



2024-2025 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 4, 2024

This cost share program is available to any district member, but due to the manner in which the District was initially created, not all landowners within Weston County are in the District. If you are not sure if you are in the District, please contact the District office for assistance.

Program Objectives

To provide incentive for landowners 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
- *Or, Let us know what project idea you have!*

Funding

- All projects must be **pre-approved** before being initiated
- Projects funded under the **2024-25** budget: reimbursements available beginning **August 2024**
- The cost-share is 50% of the total project cost or \$7,500.00, 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, and per project, 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 4, 2024 TO BE CONSIDERED AT THE MARCH BOARD MEETING

APPLICATION AND PROGRAM PROCEDURE

- Review the Program Guidelines and draft your project plan.
- Arrange for an 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 and if approved, signs Agreement and makes recommendations if necessary.
- Applicant notified of project approval or rejection within two weeks of the board meeting**
- When project is complete, schedule an on-site inspection with Weston County NRD staff, at least 2 weeks prior to the next board meeting
- Submit all paperwork including:
 1. Receipts
 2. Reimbursement Worksheet: available on District website or at the office
 3. W9 Tax form: print of the internet or pick up at the office
 4. Signed Completion Certification: located at the end of the application
- 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 request and follow Structural Design Specifications from the NRCS.
 - That work conducted 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.
- ✓ **Project must be completed by April 30, 2025**
- ✓ I understand that the project reimbursement will not be prepared until after I provide:
 1. **Receipts**
 2. **Reimbursement Worksheet**
 3. **W9 Tax form**
 4. **Signed Completion Certification**

IF YOU AGREE TO THESE TERMS:

1. Fill out and return the **APPLICATION** by **March 4, 2024**.
Drop off application to the office or submit via email to ccarter.wcnrd@gmail.com
2. Please sign on the **AGREEMENT PAGE** located at the end of the application
3. Keep pages 1-2, **PROGRAM GUIDELINES**, for your reference



2024-2025 Conservation Cost Share Program Application and Agreement Form

1225 Washington Blvd, Suite 3, Newcastle, WY 82701

307.746.3264 ext 111

westoncountynrd.org

Is the property where the project will be completed in the District? **Yes** _____ **No** _____
If no, would you like to join the District? **Yes** _____ **No** _____ If no, the project is not be eligible for the cost share program.

Applicant Name and/or Organization _____

Primary Contact's Name _____ Phone # _____

Email Address _____ Alt Phone # _____

Address _____

Project Name _____ Address/Location _____

Township _____ NORTH Range _____ WEST Section(s) _____ ¼, ¼ Section _____

Has the applicant ever not completed a project with the District in the past? **Yes** _____ **No** _____

If answer is **yes**: please explain the situation and why you are reapplying now _____

Project Description: describe what you propose to do in detail, including the purpose for the project. Attach maps and plans (Also attach a map and pictures of the project site) _____

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

50% Cost share request \$ _____, up to \$7,500.00 Do you: OWN [] RENT []*

*if the project will be completed on leased or public ground (i.e. state, BLM, Forest Service), a letter from the landowner or 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 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 _____

Budget Sheet

Please provide a detailed cost breakdown

- In-kind labor & equipment use contributions are limited to 25% of the total project cost
- Use of personal equipment can also be included in the budget. Use 2021 FEMA Schedule of Equipment Rates to determine appropriate costs for equipment use. They can be accessed at [fema.gov](#)
- Materials currently on-hand can also be listed below at average current market value

DESCRIPTION <i>(materials, services, equipment, labor, etc.)</i>	ESTIMATED COST/VALUE	IN-KIND: LABOR & EQUIPMENT		
		Rate	# HRS	Total
Total	\$	Total In-Kind		\$

Estimated Project Total Cost \$ _____

Agreement

I affirm that the application information provided 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 different than applicant) Date

 Wyoming One Call Ticket #

 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 (to be signed upon completion of the project)

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 different than applicant) Date

 Application Reviewed by District Staff Date

 Signature of WCNRD Supervisor Date

Date reimbursement approved by board _____

For office use only

<input type="checkbox"/> Receipts	<input type="checkbox"/> Tax form
<input type="checkbox"/> Reimbursement Worksheet	<input type="checkbox"/> Sign Agreement 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.