



# District Cost Share Program Conservation Practices Guidelines

## **Purpose:**

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The District Cost Share Program (DCSP) is intended to assist in the planning and installation of conservation practices within DeKalb County by providing technical and financial assistance.

The DeKalb County Soil & Water Conservation District (SWCD) will provide *reimbursement* of 75% of the total cost of an approved conservation practice installation, not to exceed a total payment to the participant of \$1,500.00.

## **Eligibility:**

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In order to participate in the program, and *before any work on a cost-shared practice can begin*, an application must be submitted to the SWCD and approved by the DeKalb County SWCD Board of Supervisors (hereinafter referred to as "**Board**").

The practice must be installed on a property in DeKalb County, on which the participant has legal authority to do so.

While the priority of the DCSP is focused on properties that are ineligible for participation in USDA, NRCS, or other such Federal or State conservation programs, a practice that would qualify for another program may be considered, at the discretion of the Board.

The participant agrees to adhere to the practice guidelines which are modeled after NRCS Conservation Practice Standards and Specifications.

The participant agrees to install the practice at the site indicated within 365 days from the date of official approval. If circumstances prevent installation within this time, a written *request* for extension must be submitted for consideration by the Board. The request must be received not less than 30 days before the contract is set to expire.



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### Procedure:

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1. The applicant submits the completed DCSP application to the SWCD staff.
2. The SWCD Conservation Technician (hereinafter referred to as "Technician") will meet with the applicant to discuss and verify the practice, which may require an on-site visit.
3. The application will be submitted for approval to the Board at the subsequent SWCD Board Meeting (usually held on the third Thursday of each month).
4. A letter will be sent to the prospective participant with the Board's decision. If approved, the signed DCSP application will be considered a contract between the participant and the SWCD.
5. The participant is then authorized to begin work on the practice, and is responsible for 100% of the upfront cost. The SWCD is in no way responsible for any permits and/or other requirements related to the installment, operation, or management of the practice beyond what is outlined in the approved contract of which this document is a part.
6. Upon practice completion, the participant informs the Technician and submits any and all receipts for work and materials to be considered for reimbursement.
7. The Technician conducts an inspection of the practice to verify it meets the standards outlined in this contract. In the event changes are required, the participant is responsible to implement them before payment approval will be considered.
8. Once verified, the contract will be submitted to the Board for payment approval at the monthly SWCD Board Meeting.
9. Upon Board approval, a check will be issued to the participant by mail.