









## Application Guidelines

- ☐ Applications must be submitted to VSWCD via email, mail or in person by **September 30<sup>th</sup>**.
- ☐ Applicant can expect written notice of acceptance or rejection by the end of November. If an application is rejected, the applicant may resubmit it the following year. VSWCD reserves the right to partially fund projects.
- ☐ VSWCD will work with applicant to finalize a site conservation plan and budget that may modify original cost estimates and will serve as the project agreement for the applicant's approval. Applicant's signature of the agreement is required prior to the start of any practice(s) or project (electronic signatures are acceptable).
- ☐ By law, no work can commence on any reimbursement before an applicant has received approval and a notice to proceed. All receipts must be dated after the project's approval date.
- ☐ Projects are expected to be completed within the current VSWCD fiscal year, by **June 15<sup>th</sup>**. In extenuating circumstances, project extensions will be considered at the sole discretion of VSWCD. If an extension is not granted prior to June 30<sup>th</sup>, the agreement will become void and a new application may be submitted for the following fiscal year (which starts July 1<sup>st</sup>).
- ☐ To receive reimbursements, awardees must:
  - Contact VSWCD prior to June 15<sup>th</sup> to complete a site visit to verify completion;
  - Provide receipts with full and detailed accounting of all expenses to the VSWCD. Any contractor invoicing is considered summarized, but all other receipts must be submitted with a summary page, including all charges and their explanation, for the project to be deemed completed;
  - Typically, an awardee will be reimbursed within 30 days of completing this process.
- ☐ If an awardee is receiving more than \$600 in assistance, they must provide an IRS W-9 form to VSWCD upon receiving receipts (to be issued a subsequent 1099 miscellaneous income notice in the January following project completion). VSWCD is required to report this funding to the IRS.
- ☐ Practices in the approved plan are expected to be established for a minimum of 5 years for conservation benefit. If the practice is not maintained on the land for 5 years due to reasons beyond the applicant's control (e.g., flood, fire) the VSWCD may consider requests for replacing a practice in the same location prior to 5 years if it provides restored or greater conservation benefit.
- ☐ VSWCD will request site visits for all financial assistance requests, before start of project, following completion of the project, and during the life of the practice (depending on the scope of the project). Applicants must agree to site visits, or applications will not be approved. This VSWCD oversight of public funds allows evaluation of the effectiveness of financial assistance programs in supporting best conservation practices within the District.
- ☐ If applicant is awarded public funds for assistance the awardee's name and award amount is part of the public record.

**Applicants must submit the following to be considered for an award (please check):**

- A. \_\_\_\_\_ Completed and signed application.
- B. \_\_\_\_\_ A copy VSWCD mil-levy assessment (property tax bill) with proof of mil-levy payment.
- C. \_\_\_\_\_ Groups must provide a signed affidavit that the majority of the participants reside within the District, and at least one of the participants must provide proof of VSWCD mil-levy payment.
- D. \_\_\_\_\_ Drawings, Designs and/or Maps describing the project.
- E. \_\_\_\_\_ A budget with cost estimates per conservation practice.

**Statement of Applicant:** *I have reviewed and understand the guidelines and process for this application. My signature following is to attest to my review and understanding and is required for submittal of my request for assistance.*

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*Applicant Signature* *Printed Full Name* *Date*

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*Landowner Signature (if applicable)* *Printed Full Name* *Date*

Contact Information for the **Valencia Soil and Water Conservation District:**

**Mailing Address:**

PO Box 170  
Belen, NM 87002

**Main Office Address:**

Whitfield Wildlife Conservation Area  
2424 Hwy 47  
Belen, NM 87002

AssistancePrograms@ValenciaSWCD.org  
505-864-8914

