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Urban Agriculture Needs Assessment and Natural Resource Conservation Service Employee Workflow Development

A Plan B Thesis Project in Fulfillment of a
Master of Technology and Engineering Education

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Chapter 1: Introduction

Background and setting

Urban agriculture has been expanding over the past few decades and one driving factor is all communities wanting access to fresh, healthy food options (Greibitus, 2021). The increase in small community gardens can nourish the health and social fabric of communities along with creating economic opportunities for farmers and neighborhoods

(United States Department of Agriculture (USDA), 2016). Urban agriculture can include the cultivation, processing, and distribution of agricultural products in urban and suburban areas.

The Natural Resources Conservation Service (NRCS) serves all agriculture – large to small, conventional to organic, rural and urban – and helps farmers care for the natural resources on their land – soil, water, air, plant, and animals – by providing technical and financial assistance (NRCS, n.d.-a). NRCS can provide technical and financial assistance to growers in areas such as soil health, irrigation and water conservation, weeds and pests, and high tunnels. NRCS can help urban growers conserve water by assisting with things like drip irrigation, help with pest and weed management by planting various buffers for beneficial insects, through mulching, and using cover crops. Financial assistance is available to purchase high tunnels, used to extend the growing season and protect plants from harsh weather, air pollution, and pests (NRCS, n.d.-c). As NRCS expands their efforts in urban agriculture the need for expanding training and educational materials, and outreach efforts arises.

Problem statement: A factor that the NRCS faces in expanding urban agriculture across larger cities is the lack of definition of what an urban area is and what it is not, which can be a barrier in assisting established farmers, organizations, and individuals interested in establishing or expanding gardens. Through personal communication with NRCS leadership employees,

USDA has explained that by not defining what urban agriculture is, they are ensuring to not exclude any individuals or groups including small or historically underserved farmers. While NRCS has plenty of resources on how to assist the traditional large-scale producer, there is a need to provide new resources for NRCS employees to allow them to better serve non-traditional customers that are looking for urban agriculture related assistance. Through public a forum discussion, held on March 8, 2023 at the St. Louis NRCS Urban Service Center, it was identified that there is a need to address scale-based questions, such as urban farmers or community garden leaders tend to be looking for assistance on square footage versus the more traditional customer who would have large acreage.

Purpose and Objectives of the Project

This project will use a survey to determine what resources need to be developed for both NRCS staff and the community on urban agriculture and small acreage assistance. The objective of this project is to develop a workflow of resources for NRCS employees based on the needs identified in the survey. The workflow will include guidance for how to help an interested customer in the first steps of seeking assistance, information for resources available at the state level, and national assistance available.

Definition of terms: According to the USDA, urban agriculture includes the cultivation, processing, and distribution of agricultural products in urban areas (NRCS. n.d.-c). The USDA can provide assistance to urban, small-scale, and innovative producers by providing technical and financial assistance for a variety of growing operations, including community gardens, rooftop farms, hydroponic, aeroponic and aquaponic facilities, and vertical production (USDA, n.d.-c).

Farm: is defined as any place from which \$1,000 or more of agricultural products were produced and sold, or normally would have been sold, during the year (USDA Economic Research Service, 2022).

Urban: is a territory encompassing at least 2,000 housing units or a population of at least 5,000 (United States Census Bureau, n.d.).

Urban Area: a statistical geographic entity delineated by the Census Bureau, which represents densely developed territory, and encompasses residential, commercial, and other non-residential urban land uses. For purposes of delineating metropolitan statistical areas (MSAs), at least one Urban Area of 50,000 or more population is required; for purposes of delineating micropolitan statistical areas μ SAs, at least one Urban Area of 10,000 to 49,999 population is required (Office of Management and Budget, 2021).

Home garden: is a garden less than one acre in size that is maintained by one or more individuals who reside in a dwelling unit on the subject property who grow and harvest food or horticultural products for either personal consumption or for sale or donation (Missouri Coalition for the Environment (MCE), 2019).

Community garden: are collaborative projects on shared open spaces where participants share in the maintenance and products of the garden, including healthful and affordable fresh fruits and vegetables (USDA National Agricultural Library, 2018).

Urban farms: is an area, land or structure, of one or more acre that is managed and maintained by an individual, group, or organization where homegrown products are produced to be sold or donated. An urban farm includes but is not limited to outdoor growing operations, indoor growing operations, vertical farms, aquaponics, aquaculture, hydroponics, and rooftop farms (MCE, 2019).

Food deserts: urban neighborhoods and rural towns without ready access to fresh, healthy, and affordable food. Instead of supermarkets and grocery stores, these communities may have no food access or are served only by fast food restaurants and convenience stores that offer few healthy, affordable food options (USDA National Agricultural Library, 2018).

Food justice: ensures the benefits and risks of where, what, and how food is grown and produced, transported and distributed, and accessed and eaten are shared fairly. Food justice represents a transformation of the current food system, including but not limited to eliminating disparities and inequities (Robertson, et al., 2012).

Sustainable Food Systems (SFF): a food system that delivers food security and nutrition for all in such a way that the economic, social, and environmental bases generate food security and nutrition for future generations are not compromised (Nguyen, 2018)

Limitations

The survey audience is limited to employees in counties deemed urban and it is voluntary for them to share with individuals involved in agriculture. Since the target audience is limited, the survey responses are limited as well. The small sample size only provides a glimpse into the partners opinions and could be leaving out some insightful input.

Significance of the project

Urban agriculture pioneers are taking action in their communities, growing not only fresh, healthy produce, but increasing opportunity and knowledge and improving the beauty of their neighborhoods. Through community gardens, produce is being grown and donated to those who need it, and children and adults are learning about agriculture first-hand (NRCS, n.d.-c). Farmer's markets are offering easy access to fresh foods in areas considered Food Deserts and are providing new income streams for residents (NRCS, n.d.-c). As American agriculture

continues to grow in new directions, NRCS conservation assistance is growing along with it by bringing cultivation and opportunity to both rural and urban producers.

Chapter II: Literature Review

Urban agriculture is a growing trend that promotes local and SFS, Urban agriculture can be a tool for community building, economic empowerment, and food security (National Agricultural Library, n.d.). It also provides green space and access to fresh food that can feed urban communities, including historically underserved communities and areas considered to be food deserts. Making space for urban agriculture can bring about change by acknowledging the factors that contribute to the community's need for access to affordable, fresh produce. This approach of bringing about change by addressing the factors contributing to the community's needs is known as food justice: the idea that everyone deserves access to healthy, affordable, culturally appropriate food (MCE, 2019). By working for equity, urban agriculturists can ensure their positive impact goes beyond just the fresh produce that they provide (MCE, 2019).

Community gardens and greenspaces have multiple benefits to urban areas. Connecting with nature has shown to increase individual's overall wellbeing and gardening is one of the top ways to connect with nature (Soga et al., 2016). This is important in urban areas where greenspace is not always prevalent. Previous studies have shown that gardening increases individual's life satisfaction, vigor, psychological wellbeing, sense of community, and cognitive function (Gigliotti & Jarrott, 2005; Gonzalez et al., 2010; van den Berg et al., 2010; Wakefield et al., 2007; Wichrowski et al., 2005; Wood et al., 2016). Gardening can improve physical, psychological, and social health, which can prevent and alleviate many long-term health issues (Soga et al., 2016).

Urban agriculture faces its own set of unique challenges. Using information discovered through discussions in various open public forums held both in person in St. Louis, MO, and on national virtual calls, NRCS has determined that the challenges for urban agriculturalists vary from engineering and design issues including small-scale design and access to water, zoning and policy issues, to labor and marketing issues. It was expressed in the public forums, that one of the biggest challenges that most urban producers have in common is lack of resources whether that is land, labor, or funding.

The 2018 Farm Bill directed the United States Department of Agriculture (USDA) to extend and support building frameworks to support urban agriculture along with addressing issues of equity, climate resistance, and nutrition access. The Office of Urban Agriculture and Innovative Production (OUAIP) was established through the 2018 Farm Bill and is led by NRCS while working in partnership with Farm Service Agency (FSA) and numerous USDA agencies that support urban agriculture. The mission of OUAIP is to encourage and promote urban, indoor, and other emerging agriculture practices, including community composting and food waste reduction by providing grants and cooperative agreements to support urban production (USDA, n.d.-c). The Office of Urban Agriculture and Innovative Production oversees the Federal Advisory Committee for Urban Agriculture and Innovative Production. The committee members represent a diverse set of expertise including urban production, innovative production, higher education, non-profit, finance, business and economic development, supply chain, and other areas related to urban, indoor, and other emerging agriculture production practices. The committee hosts public meetings at least three times a year to deliberate on advice and recommendations to the Secretary of Agriculture on ways that the USDA can support urban agriculture and innovative production (USDA, n.d.-b).

The People's Garden Initiative is one way that the USDA is promoting urban agriculture. The People's Garden Initiative was originally launched in 2009 by Secretary of Agriculture Tom Vilsack who named it in honor of Abraham Lincoln who created the USDA and nicknamed it the "People's Department". President Lincoln made the scope of USDA broad by design and it still resonates to this day. He directed the USDA to "acquire and to diffuse among the people of the United States useful information on subjects connected with agriculture in the most general and comprehensive sense of the word (An Act to establish a Department of Agriculture, 1872)." In short, USDA is to provide accessible information, not only in terms of availability but in a format that is understandable. The People's Garden Initiative aims to do just that. President Lincoln set up the Department in this way because he understood the importance of agriculture to the country's prosperity, and while agriculture has radically changed since Lincoln's time, there are certain core principles that remain today – the importance of food to sustain people and bring communities together (USDA, n.d.-e).

To expand urban agriculture across the United States, the USDA has established seventeen urban hub locations with a flagship People's Garden in: Phoenix, AZ; Atlanta, GA; New Orleans, LA; Minneapolis-St. Paul, MN; St. Louis, MO; Albuquerque, NM; Cleveland, OH; Portland, OR; Philadelphia, PA; Dallas, TX; Richmond, VA; Chicago, IL; New York, NY; Detroit, MI; Grand Rapids, MI; Los Angeles, CA; Oakland, CA. These gardens grow using sustainable practices that benefit people and wildlife and are used to teach about local, resilient food systems (USDA, n.d.-e). In Missouri, the People's Garden Initiative and the designation of the St. Louis Urban Hub have been tools for NRCS to use to communicate with the public and connect with the urban agriculture community.

Chapter III: Methodology

The objectives of this project are:

1. Gather data through surveys and forums to inform the development of a workflow for NRCS employees on urban and small-scale assistance.
2. Create a workflow for NRCS employees to use as a guide to best provide assistance to urban and small acreage farmers.

Two surveys were conducted asking both NRCS employees and customers about their experiences and perceptions of urban agriculture and NRCS. There were limited responses for both surveys. In addition, response rates from urban agriculture customers and producers were lower due in part to the difficulty in identifying participants and distributing the survey.

The survey questions were developed in conversation with the NRCS Missouri State Conservationist (STC) to form the surveys “Urban Agriculture Questionnaire for NRCS Staff” and “Experience with NRCS and Urban Agriculture Resources Questionnaire.” It is important to note that NRCS as an agency does not conduct research so there are not official protocols in place for how long a survey needs to be opened for or when and if reminders should be sent. The employee survey was sent out to employees ($n = 48$) working in the counties near larger cities in Missouri. The cities used were St. Joseph, Kansas City, Joplin, Springfield, Columbia, Jefferson City, Cape Girardeau, and St. Louis, MO based off a map created by the Missouri NRCS State GIS Specialist. Employees who received the employee survey were asked to share the partner survey “Experience with NRCS and Urban Agriculture Resources Questionnaire” with organizations and partners that they had experience working with or saw fit to give input. The employee survey was open for seven days and the public survey was open for fourteen days. Employees were sent a reminder email two days before the employee survey closed reminding them to complete the survey and distribute the public survey.

The employee survey “Urban Agriculture Questionnaire for NRCS Staff” was presented to employees as a tool to gather information on successful experiences with urban agriculture outreach, obstacles to it, and how to overcome them with the results to be used for creating a guide to Missouri urban agriculture. Multiple response questions included: What outreach efforts are in place to find urban conservation participants or customers? What is the typical application process for urban agriculture participants that are interested? What are the barriers seen from the NRCS processing side and how do we overcome them? Questions were followed by an open response section if they selected other as a question response.

The partner survey “Experience with NRCS and Urban Agriculture Resources Questionnaire” was designed to gather information to successfully assist and connect with interested participants. Employees who received the employee survey were asked to distribute the partner survey to customers or organizations that they had experience working with. Questions included: What resources do you think could be beneficial from NRCS? If you have applied for funding, did you have any of the following obstacles in applying? Open answer spaces were provided for additional feedback.

In addition to the two surveys sent out, an open forum was held in St. Louis on March 8, 2023. The forum was hosted by the University of Missouri through funding from USDA’s Outreach and Assistance for Socially Disadvantaged Veteran Farmers and Rancher Program, also known as the 2501 Program, which helps beginning farmers and others evaluate and plan their farm enterprises. Participants were invited to express resources needed and concerns that they have related to NRCS resources and assistance. Along with local forums, the Federal Advisory Committee for Urban Agriculture and Innovative Production also holds quarterly

meetings that are open for public comment. These meetings provided an opportunity for individuals to vocalize any concerns that they would like to see addressed.

Chapter IV: Results

Results for Objective One

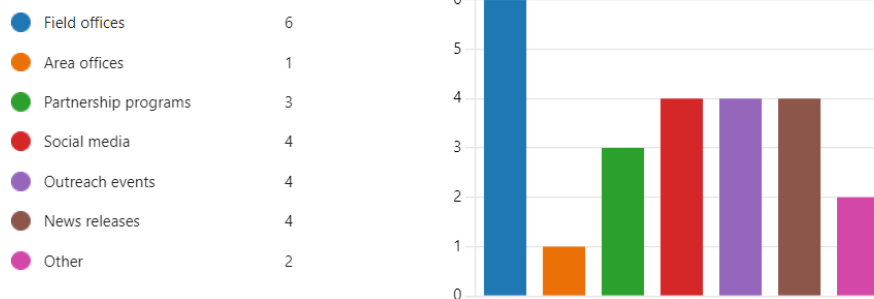
Results for objective 1. Gather data through surveys and forums to inform the development of a workflow for NRCS employees on urban and small-scale assistance: The response rate to the employee survey was 14.5% ($n = 7$). In response to what outreach efforts are in place to find urban conservation participants and customers, 85.7% ($n = 6$) selected field office efforts, 57.14% ($n = 4$) selected partnership programs, social media, outreach events, and news releases (Figure 1). NRCS employees expressed that they did not feel as though outreach efforts were in place and that their field office did not specifically advertise to urban agriculture entities.

Figure 1

Response to question one in the employee survey.

1. What outreach efforts are in place to find urban conservation participants or customers?

[More Details](#)



All respondents ($n=7$) who took the survey said that contacting the field office for additional information was the most typical application process for urban agriculture participants that are interested. The next most selected answers ($n = 4$) were applying after being contacted

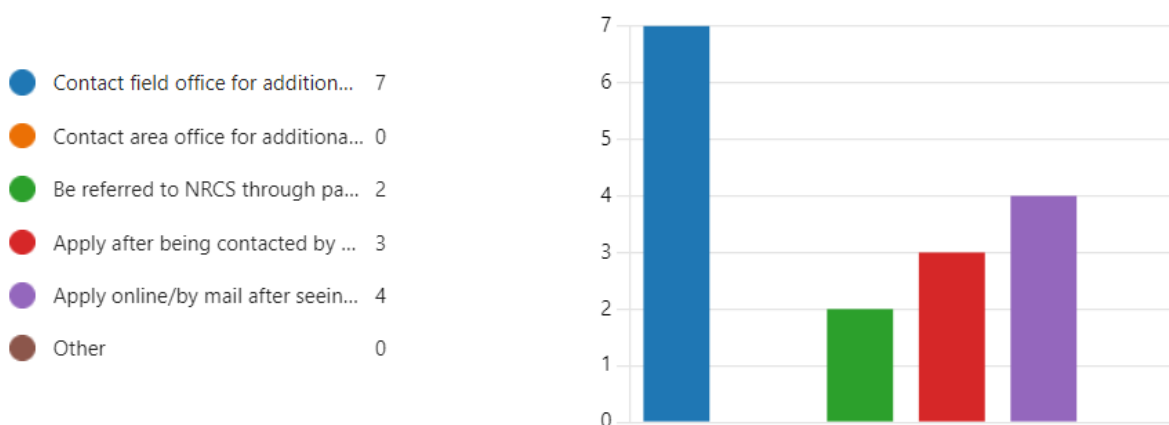
by a NRCS staff member and applying online/by mail after seeing funding opportunity advertised (Figure 2).

Figure 2

Response to question three in the employee survey.

3. What is the typical application process for urban agriculture participants that are interested?

[More Details](#)



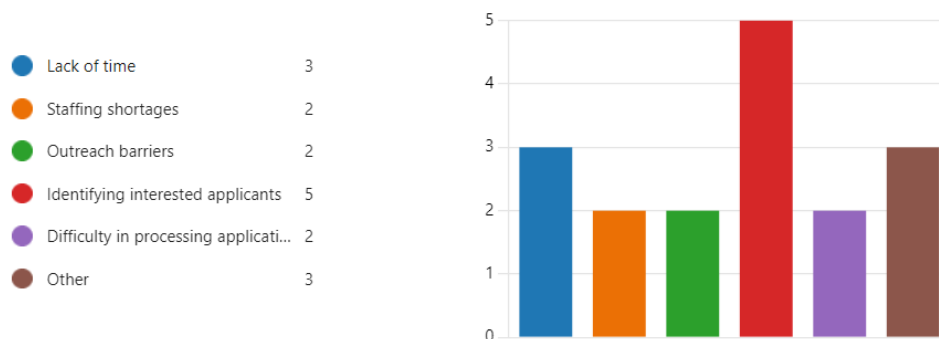
When asked to choose from a list of barriers seen from the NRCS processing side and how to overcome them, the number one barrier was identifying interested applications ($n = 5$) (Figure 3). When elaborated upon, one NRCS employee responded that “I think that urban ag applicants might have different needs than our traditional landowners. For example, urban ag applicants might want to put a high tunnel on an empty lot. This does not fit our program requirements.”

Figure 3

Response to question five in the employee survey.

5. What are the barriers seen from the NRCS processing side and how do we overcome them?

[More Details](#)



Another employee responded “If you do not fall into the drawn urban zone applications don't rank high enough to get funding. Planning and zoning sometimes cause problems. Some apply for permits, and some do not.”

It is unknown how many individuals were invited to participate in the public survey “Experience with NRCS and Urban Agriculture Resources Questionnaire.” Each participant ($n = 4$) indicated that training materials, outreach materials, and technical guidance from NRCS would be beneficial (Figure 4). In response to the question regarding any obstacles in applying for funding, each participant ($n = 4$) selected other and were given the opportunity to expand upon by open response. One individual stated that they had not applied before and one participant stated that there was too much red tape involved (Figure 5).

Figure 4

Response to question one in partner survey.

1. What resources do you think could be beneficial from NRCS?

[More Details](#)

● Webinars	1
● Training Materials	4
● Outreach Events	4
● Technical Guidance	4
● Other	0



Figure 5

Responses to questions three and four in the partner survey.

3. If you have applied for funding, did you have any of the following obstacles in applying?

[More Details](#)

● Lack of resources	0
● Difficulty accessing information	0
● Trouble accessing employee sup...	0
● Lack of clarification of funding o...	0
● Other	4



4. If you answered other to the above question, please specify any additional obstacles or include comments about your experience below:

[More Details](#)

3
Responses

Latest Responses
"too much red tape."
"Never applied"

Items and practices needed included: fence/gates and sheds/storage space for storing tools and equipment and to prevent theft; shallow water for pollinators (rain gardens for example are a practice that is being adjusted so that it can be offered to urban producers); water access (many

farmers expressed having to hook up from the edge of the road or use fire hydrants for water); rain barrels; tarps for solarization; remediation of soil; and permaculture.

When farmers and producers were asked how NRCS could be of help to them, responses included: assistance with planning and zoning issues at the farm sites; assistance with filling out the paperwork; education on sustainable urban farming practices; increased understanding and education on people and economics as a resource concern; explanations of the obligations that come with a NRCS contract; assistance for becoming USDA certified Organic; and marketing assistance.

The Federal Advisory Committee for Urban Agriculture and Innovative Production's holds quarterly meetings that are open to the public for comment. The meeting held on February 23, 2023, allowed the public to submit requests for oral comments prior to the meeting. One attendee commented they are "a minority farmer in rural America. (They) live in Arkansas and (are) currently dealing with my local NRCS office feeling super marginalized and it all seems to be tied to the fact that (they're) not performing industrial scale agriculture so (their) concern is the word urban because rural America farmers can be marginalized also." The attendee goes on to say that they "currently farm thirty acres of land and as they try to procure help with the Environmental Quality Incentives Program (EQIP) it just seems like the reasoning that (they're) given for why these practices won't work for (them) is because (they're) small scaled and not industrial sized. (FarmersGov, 2023). This attendee provides evidence that there are individuals out there attempting to receive assistance but being turned away and supports the USDA's decision to not define the term urban agriculture to not exclude any historically underserved groups.

Results for Objective Two

Results for objective 2. Create a workflow for NRCS employees to use as a guide to best provide assistance to urban and small acreage farmers. Findings have shown the need for a concise workflow of employee resources to better serve the urban or small acreage farmer. This workflow will consist of first steps to applying for USDA assistance (Appendix A), resources available at the local/state level, and national level resources as seen in Appendices A through D.

Resources Available at the State Level

The next step in obtaining NRCS assistance would be to work with a service center to identify concerns that the customer would like to have addressed by filling out a Missouri Urban and Small Agriculture Service Questionnaire (Appendix B). NRCS can help determine if they are a good fit for either Environmental Quality Incentives Program (EQIP) or Conservation Stewardship Program (CSP), both of which are funded at the state level.

Environmental Quality Incentives Program

EQIP offers technical and financial assistance for working lands, including field crops, specialty crops, organic, confined livestock and grazing, and non-industrial private forest land. Select EQIP practices and scenarios have been adjusted for the small-scale or urban producer. Some important things about EQIP worth clarifying to interested customers are:

- EQIP eligibility is determined by producer, land, and resource concern eligibility.
- There is no minimum agricultural income requirement or agricultural product value requirement for determining land and/or producer eligibility. People who produce food, fiber, livestock, or other agricultural products solely to provide for their families, friends, neighbors, and/or communities, and who do not sell, market, or distribute their products may be eligible for EQIP. Land managed for subsistence activities may also be eligible for EQIP.

- Anyone who is producing food, fiber, livestock, or other agricultural products at the time the program application is submitted may be considered an agricultural producer.
- Community agriculture and/or gardens may be eligible for EQIP.
- There is no minimum cropping duration requirement. However, the applicant is responsible for providing documentation to establish and document EQIP land eligibility.
- When installing irrigation-related practices two out of the last 5 years. Examples of reasonable and inclusive documentation methods include municipal water bills, verbal confirmation from the participant, aerial imagery, existing irrigation infrastructure (including garden hoses or watering cans), and evidence of irrigation activities. Any form of irrigation is acceptable for irrigation history. Oscillating sprinklers, hand watering with watering cans, garden hoses with hand wands, and other backyard forms of watering are irrigation and are acceptable.
- All persons considered for most USDA financial assistance programs must comply with highly erodible land (HEL) and wetland compliance (WC) requirements. Upon request by the producer, the Farm Service Agency (FSA) may grant an exemption under HEL for the noncommercial production of agricultural commodities on an area of 2 acres or less, but there is no similar exemption under the WC requirements.
- Missouri EQIP Program Policy is a list of practices/scenarios available in Missouri for EQIP financial assistance. EQIP program policy is not posted online but is available for the public when working with your local NRCS office. A table of practices with small scale scenarios offered in EQIP can be found in Appendix C.

Conservation Stewardship Program

The Conservation Stewardship Program (CSP) is an additional program available, and it helps agricultural producers maintain and improve their existing conservation systems and adopt additional conservation activities to address priority resource concerns. CSP is designed to compensate agricultural and forest producers who agree to increase their level of conservation by adopting additional conservation activities all while maintaining their baseline level of conservation (NRCS, n.d.-b). Increased financial assistance for conservation practices, dedicated conservation funding, and access to advance payments for conservation practice implementation are offered to farmers, ranchers, and forest landowners that fit into any of the following historically underserved groups:

- Limited Resource Farmer or Rancher
- Beginning Farmer or Rancher
- Socially Disadvantaged Farmer or Rancher
- Veteran Farmer or Rancher

First Steps in Obtaining USDA Financial Assistance

To participate in NRCS programs an individual or entity must first obtain a farm and tract number through the Farm Service Agency (FSA). FSA serves farmers, ranchers, and agricultural partners through delivering various agricultural programs (FSA, n.d.). A guide to what forms are required and what materials you will need to complete the forms can be found in Appendix D. These forms are included in the workflow so that they can be accessed easily and walked through with the customer to help make the application process easier. The following forms can also be found in Appendix D: AD-2047 - Customer Data Worksheet (Figure D2 and Figure D3), CCC-901- Member's Information (Figure D4 and D5), CCC-941 – Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information (Figures D6-D8), and AD-1026

– Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Figures D9-D13).

National Resources Available

Funding available at the national level in the form of grants and agreements include Urban Agriculture and Innovation Production (UAIP) competitive grants and Composting and Food Waste Reduction (CFWR) cooperative agreements.

- UAIP competitive grants initiate or expand efforts of farmers, gardeners, citizens, government officials, schools, and other stakeholders in urban areas and suburbs. Projects may target areas of food access; education; business and start-up costs for new farmers; and development of policies related to zoning and other needs of urban production (USDA, n.d.-c).
- Composting and Food Waste Reduction (CFWR) cooperative agreements assist local and municipal governments with projects that develop and test strategies for planning and implementing municipal compost plans and food waste reduction plans. Implementation activities will increase access to compost for agricultural producers, improve soil quality and encourages innovative, scalable waste management plans that reduce and divert food waste from landfills (USDA, n.d.-a).

Get Started! is a guide to USDA Resources for Historically Underserved Farmers and Ranchers (USDA, 2022). It includes a comprehensive guide to help customers get started and should be provided to new customers when they visit a service center. The Urban Agriculture at a Glance brochure is another resource available, and it provides an overview of USDA agencies and programs and resources available to customers, partners, entities, and their communities

(Farmers, n.d.). Urban Agriculture at a Glance covers all forms of technical and financial assistance available including loan opportunities.

Discussion

Conducting the two surveys provided an opportunity to receive feedback from employees and partners and from there work towards finding solutions for improvement. In response to employees expressing that they did not feel as though outreach efforts were in place and that their field office did not specifically advertise to urban agriculture entities, different types of outreach materials and avenues are being explored to reach new demographics. For example, staff in St. Louis are beginning to hold open office hours once a month at a St. Louis Public Library location to make them more accessible to the public. The feedback about the need for NRCS practices be more applicable for the urban and small farmer from the open forum held in St. Louis on March 8, 2023, is being used to adjust payment scenarios for NRCS to deliver practices to urban and small farmers.

NRCS is taking all feedback into consideration, is aware of many of the issues, and is currently working on internal training for the field offices on how to serve all customers. One step towards better serving the urban and small customer is the creation of the workflow for NRCS employees on serving the urban and small customer. The workflow will be located on the Missouri NRCS internal SharePoint site and employees will learn about it through statewide updates. This is an important tool that will improve the current system in place by making sure that urban and small producers do not get overlooked. Having the resources all available in one place makes coming to request assistance a more welcoming experience. The Urban and Small Agriculture Service Questionnaire is a tool to help identify the customers' needs and what program they would be a fit for to receive assistance. The urban and small farmers and

producers are a new targeted demographic for NRCS and they may not be familiar with the process of going to a NRCS service center. All information provided in the workflow and on development can be found in a PowerPoint presentation (Appendix E) posted in the NRCS SharePoint for employees to use for reference and training.

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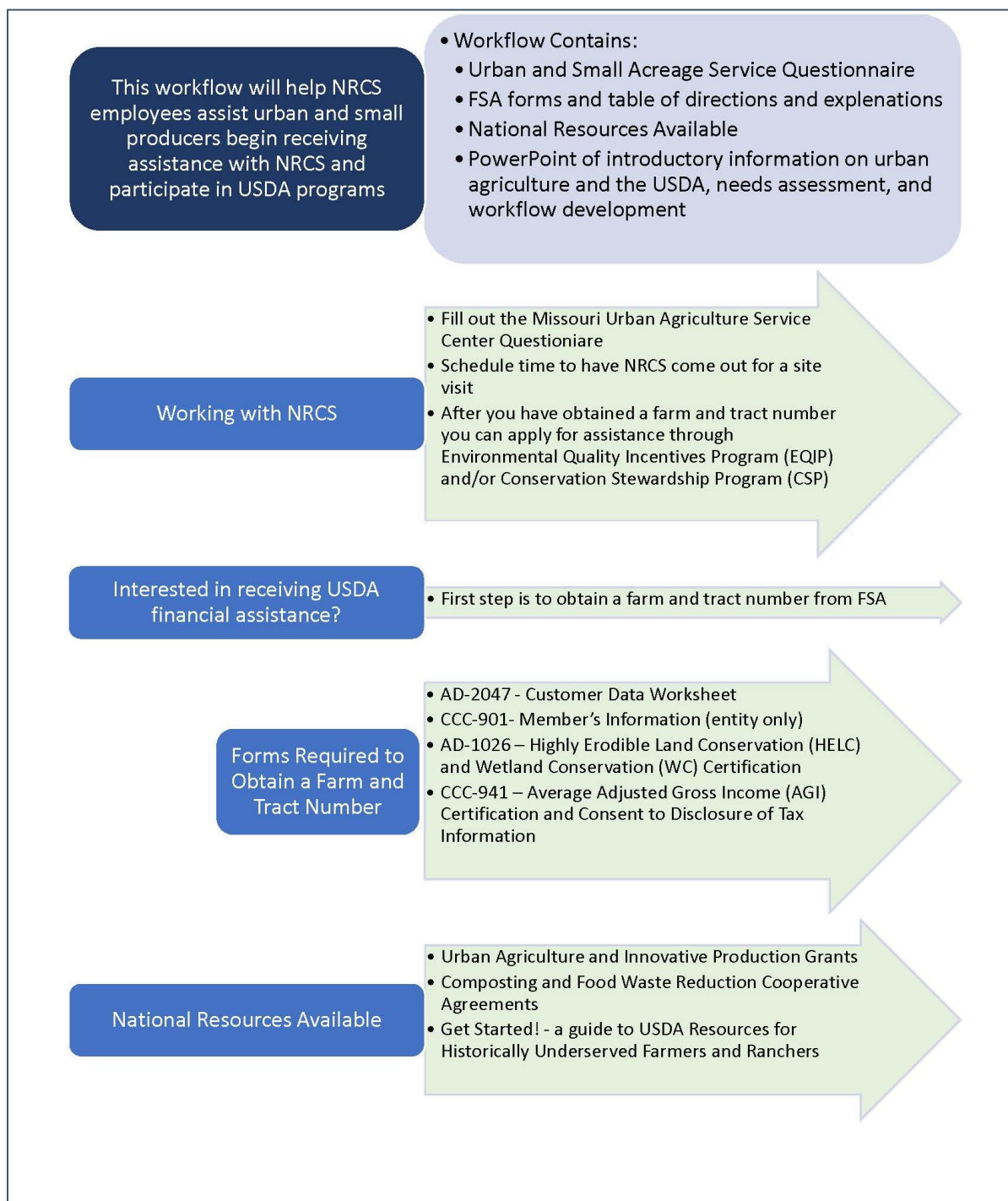
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Appendix A

Obtaining USDA Assistance



Note. The image was created by the author to represent the flow of steps needed to take to receive USDA assistance.

Appendix B

Urban and Small Agriculture Service Questionnaire



1. Where do you currently grow/operate?

2. Do you own or rent the land?

3. Are you specifically interested in either receiving technical assistance, financial assistance, or both?

4. What do you currently grow/produce?

5. What do you want to grow/produce?

6. What is your vision/goal?

7. Are you facing any challenges?

8. Do you need on-farm guidance or help conserving natural resources?

9. Are you interested in extending the growing season with a high tunnel/low tunnel?

10. Do you want to compost or vermicompost?

11. Are you experiencing erosion or any soil health concerns?

12. Do you want to incorporate mulching or cover crops?

13. Are you experiencing any irrigation or water access concerns?

14. Are you interested in incorporating a well or install a better irrigation system?

15. Are you wanting to use organic practices or get certified as organic?

16. Are you interested in getting basic farming guidance from Cooperative Extension, Beginning Farmer Development Program grants, or USDA's Beginning Farmer and Rancher Program?

17. Are you interested in exploring opportunities for an innovative project to benefit your farm and similar farms?



Note. This questionnaire was created by the author with input from the Urban Conservationist out of the St. Louis Urban Service Center.

Appendix C

EQIP Practices with Small Scale Scenarios

Practice	Scenario Name	Payment Unit
314 Brush Management	Brush Management for 1 Ac or less	Acre
317 Compositing Facility	Small Farm Pad + Bins	Sq Ft
328 Conservation Crop Rotation	Specialty Crop Rotations – Small Scale	1,000 Sq Ft
340 Cover Crop	Mechanical Termination of Cover Crop per 1,000 Sq Ft	1,000 Sq Ft
342 Critical Area Planting	Permanent Cover	1,000 Sq Ft
382 Fence	Fence for 1 Acre or less	Ft
386 Field Border	Small Scale Field Border	1,000 Sq Ft
315 Herbaceous Weed Treatment	Herbaceous Weed Treatment for One Acre Small Farm	Acre
325 High Tunnel System	Small High Tunnel, Snow and Wind	Sq Ft
464 Irrigation Land Leveling	Small Scale Irrigation Land Leveling	Acre
430 Irrigation Pipeline	PVC (Iron Pipe Size), less than or equal to 4 inch, Small Scale System	Ft
441 Irrigation System, Microirrigation	Small Microirrigation System	Sq Ft
449 Irrigation Water Management (IWR)	Basic IWM < 1 acre	Sq Ft
	Intermediate IWM < 1 acre	Sq Ft
	Advanced IWM < 1 acre	Sq Ft
821 Low Tunnel System	Low Tunnel < 1000 square feet – Year 1	Sq Ft
	Low Tunnel 1000-5000 square feet – Year 1	Sq Ft
	Low Tunnel management – Year 2-3	Sq Ft
484 Mulching	Natural Material, Small Area	Each
	Synthetic Material, Small Area	Each
590 Nutrient Management	Small Scale Basic Nutrient Management	1,000 Sq Ft
512 Pasture and Hay Planting	Small farm, Pasture and Hay planting for 1 ac.	Acre
528 Prescribed Grazing	Prescribed Grazing Management for 5 Acres or less	Acre
329 Residue and Tillage Management, No Till	Small Scale No Till	1,000 Sq Ft

Note. This table was created by the author using the Missouri Fiscal Year 2023 EQIP Program Policy.

345 Residue and Tillage Management, Reduced Till	Reduced Tillage less than 0.5 acres	1,000 Sq Ft
558 Roof Runoff Structure	Roof Gutter, Small Scenario is up to 1,500 square feet of roof area served by the gutter.	Foot
	Roof Gutter, Medium Scenario is for 1,500 to 5,000 square feet of roof area served by the gutter.	Foot
	Roof Gutter, Large Scenario is for greater than 5,000 square feet of roof area served by the gutter.	Foot
	Rock Trench Drain	Foot
	Concrete Channel with Wall	Foot
	Roof Gutter, 6 inches wide with runoff Storage Tank	Foot
	High Tunnel Roof Runoff Trench Drain and Storage	Foot
442 Sprinkler System	Solid Set System	Acre
420 Wildlife Habitat Planting	Interplanting with potted plants or shrubs	Sq Ft
	Small Planting – Pollinator Mix	1,000 Sq Ft

Note. This table was created by the author using the Missouri Fiscal Year 2023 EQIP Program Policy.

Appendix B

FSA Forms Required to Obtain a Farm and Tract Number

Comprehensive Guide to FSA Forms for USDA Program Participation

FSA Form	Required Information	Supporting Documents and Helpful Information
AD-2047 - Customer Data Worksheet	<ul style="list-style-type: none"> - Name and Address - Tax identification number and Type <ul style="list-style-type: none"> o Social Security Number (SSN) o Employer Identification Number (EIN) o Individual Taxpayer Identification Number 	<ul style="list-style-type: none"> - If the individual or entity is renting the land, both the renter(s) and the owner would need to fill out an AD-2047 - If the individual or entity is renting the land, both the renter(s) and the owner would need to fill out an AD-2047 - Married couples would each need to fill out an AD-2047. - Each individual member of an entity would need to fill out an AD-2047 - It is important to note that if the farm is not operating as an entity (LLC, Corporation, etc.), the address of the farm must also be provided.
CCC-901- Member's Information	<ul style="list-style-type: none"> - Members Member Shares - Member Addresses - Member Tax ID number - Signature Authority 	<ul style="list-style-type: none"> - This form is only required if the farm is operating as an entity - Form CC-901 is the form that discloses who is allowed to sign paperwork for the entity
CCC-941 – Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information	Information is found on your tax filings to determine if you made more than \$900,000 in any of the past three years	<ul style="list-style-type: none"> - If operating as an entity this form must be completed by each member. - -
AD-1026 – Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification	<ul style="list-style-type: none"> - Name of producer (individual or entity) - Tax identification number - Current crop year - Whether there has been an HEL (Highly Erodible Land) Determination 	<ul style="list-style-type: none"> - If operating as an entity this form must be completed by each member. - Recorded deed or lease agreement

Figure B1. *Note.* This table was created by the author to summarize the forms found in Appendix B.

AD-2047 (10-28-21)	U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency Rural Development Natural Resources Conservation Service Risk Management Agency Agricultural Marketing Service CUSTOMER DATA WORKSHEET
<p>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is the Computer Security Act of 1987 (Pub. L. 100-368), 5 U.S.C. 552a, Federal Information Privacy Act of 1987, and Privacy Act of 1974 (5 USC 552a - as amended). The information will be used to determine a request by the producer for available business partner record. The information collection on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and non-governmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Notice Uses identified in the System of Records Notices for AMS-3, Perishable Agricultural Commodities Act (PACA), USDA/CAO, Farm Records File (Auctioneer), USDM/RCS-1, Landowner, Operator, Producer, Cooperator or Participant File, and USDM/RCS-1, Applicant, Owner, Shareholder, or Tenant File. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to request changes within the business partner record.</p> <p>Public Burden Statement (Paperwork Reduction Act Statement): According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0265. The time required to complete the information collection is estimated to average 3 minutes (30 hours) per response, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the data needed, and completing and reviewing the collection of information.</p> <p><small>† No provisions of criminal and civil fraud, privacy and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</small></p>	
PART A - CUSTOMER INFORMATION	
1. Reason for Request (Check appropriate box(es) below.) <input type="checkbox"/> New Customer <input type="checkbox"/> Update Existing Customer Record	
2A. Customer's Full Name or Business Name and Address (Including Zip Code)	2B. Customer Business Type (Example: Individual, Corporation, LLC, Estate, Trust, etc.)
2C. Home Telephone Number (Area Code)	2D. Business Telephone Number (Area Code)
	2E. Mobile Telephone Number (Area Code)
2F. Email Address	2G. Does the customer want to receive sensitive (but non-PII) Producer or farm specific related emails? <input type="checkbox"/> YES <input type="checkbox"/> NO
3A. Taxpayer Identification Number (Complete TIN for new customer or last 4 digits for existing customer) and Type (SSN, EIN, ITN, etc)	3B. Birthdate (Only required if the customer is a minor)
3C. Citizenship Status: (For Individuals Only) <input type="checkbox"/> U.S. Resident <input type="checkbox"/> Resident Alien (I-551 Required) <input type="checkbox"/> Not a US Citizen or Resident Alien Citizenship country if not US:	3D. Originating Country (For Foreign Entities Only)
Demographic Information Departmental Regulation 4370-001 provides USDA's policies for collecting demographic data, including race, ethnicity and gender. Providing demographic information is voluntary and at the discretion of the customer. Demographic information is used by USDA for statistical purposes only and will not be used to determine an applicant's eligibility for programs or services for which they apply. You may disregard providing information in items 4A, 4B or 4C if the information has previously been provided to USDA. A customer identified in item 2A that is a legal entity must base responses to the race, ethnicity and gender on the individual persons holding at least 50 percent ownership interest in the legal entity.	
4A. Race: (Note: More than 1 may be selected) <input type="checkbox"/> American Indian / Alaskan Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> I do not want to provide Race information at this time. Note: See instructions for legal entities	4B. Ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> I do not want to provide Ethnicity information at this time. Note: See instructions for legal entities
4C. Gender (Individual): <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary <input type="checkbox"/> I do not want to provide Gender information at this time.	4D. Gender (Legal Entity) <input type="checkbox"/> Not applicable/unknown <input type="checkbox"/> Organization/Female Owned <input type="checkbox"/> Organization/Male Owned <input type="checkbox"/> Organization/Non-Binary <input type="checkbox"/> I do not want to provide Gender information at this time.
Date Stamp	

Figure B2. Form AD-2047 – Customer Data Worksheet, Page 1

AD-2047 (10-28-21)

Page 2 of 2

5. Customer has interest in one or more of the following agencies. (Check Appropriate Agency(ies) below:)		
<input type="checkbox"/> AMS	<input type="checkbox"/> FSA	<input type="checkbox"/> NRCS <input type="checkbox"/> RMA <input type="checkbox"/> RD
6. Is the Customer a Multi-County Producer? <input type="checkbox"/> YES (If "YES," list States and/or Counties below:) <input type="checkbox"/> NO		
7. See form instructions for signature requirements.		
7A. Customer Signature	7B. Title/Relationship	7C. Date (MM-DD-YYYY)
PART B SERVICE CENTER ACTION		
8A. Agency Who Received Request: (Check one below)	8B. Initials of Employee Receiving Request (If Different than Item 12A)	8C. Date Service Center Employee Received the Request (MM-DD-YYYY)
<input type="checkbox"/> FSA <input type="checkbox"/> NRCS <input type="checkbox"/> RD		
9. How the Request for Change was Received:		
<input type="checkbox"/> Office Visit <input type="checkbox"/> Telephone <input type="checkbox"/> FAX <input type="checkbox"/> USPS <input type="checkbox"/> Box <input type="checkbox"/> One Span <input type="checkbox"/> Other (Specify):		
10. COC LAA:		
11. Remarks, if Applicable:		
12A. Signature of Employee Updating Business Partner if not initialed in Item 8B.	12B. Date Service Center Employee Updating Business Partner (MM-DD-YYYY)	

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Figure B3. Form AD-2047 – Customer Data Worksheet, Page 2

Date Stamp

OMB Control Number: 0560-0297
Expiration Date: 09/30/2024

This form is available electronically.

CCC-901 (01-07-21) U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation MEMBER'S INFORMATION	1. County
	2. State
	3. Program Year

NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1400, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Agricultural Act of 2014 (Pub. L. 113-79), and the Agriculture Improvement Act of 2018 (Pub. L. 115-334). The information will be used to identify members of a legal entity. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for program benefits.

Paperwork Reduction Act (PRA) Statement: This information collection is exempted from the Paperwork Reduction Act as specified in 7 U.S.C. 9091(c)(2)(B).

Public Burden Statement: For CFAP 2.0 and QLA only, public reporting burden for this collection is estimated to average 30 minutes per response, including reviewing instructions, gathering and maintaining the data needed, completing (providing the information), and reviewing the collection of information. You are not required to respond to the collection, or USDA may not conduct or sponsor a collection of information unless it displays a valid OMB control number. The provisions of criminal and civil fraud, privacy, and other statutes may be applicable to the information provided.

RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.

PART A - For each individual or entity who is a member of this entity, list the member's name, social security/employer identification number, address and percentage share of ownership. If a member has both types of identification numbers, list both.

Name of Legal Entity _____		Complete Tax ID Number _____ - _____		
1. Member's Name	2. SSN or Tax ID Number (Last 4 digits if already on file)	3. Address	4. Percent Share	5. Does this member have signature authority for the legal entity? (Yes or No)
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO

PART B - Embedded Entities: For any member listed in Part A, who is an entity, list such embedded entity's name and list the requested, information for each member of such entity. If a member has both types of identification numbers, list both. If more than one member, listed in Part A is an entity, provide the requested information for each entity on supplemental sheets.

Name of Embedded Legal Entity _____		Complete Tax ID Number _____ - _____		
1. Member's Name	2. SSN or Tax ID Number (Last 4 digits if already on file)	3. Address	4. Percent Share	5. Does this member have signature authority for the legal entity? (Yes or No)
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Figure B4. Form CCC-901 - Member's Information, Page 1

PART C - Embedded Entities: For any member listed in Part B, who is an entity, list such embedded entity's name and list the requested information for each member of such entity. If a member has both types of identification numbers, list both. If more than one member, listed in Part B is an entity, provide the requested information for each entity on supplemental sheets.

Name of Embedded Legal Entity		Complete Tax ID Number		
1. Member's Name	2. SSN or Tax ID Number. <i>(Last 4 digits if already on file)</i>	3. Address	4. Percent Share	5. Does this member have signature authority for the legal entity? <i>(Yes or No)</i>
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO
			%	<input type="checkbox"/> YES <input type="checkbox"/> NO

PART D - Minor Members or Shareholders - For any member or Shareholder who is a minor, provide the following: N/A

1. Minor's Name	2. Date of Birth <i>(MM-DD-YYYY)</i>	3. Parent's or Guardian's Name	4. Parent's or Guardian's Address	5. Parent's or Guardian's SSN or Tax ID No. <i>(Last 4 digits if already on file)</i>

6. Separate Status of Minors

(a) Is any minor a producer on a farm in which the parent or guardian has no interest? YES NO

(b) Does any minor maintain a separate household from the parent or guardian and personally carry out farming activities with respect to the minor's farming operation, including maintaining separate accounting? YES NO

(c) Does any minor who is represented by a court-appointed guardian or conservator responsible for the minor: 1) live in a household other than the parents' household(s), and 2) have a vested ownership in the farm? YES NO

(d) If any minor with an interest in this farming operation can answer "YES" to Items 6(a)-6(c), list that minor's name:

Part E. Foreign Persons – For any Member or Shareholder who is a foreign person, provide the following:

7A. **Citizenship Status** - Is each Member and Shareholder of the legal entity identified in Part A, and any embedded entity identified in Parts C, D and E a U.S. Citizen?
 YES, all members/shareholders are US Citizens - Go to Part F NO, one or more members/shareholders is not a US Citizen - Complete Item 7B

7B. For each member or shareholder (direct or embedded) who is not a US Citizen, provide the following:

(1) Name of Individual	(2) This individual has a valid Form I-551	FOR FSA USE ONLY	
		Form I-551 Presented to FSA	CCC Initials
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

PART F - CERTIFICATION - By Signing:

- I certify that I have signature authority for the entity identified in Part A and all information entered on this document is true and correct

- I understand that furnishing incorrect information will result in forfeiture of payments and benefits.

- I will timely provide written notification to the Farm Service Agency committees for the county and State listed on this form of any changes in the information provided.

1. Representative's Signature (By)	2. Title/Relationship of Individual Signing in the Representative	3. Date (MM-DD-YYYY)

Figure B5. Form CCC-901 - Member's Information, Page 2

<p>CCC-941 (10-01-21)</p>	<p>U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation</p>	<p>1. Return completed form to:</p> <p>FAX Number: <i>(Name, address and fax number of FSA county office or USDA Service Center)</i></p>						
<p>AVERAGE ADJUSTED GROSS INCOME (AGI) CERTIFICATION AND CONSENT TO DISCLOSURE OF TAX INFORMATION</p>								
<p>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1400, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), the Food Security Act of 1985 (Pub. L. 99-198), the Agricultural Act of 2014 (Pub. L. 113-79), and the Agriculture Improvement Act of 2018 (Pub. L. 115-334). The information will be used to determine eligibility for program benefits. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USD A/FSA-2, Farm Records File (Automated). Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility for program benefits.</p> <p>Paperwork Reduction Act (PRA) Statement: This information collection is exempted from the Paperwork Reduction Act as specified in 7 U.S.C. 9091(c)(2)(B).</p> <p>Public Burden Statement: For CFAP 2.0 and QLA only, public reporting burden for this collection is estimated to average 30 minutes per response, including reviewing instructions, gathering and maintaining the data needed, completing (providing the information), and reviewing the collection of information. You are not required to respond to the collection, or USDA may not conduct or sponsor a collection of information unless it displays a valid OMB control number. The provisions of criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. PLEASE RETURN COMPLETED FORM TO FSA AT THE ABOVE ADDRESS.</p>								
<p>2. Name and Address of Individual or Legal Entity (Including Zip Code)</p> <p><i>(Use the same name and address as used for the tax return specified in Part B.)</i></p>		<p>3. Taxpayer Identification Number (TIN) (Social Security Number for Individual; or Employer Identification Number for Legal Entity)</p>						
<p>PART A – CERTIFICATION OF AVERAGE ADJUSTED GROSS INCOME</p>								
<p>4. The program year for payment eligibility</p> <p style="text-align: center;">Enter the year for which program benefits are requested. The period for calculation of the average AGI will be of the three taxable years preceding the most immediately preceding complete taxable year for which benefits are requested. For example, the 3-year period for the calculation of the average AGI for 2019 would be the taxable years of 2017, 2016 and 2015.</p> <p>A. 20__</p>								
<p>5. I certify that the average adjusted gross income of the individual or legal entity in Item 2 (for the year included in Item 4) was:</p> <p>A. <input type="checkbox"/> Less than (or equal to) \$900,000</p> <p>B. <input type="checkbox"/> More than \$900,000</p>								
<p>PART B – CONSENT TO DISCLOSURE OF TAX INFORMATION</p>								
<p>Pursuant to 26 U.S.C. §6103, I hereby authorize the Internal Revenue Service (IRS) to review the following items of "return information" (as defined in 26 U.S.C. §6103(b)(2)) from the returns (as specified below) of the individual or legal entity identified in Item 2 for the taxable years indicated in Item 4:</p> <table style="width: 100%; font-size: x-small;"> <tr> <td>Form 1040 and 1040NR filers: farm income or loss; adjusted gross income</td> <td>Form 1120, 1120A, 1120C filers: charitable contributions, taxable income</td> </tr> <tr> <td>Form 1041 filers: farm income or loss, charitable contributions, income distribution deductions, exemptions, adjusted total income; total income</td> <td>Form 1120S filers: ordinary business income</td> </tr> <tr> <td>Form 1065 filers: guaranteed payments to partners, ordinary business income</td> <td>Form 990T: unrelated business taxable income</td> </tr> </table> <p>I understand the IRS will review these items of return information in order to perform calculations, the results of which I authorize to be disclosed to officers and employees of the United States Department of Agriculture (USDA) for use in determining the individual's or legal entity's eligibility for specified payments for various commodity and conservation programs. The calculations performed by the IRS use a methodology prescribed by the USDA. In addition, I am aware that the USDA may use the information received for compliance purposes related to this eligibility determination, including referrals to the Department of Justice.</p> <p>Specifically, the IRS will disclose to the USDA the individual's or legal entity's name and TIN, and inform the USDA if, pursuant to its calculations, the average Adjusted Gross Income (AGI) is above or below eligibility requirements as prescribed by the Agricultural Act of 2014 or Agriculture Improvement Act of 2018. The IRS will also disclose to the USDA the type of return from which the information used for the calculations was obtained.</p> <p>If the IRS is unable to locate a return that matches the taxpayer identity information provided above, or if IRS records indicate that the specified return has not been filed, for any of the taxable years indicated, the IRS may disclose that it was unable to locate a return, or that a return was not filed, for those years, whichever is applicable.</p> <p>I understand the Internal Revenue Code §6103(c), limits disclosure and use of return information provided pursuant to a taxpayer's consent and holds the recipient subject to penalties, brought by private right of action, for any unauthorized access, other use, or redisclosure without the taxpayer's express permission or request.</p> <p><u>An approved Power of Attorney (Form FSA-211) on file with USDA cannot be used as evidence of signature authority when completing this form.</u></p> <p>By signing this form:</p> <ul style="list-style-type: none"> - I acknowledge that I have read and reviewed all definitions and requirements on Page 2 of this form; - I certify that all information contained within this certification is true and correct; and is consistent with the tax returns filed with the IRS; - I agree to authorize CCC to obtain tax data from the IRS for AGI compliance verification purposes by filing this form; - I am aware that without this consent to disclosure, the returns and return information of the individual or legal entity identified in Item 2 are confidential and are protected by law under the Internal Revenue Code; - I certify that I am authorized under applicable state law to execute this consent on behalf of the legal entity identified in Item 2 (for legal entity only). 			Form 1040 and 1040NR filers: farm income or loss; adjusted gross income	Form 1120, 1120A, 1120C filers: charitable contributions, taxable income	Form 1041 filers: farm income or loss, charitable contributions, income distribution deductions, exemptions, adjusted total income; total income	Form 1120S filers: ordinary business income	Form 1065 filers: guaranteed payments to partners, ordinary business income	Form 990T: unrelated business taxable income
Form 1040 and 1040NR filers: farm income or loss; adjusted gross income	Form 1120, 1120A, 1120C filers: charitable contributions, taxable income							
Form 1041 filers: farm income or loss, charitable contributions, income distribution deductions, exemptions, adjusted total income; total income	Form 1120S filers: ordinary business income							
Form 1065 filers: guaranteed payments to partners, ordinary business income	Form 990T: unrelated business taxable income							
<p>6. Signature (By)</p>	<p>7. Title/Relationship of the Individual if Signing in a Representative Capacity for a legal entity</p>	<p>8. Date (MM-DD-YYYY)</p>						

Date Stamp

Figure B6. CCC-941 – Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information, Page 1

GENERAL INFORMATION ON AVERAGE ADJUSTED GROSS INCOME – PART A

Individuals or legal entities that receive benefits under most programs administered by CCC cannot have incomes that exceed a certain limit set by law. For entities, both the entity itself, and its members cannot exceed the income limitation. If a member, whether an individual or an entity, of an entity exceeds the limitation, payments to that entity will be commensurately reduced according to that member's direct or indirect ownership share in the entity. (All members of the entity must also submit this form to verify income the limitation is met.)

Adjusted Gross Income is the individual's or legal entity's IRS-reported adjusted gross income consisting of both farm and nonfarm income. A three-year average of that income will be computed for the three years of the relevant base period identified on the first page of this form to determine eligibility for the applicable program year. Individuals or legal entities with average **adjusted gross income** greater than \$900,000 shall be ineligible for all payments and benefits under the commodity, price support, disaster assistance, and conservation programs.

HOW TO DETERMINE ADJUSTED GROSS INCOME (AGI)

Individual – Internal Revenue Service (IRS) Form 1040 filers, specific lines on that form represent the adjusted gross income and the income from farming, ranching, or forestry operations.

Trust or Estate – the adjusted gross income is the total income and charitable contributions reported to IRS.

Corporation – the adjusted gross income is the total of the final taxable income and any charitable contributions reported to IRS.

Limited Partnership (LP), Limited Liability Company (LLC), Limited Liability Partnership (LLP) or Similar Entity – the adjusted gross income is the total income from trade or business activities plus guaranteed payments to the members as reported to the IRS.

Tax-exempt Organization – the adjusted gross income is the unrelated business taxable income excluding any income from non-commercial activities as reported to the IRS.

HOW TO DETERMINE AVERAGE ADJUSTED GROSS INCOME

The period for calculation of the average AGI will be of the three taxable years preceding the most immediately preceding complete taxable year for which benefits are requested. This table shows examples for applicable years to be used in determining average AGI.

IF the crop year is...	THEN... Average AGI will be based on the following years....
2019	2017, 2016, and 2015
2020	2018, 2017, and 2016
2021	2019, 2018, and 2017
2022	2020, 2019, and 2018
2023	2021, 2020, and 2019

GENERAL INFORMATION ON CONSENT TO DISCLOSURE OF TAX INFORMATION – PART B

This consent allows IRS's access to, and use of, certain items of return information to perform calculations, using a methodology prescribed by the USDA, that will assist USDA in its verification of a program participant's compliance with the adjusted gross income (AGI) limitations necessary for participation in, and receipt of, commodity, conservation, price support or disaster program benefits. This consent also permits the USDA to receive certain items of return information for its eligibility determination.

This consent authorizes the disclosure of these items of return information for only the time period specified. Each item of information requested on this form is needed for the IRS to (1) locate, and verify, your tax information; (2) perform the requisite Average AGI calculations; and (3) provide the USDA with the legal entity's name and Taxpayer Identification Number (TIN), the type of return from which the specified items were located for use in the calculation, and whether or not the average AGI is above or below eligibility requirements. The IRS will not provide the USDA with any of the items specified on this consent form that it uses to perform the calculations or the average AGI figure.

This form can only be signed by the person authorized under state law to sign this consent for the legal entity identified in Item 2. **An approved Power of Attorney (Form FSA-211) on file with USDA cannot be used as evidence of signature authority when completing this form.**

Internal Revenue Code, §6103(c), limits disclosure and use of return information received pursuant to the taxpayer's consent and holds the recipient subject to penalties for any unauthorized access, other use, or redisclosure without the taxpayer's express permission or request.

INSTRUCTIONS FOR COMPLETION OF CCC-941

Item No./Field name	Instruction
1. Return Completed Form To	Enter the name, address and fax number of the FSA county office or USDA service center where the completed CCC-941 will be submitted.
2. Person or Legal Entity's Name and Address	Enter the person's or legal entity's name and address for commodity, conservation, price support, or disaster program benefits. <i>Enter the name and address as it appeared on the IRS tax returns filed for the taxable years specified in Item 4.</i>
3. Taxpayer Identification Number	In the format provided, enter the <u>complete</u> taxpayer identification number of the person or legal entity identified in Item 2. <i>This will be either a Social Security Number or Taxpayer Identification Number.</i>
4. Program Year	Enter the year for which program benefits are being requested. The program year entered determines the 3-year period used for the calculation of the average adjusted gross income (AGI) for payment eligibility and the years for which this consent allows access to tax information.
5. Average Adjusted Gross Income	Select the box next to the response that describes the average adjusted gross income for the applicable 3-year period for the program year entered in Item 4. <i>Select only one response.</i>
6. Signature	Read the acknowledgments, responsibilities and authorizations, before affixing your signature. <i>Power of Attorney (Form FSA-211) on file with USDA cannot be used as evidence of signature authority.</i>
7. Title/Relationship	Enter title or relationship to the legal entity identified in Item 2.
8. Date	Enter the signature date in month, day and year. <i>This form must be returned to FSA within 90 days of the signature date for the consent to be valid.</i>

Figure B7. CCC-941 – Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information, Page 2

CCC-941 (10-01-21)

Page 3 of 3

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

Figure B8. CCC-941 – Average Adjusted Gross Income (AGI) Certification and Consent to Disclosure of Tax Information, Page 3

This form is available electronically.
AD-1026
 (10-30-14)

(See Page 2 for Privacy Act and Paperwork Reduction Act Statements)

U.S. DEPARTMENT OF AGRICULTURE
 Farm Service Agency

**HIGHLY ERODIBLE LAND CONSERVATION (HELIC) AND
 WETLAND CONSERVATION (WC) CERTIFICATION**

Read attached AD-1026 Appendix before completing form.			
PART A – BASIC INFORMATION			
1. Name of Producer	2. Tax Identification Number (Last 4 digits)	3. Crop Year	
4. Names of affiliated persons with farming interests. Enter "None," if applicable.			
<i>Affiliated persons with farming interests must also file an AD-1026. See Item 7 in the Appendix for a definition of an affiliated person.</i>			
5. Check one of these boxes if the statement applies; otherwise continue to Part B.			
A. <input type="checkbox"/> The producer in Part A does not have interest in land devoted to agriculture. Examples include bee keepers who place their hives on another person's land, producers of crops grown in greenhouses, and producers of aquaculture AND these producers do not own/lease any agricultural land themselves. Note: Do not check this box if the producer shares in a crop.			
B. <input type="checkbox"/> The producer in Part A meets all three of the following: <ul style="list-style-type: none"> • does not participate in any USDA program that is subject to HELC and WC compliance except Federal Crop Insurance. • only has interest in land devoted to agriculture which is exclusively used for perennial crops, except sugarcane, and • has not converted a wetland after February 7, 2014. Perennial crops include, but are not limited to, tree fruit, tree nuts, grapes, olives, native pasture and perennial forage. A producer that produces alfalfa should contact the Natural Resources Conservation Service at the nearest USDA Service Center to determine whether such production qualifies as production of a perennial crop.			
Note: If either box is checked, and the producer in Part A does not participate in Farm Service Agency (FSA) or Natural Resources Conservation Service (NRCS) programs, the full tax identification number of the producer must be provided, but establishment of detailed farm records with FSA is not required. Go to Part D and sign and date.			
PART B - HELC/WC COMPLIANCE QUESTIONS			
Indicate YES or NO to each question. If you are unsure of whether a HEL determination, wetland determination, or NRCS evaluation has been completed, contact your local USDA Service Center.		YES	NO
6. During the crop year entered in Part A or the term of a requested USDA loan, did or will the producer in Part A plant or produce an agricultural commodity (including sugarcane) on land for which an HEL determination has not been made?			
7. Has anyone performed (since December 23, 1985), or will anyone perform any activities to:			
A. Create new drainage systems, conduct land leveling, filling, dredging, land clearing, or excavation that has NOT been evaluated by NRCS? If "YES", indicate the year(s): _____			
B. Improve or modify an existing drainage system that has NOT been evaluated by NRCS? If "YES", indicate the year(s): _____			
C. Maintain an existing drainage system that has NOT been evaluated by NRCS? If "YES", indicate the year(s): _____ Note: Maintenance is the repair, rehabilitation, or replacement of the capacity of existing drainage systems to allow for the continued use of wetlands currently in agricultural production and the continued management of other areas as they were used before December 23, 1985. This allows a person to reconstruct or maintain the capacity of the original system or install a replacement system that is more durable or will realize lower maintenance or costs.			
Note: If "YES" is checked for Item 7A or 7B, then Part C must be completed to authorize NRCS to make an HELC/WC and/or certified wetland determination on the identified land. If "YES" is checked for Item 7C, NRCS does not have to conduct a certified wetland determination.			
8. Check one or both boxes, if applicable; otherwise, continue to Part C or D.			
A. <input type="checkbox"/> Check this box only if the producer in Part A has FCIC reinsured crop insurance and filing this form represents the <u>first time</u> the producer in Part A, including any affiliated person, has been subject to HELC and WC provisions.			
B. <input type="checkbox"/> Check this box if either of the following applies to the producer and crop year entered in Part A: <ul style="list-style-type: none"> • Is a tenant on a farm that is/will not be in compliance with HELC and WC provisions because the landlord refuses to allow compliance, but all other farms not associated with that landlord are in compliance. (AD-1026B, Tenant Exemption Request, must be completed). • Is a landlord of a farm that is/will not be in compliance with HELC and WC provisions because of a violation by the tenant on that farm, but all other farms not associated with that tenant are in compliance. (AD-1026C, Landlord or Landowner Exemption Request, must be completed). 			
PART C – ADDITIONAL INFORMATION			
9. If "YES" was checked in Item 6 or 7, provide the following information for the land to which the answer applies:			
A. Farm and/or tract/field number: _____ If unknown, contact the Farm Service Agency at the nearest USDA Service Center.			
B. Activity: _____			
C. Current land use (specify crops): _____			
D. County: _____			

Figure B9. AD-1026 – Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification, Page 1

AD-1026 (10-30-14)

Page 2 of 2

PART D – CERTIFICATION OF COMPLIANCE		
<p>I have received and read the AD-1026 Appendix and understand and agree to the terms and conditions therein on all land in which I (or the producer in Part A if different) and any affiliated person have or will have an interest. I understand that eligibility for certain USDA program benefits is contingent upon this certification of compliance with HELC and WC provisions and I am responsible for any non-compliance. I understand and agree that this certification of compliance is considered continuous and will remain in effect unless revoked or a violation is determined. I further understand and agree that:</p> <ul style="list-style-type: none"> • all applicable payments must be refunded if a determination of ineligibility is made for a violation of HELC or WC provisions. • NRCS may verify whether a HELC violation or WC has occurred. • a revised Form AD-1026 must be filed if there are any operation changes or activities that may affect compliance with the HELC and WC provisions. I understand that failure to revise Form AD-1026 for such changes may result in ineligibility for certain USDA program benefits or other consequences • affiliated persons are also subject to compliance with HELC and WC provisions and their failure to comply or file Form AD-1026 will result in loss of eligibility for applicable benefits to any individuals or entities with whom they are considered affiliated. 		
<p>Producer's Certification: I hereby certify that the information on this form is true and correct to the best of my knowledge.</p>		
10A. Producer's Signature (By)	10B. Title/Relationship (If Signing in Representative Capacity)	10C. Date (MM-DD-YYYY)
<p>FOR FSA USE ONLY (for referral to NRCS) Sign and date if NRCS determination is needed.</p>		11A. Signature of FSA Representative
		11B. Date (MM-DD-YYYY)

IMPORTANT: If you are unsure about the applicability of HELC and WC provisions to your land, contact your local USDA Service Center for details concerning the location of any highly erodible land or wetland and any restrictions applying to your land according to NRCS determinations before planting an agricultural commodity or performing any drainage or manipulation. Failure to certify and properly revise your compliance certification when applicable may: (1) affect your eligibility for USDA program benefits, including whether you qualify for reinstatement of benefits through the Good Faith process; and (2) result in other consequences.

<p>NOTE: The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 12, the Food Security Act of 1985 (Pub. L. 99-198), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to certify compliance with HELC and WC provisions and to determine producer eligibility to participate in and receive benefits under programs administered by USDA agencies. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of producer ineligibility to participate in and receive benefits under programs administered by USDA agencies.</p> <p>This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title II, Subtitle G, Funding and Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM AD-1026 TO YOUR COUNTY FARM SERVICE AGENCY (FSA) OFFICE.</p>
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The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.) Persons with disabilities, who wish to file a program complaint, write to the address below or if you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. USDA is an equal opportunity provider and employer.

Figure B10. AD-1026 – Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification, Page 2

This form is available electronically.
AD-1026 Appendix
 (10-30-14)

U.S. DEPARTMENT OF AGRICULTURE
 Farm Service Agency

**APPENDIX TO FORM AD-1026
 HIGHLY ERODIBLE LAND CONSERVATION (HELIC) AND
 WETLAND CONSERVATION (WC) CERTIFICATION**

1. Overview

The following conditions of eligibility are required for a producer to receive any U.S. Department of Agriculture (USDA) loans or other program benefits that are subject to the highly erodible land conservation (HELIC) and wetland conservation (WC) provisions. Unless an exemption has been granted by USDA, the producer agrees to all of the following on all farms in which the producer, and any affiliated person to the producer (as specified in 7 CFR Part 12), has an interest:

- NOT to plant or produce an agricultural commodity on highly erodible land or fields unless being farmed in accordance with a conservation plan or system approved by the Natural Resources Conservation Service.
- NOT to plant or produce an agricultural commodity on a wetland that was converted after December 23, 1985.
- NOT to have converted a wetland after November 28, 1990, for the purpose, or to have the effect, of making the production of an agricultural commodity possible on such converted wetland.
- NOT to convert a wetland by draining, dredging, filling, leveling, removing woody vegetation, or any other activity that results in impairing or reducing the flow and circulation of water in a way that would allow the planting of an agricultural commodity.
- NOT to use proceeds from any Farm Service Agency farm loan, insured or guaranteed, or any USDA financial assistance program, in such a way that might result in negative impacts to a wetland, except for those projects evaluated and approved by Natural Resources Conservation Service.

2. Statutory and Regulatory Authority

The Food Security Act of 1985, as amended, requires producers participating in most programs administered by the Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and the Risk Management Agency (RMA) to comply with HELIC and WC provisions on all land owned or farmed that is considered highly erodible or a wetland unless USDA determines an exemption applies. Producers participating in these programs, and any individual or entity considered to be an affiliated person of a participating producer, are subject to these provisions. The regulations covering these provisions are set forth at 7 CFR Part 12; all such provisions, whether or not explicitly stated herein, shall apply.

3. Explanation of Terms

Agricultural commodity is any crop planted and produced by annual tilling of the soil, including tilling by one-trip planters, or sugarcane.

Highly erodible land is any land that has an erodibility index of 8 or more.

Highly erodible fields are fields where either:

- 33.33 percent or more of the total field acreage is identified as soil map units that are highly erodible; or
- 50 or more acres in such field are identified as soil map units that are highly erodible.

Perennial crop is any crop that is planted once and produces crops over multiple years. Go to www.nrcs.usda.gov/compliance for a list of perennial and annual crops.

Wetland is an area that:

- has a predominance of hydric soils (wet soils);
- is inundated or saturated by surface or groundwater (hydrology) at a frequency and duration sufficient to support a prevalence of hydrophytic (water tolerant) vegetation typically adapted for life in saturated soil conditions; and
- under normal circumstances supports a prevalence of such vegetation, except that this term does not include lands in Alaska identified as having a high potential for agricultural development and a predominance of permafrost soils.

4. NRCS and FSA Determinations

When making HELC and WC compliance determinations:

- NRCS makes technical determinations; these include:
 - For HELC compliance:
 - whether land is considered highly erodible;
 - establishing conservation plans or systems; and
 - whether highly erodible fields are being farmed in accordance with a conservation plan or system approved by NRCS.
 - For WC compliance:
 - whether land is a wetland and if certain technical exemptions apply, such as prior converted;
 - whether a wetland conversion has occurred.
- FSA's responsibilities include:
 - making eligibility determinations, such as who is ineligible based upon NRCS technical determinations of non-compliance.
 - acting on requests for application of certain eligibility exemptions, such as the good faith relief exemption.
 - maintaining the official USDA records of highly erodible land and wetland determinations. The determinations are recorded both within the geographic information system and the automated farm and tract records maintained by FSA; however, it is important to know that determinations may not include all of a producer's land. If a producer is uncertain of the highly erodible land and wetland determinations applicable to any of the producer's land, the producer should contact the appropriate USDA Service Center for assistance.

5. HELC and WC Non-Compliance - FSA and NRCS Programs

Producers who are not in compliance with HELC and WC provisions are not eligible to receive benefits for most programs administered by FSA and NRCS. If a producer received program benefits and is later found to be non-compliant, the producer may be required to refund all benefits received and/or may be assessed a penalty.

In particular, unless exemptions apply, a producer participating in FSA and NRCS programs must: not plant or produce an agricultural commodity on a highly erodible field unless such production is in compliance with a conservation plan or system approved by NRCS; not have planted or produced an agricultural commodity on a wetland converted after December 23, 1985; and, after November 28, 1990, must not have converted a wetland for the purpose, or to have the effect, of making the production of an agricultural commodity possible on such converted wetland.

A producer who violates HELC or WC provisions is ineligible for applicable FSA and NRCS benefits for the year(s) in violation. A planting violation, whether on highly erodible land or a converted wetland, results in ineligibility for benefits for the year(s) when the planting occurred. A wetland conversion violation results in ineligibility beginning with the year in which the conversion occurred and continuing for subsequent years, unless the converted wetland is restored or mitigated before January 1st of the subsequent year.

6. HELC and WC Non-Compliance - Risk Management Agency - Crop Insurance Policies Reinsured by the Federal Crop Insurance Corporation

Producers obtaining federally reinsured crop insurance will not be eligible for any premium subsidy paid by the Federal Crop Insurance Corporation (FCIC) for any policy or plan of insurance if the producer:

- has not filed a completed Form AD-1026 with FSA certifying compliance with HELC and WC provisions; or
- is not in compliance with HELC and WC provisions.

Unless an exemption applies, a producer must:

- not plant or produce an agricultural commodity on a highly erodible field, unless such production is in compliance with a conservation plan approved by NRCS;
- not plant or produce an agricultural commodity on a wetland converted after February 7, 2014; and
- not have converted a wetland for the purpose, or to have the effect, of making the production of an agricultural commodity possible on such converted wetland after February 7, 2014.

Figure B12. AD-1026 – Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification, Page 4

A producer is ineligible for any premium subsidy paid by FCIC on all policies and plans of insurance for the reinsurance year (July 1 – June 30) following the reinsurance year of a final determination of a violation of HELC or WC provisions, including all administrative appeals, unless specific exemptions apply. Further, a producer will be ineligible for any premium subsidy paid by FCIC on all policies and plans of insurance for a reinsurance year if they do not have a completed Form AD-1026 on file with FSA certifying compliance on or before the June 1 prior to the beginning of the subsequent reinsurance year (July 1), unless otherwise exempted. RMA will contact FSA to determine compliance with HELC and WC provisions and the filing of Form AD-1026 prior to the beginning of a reinsurance year, which begins on July 1. If the producer is not in compliance and is not exempt, the producer will be ineligible for premium subsidy for all crops with a sales closing date between the following July 1 through the next June 30.

7. Affiliated Persons

Any affiliated person of a producer requesting benefits subject to HELC and WC provisions must also be in compliance with those provisions. Ineligibility of a producer will also apply to affiliated persons of that producer. If an affiliated person has a farming interest (as owner, operator, or other producer on any farm), the affiliated person must also file Form AD-1026 certifying compliance with HELC and WC provisions in order for the producer requesting benefits to be eligible.

Use this table to determine affiliated persons who must be in compliance with HELC and WC provisions and file Form AD-1026. If you are unsure about an affiliated person determination, please contact FSA at your local USDA Service Center for assistance.

<i>IF the producer requesting benefits is a (an) . . .</i>	<i>THEN affiliated persons with farming interests who must be in compliance with HELC and WC provisions and file Form AD-1026 are . . .</i>
individual NOTE For a minor, parents or guardians shall be listed as affiliated persons.	spouses or minor children with separate farming interests, or who receive benefits under their individual ID number. estates, trusts, partnerships, and joint ventures in which the individual filing, or the individual's spouse or minor children have an interest. corporations in which the individual filing or the individual's spouse or minor children have more than 20% interest.
general partnership limited partnership limited liability company joint venture estate irrevocable or revocable trust Indian tribal venture or group	first level members of the entity.
corporation with stockholders	first level shareholders with more than 20% interest in the corporation. Note: First level shareholders of a corporation with 20% interest or less in the corporation are not considered affiliated persons of the corporation.

IMPORTANT NOTICE:
Signature on Form AD-1026 gives representatives of USDA authorization to enter upon and inspect all farms in which the producer in Part A of Form AD-1026 has an interest for the purpose of confirming HELC and WC compliance.

NOTE: *The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 12, the Food Security Act of 1985 (Pub. L. 99-198), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to certify compliance with HELC and WC provisions and to determine producer eligibility to participate in and receive benefits under programs administered by USDA agencies. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-2, Farm Records File (Automated) and USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of producer ineligibility to participate in and receive benefits under programs administered by USDA agencies.*

This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title II, Subtitle G, Funding and Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THE COMPLETED FORM AD-1026 TO YOUR COUNTY FARM SERVICE AGENCY (FSA) OFFICE.

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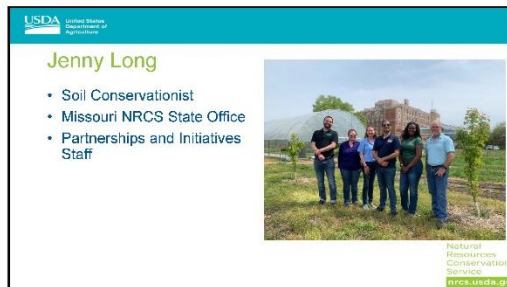
Figure B13. AD-1026 – Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification, Page 5

Appendix E

PowerPoint slides of introductory information on urban agriculture and the USDA, needs assessment, and workflow development



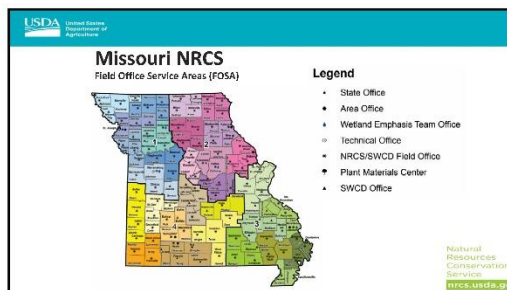
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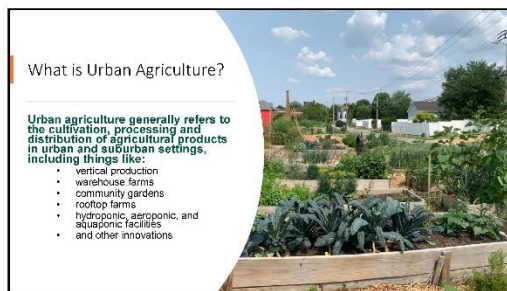
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Figure E1. Slides one through six of PowerPoint on Urban Agriculture Needs Assessment and NRCS Employee Workflow Development

The Office of Urban Agriculture and Innovative Production (OUAIP)

- Created by the 2018 Farm Bill to encourage and promote urban, indoor, and other emerging agricultural practices
- Urban Ag and Innovative Production grants and Composting and Food Waste Reduction cooperative agreements
- Inter and Intra agency Support with other Federal Agencies in support of the established Urban Offices and the Urban and Suburban County Committees in key cities around the nation.
- Federal Advisory Committee: made up of agricultural producers, and representatives from the areas of higher education or extension programs, non-profits, business and economic development, supply chains and financing.

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Urban Agriculture FSA Pilot County Committees

Phase One FY20	Phase Two FY21
Northwest Portland, OR	Northwest Minneapolis, MN
Southwest Albuquerque, NM	Southwest Phoenix, AZ Dallas, TX
Southeast None	Southeast New Orleans, LA Atlanta, GA
Great Lakes - Midwest Cleveland, OH	Great Lakes - Mid-South St. Louis, MO
Northwest Richmond, VA	Northwest Philadelphia, PA

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Urban Service Centers

- Albuquerque, NM
- Allentown, CA
- Chicago, IL
- Cleveland, OH
- Dallas, TX
- Detroit, MI
- Grand Rapids, MI
- Los Angeles, CA
- Minneapolis, MN
- New Orleans, LA
- New York, NY
- Oakland, CA
- Philadelphia, PA
- Phoenix, AZ
- Portland, OR
- Richmond, VA
- St. Louis, MO

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People's Garden Initiative

- Collaborate with others like USDA agencies, food banks, 4-H Scouts, Master Gardeners, conservation districts, etc.
- Grow sustainably, such as use native plant species, rain barrels, integrated pest management, arriacaging.
- Teach about gardening and resilient, local food systems.

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Registered People's Gardens

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Overcoming Challenges: Traditional vs Urban

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Figure E2. Slides six through twelve of PowerPoint on Urban Agriculture Needs Assessment and NRCS Employee Workflow Development

Definitions – USDA - NRCS

Urban – modifier used when land is managed for food and/or fiber production within a landscape predominated by residential, commercial, industrial and transportation uses




Small Farm - a farm or ranch that grosses less than \$250,000 in farm sales annually.

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Urban Definition

- USDA has emphasized the desire to remain as inclusive as possible and to minimize the chance of excluding key stakeholders or historically underserved communities
- Thus, to date, USDA has decided not to define “urban ag”

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Objectives and Results










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Objectives

Objective 1. Gather data through surveys and forums to inform the development of a workflow for NRCS employees on urban and small-scale assistance



Objective 2. Create a workflow for NRCS employees to use as a guide to best provide assistance to urban and small acreage farmers

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Objective 1. Gather data through surveys and forums to inform the development of a workflow for NRCS employees on urban and small-scale assistance

- Information was gathered through two surveys:
 - Urban Agriculture Questionnaire for NRCS Staff
 - Experience with NRCS and Urban Agriculture Resources Questionnaire
- Open forum and Federal Advisory Committee Meeting

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Targeted Survey Areas

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Figure E3. Slides twelve through eighteen of PowerPoint on Urban Agriculture Needs Assessment and NRCS Employee Workflow Development

Survey Distribution

Experience with NRCS and Urban Agriculture Resources Questionnaire

- Sent out to 48 staff working in designated urban areas and they were asked to distribute to partners or individuals that they have worked with previously
- Staff survey was open for 7 days
- Public survey was open for 14 days

What resources are most useful to you in conducting NRCS?

- Website
- Field office
- Training
- Technical guides
- Other

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Survey Development

Urban Agriculture Questionnaire for NRCS Staff

- Survey questions were developed by Missouri NRCS State Conservationist
- One survey for NRCS staff
- One survey for the public

What resources do you think could be helpful to find other conservation participants or partners?

- Field office
- Website
- Training program
- Local media
- Community
- Conservation
- Other

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Results from Employee Survey

1. What resources are most useful to find other conservation participants or partners?

2. What are the barriers you face from the NRCS processing side and how do you overcome them?

3. What are the biggest application process for urban agriculture participants that are needed?

4. What are the biggest application process for urban agriculture participants that are needed?

5. What are the biggest application process for urban agriculture participants that are needed?

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Results from Survey on Working with NRCS

1. What resources do you think could be beneficial from NRCS?

2. What resources do you think could be beneficial from NRCS?

3. If you have applied for funding, did you have any of the following obstacles in applying?

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Open Forum and Federal Advisory Committee Meeting

Urban Agriculture and Innovative Production Advisory Committee Meeting

February 28, 2023 | 3:30 PM - 6:00 PM EST

Urban Agriculture and Innovative Production Advisory Committee Feb. 2023 Meeting

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Urban and Small Agriculture Employee Workflow

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Figure E4. Slides eighteen through twenty-four of PowerPoint on Urban Agriculture Needs Assessment and NRCS Employee Workflow Development

Objective 2. Create a workflow for NRCS employees to use as a guide to best provide assistance to urban and small acreage farmers

- First steps to applying for USDA assistance
- Resources available at the local/state level
- Resources available at the national level

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First Steps to Applying for USDA Assistance

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Guidance for Completing FSA Forms

Comprehensive Guide to FSA Forms for USDA Program Participation

FSA Form	Required Information	Supporting Documents and Helpful Information
AD-2047 - Customer Data Worksheet	<ul style="list-style-type: none"> Name and Address Tax Identification number and Type <ul style="list-style-type: none"> ○ Social Security Number (SSN) ○ Employer Identification Number (EIN) ○ Individual Taxpayer Identification Number 	<ul style="list-style-type: none"> If the individual or entity is residing the land, both the receipt(s) and the owner would need to fill out an AD-2047 If the individual or entity is residing the land, both the receipt(s) and the owner would need to fill out an AD-2047 Married couples would each need to fill out an AD-2047. Each individual member of an entity would need to fill out an AD-2047 It is important to note that if the farm is not operating as an entity (LLC, Corporation, etc.), the address of the farm must also be provided.

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Guidance for Completing FSA Forms

CCC-901 - Member's Information	<ul style="list-style-type: none"> Members Shares Member Addresses Member Tax ID number Signature Authority 	<ul style="list-style-type: none"> This form is only required if the farm is operating as an entity Form CCC-901 is the form that discloses who is allowed to sign paperwork for the entity If operating as an entity this form must be completed by each member.
CCC-943 - Average Adjusted Gross Income (AAGI) Certification and Consent to Disclosure of Tax Information	Information is found on your tax filings to determine if you made more than \$900,000 in any of the past three years	
AD-1026 - Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification	<ul style="list-style-type: none"> Name of producer (individual or entity) Tax identification number Current crop year Whether there has been an HEI (Highly Erodible Land) Determination 	<ul style="list-style-type: none"> If operating as an entity this form must be completed by each member Recorded deed or lease agreement

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Resources available at the state/local level

- Urban and Small Agriculture Service Questionnaire
- Guide to EQIP and CSP
- Practices with small scale scenarios

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Urban and Small Acreage Service Questionnaire

1. What crops are you producing?
2. Do you have a business?
3. Are you producing for the market or are you selling at a farm stand?
4. What is your gross production?
5. What is your net production?
6. Are you producing for the market?
7. Do you have a business?
8. Do you have a business?
9. Do you have a business?
10. Do you have a business?
11. Do you have a business?
12. Do you have a business?
13. Do you have a business?
14. Do you have a business?
15. Do you have a business?
16. Do you have a business?
17. Do you have a business?
18. Do you have a business?
19. Do you have a business?
20. Do you have a business?

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Figure E5. Slides twenty-four through thirty of PowerPoint on Urban Agriculture Needs Assessment and NRCS Employee Workflow Development

FY23 MO EQIP Program Policy
Small Scale Agriculture Scenarios:

Practice	Scenario Name	Payment Unit
321 Irrig. Management	Basic Irrigation for 1 Acre less	Acre
417 Composting Facility	Small Scale Fac. - 1 acre	Sq Ft
426 Conservation Crop Rotation	Specialty Crop Rotation - Small Scale	1,000 Sq Ft
580 Cover Crop	Mechanical Termination of Cover Crop per 1,000 Sq Ft	1,000 Sq Ft
585 Optimal Acre Planting	Plantation Setup	1,000 Sq Ft
624 Fences	Fence for 1 Acre or less	ft
388 Field Buffer	Small Scale Field Buffer	1,000 Sq Ft
414 Herbaceous Weed Treatment	Herbaceous Weed Treatment for One Acre Small Farm	Acre
422 High Tunnel System	Small High Tunnel, 10x20x4 ft	Sq Ft
441 In-Lane Land Leveling	Small Scale In-Lane Land Leveling	Acre
450 Irrigation System	PIE (Pipe, Pipe, Valve), less than or equal to 4 inch, Small Scale System	ft

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FY23 MO EQIP Program Policy
Small Scale Agriculture Scenarios continued...

Practice	Scenario Name	Payment Unit
451 Irrigation System, Microirrigation	Small Microirrigation System	Sq Ft
471 Irrigation Water Management	Basic RWI - 1 Acre	Sq Ft
	Intermediate RWI - 1 Acre	Sq Ft
	Advanced RWI - 1 Acre	Sq Ft
486 Mulching	Rotational Mulch, Small Area	Each
	Synthetic Mulch, Small Area	Each
499 Nutrient Management	Small Scale Nutrient Management	1,000 Sq Ft
522 Pasture and Hay Planting	Small Farm, Pasture and Hay planting for 1 Acre	Acre
528 Precision Grazing	Precision Grazing, Management - up to 5 Acres of land	Acre
531 Roadside and Tillage Management, No Till	Small Scale No Till	1,000 Sq Ft

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FY23 MO EQIP Program Policy
Small Scale Agriculture Scenarios continued...

Practice	Scenario Name	Payment Unit
543 Windbreak, Row - High Management, Reduced Till	Rowed - High Row, 1/4 Acre	1,000 Sq Ft
442 Sprinkler System	Small Set System	Acre
425 Wildlife Habitat, Planting	Planting (1/2, 1/4, 1/8) - native plants or shrubs	Sq Ft
	Small Planting - native plants	1,000 Sq Ft

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National Resources Available

- Funding made available by the Office of Urban Agriculture and Innovative Production
 - UAIP Grants
 - Compost and Food Waste Reduction Cooperative Agreements
- Get Started!
- Urban Agriculture Programs at a Glance



The poster features the title 'URBAN AGRICULTURE PROGRAMS AT A GLANCE' and 'Get Started!' with a list of resources: 'Urban Agriculture Programs at a Glance', 'Urban Agriculture Programs at a Glance', 'Urban Agriculture Programs at a Glance', 'Urban Agriculture Programs at a Glance', 'Urban Agriculture Programs at a Glance', 'Urban Agriculture Programs at a Glance', 'Urban Agriculture Programs at a Glance', 'Urban Agriculture Programs at a Glance', 'Urban Agriculture Programs at a Glance', 'Urban Agriculture Programs at a Glance'.

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Next Steps

- Post workflow to Missouri NRCS SharePoint site and notify employees with statewide email
- Meet with Missouri State Conservationist and Urban Conservationist to address next steps for developing additional resources
- Present it at all employee meeting in May 2024 during urban agriculture training session




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Significance of Project

- New employees will have the tools on how to assist urban and small-scale customers in the field offices
- Expansion of urban presence in Kansas City with announcement of Urban County Committee will bring in more urban and small customers



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Figure E6. Slides thirty through thirty-six of PowerPoint on Urban Agriculture Needs Assessment and NRCS Employee Workflow Development