



# Natural Resources Cost Share Program

## Guidelines and Agreement

Providing leadership in conserving the natural resources in Weston County by providing information, education, and technical assistance to meet the needs of our users.

### Program Objectives

To provide incentive for landowners within the Weston County Natural Resource District Boundaries to implement natural resource conservation practices improving water quality and quantity, soil erosion, energy conservation or wildlife habitat. This program is also for those landowners who can't typically qualify for federal farm bill programs.

### Project Examples

- New water development to increase livestock distribution in remote areas
- Spring developments to enhance wildlife and/or improve livestock distribution
- Solar stock pumps to improve reliability of water sources
- Fencing for implementing a rotational grazing system
- Streambank stabilization and restoration practices
- On-farm irrigation water management
- Windbreaks/living snow fences
- Cover crops

### Funding

- All projects must be **pre-approved** before being initiated.
- Projects funded under the 2021-22 budget: reimbursements available beginning July 2021.
- The cost-share is 50% of the total project cost or \$5,000, whichever is less.
- The maximum for in-kind contributions is 25% based on a labor rate of \$15/hour.
- Cover Crop practices will be reimbursed at a flat rate of \$30 per acre (this includes any in-kind labor or equipment). Submit seed mix with application.
- Only one rural cost-share grant may be awarded per cooperator per fiscal year (July 1-June 30).
- Structural Designs **must follow** NRCS standards and specifications. Applicant is responsible for requesting specifications.
- All projects must be completed within one year of notification of approval.

### Selection Process

When reviewing and selecting projects, the Board of Supervisors will determine how well the project meets the responsibilities of the district as outlined in Conservation District Law, Wyoming State Statutes Title 11 Chapter 16. Other criteria that will be used when selecting projects will include:

1. Natural resource benefits
2. An assessment of the applicant's need for improvement
3. Cost effectiveness
4. Board consensus on the benefits of the project

It is the responsibility of the applicant to make the case that the project meets the goals of the program and will benefit our natural resources in Weston County.

**APPLICATIONS MUST BE RECEIVED BY APRIL 1, 2021 TO BE CONSIDERED AT THE APRIL BOARD MEETING**

## APPLICATION AND PROGRAM PROCEDURE

- Review the objectives & guidelines of the program and draft your project plan.
- Arrange for on-site visit with Weston County NRD staff to determine if project meets the criteria.
- Fill out and submit Application with detailed plans and a detailed cost breakdown.
- Board reviews the project plan and makes recommendations when necessary.
- Applicant notified of project approval or rejection.
- When project is complete, schedule an on-site inspection with Weston County NRD staff.
- Submit all paperwork including 1) Receipts, 2) Reimbursement Worksheet, 3) Tax form, 4) Signed Completion Certification.
- Weston County NRD Board reviews completed project and authorizes reimbursement.
- Reimbursement check mailed within two weeks after approval.

## COST SHARE PROGRAM AGREEMENT

- ✓ If approved, I agree to follow the project description, design, and budget proposed in this application.
- ✓ I agree to complete the project within one-year after notification of approval.
- ✓ I agree:
  - To request and follow Structural Design Specifications from the NRCS.
  - That work conducted or materials purchased prior to project approval will not be considered.
  - That any modifications to project design without prior approval can result in agreement termination.
- ✓ I agree to ensure that all applicable local, state, and federal permits are obtained when necessary. Copies of permits will be provided to the district prior to beginning project.
- ✓ I understand it is my responsibility to obtain a utility locate by contacting One Call of Wyoming at 1-800-849-2476 if excavation is required for the project. The tracking number will be provided to the district prior to excavation.
- ✓ I agree to maintain the approved project.
- ✓ I understand that Weston County NRD may not be held liable for any personal or property damage incurred where Weston County NRD staff assist the applicant with project.
- ✓ I will allow district personnel access to the project to provide technical assistance, to take before and after photographs, and to document post-project functionality.
- ✓ I will allow Weston County NRD to use photographs of the project for promotional use. Weston County NRD will not use photographs of people unless authorized by applicant.
- ✓ I understand that the project reimbursement will not be prepared until after I provide:
  - 1. Receipts**
  - 2. Reimbursement Worksheet**
  - 3. Tax form**
  - 4. Signed Completion Certification**

**IF YOU AGREE TO THESE TERMS - PLEASE SIGN ON THE APPLICATION PAGE  
THIS COPY IS FOR YOUR RECORDS**



# Natural Resources Cost Share Program

1225 Washington Blvd. Suit 3 ▪ Newcastle, WY ▪ (307) 746-3264 ext 111

## Application and Agreement Form

Applicant Name and/or Organization \_\_\_\_\_

Primary Contact's Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

**Project Name and Address/Location** \_\_\_\_\_

**Project Description:** describe what you propose to do in detail, including the purpose for the project. Attach maps and plans (*attach additional pages if necessary, pictures are also helpful*) \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

**Estimated Project Cost** \$ \_\_\_\_\_ (*Please provide a cost breakdown using the budget sheet*)

**50% Cost share request** \$ \_\_\_\_\_

**Do you:** OWN [  ] RENT [  ]

\*if the project will be completed on public ground (i.e. state, BLM, Forest Service), a letter from the appropriate agency approving the project is required.

**Natural Resource Benefit:** describe how the project meets the program objectives and how it benefits the natural resources of Weston County. (*Natural Resource benefits include continued agricultural production to maintain open space and healthy ecosystems; enhancements to water, land, or air quality; maintenance or enhancement of wildlife habitat; preclusion of soil loss or disease; enhanced opportunities for outdoor recreation; or other perceived natural resource benefits.*) \_\_\_\_\_

---

---

---

---

---

---

---

**WATER QUANTITY/QUALITY**

How would this project have a significant impact on water quantity/quality? \_\_\_\_\_

---

---

---

---

**SOIL CONSERVATION**

How would this project enhance or protect soil? \_\_\_\_\_

---

---

---

---

**HABITAT ENHANCEMENT**

How would this project enhance habitat? \_\_\_\_\_

---

---

---

---

**Will the project benefit multiple landowners?** *(Consent for the project must be given from all landowners involved)* Yes\_\_\_ No\_\_\_ if yes, please explain \_\_\_\_\_

---

---

---

**Will your project address multiple resource concerns?** Yes \_\_\_\_ No \_\_\_\_ If yes, please explain \_\_\_\_\_

---

---

---

---

**Would you be willing to provide public education opportunities with this project?** (*News media, tours, school field trips, pictures, etc.*) Yes \_\_\_\_ No \_\_\_\_ If yes, please explain \_\_\_\_\_

---

---

---

**Have you obtained, or are you seeking, funding from other partners?** Yes \_\_\_\_ No \_\_\_\_ If yes, please explain \_\_\_\_\_

---

---

---

**Project design life & maintenance** (*Describe the projected lifespan of the project, and how it will be maintained*)

---

---

---

---

**Additional details that may give WCNRD a better understanding of your project** (*attach additional pages if necessary*) \_\_\_\_\_

---

---

---

---

---

---

**How many acres will benefit from this project?** \_\_\_\_\_

**Planned project dates:** Initiated \_\_\_\_\_

Completed \_\_\_\_\_

# Budget Sheet

*Please provide a detailed cost breakdown*

Description	Estimated Cost	Landowner Contribution (please state whether cash or in-kind contribution)	Anticipated Conservation District Contribution
<b>Totals</b>	\$	\$	\$

# Agreement

I affirm that the information provided in this application is accurate, to the best of my knowledge, and I have read and understand the Cost Share Program Agreement.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Landowner *(if applicant is leasee)* Date

\_\_\_\_\_  
Tax ID Number

\_\_\_\_\_  
Utility Tracking Number (if necessary)

\_\_\_\_\_  
Application Reviewed by District Staff Date

\_\_\_\_\_  
Signature of WCNRD Supervisor Date

Date approved by board \_\_\_\_\_

**WCNRD IS REQUIRED TO PROVIDE APPLICANTS WITH A 1099-G FOR  
RECEIPT OF COST-SHARE FUNDS TOTALING \$600 OR MORE**

---

# Completion Certification

I hereby certify that I completed the conservation project proposed in the Application as of the date shown below. The receipts I provided reflect the true cost of implementing the authorized project.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Landowner *(if applicant is leasee)* Date

\_\_\_\_\_  
Application Reviewed by District Staff Date

\_\_\_\_\_  
Signature of WCNRD Supervisor Date

Date reimbursement approved by board \_\_\_\_\_

For office use only

- Receipts
- Reimbursement Worksheet

- Tax form
- Signed Completion Certification

The Weston County Natural Resource District offers all programs and services on a non-discriminatory basis, without regard to race, color, national origin, sex, religion, age, disability, political beliefs, or marital and familial status