

CARRIZOZO SOIL & WATER CONSERVATION DISTRICT

P.O. Box 457, 307 12th Street

Carrizozo, NM 88301

575-648-2941 Ext: 101

Agricultural Producer Cost-Share Program Guidelines

Who May Apply

An agricultural producer addressing a natural resource concern who can prove ownership, or lease of land, within the Carrizozo Soil & Water Conservation District (Carrizozo SWCD) boundaries and is a current producer of Carrizozo SWCD.

Application Process

Applications will be received on a fiscal year basis from July 1st to June 30th. All applicants must provide proof of ownership (a tax bill/assessment) and/or a lease agreement with the application. The project must be located entirely within the boundaries of the Carrizozo SWCD.

Categories for Assistance

- **Urban:** (\$500.00 maximum available) 1 lot–320 acres (dependent on land use type).
- **Community Facility:** (\$1,000.00 maximum available) Senior Citizens Centers, Parks, Schools, Churches, etc.
- **Farm / Ranch Operation: (\$10,000.00 maximum available)** Determined by the Farm Service Agency specifications (Schedule F) or (Farm and Tract number). Must be able to prove a \$5,000.00 minimum annual income from agricultural products.

Examples of Eligible Projects

Eligible projects include, but are not limited to: brush management, critical area planting, diversion repair, stream bank stabilization, windbreak protection, irrigation pipeline, livestock pipeline, water storage, shade balls, interior cross fencing, and the replacement of exterior fencing.

Producers must comply with NRCS specifications for a 4-wire fence. If the producer would like to add a fifth wire, this will be allowed but will be at the producer's sole expense. This program does not allow changing the location of the existing exterior fence; the original fence line must be maintained when it is replaced. Carrizozo SWCD will not be responsible for any legal issues regarding ownership or property lines. The District will also consider other projects that are eligible through the Natural Resource Conservation Service (NRCS) Environmental Quality Incentives Program (EQIP).

Guidelines

1. Each producer can complete more than one project per year, but total funding cannot exceed the category maximum. Funding is allocated on a first-come, first-served basis.
2. Practices must meet the Carrizozo SWCD and/or the NRCS standards and specifications.
3. If applying for a farm/ranch project, you must be engaged in livestock or agricultural production and produce at least \$5,000 of agricultural products annually.
4. If applying to drill a well, the following requirements must be met:
 - The well is strictly for livestock use only.
 - At the time of drilling, some type of water storage must also be installed or already available (such as a storage tank and/or drinker).
5. Maintenance and repairs will only be considered if the practice has exceeded its lifespan according to NRCS standards and specifications. No pumps will be replaced unless they are being upgraded to a solar station.
6. The producer must allow 30 days for the Carrizozo SWCD and/or NRCS staff to complete the necessary site visit(s), which include drawings, designs, GPS tracking, etc. This technical information will be provided to the producer.
7. The producer will be notified of approval or rejection in writing.
8. If approved, the producer **MUST** return a completed W-9 form before any funds can be disbursed.
9. The project must be completed within 90 days of the approval notification.
10. A progress report must be sent to the administrative assistant of the SWCD every 30 days until the project is completed.

11. If the project cannot be completed within the 90-day window, the producer may request to be placed on the board meeting agenda to ask for a one-time, thirty (30) day extension. If the producer is unable to complete the project after this extension, the project is cancelled. The producer is welcome to re-apply once they are in a position to complete the work within the standard time limits.
12. Any approved project must remain on the specific land for which it was approved.
13. Upon submitting an application, the applicant will be placed on the agenda for the next regular monthly board meeting and **must attend** to present their project, explain their resource needs, and answer questions from the board members.
14. No work can be started on the project prior to receiving formal Board approval.

Payments

1. Approved cost-share projects are reimbursed at a rate of 75% of actual approved costs.
2. Documentation must be received, and a formal checkout completed by staff, verifying that the project was completed and is operating according to established specifications.
3. Practices based on NRCS guidelines will be paid according to yearly NRCS standard cost dockets, which may vary from year to year.
4. Practices that are not NRCS-approved will be paid either by a set Carrizozo SWCD rate or by the submission of original receipts. If original receipts are submitted, they will be copied for district records and returned to the producer. Producers will be informed at the time of application approval which payment scale applies to them.

APPLICATION FOR COST-SHARE ASSISTANCE

Notice: Eligibility is based on Farm Service Agency (FSA) requirements. Attendance at a regular District Board Meeting is required as part of the application process. The District's fiscal year runs from July 1 to June 30. Approved projects must be completed within 90 days of approval unless a one-time extension is requested and approved.

Explanation of Needed Conservation Work:

Are you engaged in livestock or agricultural production, and have you produced at least \$5,000 of agriculture products this year?

☐ YES ☐ NO

I understand that I am eligible for no more than \$10,000.00 per year (75% of actual cost not to exceed average cost as shown in the current NRCS EQIP cost docket). I am allowed to do more than one project, but the total that I can be paid cannot exceed \$10,000.00 per year.

Applicant Signature: _____

Date: _____

Applicant Information

- **Name:** _____
- **Date:** _____
- **Phone:** _____
- **Mailing Address:** _____
- **Project Location (Township/Range/Section or Physical Description):** _____
- **Total Acres Owned/Leased:** _____

- **FSA Farm/Tract ID#:** _____
- **Taxpayer ID / SSN:** _____
- **Estimated Project Start Date:** _____
- **Estimated Completion Date:** _____

FOR DISTRICT OFFICIALS ONLY

- **Application Status:** ☐ Approved ☐ Pending ☐ Denied
- **Reason (if pending or denied):** _____

- **Estimated Cost Share:** \$ _____
- **Board Review Date:** _____
- **Board Supervisor Signature:** _____
- **Date:** _____

Extension Log (If Applicable):

- **Extension Requested Date:** _____
- **Approved by District Board:** ☐ YES ☐ NO **New Deadline:**

Project Closeout:

- **Date Project Field Checkout Completed:** _____
- **Final Payment Amount Made:** \$ _____
- **Check #:** _____ **Date Paid:** _____