit A and maintenance requirements</li> </ul>
2	Producer	<ul style="list-style-type: none"> <li>• Completes the H2Ohio Buffer Working Lands Buffer Contract</li> <li>• Identifies farm location and practice installation site</li> <li>• Certifies that BMP is not part of a current Farm Bill Program contract (self assessment)</li> <li>• Provides a recent soil test (3 years or less) to the SWCD, if fertilization is requested or needed</li> </ul>
3	SWCD Office	<ul style="list-style-type: none"> <li>• Makes field visit to locate sites for practice installation and verifies that the practice will buffer an environmentally sensitive area</li> <li>• Creates a map of the farm showing practice installation sites and calculates the acres for each practice location</li> <li>• If the site has existing cover confirms the cover meets the requirements</li> <li>• Reviews completed Working Lands Buffer Contract, maps, soil test information and submits for SWCD Board approval</li> </ul>
4	SWCD Board of Supervisors	<ul style="list-style-type: none"> <li>• Reviews Working Lands Buffer Contract at the monthly SWCD Board Meeting</li> <li>• Approves the Contract to obligate cost share funding</li> <li>• Signs two copies of Contract and keeps one for SWCD records</li> <li>• Provides one signed copy of the Contract</li> </ul>
5	SWCD Office	<ul style="list-style-type: none"> <li>• Notifies producer that practice is approved, and work may begin</li> <li>• Returns signed copy of the approved Contract</li> <li>• Provides location map of practices, Seeding, Establishment, and Maintenance to producers.</li> <li>• Creates a project in Beehive for each producer approved for funding and charge time accordingly to each project</li> <li>• Creates a separate Event for each buffer enrolled within project</li> </ul>

6	Producer	<ul style="list-style-type: none"> <li>• Completes practice and installs working lands buffer per the H2Ohio Practice Standard Exhibit A, or USDA -NRCS Appendix A, table 16, filter strips and notifies SWCD that practice is completed</li> <li>• Provides copy of seed tag to SWCD that lists species planted if new seeding</li> </ul>
7	SCWD Office	<ul style="list-style-type: none"> <li>• Makes a field visit and certifies practice has been planted and established</li> <li>• Maps completed practice and acres in Beehive and makes sure that each practice has: Install date, BMP name, and actual quantity</li> <li>• Verifies and marks completed in Beehive</li> </ul>
8	DSWC Area Office	<ul style="list-style-type: none"> <li>• Creates a voucher in Beehive and signs the voucher</li> <li>• Sends signed voucher to Banker District</li> </ul>
9	Banker District	<ul style="list-style-type: none"> <li>• Approves and sends funds to the district whom requested</li> </ul>
10	SWCD Office	<ul style="list-style-type: none"> <li>• Receives funds from banker district and approves distribution after board approval</li> <li>• Completes Working Lands Buffer Verification Form and makes first initial payment for an amount not to exceed \$200/Ac per acre for each acre established and verified by the SWCD</li> </ul>
11	DSWC Area Office	<ul style="list-style-type: none"> <li>• Schedules practice review with SWCD</li> <li>• Spot reviews up to 10% of all practices and related paperwork</li> </ul>
12	SWCD Office Year 2	<ul style="list-style-type: none"> <li>• Verifies with the participant that buffers are still in place on an annual basis</li> <li>• Updates verification form on an annual basis</li> <li>• Completes steps 7 and 10 mentioned above</li> <li>• Provides reporting information to DSWC upon request</li> <li>• Makes annual payments of \$200/acre in years 2 to the participant providing practices are verified by the SWCD and/or participant</li> </ul>