



2023-2024 Conservation Cost Share Program Program Guidelines

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

Due March 3, 2023

Program Objectives

To provide incentive for landowners within the Weston County Natural Resource District Boundaries to implement natural resource conservation practices that improve 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 **2023-24** budget: reimbursements available beginning **July 2023**
- The cost-share is 50% of the total project cost or \$5,000, whichever is less
- **The maximum for in-kind labor 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
- 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 Statute 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 MARCH 3, 2023 TO BE CONSIDERED AT THE MARCH 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, detailed plans, detailed cost breakdown, and sign Agreement
- Board reviews the project plan, signs Agreement, and makes recommendations if 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:

1. Fill out and return the **APPLICATION** (pages 5-9) by **March 3, 2023**
2. Please sign on the **AGREEMENT PAGE** (page 9) located at the end of the application
3. Keep pages 1-2, **PROGRAM GUIDELINES**, for your reference
4. Retain the pages 3-4, the **REIMBURSEMENT WORKSHEET**, to be returned upon completion of the project



2023-2024 Conservation Cost Share Program Reimbursement Worksheet

Fill out and return with invoices and receipts in order to receive a refund on project expenses, once project is completed

Applicant _____ Date _____

Project Name _____

FINAL COST BREAKDOWN – *please attach corresponding invoices and receipts for payment verification*

- Use of personal equipment can also be included in the budget breakdown. Use 2019 FEMA Schedule of Equipment Rates to determine appropriate costs for equipment use. They can be accessed at <https://www.fema.gov/assistance/public/schedule-equipment-rates>
- Materials on-hand that were used in the project can also be listed below at average current market value.

Item/Service	Vendor	Cost
Total Project Expenses		\$

Copies of this page can be added if necessary

IN-KIND LABOR – cannot total more than 25% of the total project costs

Labor/Service	# of Hours	Total Value (hrs. x \$15/hr.)
Total In-Kind Labor		\$

TOTAL PROJECT COST

Total Project Expenses	\$
Total In-Kind Labor	\$
Grand Total Project Cost	\$

GRAND TOTAL PROJECT COST

\$

IN-KIND LABOR PERCENTAGE OF GRAND TOTAL PROJECT COSTS

%

(Cannot total more than 25% of the Grand Total Project Cost)

FINAL TOTAL COST SHARE REQUESTED

\$

(50% of Grand Total Project Cost, or \$5,000, whichever is less)

ADDITIONAL COMMENTS

Signature of Applicant

Date

Reviewed by District Staff

Date

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



2023-2024 Conservation Cost Share Program Application and Agreement Form

1225 Washington Blvd, Suite 3, Newcastle, WY 82701

307.746.3264 ext 111

westoncountynrd.org

Applicant Name and/or Organization _____

Primary Contact's Name _____ Phone # _____

Email Address _____ Alt Phone # _____

Address _____

Project Name _____ Address/Location _____

Township _____ NORTH Range _____ WEST Section _____

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 also 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; enhanced opportunities for outdoor recreation; enhancements to water, land, or air quality; maintenance or enhancement of wildlife habitat; preclusion of soil loss or disease; 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 _____

