

## Watershed Agricultural Program SOP

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### 2.1.06.1

#### **WHOLE FARM PLAN SUPPLEMENTAL PLAN DEVELOPMENT**

The intent of this SOP is to provide the procedures that shall be taken when developing a Supplemental Attachment to a Whole Farm Plan. The purpose of the Supplemental Plan is to identify land that the Participant-Landowner(s) are leasing and/or renting as part of their farm operation that have BMPs planned or implemented.

#### **Definitions:**

Lessee: The person renting property under a lease from the owner.

Lessor: The owner of real property who rents it to a lessee.

1. Supplemental Plans are developed to identify and transfer BMPs by landowner/landbase, primarily to facilitate Easement applications or contracts. All supplemental plans shall be developed in coordination with the lead WF Planner.
2. The Supplemental Plan will be written in the name of the landowner/lessor. The whole farm plan will be documented by the Farm ID # column on the supplemental form.
3. If there are multiple supplemental landowners, agreement numbers shall be assigned by FAME.
4. All BMPs that are on leased/rented property shall be transferred from the Participant (lessee) to the Supplemental Plan. Comments shall note “transferred to supplemental”.
5. Management BMPs will only be transferred to a Supplemental Plan when requested or required by the Easement Program. Otherwise, only structural BMPs will be transferred.
6. When Nutrient Management or other BMPs are partially transferred, acreages shall be adjusted accordingly. The BMP number shall be transferred to the Supplemental adding an “S”. Example BMP #4, acreages adjusted, will become BMP 4S on the supplement WFP-2. In the event the BMP # in the WFP is 4a, the transfer will be 4aS and so on. If the BMP is part of several different supplementals, we will number as 4aS, 4bS, 4cS and so on for a specific BMP. Comment shall read “partial moved to supplement *landowner name*” and so on.

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7. When a supplemental plan is required for immediate easement needs and is deemed by the WF Planner that a comprehensive revision is not feasible due to timing, at minimum the revision shall be formatted to the current form and include date changes for past years scheduled BMPs; the deletion of management BMPs that are no longer a recognized Standard and update of completed BMPs.
8. If a comprehensive WFP revision is developed, all prior guidelines with regard to approval authority and committee presentation shall be followed.
9. Transferring structural BMPs to the supplemental rented land will require all Operation & Maintenance Agreements to be signed by the Lessor. The Lessor shall sign and date the original, with copies made for the Participant and Lessee. The signed originals shall be returned with the original project/procurement documents. It is the responsibility of the person developing the supplemental plan to obtain the required signatures.
10. Management / No Cost BMPs - The Landowner/Lessor of the Supplemental Plan is not required to sign the WFP3.
11. Structural / Cost BMPs - Participant/Lessee and Landowner/Lessor must be identified on the drawing(s); O&M agreement; WFP-3; WFP-5c and must sign all procurement records required for the BMP.
12. If a completed BMP involves several landowners, the final BMP costs will not be divided (amongst the supplemental landowners) unless the BMP has been implemented on an eased property. All cost(s) will be recorded on the Participant's WFP-2.
13. Repair & Replacement and Re-enrollment BMP funding history. If structural BMPs were implemented, the funding will be divided according to the tax parcel(s) applicable (landowner's whole farm plan or supplemental WFP-2).