

2025 - 2026 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 February 28, 2025

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 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 pump conversion to improve reliability of water sources
- Cross fencing for implementing a rotational grazing system
- Streambank stabilization and restoration practices
- Fire line rehabilitation following a wildfire
- 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 2025-2026 budget: reimbursements available beginning July 2025
- 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 \$25/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 February 28, 2025 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 off 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 received 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, 2026*
- ✓ 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 February 28, 2025
 - 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

					Cost Share Program	
West	on County		Application and Agreement Form 1225 Washington Blvd, Suite 3, Newcastle, WY 82701			
	source District	T	307.746.3264 x4		westoncountynrd.org	
	project will be completed in the Dist n the District? Yes No			ost share prog	gram.	
Applicant Name and,	/or Organization			C	Date	
Primary Contact's Na	ame	Phone #				
Email Address			Alt Ph	none #		
Mailing Address						
Project Name/Site		Add	ress/Location			
Township	NORTH Range	WEST_S	Section(s)	<u> </u>	¼ Section	
•	describe what you propos ap and pictures of the projec			•	r the project. Attach maps and	
Estimated Project Co	ost \$ (from budget sheet)		(Please provide c	a cost break	down using the budget sheet)	
50% Cost share requ	est \$		_, up to \$7,500.0	0	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) YesNo 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?
Discussed analysis of datases initiated
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 2023 FEMA Schedule of Equipment Rates to
 determine appropriate costs for equipment use. They can be accessed at
 https://www.fema.gov/sites/default/files/documents/fema_schedule-of-equipment-rates_2023.pdf
- Materials currently on-hand can also be listed below at average current market value

DESCRIPTION	ESTIMATED	IN-KIND: LABOR & EQUIPMENT			
(materials, services, equipment, labor, etc.)	COST/VALUE	Rate	# HRS	Total	
Total	\$	Тс	otal 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						
		Tax form	_			
Reimbursement Worksheet		 Sign Agreement Completion Ce 	rtification			

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.