

**STATE GUIDELINES
FOR THE
EMERGENCY DROUGHT COST-SHARE PROGRAM

PROGRAM YEAR ED2**

**Program Year Begins: October 3, 2022
Program Year Ends: December 2, 2023**

**Allocation Period Begins: October 3, 2022
Allocation Period Ends: December 2, 2022**

**Oklahoma Conservation Commission
in cooperation with
Oklahoma's 84 Conservation Districts**

Funded by the Emergency Drought Commission on September 30, 2022

Approved by the Conservation Commission on October 3, 2022

Revised October 17, 2022 to include changes approved by the Emergency Drought Commission.

PURPOSE

Governor Kevin Stitt Declared the Following:

Due to the current, and persistent, emergency drought conditions in all 77 Counties of Oklahoma, I hereby invoke the provisions of Oklahoma law regarding the use of the Emergency Drought Relief Fund.

Executive Order 2022-23 appears on pages 10-11.

The Oklahoma Conservation Commission (Commission) herein establishes the complete list and description of the Emergency Drought Cost-Share Program policies and practices approved for use by all 84 of Oklahoma's Conservation Districts. Cost-share average costs (unit cost) are based on Oklahoma Natural Resources Conservation Service (NRCS) data and local conservation district data.

Any exceptions from these established Emergency Drought Cost-Share Program policies and guidelines shall be approved by the Commission.

ALLOCATION OF FUNDS

Emergency Drought Cost-Share Program

The Emergency Drought Commission (Drought Commission) allocates \$3,000,000 from the Emergency Drought Relief Fund to the Commission for the purposes of providing cost-share payments to eligible participants for implementing approved cost-share emergency drought practices.

***As of October 17, 2022 the Emergency Drought Commission added an additional \$5,000,000 to the Emergency Drought Cost-Share Program.**

Conservation District Allocation

The Commission allocates \$2,541,900 of emergency drought funds to conservation districts. The amount of funds allocated to each conservation district can be found on page 7. Each county will be allocated \$33,000. Allocations for conservation districts not on county boundaries will be based on the percentage of county acres that fall within the conservation district boundary.

***As of October 17, 2022 each county will be allocated an additional \$64,935 because of the additional \$5,000,000 put into the Emergency Drought Cost-Share Program.**

These funds will become available to conservation districts on October 3, 2022. The Commission will hold \$458,100 in reserve and make it available to conservation districts who demonstrate the greatest need. Requests for an additional allocation must be submitted to the Commission no later than December 5, 2022. Your district will be notified December 7-12, 2022, if your request for an additional allocation is approved.

POLICIES

Program Year

Program Year ED2 begins on October 3, 2022 and ends on December 2, 2023. All Performance and Maintenance Agreements must be completed, and cost-share payments disbursed by December 2, 2023. The Commission will not process claims received after December 2, 2023.

Allocation Period

The allocation period shall start October 3, 2022, and end December 2, 2022. Funds allocated to conservation districts and not obligated by December 2, 2022 will be withdrawn and made available for reallocation by the Commission. Funds become obligated to a participant after approval of the application by the conservation district board and a Performance and Maintenance Agreement has been signed and dated by the board and the participant.

Eligibility Requirements

Applicants must be a district cooperator with a conservation plan.

Applicants must be experiencing drought conditions.

Applicants must agree to maintain the conservation practice for the expected life specified by the conservation district.

Applicants that lease the land must submit a landowner consent form with their application. The landowner must agree to continue maintenance of the conservation practice for the expected life specified by the conservation district if the land lease agreement is canceled.

Conservation Commissioners, Conservation Commission staff, conservation district employees or the spouses of any of these people shall not be eligible to participate in the Emergency Drought Cost-Share Program.

Conservation district directors are eligible to participate in the Emergency Drought Cost-Share Program. Due to the limited amount of funds available for Program Year ED2 individual directors should consider public perception when making their decision to participate in the Program. If the conservation district board decides that members can apply and members choose to apply for Program Year ED2 the guidelines below must be followed.

1. Individual conservation district board members applying cannot discuss any element of the Emergency Drought Cost-Share Program including but not limited to practices, rates, average costs, selection criteria, application approval/disapprovals, cost-share payments, and extensions.
2. Individual conservation district board members applying for the Emergency Drought Cost Share Program must abstain from voting on all elements of the Program.
3. Individual conservation district board members cannot use their position as a board member to improve or elevate their individual chances of becoming successful applicant.

Authorized District Representative(s)

The conservation district board must designate at least one authorized district representative. This person can sign all forms. The authorized district representative must be a conservation district board member. It cannot be a district employee.

Authorized Technical Representative(s)

The conservation district board must designate at least one NRCS technical representative and at least one district technical representative. Conservation district directors and employees can serve as the district technical representative. District directors participating in the program cannot serve as the district technical representative.

The NRCS designated technical representative will:

- develop conservation plans,
- design and layout practices,
- certify installed practices meet NRCS approved standards and specifications.

The district technical representative will:

- certify applicant’s eligibility,
- certify installed practices meet Commission approved standards and specifications.

NOTICE: As of October 17th, 2022 it is no longer required to certify drought conditions for any practices in the Emergency Drought Cost-Share Program. The form has been removed from the website.

NRCS and district technical representatives will be required to sign the Certification of Completion and Acceptance form.

Eligible Conservation Practices

- | | |
|---|-------------------------------|
| 512 Pasture and Hay Planting (excludes Bermuda grass) | 516 Pipeline |
| 533 Pumping Plant | 561 Heavy Use Protection Area |
| 614 Watering Facility | 642 Water Well |
| PC Pond Cleanout | 340 Cover Crop |
| PT Pasture Tap | |

NOTICE: As of October 17th, 2022 any pond cleanouts or pasture taps completed after June 11th, 2022 will be eligible for the Emergency Drought Cost-Share Program. These “retroactive” applications will not require a performance agreement but will require completion of a special certification of completion and acceptance form.

Each district board may select any of the eligible conservation practices for inclusion in the district’s local guidelines. Conservation practices shall be implemented according to applicable NRCS, Commission or rural water district standards and specifications.

Average Cost

State average cost (unit cost) for eligible conservation practices is based on Oklahoma NRCS data and local conservation district data. These costs are located on pages 8-9 of this document.

Maximum Cost-Share Payment

The Commission sets the maximum cost-share payment amount per participant at \$7,500. The conservation district board cannot change the maximum cost-share payment.

Maximum Cost-Share Rate

The maximum cost-share rate for all conservation practices is 80%. Each conservation district board may choose to establish a cost-share rate less than 80%.

Application Process

Conservation districts should announce the availability of funds throughout the district. Potential applicants must return completed applications to the district prior to the end of the district's application period. Applicants that lease the land must submit a landowner consent form with their application. Each applicant is limited to one application. Multiple practices can be applied for on one application.

Conservation district technical representatives must complete a Certification of Drought Condition and Applicant Eligibility form for each application received.

Approval Process

Conservation districts must establish local program priorities and an application ranking system that will be used to make funding decisions. Applications must be approved during an official conservation district board meeting. Board meeting minutes must include a copy of the approved program priorities and application ranking system, list of approved applications showing the applicant's name, practice, and allocated amount.

Conservation districts that have more qualified applications than available funds may choose to approve those applications as alternates on the condition that funding becomes available. Work cannot begin until notified by the conservation district that funds are available. All approved alternates must understand that there is no guarantee that funds will become available during the program year.

Completion Dates

The Commission establishes February 2, 2023 as the completion date for installation of all conservation practices. This is an emergency program that requires swift action. Conservation districts must enforce the established completion date for approved applicants. The participant should make every effort to complete approved practices by February 2, 2023. Participants that have not started, are not under construction, or have not completed implementation of practices by February 2, 2023 can be canceled and funds reallocate to an approved alternate. When mitigating circumstances influence a participant's ability to complete implementation, they can submit a written request to the district board for a 30-day extension.

Execution of Performance and Maintenance Agreement

After an applicant has been notified they have been approved for CSP funds, the applicant and conservation district must execute a Performance and Maintenance Agreement. An agreement number following the Commission approved format must be assigned to each agreement. Example agreement number – 03-ED2-001

- 03 - conservation district number
- ED2 - program year number
- 001 – applicant number assigned by the district

NOTICE: For reporting purposes, applicants with retroactive practices will require an identifying agreement number without a physical agreement.

All Program Year ED2 Performance and Maintenance Agreements must be signed and dated by the district board and participant on or before December 2, 2022. All Program Year ED2 agreements must be completed, and payments made to the producer on or before December 2, 2023. Installation of conservation practices cannot begin until an effective agreement is in place. An agreement becomes effective on the last date of signature. Each participant should have only one agreement.

Approved alternates must also sign a Performance and Maintenance Agreement on or before December 2, 2022.

ADMINISTRATIVE GUIDELINES

District Reporting and Accounting

Conservation districts shall conduct the following reporting and accounting procedures:

1. Maintain a Cost Share Program Allocation Report in electronic format. The report should include data for all conservation district board approved Performance and Maintenance Agreements. Agreement approved as alternates must be labeled as 'alternate'. The report should include the following:
 - conservation district name
 - applicant's name
 - agreement number
 - expected completion date
 - obligated amount
 - agreement effective date
2. Submit the Cost Share Program Allocation Report to the Commission for review on December 5, 2022. This report will be used to make an additional allocation of funds. Districts will be notified December 7-12, 2022, if they were approved for an additional allocation.
3. Assemble case files for each approved applicant

Commission Reporting and Accounting

The Commission shall conduct the following reporting and accounting procedures:

1. Receive and review Cost Share Program Allocation Reports from conservation districts.
2. December 7-12, 2022 reallocate to conservation districts with unfunded approved alternates unobligated emergency drought funds returned at the end of the allocation period.

APPROVED CONSERVATION PRACTICES

Approved conservation practices and average costs can be found on pages 8-9. Standards and specifications for NRCS practices can be found on the NRCS Field Office Technical Guide website <https://efotg.sc.egov.usda.gov/#/>. Commission practice standards and specifications can be found on the Commission's website.

**Conservation District Emergency Drought Cost-Share Program Allocations
October 3, 2022**

Adair	33,000	* LeFlore	23,600
Alfalfa	33,000	Lincoln	33,000
Arbuckle	33,000	Little River	33,000
Atoka	33,000	Logan	33,000
Beaver	33,000	Love	33,000
* Blaine	22,200	Major	33,000
Bryan	33,000	Marshall	33,000
Caney Valley	33,000	Mayes	33,000
* Central North Canadian	21,600	McClain	33,000
* Checotah	14,000	* McIntosh	19,100
Cherokee	33,000	Murray	33,000
Cimarron County	33,000	Muskogee	33,000
Cleveland	33,000	Noble	33,000
Coal	33,000	* North Caddo	10,400
Comanche	33,000	North Fork of Red River	33,000
Cotton	33,000	Nowata	33,000
Craig	33,000	Okfuskee	33,000
Creek	33,000	Oklahoma	33,000
* Custer	22,000	Okmulgee	33,000
* Deer Creek	15,400	Osage	33,000
Delaware	33,000	Ottawa	33,000
Dewey	33,000	Pawnee	33,000
* East Canadian	19,100	Payne	33,000
Ellis	33,000	Pittsburg	33,000
Garfield	33,000	Pontotoc	33,000
Garvin	33,000	* Pushmataha	26,900
Grady	33,000	Rogers	33,000
Grant	33,000	* Seminole	20,700
Greer	33,000	Sequoyah	33,000
Harmon	33,000	* Shawnee	21,600
Harper	33,000	* South Caddo	14,300
Haskell	33,000	Stephens	33,000
Hughes	33,000	* Talihina	18,800
Jackson	33,000	Texas	33,000
Jefferson	33,000	Tillman	33,000
Johnston	33,000	Tulsa	33,000
Kay	33,000	Upper Washita	33,000
Kiamichi	33,000	Wagoner	33,000
* Kingfisher	31,400	Washita	28,700
Kiowa	33,000	* West Caddo	13,300
* Konawa	23,900	Woods	33,000
* Latimer	29,900	Woodward	33,000

* Allocations for conservation districts not on county boundaries was based on the percentage of county acres that fall within the conservation district boundary. Data used is available upon request.

**Conservation District Emergency Drought Cost-Share Program Additional Allocations
October 17, 2022**

Adair	\$64,935	* LeFlore	\$46,370
Alfalfa	\$64,935	Lincoln	\$64,935
Arbuckle	\$64,935	Little River	\$64,935
Atoka	\$64,935	Logan	\$64,935
Beaver	\$64,935	Love	\$64,935
* Blaine	\$43,565	Major	\$64,935
Bryan	\$64,935	Marshall	\$64,935
Caney Valley	\$64,935	Mayes	\$64,935
* Central North Canadian	\$42,465	McClain	\$64,935
* Checotah	\$27,520	* McIntosh	\$37,415
Cherokee	\$64,935	Murray	\$64,935
Cimarron County	\$64,935	Muskogee	\$64,935
Cleveland	\$64,935	Noble	\$64,935
Coal	\$64,935	* North Caddo	\$20,375
Comanche	\$64,935	North Fork of Red River	\$64,935
Cotton	\$64,935	Nowata	\$64,935
Craig	\$64,935	Okfuskee	\$64,935
Creek	\$64,935	Oklahoma	\$64,935
* Custer	\$43,240	Okmulgee	\$64,935
* Deer Creek	\$30,180	Osage	\$64,935
Delaware	\$64,935	Ottawa	\$64,935
Dewey	\$64,935	Pawnee	\$64,935
* East Canadian	\$37,455	Payne	\$64,935
Ellis	\$64,935	Pittsburg	\$64,935
Garfield	\$64,935	Pontotoc	\$64,935
Garvin	\$64,935	* Pushmataha	\$52,765
Grady	\$64,935	Rogers	\$64,935
Grant	\$64,935	* Seminole	\$40,685
Greer	\$64,935	Sequoyah	\$64,935
Harmon	\$64,935	* Shawnee	\$42,330
Harper	\$64,935	* South Caddo	\$28,025
Haskell	\$64,935	Stephens	\$64,935
Hughes	\$64,935	* Talihina	\$36,910
Jackson	\$64,935	Texas	\$64,935
Jefferson	\$64,935	Tillman	\$64,935
Johnston	\$64,935	Tulsa	\$64,935
Kay	\$64,935	Upper Washita	\$64,935
Kiamichi	\$64,935	Wagoner	\$64,935
* Kingfisher	\$61,690	* Washita	\$56,450
Kiowa	\$64,935	* West Caddo	\$26,165
* Konawa	\$46,855	Woods	\$64,935
* Latimer	\$58,760	Woodward	\$64,935

* Allocations for conservation districts not on county boundaries was based on the percentage of county acres that fall within the conservation district boundary. Data used is available upon request.

Emergency Drought Cost-Share Program Average Costs

Practice Code	Practice Name	Component	Units	Unit Cost
340	Cover Crop	Basic (Organic and Non- Organic)	AC	\$64.80
		Multiple Species (Organic and Non-Organic)	AC	\$80.34
		Basic Organic	AC	\$100.20
		1 acre or less	AC	\$481.79
512	Pasture & Hay Planting (excludes Bermuda grass)	Cool Season Introduced Perennial Grass, Seeding	AC	\$211.77
		Native Perennial Grass (one Species)	AC	\$213.89
		Warm Season Introduced Perennial, Warm Season Grasses. Seeding	AC	\$257.93
		Warm Season Introduced Perennial, Warm Season Grasses. Seeding with Lime	AC	\$336.70
516	Pipeline	HDPE, Greater than 2 Inch, Surface Installation	LF	\$6.64
		HDPE, Less than or equal to 2 inch, Surface Installation	LF	\$3.01
		Plastic, 0.75 Inch to 1.25 Inch, Normal Trenching	LF	\$2.49
		Plastic, 0.75 Inch to 1.25 Inch, Rock Trenching	LF	\$3.74
		Plastic, 1.5 Inch to 2 Inch, Normal Trenching	LF	\$3.00
		Plastic, 1.5 Inch to 2 Inch, Rock Trenching	LF	\$4.25
		Plastic, Greater than 2 Inch, Normal Trenching	LF	\$4.95
		Plastic, Greater than 2 Inch, Rock Trenching	LF	\$6.20
533	Pumping Plant	Electric Powered Pump 2 Hp or Less	EACH	\$2,020.52
		Electric Powered Pump 2 HP or Less, Pressure Tank	EACH	\$2,397.38
		Electric Powered Pump, Greater Than 10 Hp and less than or equal to 40 Hp	HP	\$594.80
		Electric Powered Pump, Greater Than 2 Hp and less than or equal to 10 Hp	HP	\$877.37
		Electric Powered Pump Greater Than 40 Hp	HP	\$402.36
		Internal Combustion Powered Pump, Greater than 75 Hp	HP	\$679.68
		Internal Combustion Powered Pump, Less than or Equal to 75 HP	HP	\$736.33
		Photovoltaic Powered Pumping Plant, 150 ft or Less of Total Head on Pump	EACH	\$5,281.99
		Photovoltaic Powered Pumping Plant, 151-300 ft of Total Head on Pump	EACH	\$6,107.04
		Photovoltaic Powered Pumping Plant, Greater Than 300 ft of Total Head on Pump	EACH	\$7,761.44
		Tractor Power Take Off (PTO) Pump	HP	\$171.41
		Variable Frequency Drive (VFD), 40 HP or Less	HP	\$184.56
		VFD, 100 HP and Greater	HP	\$87.71
		VFD, Greater Than 40 HP and Less Than 100 HP	HP	\$129.22
Windmill Powered Pump	FT	\$1,118.12		

Practice Code	Practice Name	Component	Units	Unit Cost
561	Heavy Use Protection Area	Aggregate, Crushed Rock or Gravel in GeoCell on Geotextile	Sqft	\$3.98
		Aggregate, Crushed Rock or Gravel on Earthen Base	Sqft	\$1.15
		Aggregate, Crushed Rock or Gravel on Geotextile	Sqft	\$1.42
		Other Cementitious Material, Compacted Caliche	Sqft	\$0.53
		Other Cementitious Material, Crushed Gypsum Rock	Sqft	\$1.22
		Reinforced Concrete with Sand or Gravel Foundation	Sqft	\$5.16
614	Watering Facility	Energy Free Fountains	Gal	\$38.53
		Freeze Proof Trough or Sheep/Goat Trough	EACH	\$1,525.14
		Watering Facility, 1001 - 1400 gallons	Gal	\$1.71
		Watering Facility, 1401-2100 gallons	Gal	\$1.49
		Watering Facility, 2101-3000 gallons	Gal	\$1.24
		Watering Facility, 3001 - 5000 gallons	Gal	\$1.07
		Watering Facility, Greater than 5000 Gallons	Gal	\$0.82
		Watering Facility, Less than 1000 Gallons	Gal	\$2.59
		Watering Ramp, Rock in Geocell on Geotextile	Sqft	\$4.68
		Watering Ramp, Rock on Geotextile	Sqft	\$1.22
		Watering Ramp, Rock in Geocell on Geotextile	Sqft	\$4.68
642	Water Well	Well Depths 150 ft or less	EACH	\$4,917.14
		Wells greater than 150 feet deep to 300 feet deep	EACH	\$9,783.56
		Wells Greater than 300 feet deep to 600 feet deep	EACH	\$15,710.04
PC	Pond Cleanout	Originally Built Small Pond, Less than 1000 cubic yards	EACH	\$2,500
		Originally Built Medium Pond, 1001 - 2000 cubic yards	EACH	\$5,000
		Originally Built Large Pond, Greater than 2001 cubic yards	EACH	\$7,500
PT	Pasture Tap	Water Tap (includes all installation costs)	EACH	\$2,500