

# Cost Share Program Year 26

Tammy Sawatzky

Oklahoma Conservation Commission

Conservation Programs Division Director

# What is the Purpose?

Our task as stewards of our natural resources is to minimize detrimental impacts. Protecting these vital natural resources is paramount in preserving the state's economic future.

The Cost Share Program makes funds available to conservation districts for the purpose of providing cost share payments to landowners and operators implementing conservation practices which will protect our soil and water natural resources.

# Program Year 26 Timeline

PY 26 Started

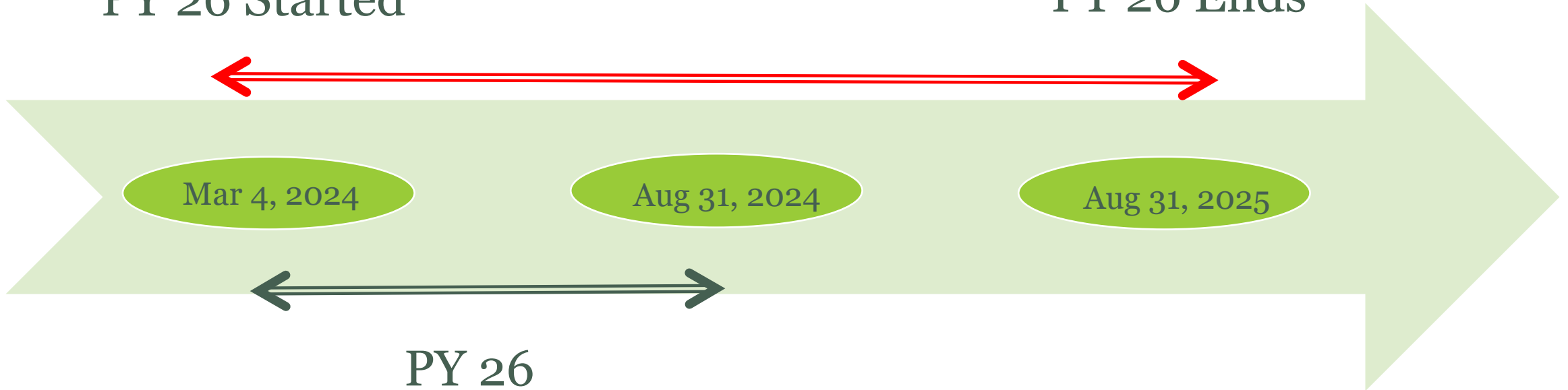
PY 26 Ends

Mar 4, 2024

Aug 31, 2024

Aug 31, 2025

PY 26  
Allocation  
Period



# Program Year 26 Initiatives

## Locally Led Conservation Initiative - \$3,950,000

Eligible landowners and operators may apply at their local conservation district for cost share funds for the purpose of implementing approved conservation practices to protect soil and water natural resources.

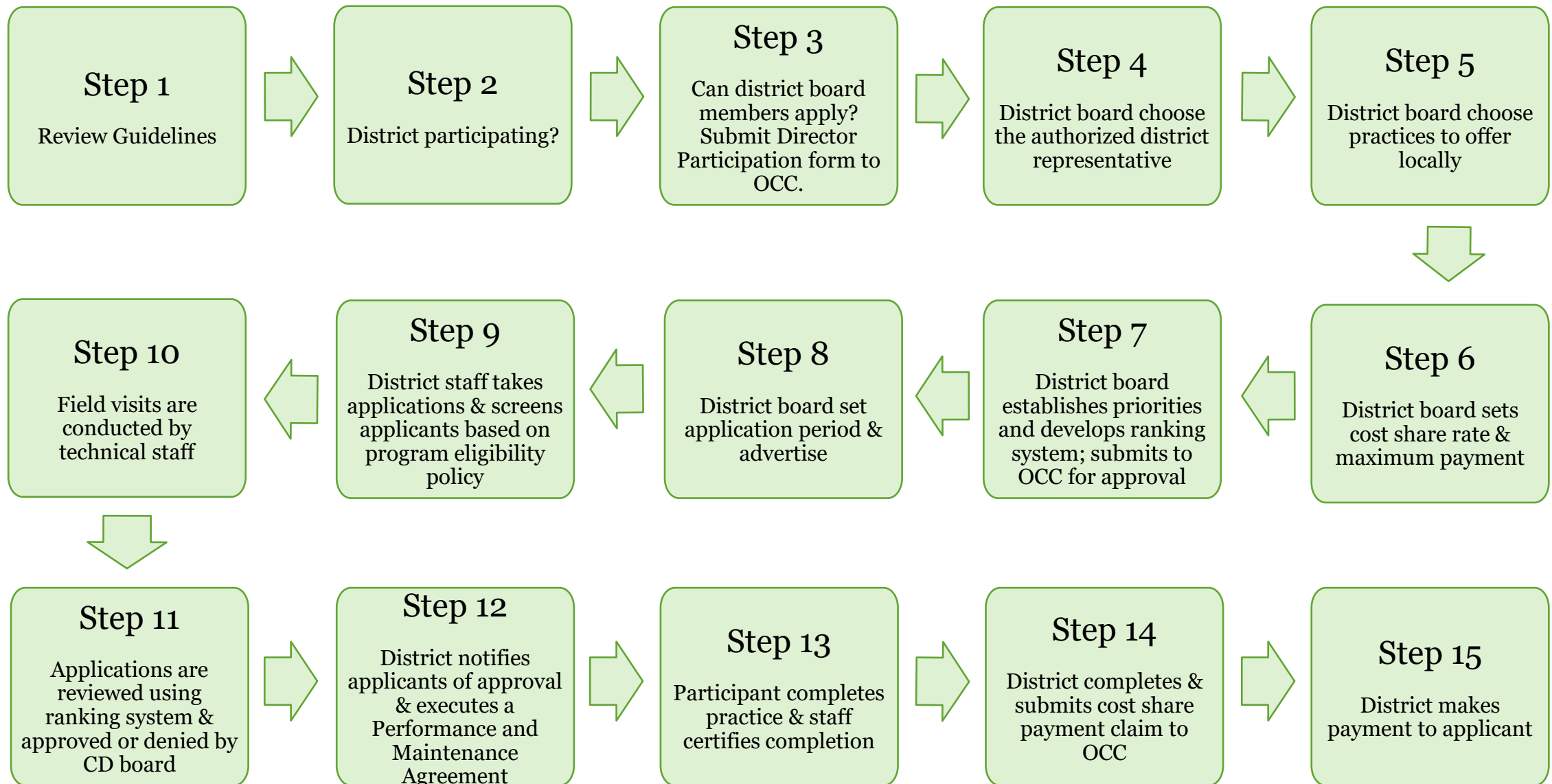
## Reduction of Feral Swine Population - \$50,000

Only conservation districts are eligible to apply to the Commission for cost share funds for the purpose of purchasing an electronic hop trap to assist landowners and operators in reducing the feral swine population on their lands.

# Points of Interest

- Maximum Cost Share Rate is **85%**
- Maximum Cost Share Payment per Participant is **\$7,500**
- Each district allocated \$47,000 upon receipt and approval by OCC
  - **Board Action Required checklist**
  - **Director Participation form**
  - **Local program priorities**
  - **Application ranking system**
- Requests for additional funds will
  - Be submitted no later than **September 6, 2024**
  - Include current **Allocation Report**
  - **Board meeting minutes** documenting action to request funds
- Updated Forms

# Cost Share Program Process



**STATE GUIDELINES  
for the  
CONSERVATION COST SHARE PROGRAM**

**PROGRAM YEAR 26**

Program Year

Begins: March 4, 2024

Ends: August 31, 2025

Allocation Period

Begins: March 4, 2024

Ends: August 31, 2024

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

Approved by the Conservation Commission  
March 4, 2024

# Step 1

## Review Guidelines

# Board Action Checklist

## Steps 2-8

- Conservation District Participation
- Board Member Participation
- Choose District Representative
- Choose Practices
- Choose Cost Share Rate & Maximum Payment
- Develop Application Ranking System
- Set Application Period & Advertise
- Rank & Approve Applications
- Notify Applicants & Execute Agreement

### CHECKLIST OF BOARD ACTION REQUIRED

Conservation District	Happy County	Program Year	26
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Date:	Action:
4/9/2024	board action taken for district to participate in CSPY 26
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4	<b>CHOOSE PRACTICES</b> - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.
Date:	Action:
4/9/2024	board action taken to offer the following practices and use average costs provided in the CSPY 26 Guidelines: 314-brush management and 315 weed control
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Date:	Action:
4/9/2024	board action taken to offer a cost share rate of 75% and a maximum payment amount of \$2500
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<b>STOP STOP</b> Submit your ranking system to OCC for review and approval. <b>STOP STOP</b>	



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# Step 2

## District Participating?

## CHECKLIST OF BOARD ACTION REQUIRED

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# Step 3

Can district board members  
apply? Submit Director  
Participation form to OCC.

STATE OF OKLAHOMA  
CONSERVATION COST-SHARE PROGRAM  
DIRECTOR PARTICIPATION

The HAPPY COUNTY Conservation District voted at their  
APRIL 9, 2024 board meeting to ☒ ALLOW ☐ NOT ALLOW  
board members to apply for Cost-Share Program Year 26.  
District board member(s) that will be making application are:

1. BRENDA BROWN
2. \_\_\_\_\_

*A copy of your district's Director Participation form must be on file in the Conservation Commission office each program year.*

# Director Participation Form

Email your district's form to  
[Moriah.Manuel@conservation.ok.gov](mailto:Moriah.Manuel@conservation.ok.gov).

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# Step 4

District board choose the  
authorized district  
representative

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# Step 5

District board choose  
practices to offer locally

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# Step 6

District board sets cost share  
rate & maximum payment



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# Step 7

District board establish  
priorities and develops  
ranking system; submits to  
OCC for approval

# Example Priorities & Ranking System



## YEAR 25 EVALUATION For STATE COST-SHARE PROGRAM By CANEY VALLEY CONSERVATION DISTRICT

APPLICANT	PRACTICE	TOTAL PTS	
STATE COST-SHARE PROGRAM PONDS/PIPELINES			
1) Any water in the pasture? Yes(0 pts) No (10 pts)			
2) Will pond, pipeline or watering facility distribute grazing? Yes (5 pts) No (0 pts)			
3) Will pond have any erosion control benefits?			
-Tons/acre soil loss			
0-5tons	5 pts		
5-10tons	10 pts		
10-15tons	15 pts		
15-20tons	20 pts		
>20tons	30pts		
4) Install pond freeze proof tank and fence pond (7pts)			
STATE COST-SHARE PROGRAM GRASS PLANTING			
1) Is it cropland? Yes(5pts) No(0 pts)			
2) Will grass planting have any erosion control benefits?			
-Wind and water erosion tons/acre soil loss			
0-5tons	5pts		
5-10tons	10pts		
10-15tons	15pts		
>15tons	20pts		

Larry Jellison  
Chairman

William\* Bill\* Gallery  
Vice Chair

Danny Hayes  
Treasurer

John Thomas  
Member

Tommy Morgan  
Member

(Certificate only)

Harmon County Conservation District  
State Cost Share Program Year 25  
Ranking Worksheet

Points

Is there a signed co-operators agreement and will this application address a need in the conservation plan? Yes (continue with ranking) No (disqualified).

Has this applicant had an incomplete or cancelled SCS agreement in the last 3 years, if so was it due to circumstances that were beyond their control? (No-0 pts)

(31-4) BRUSH MANAGEMENT

What is the density of brush to be treated?  
(11%-30% 54 pts) (31%-50% 55pts) (50% +56pts)

(382) FENCE  
Is this fence going to separate two forage types? (yes 53 pts) (no 32 pt)

(216) PIPELINE  
What percent of property where watering facility is located is in permanent grass? (0-20% 24 pts) (21%-50% 25pts) (51%-70% 26pts) (71%-80% 27 pts) (81%-90% 28 pts) 91%-100% 29 pts).

Will this pipeline deliver water to a permanent watering facility?  
(yes 5 pts) (no 4 pts).

Will watering facility be located as to promote even grazing distribution?  
(yes 5 pts) (no 0 pts)

(533) PUMPING PLANT  
Is this the only reliable water source on the property? (yes 20pts) no (10 pt.)

(561) HEAVY USE AREA PROTECTION in conjunction with watering facility.

(614) WATERING FACILITY  
Percent of farm in permanent grass? [0-20% 40 pt.] -[21-50% 41pts]  
[51-70% 47 pts] [71-80% 48 pts] [81-90% 49pts] [91-100% 50 pts]  
Will watering facility be located as to promote even grazing distribution?  
(yes 10 pts) (no 0 pts)

TOTAL POINTS  
OF PRACTICES

FINAL POINTS

15-25-

HARMON COUNTY CONSERVATION DISTRICT  
STATE COST SHARE  
PROGRAM YEAR 25  
RANKING SHEET

PRIORITY:  
GRAZING MANAGEMENT IMPROVEMENT

REASON FOR CHOOSING PRIORITY

At local public work group meetings, attendees stated that assistance with improving grazing management through water distribution, brush management and cross fencing is needed.

RANKING PRIORITY:

PRIORITY #1 Watering Facilities installed on property to promote even grazing distribution on property with 51%-100% permanent grass

PRIORITY #2 Brush Management

PRIORITY #3 Cross Fence

PRIORITY #4 Watering Facility install to promote even grazing distribution on land that is 50% or less in permanent grass.

PRIORITY #5 Watering facilities that do not promote even grazing.

PRIORITY#6 Pipelines

PRIORITY #7 Pumping Plants

Email your district's priorities & ranking system to  
[Moriah.Manuel@conservation.ok.gov](mailto:Moriah.Manuel@conservation.ok.gov).



## CHECKLIST OF BOARD ACTION REQUIRED

Conservation District	<b>Happy County</b>	Program Year	<b>26</b>
-----------------------	---------------------	--------------	-----------

*All Cost Share Program actions taken will be recorded in the board meeting minutes. This completed form can be used as an attachment to your board meeting minutes.*

1	<p><b>CONSERVATION DISTRICT PARTICIPATION</b> - Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.</p> <p>Date: <b>4/9/2024</b></p> <p>Action: <b>board action taken for district to participate in CSPY 26</b></p>
2	<p><b>BOARD MEMBER PARTICIPATION</b> - Are district board members allowed to make application in the local program? Complete the <i>Director Participation</i> form and email it to OCC. At this point any board member making application <u>must immediately</u> remove themselves from board discussions and votes on program items.</p> <p>Date: <b>4/9/2024</b></p> <p>Action: <b>board action taken to allow district board member, Brenda Brown to apply for CSPY 26</b></p>
3	<p><b>CHOOSE DISTRICT REPRESENTATIVE</b> - Designate the authorized district representative. This person <u>must</u> be a district board member. Any board member making application in the local program is <u>not</u> eligible to serve as the district representative.</p> <p>Date: <b>4/9/2024</b></p> <p>Action: <b>board action taken to designate district board member, Todd White as the authorized district representative for CSPY 26</b></p>
4	<p><b>CHOOSE PRACTICES</b> - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.</p> <p>Date: <b>4/9/2024</b></p> <p>Action: <b>board action taken to offer the following practices and use average costs provided in the CSPY 26 Guidelines: 314-brush management and 315 weed control</b></p>
5	<p><b>CHOOSE COST SHARE RATE &amp; MAXIMUM PAYMENT</b> - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed <b>85%</b> and the maximum cost-share payment amount can't exceed <b>\$7,500</b> per participant.</p> <p>Date: <b>4/9/2024</b></p> <p>Action: <b>board action taken to offer a cost share rate of 75% and a maximum payment amount of \$2500</b></p>
6	<p><b>DEVELOP APPLICATION RANKING SYSTEM</b> - Establish your district's local program priorities and application ranking system. <u>Submit your ranking system to OCC for review and approval prior to starting the application process.</u></p> <p>Date: <b>4/9/2024</b></p> <p>Action: <b>board action taken to adopt eradication of invasive cedar trees and weeds as the districts local program priorities; and rank all applications using the attached ranking system</b></p>
7	<p><b>SET APPLICATION PERIOD &amp; ADVERTISING</b> - Establish your district's application period and advertise locally.</p> <p>Date: <b>4/9/2024</b></p> <p>Action: <b>board action taken to accept applications for CSPY 26 until COB April 30, 2024 and place flyer announcing program at Co-op and office door</b></p>
<p><b>STOP STOP</b> Submit your ranking system to OCC for review and approval. <b>STOP STOP</b></p>	

# Step 8

District board set application  
period & advertise

OCC (02/2024)

CHECKLIST OF  
BOARD ACTION REQUIRED

Conservation District	Happy County	Program Year	26
-----------------------	--------------	--------------	----

All Cost Share Program actions taken will be recorded in the board meeting minutes. This completed form can be used as an attachment to your board meeting minutes.

1	<div>CONSERVATION DISTRICT PARTICIPATION - Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.</div> <div>Date: 4/9/2024</div> <div>Action: board action taken for district to participate in CSPV 26</div>
2	<div>BOARD MEMBER PARTICIPATION - Are district board members allowed to make application in the local program? Complete the Director Participation form and email it to OCC. At this point any board member making application <u>must</u> immediately remove themselves from board discussions and votes on program items.</div> <div>Date: 4/9/2024</div> <div>Action: board action taken to allow district board member, Brenda Brown to apply for CSPV 26</div>
3	<div>CHOOSE DISTRICT REPRESENTATIVE - Designate the authorized district representative. This person <u>must</u> be a district board member. Any board member making application in the local program is <u>not</u> eligible to serve as the district representative.</div> <div>Date: 4/9/2024</div> <div>Action: board action taken to designate district board member, Todd White as the authorized district representative for CSPV 26</div>
4	<div>CHOOSE PRACTICES - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.</div> <div>Date: 4/9/2024</div> <div>Action: board action taken to offer the following practices and use average costs provided in the CSPV 26 Guidelines: 314-brush management and 315 weed control</div>
5	<div>CHOOSE COST-SHARE RATE &amp; MAXIMUM PAYMENT - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed 80% and the maximum cost-share payment amount can't exceed \$7,400 per participant.</div> <div>Date: 4/9/2024</div> <div>Action: board action taken to offer a cost share rate of 70% and a maximum payment amount of \$5000</div>
6	<div>DEVELOP APPLICATION RANKING SYSTEM - Establish your district's local program priorities and application ranking system. Submit your ranking system to OCC for review and approval prior to starting the application process.</div> <div>Date: 4/9/2024</div> <div>Action: board action taken to adopt eradication of invasive cedar trees and weeds as the district's local program priorities, and rank all applications using the attached ranking system</div>
7	<div>SET APPLICATION PERIOD &amp; ADVERTISING - Establish your district's application period and advertise locally.</div> <div>Date: 4/9/2024</div> <div>Action: board action taken to accept applications for CSPV 26 until COB April 30, 2024 and place flyer announcing program at Co-op and office door</div>

STOP STOP Submit your ranking system to OCC for review and approval. STOP STOP

CSP Checklist of Board Action

HERBACEOUS WEED CONTROL (Sericea, or Thistle)

- 1) Is it greater than 50% infestation? Yes (15pts)  
2) Is it less than 50% infestation? Yes (10pts)

BRUSH MANAGEMENT

- 1) Is it greater than 50% infestation? Yes(15pts)  
2) Is it less than 50% infestation? Yes(10pts)

PRIORITIES

- 1) Livestock Water  
2) Pasture/Range Planting  
3) Herbaceous Weed Control  
4) Brush Management

OCC (02/2024)


STATE OF OKLAHOMA  
CONSERVATION COST-SHARE PROGRAM  
DIRECTOR PARTICIPATION

The HAPPY COUNTY Conservation District voted at their APRIL 9, 2024 board meeting to ☒ ALLOW ☐ NOT ALLOW board members to apply for Cost-Share Program Year 26.

District board member(s) that will be making application are:

1. BRENDA BROWN  
2. \_\_\_\_\_

A copy of your district's Director Participation form must be on file in the Conservation Commission office each program year.



CANEY VALLEY CONSERVATION DISTRICT  
1067 NE Washington Blvd – Bartlesville, OK 74006-1222 (918)331-9800

YEAR 25 EVALUATION  
For  
STATE COST-SHARE PROGRAM  
By  
CANEY VALLEY CONSERVATION DISTRICT

APPLICANT	PRACTICE	TOTAL PTS
_____	_____	_____

STATE COST-SHARE PROGRAM PONDS/PIPELINES

- 1) Any water in the pasture? Yes(0 pts) No (10 pts)  
2) Will pond, pipeline or watering facility distribute grazing? Yes (5 pts) No (0 pts)  
3) Will pond have any erosion control benefits?  
-Tons/acre soil loss  
0-5tons 5 pts  
5-10tons 10 pts  
10-15tons 15 pts  
15-20tons 20 pts  
>20tons 30pts  
4) Install freeze proof tank and fence pond (7pts)

STATE COST-SHARE PROGRAM GRASS PLANTING

- 1) Is it cropland? Yes(5pts) No(0 pts)  
2) Will grass planting have any erosion control benefits?  
-Wind and water erosion tons/acre soil loss  
0-5tons 5pts  
5-10tons 10pts  
10-15tons 15pts  
>15tons 20pts

Larry Jellison  
Chairman

William "Bill" Galloway  
Vice Chair

Danay Hayes  
Treasurer

John Thomas  
Member

Tommy Morgan  
Member

- Board Action Required Checklist
- Director Participation form
- Local program priorities
- Application ranking system

Email your district's form to  
Moriah.Manuel@conservation.ok.gov.

- I am a United States citizen or a qualified alien under federal Immigration and Naturalization Act, and I am lawfully present in the United States
- Completing this form **DOES NOT** guarantee cost-share assistance.
- If approved for cost-share assistance, I understand that a cash or in-kind match is required.
- Each application will be evaluated and ranked based on and the conservation district's application ranking system and program guidelines.
- Construction/installation/implementation of this practice **prior to application approval** will result in ineligibility of cost-share assistance.
- If approved for cost-share assistance, the applicant must sign a Performance and Maintenance Agreement **before construction may begin**.
- I am **not** an Oklahoma Conservation Commission commissioner or employee, conservation district employee or the spouse of any of these people mentioned.
- I own or operate 20 acres or more and sell \$1,000 or more of soil dependent products annually.

JOY GLADMAN 4/15/2024  
Applicant Signature Date

### CSP Application with requirements

# Step 9

# District takes applications & screens applicants based on program eligibility policy

# Consent

Property owner agrees to continue maintenance of the practice in the event the lease agreement is canceled.

OCC (02/2024)

STATE OF OKLAHOMA  
CONSERVATION COST-SHARE PROGRAM  
CONSENT

Applicant's Name	JOY GLADMAN
County and legal description where conservation practice(s) is to be constructed.	HAPPY COUNTY 36.4572 / -96.8905

Landowner's Contact Information

Name	FRED POPPY	City	HAPPY VALLEY	State	OK	Zip	77889
Address	PO BOX 222	Telephone	999-222-3333	Email	FPOPPY@GMAIL.COM		

I, owner of the property listed above, do hereby grant the applicant named above the right to apply for the Conservation Cost-Share Program for BRUSH CONTROL conservation practice(s). I, the owner, agree to continue maintenance of the conservation practice(s) for the expected life specified by the conservation district in the event that the land lease agreement is canceled.

- ☐ I, the owner, agree to pay the difference not covered by the Conservation Cost-Share Program.
- ☒ The renter agrees to pay the difference not covered by the Conservation Cost-Share Program.

<u>JOY GLADMAN</u>	<u>4/15/2024</u>
Applicant Signature	Date
<u>FRED POPPY</u>	<u>4/15/2024</u>
Landowner Signature	Date



# Step 10

Field visits are conducted by technical staff





**DRAFT LETTER TO  
SUCCESSFUL APPLICANTS**

Add local information to the following letter and retype on district stationery.

Enter the Date \_\_\_\_\_

Enter the address of the successful applicant. \_\_\_\_\_

Dear \_\_\_\_\_:

The \_\_\_\_\_ Conservation District Board of Directors has reviewed and approved your application for the following conservation practice(s): \_\_\_\_\_

The district agrees to pay a cost share rate of \_\_\_\_\_ % of the lesser of the average cost or your actual cost to install the practice(s). Your cost share payment will not exceed \$ \_\_\_\_\_.

Prior to beginning installation you must sign \_\_\_\_\_ which outlines the responsibilities of both you and the district. **days to make an appointment to sign your agreement** begin until a properly executed agreement is in place.

Please follow these steps:

1. Contact the district office to make an appointment.
2. Sign a Performance and Maintenance Agreement.
3. Complete a W-9 Form.
4. Obtain the required NRCS conservation plan.
5. Install the practice.
6. Provide paid bills or in-kind documentation.
7. Request practice certification of completion.

**If these items are not completed by \_\_\_\_\_, you will not receive another notice of this application. If you have questions about this information, please contact the district office.**

If you have questions about this information, please contact the district office.

Sincerely,

Board Chairman

**DRAFT LETTER TO  
SUCCESSFUL APPLICANTS**

Add local information to the following letter and retype on district stationery.

Enter the Date \_\_\_\_\_

Enter the address of the successful applicant. \_\_\_\_\_

Dear \_\_\_\_\_:

Thank you for your application for conservation cost-share assistance. We have reviewed your application and approved your application.

Prior to beginning construction of your approved conservation practice, you must sign a Performance Agreement with the district which outlines the responsibilities of both you and the district. Please contact this office by \_\_\_\_\_ to schedule the district's site visit. Construction of your approved conservation practice cannot begin until a properly executed Performance Agreement is in place.

Please feel free to call the district office if you have any questions about the Conservation Cost-Share Program.

Sincerely,

Board Chairman

**DRAFT LETTER TO  
SUCCESSFUL APPLICANT  
Approved as Alternate**

Add local information to the following letter and retype on district stationery. This letter would be used when the applicant met the eligibility/selection criteria requirements of the Program but because of lack of funds was approved as an alternate.

Enter the date. \_\_\_\_\_

Enter the alternate name and address. \_\_\_\_\_

Dear \_\_\_\_\_:

Thank you for your application for conservation cost-share assistance. We have reviewed your application. Based on the number of applications and limited available funds for the Program, we have approved your application as an alternate. If additional cost-share funds become available during this program year our office will contact you.

So that you remain eligible during this program year you must sign a Performance Agreement with the district prior to \_\_\_\_\_. Please contact this office to make an appointment to sign your Performance Agreement. Construction of your approved conservation practice cannot begin until a properly executed Performance Agreement is in place and you are notified by this office that your agreement has been fully funded.

The State of Oklahoma has provided limited funds to our conservation district for cost-sharing with our cooperators. We recognize there is a great need for financial assistance to landowners to put conservation practices on the ground. Unfortunately, the need far exceeds the amount of funds available for cost-share. We will be working with the Governor and Legislature in an effort to continue the funding for conservation practices and provide more opportunities for conservation assistance. If you would like to see additional funding for this program, please contact your local legislator.

Feel free to call the district office if you have any questions. We appreciate your interest in the Conservation Cost-Share Program and hope that you will utilize the other services of our conservation district and the Natural Resources Conservation Service.

Sincerely,

Board Chairman

# Step 12

## District notifies applicants of approval & executes a Performance and Maintenance Agreement

# Notification of Approved Applicants

May 7 – District Board Meeting  
CSPY 26 applicants were  
approved during the meeting

What is the last day written  
notification can be sent?

You are allowed 10 calendar day  
to notify all approved applicants  
(including Alternates) in writing.

MAY 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7 CD brd mtg	8 Day 1	9 Day 2	10 Day 3	11 Day 4
12 Day 5	13 Day 6	14 Day 7	15 Day 8	16 Day 9	17 Day 10	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1



# Performance and Maintenance Agreement

Before either party signs all blanks must be filled in:

- Agreement number
- District name
- Participant name
- Practices
- Completion date
- Expected life span
- Cost share rate
- Maximum cost share amount

OCC (02/2024)

## STATE OF OKLAHOMA CONSERVATION COST-SHARE PROGRAM PERFORMANCE and MAINTENANCE AGREEMENT

This Agreement 9 9 - 0 2 6 - 0 0 1, made and entered into by and between the HAPPY COUNTY Conservation District, hereinafter referred to as District, and JOY GLADMAN hereinafter referred to as Participant agree to perform

### Part I – Conservation Practice(s) To Be Completed

BRUSH CONTROL is the conservation practice(s) to be constructed as set forth in the participant's Conservation Plan.

### Part II – Stipulations

#### A. The participant agrees:

1. To perform or have performed all work described in the Conservation Plan in accordance with conservation practice standards and specifications furnished by the District or the Natural Resources Conservation Service (NRCS).
2. To obtain required permits and approvals prior to the construction of the conservation practice(s).
3. To complete or have completed all work described in the Conservation Plan on or before 9/30/2024.
4. To permit free access to the participant's land for District and NRCS representatives to inspect the conservation practice(s) upon completion.
5. To submit to the District copies of detailed contractor invoices, receipts for materials and/or a CSP In-kind Contributions form documenting work performed by the participant.
6. To maintain, at no cost to the District, the conservation practice(s) as designed and constructed for the expected life of 5 years as set forth by the District. If the participant removes, destroys or does not maintain the practice(s) before the end of its expected life, the District shall be authorized to recover the CSP funds disbursed. The participant shall remain ineligible for future CSP funding until the practice(s) is properly maintained, CSP funds are recovered by the District, or the expected life of the practice(s) expires.
7. To accept the District's method of calculating the cost-share payment for completed work.
8. To complete and attach an IRS W-9 Form-Request for Taxpayer Identification Number and Certification.

#### B. The District agrees:

1. To provide assistance to the participant to develop a new or revised Conservation Plan that reflects the conservation practice(s) outlined in Part I.
2. To provide specifications and technical assistance for work described in Part I.
3. To provide and pay a 75 % cost-share rate of the lesser of the District average cost or the participant's actual cost to install the conservation practice(s). The cost-share payment will not exceed \$ 2,500.
4. To accept in-kind contributions from the participant when properly submitted on a CSP In-kind Contributions form.

### Part III – Signatures

This agreement shall be effective from the LAST DATE of signature below. Work can not begin until an effective agreement is signed and dated by the participant and the conservation district.

PARTICIPANT:

Joy Gladman  
Participant Signature

5/15/2024  
Date

CONSERVATION DISTRICT:

Tom Green  
Authorized District Representative Signature

5/14/2024  
Date Approved by the Board of Directors

☒ Completed W-9 Form Attached

# Waiver Request for Approved Alternates to Start...

- Alternates only
- Legitimate reason
- Requires board approval
- Board sets expiration date

OCC (02/2024)

STATE OF OKLAHOMA  
CONSERVATION COST-SHARE PROGRAM  
WAIVER REQUEST FOR APPROVED ALTERNATES  
TO START PRACTICE PRIOR TO FUNDING APPROVAL

Participant Name	SUE JOLLY
Agreement Number	99-026-003

I applied for funding and have been approved as an alternate under the Conservation Cost-Share Program in HAPPY COUNTY Conservation District. I have signed a Performance and Maintenance Agreement. I am requesting a waiver to begin work on the following conservation practice(s) prior to being notified funding is available:

PASTURE PLANTING

The reason for my waiver request is (describe in detail):

If I'm able to start planting I will be able to meet the requirements of the NRCS specifications and will not have to delay planting until next year.

I understand that funding is not currently available for my Performance and Maintenance Agreement, and that I am starting this project at my own risk, regardless of the outcome of this waiver request. I understand that even if the waiver is granted I may be ineligible to receive payment if any of the following occurs:

- Practices are started prior to the granting of this waiver.
- Practices do not meet NRCS standard and specifications.
- Practices are started without an NRCS approved design.
- Practices are started without Conservation Plan.

I also understand that, if granted, this waiver will expire on May 30, 2024.

Sue Jolly  
Participant Signature

4/15/2024  
Date

Conservation District Approval or Disapproval (to be completed by conservation district board)

We have reviewed the waiver and make the following decision. ☒ Waiver Approve ☐ Waiver Denied  
Reason for Denial:

May 3, 2024  
Date Reviewed

**STATE OF OKLAHOMA  
CONSERVATION COST-SHARE PROGRAM  
CERTIFICATE OF COMPLETION AND ACCEPTANCE**

Conservation District	HAPPY COUNTY
Participant Name	JOY GLADMAN
Agreement Number	99-026-001
Effective Date of Agreement (last date of signature)	5/5/2019

	Conservation Practice Name / Number	Latitude / Longitude
Practice 1	BRUSH MANAGEMENT / 314	36.4572 / -96.8905
Practice 2		
Practice 3		
Practice 4		
Practice 5		

I CERTIFY: That the participant has submitted evidence that all labor, materials, and other charges have been paid in accordance with the terms of the Performance and Maintenance Agreement; and that all records and documents required by the Conservation District have been submitted. Based upon this information, the Performance and Maintenance Agreement is hereby accepted as completed.

Todd White  
Authorized District Representative Signature

7/19/2024  
Date

I CERTIFY: That the conservation practice(s) has been satisfactorily completed in accordance with the applicable NRCS conservation practice(s) standards and specifications as described in the Performance and Maintenance Agreement.

Pete Cotton  
Designated Technical Representative Signature

7/16/2024  
Date

# Step 13

Participant completes practice  
& staff certifies completion

OCC (02/2024)

- Participant provided the labor
- Participant used own equipment
- Participant had materials on-hand

To the best of my knowledge, I performed the labor, provided the machinery and had on hand the materials listed below to complete the construction of conservation practice(s) listed in my Performance and Maintenance Agreement.

Joy Gladman  
Participant Signature

### CSP In-kind Contribution

# Payment Calculation

Units- NRCS should provide when they certify or might find on receipt

Calculate separately each component of each practice

## STATE OF OKLAHOMA CONSERVATION COST SHARE PROGRAM PAYMENT CALCULATION SHEET

Conservation District **HAPPY COUNTY**  
Participant Name & Agreement No. **JOY GLADMAN / 99-026-001**

Average costs are at the back of the Guidelines

Will be the same as Part II B 3 on the Performance Agreement

Payment will be the lesser of  
Line 4  
Line 5  
Line 8

Conservation Practice						
Conservation practice units completed	8.00					
Average cost (unit cost)	399.36					
Cost share rate (percentage)	75%					
Calculated total (line 1 x line 2 x line 3)	\$2,396.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maximum cost share payment amount	\$2,500.00					
Actual total cost of installing the conservation practice (total of all receipts and in-kind contributions)	\$3,500.00					
Cost share rate (percentage)	75%	0%	0%	0%	0%	0%
Calculated total (line 6 x line 7)	\$2,625.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL AMOUNT OF COST SHARE PAYMENT</b> (add the lesser amount of lines 4, 5, or 8 in each column)	<b>\$2,396.16</b>					

- ☐ Copy of signed Performance and Maintenance Agreement
- ☐ Consent form (if applicable)
- ☐ Certification of Completion and Acceptance
- ☐ Copy of all relevant receipts and/or In-Kind Contributions form
- ☐ Payment Calculation Sheet
- ☐ Copy of signed Conservation Plan
- ☐ Claim form has been signed by the board chair
- ☐ Claim form has been notarized
- ☐ All documentation is legible

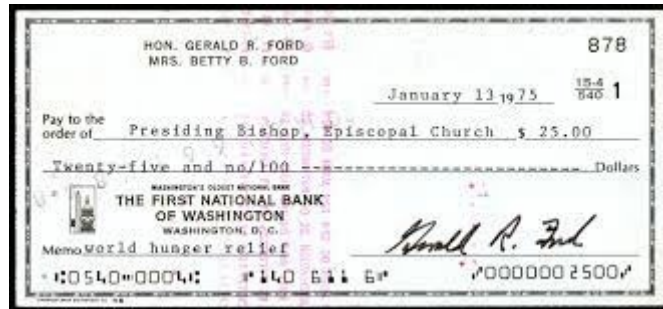
OSF Form 3

[illegible]

# Step 14

District completes & submits  
cost share payment claim to  
OCC





# Step 15

District makes payment to applicant

STATE OF OKLAHOMA  
CONSERVATION COST SHARE PROGRAM  
RELEASE OF WARRANT

Conservation District	HAPPY COUNTY
Participant Name	JOY GLADMAN
Agreement Number	99-026-001

For and in consideration of this warrant, receipt of which is hereby acknowledged, I do hereby remise, release, and discharge the Conservation District from any and all actions, which I ever had, now have, or may have, on account of or in any way arising from the Conservation Cost Share Program.

☒ Warrant was delivered in person.

☐ Warrant was delivered by mail.

Joy Gladman                      8/15/2024  
Participant Signature                      Date

I have witnessed the acceptance of the warrant and execution of the release by the above-named participant.

Patty Black                      8/15/2024  
Witness Signature                      Date

# Release of Warrant

- Not required to use
- Can be helpful to know who in the office gave the check to the participant
- Know when you mailed the check



# Allocation Report

OCC (02/2024)

**STATE OF OKLAHOMA  
CONSERVATION COST SHARE PROGRAM  
ALLOCATION REPORT**

District	HAPPY COUNTY					
Date Submitted	6/5/2024					
					Total Program Year Allocation	7,500.00
Agreement Number	Participant Name	Effective Date	Practice	Expected Completion Date	Amount	
SECTION 1 Funded Agreements, Not Completed						
99-026-002	JACK GLOW	5/5/2024	BRUSH MANAGEMENT	9/30/2024	2,500.00	
99-026-003	JUDY GRASS	5/5/2024	BRUSH MANAGEMENT	9/30/2024	2,500.00	
SECTION 1 Total					5,000.00	
Program Year Allocation Balance					103.84	
SECTION 2 Unfunded Approved Alternate Agreements						
99-026-004	MANDY GOLD	5/8/2024	BRUSH MANAGEMENT	9/30/2024	2,500.00	
SECTION 2 Total					2,500.00	
SECTION 3 Completed Agreements						
99-026-001	JOY GLADMAN	5/5/2024	BRUSH MANAGEMENT	7/19/2024	2,396.16	
SECTION 3 Total					2,396.16	
Program Year Allocation Expended					5,103.84	

