

STATE OF OKLAHOMA EMERGENCY DROUGHT ASSISTANCE PROGRAM APPLICATION

The Emergency Drought Assistance Program provides assistance to Oklahoma’s farmers and producers during the current, persistent, emergency drought conditions in Oklahoma. Eligible farmers and producers may receive 80% of actual costs not to exceed \$7,500 to install approved drought practice(s) in response to drought conditions or in preparation for effects of drought. Only one application will be accepted per farm. Counties are only eligible when total area in drought (D1-D4) reaches 25% as reported on the National Drought Monitor.

The application and a directory of conservation district addresses are available on the Oklahoma Conservation Commission’s website at <https://conservation.ok.gov/>.

There are three options for submitting your application to your local conservation district office:

- In person, visit your local district office November 12, 2024 at 8:30 a.m., and before January 31, 2025 at 4:00 p.m.
- Email to your local district office. (must be received by January 31, 2025 at 4:00 p.m.)
- Mail to your local district office. (must be postmarked by January 31, 2025 and received by February 7, 2025)

All portions of your application must be received before the deadline to be considered. This application is to be completed, signed, and dated by the applicant.

Application/ Farming information		
First Name	Last Name	
Email Address	Phone Number	
Farm County <i>(If more than one, select the eligible county where you principally operate.)</i>		
Mailing Address <i>(Must match the IRS Form W-9)</i>		
City	State	Zip
Practice(s)		
Please select all that apply:		
<input type="checkbox"/> Heavy Use Protection Area <input type="checkbox"/> Pasture Tap (1 per applicant) <input type="checkbox"/> Pipeline <input type="checkbox"/> Pond Cleanout (1 per pasture) <input type="checkbox"/> Pumping Plant <input type="checkbox"/> Watering Facility <input type="checkbox"/> Water Well (1 per applicant)	<u>Legal Description</u> (Latitude / Longitude preferred) _____ _____ _____ _____ _____ _____	
I have <input type="checkbox"/> completed or <input type="checkbox"/> started the drought practice(s) selected above.		
Type of Operation		
My operation is a: <input type="checkbox"/> Livestock Farm or Ranch <input type="checkbox"/> Crop Farm <input type="checkbox"/> Livestock & Crop Operation		
I am the <input type="checkbox"/> landowner or <input type="checkbox"/> lessee of the farm referenced on this application.		

Actual Costs

Costs must have been incurred and paid for between August 1, 2024 and July 31, 2025. Include all receipts that are directly related to the installation of drought practice(s). Only labor performed by the applicant solely to install the drought practice(s) is eligible as an in-kind contribution and must be submitted on the In-Kind Contributions Form. Allowable in-kind hourly rate is limited to:

- \$175 / hour when the applicant uses their equipment to perform the work
- \$100 / hour when the applicant rents equipment and performs the work themself

IRS Form W-9

Complete an IRS Form W-9. You must complete boxes 1, 2, 3, 5, and 6, include your Social Security Number or Employer Identification Number, and sign and date at the bottom. The form is available at www.irs.gov/pub/irs-pdf/fw9.pdf

Acknowledgements and Attestations

You must check each of the following boxes to attest that you meet all the qualifications and understand the requirements of the program.

- I attest that I am the landowner or as the lessee have attached a Consent Form giving me the authority to apply on behalf of the farm and no other application is being submitted from this farm.
- I attest that I raise livestock or grow crops. A farm is any place from which \$500 or more of agricultural products were produced and sold, or normally would have been sold, during the year.
- I understand that if I receive and accept drought assistance funds, I will receive a 1099 Form.
- I understand that my Social Security number, federal employer tax identification number, and or Oklahoma tax identification number, already provided to the state, may be used by federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action that requires filling of state tax returns and paying delinquent state tax liabilities.
- I understand a site visit may be conducted on this farm before and or after the installation of drought practice(s).
- I agree to keep all related records and receipts and make them available to the Conservation District, Conservation Commission or State Auditor for a minimum of six years.
- I affirm that the information I am submitting is true, complete, and accurate.

Summary

You must submit the following to your local conservation district for your application to be considered complete:

- Completed application, signed and dated.
- IRS Form W-9, signed and dated.
- Consent Form, required if you are not the landowner.

Applicant's Signature

Signature	Date

For Conservation District Use

Date Received	
Time Received	
Received By	

What is the Emergency Drought Assistance Program?

The Emergency Drought Assistance Program provides financial assistance to Oklahoma's farmers and producers to address the current, persistent, drought conditions. Funding for this program was made available through state general fund appropriations. Program rules, policies, procedures, and guidelines are reviewed and approved by the Emergency Drought Committee. Counties are eligible when total area in drought (D1-D4) reaches 25% as reported on the National Drought Monitor. Farmers and producers in eligible counties may apply through their local conservation district November 12, 2024 through January 31, 2025.

Who is eligible to apply?

Principal operators of farms as defined here are eligible to apply. Only one application per farm will be accepted.

- All property within the conservation district owned by the applicant is one farm.
- All property within the conservation district leased by the applicant from the same landowner is one farm.
- A farm is any place from which \$500 or more of agricultural products were produced and sold, or normally would have been sold, during the year. This definition includes nurseries, greenhouses, and certain non-profit organizations that operate farms.
- The principal operator is the person (landowner or lessee) primarily responsible for the day-to-day operations of the farm. A Landowner Consent Form must be attached to the application of a lessee.
- Livestock includes beef cattle, dairy cattle, swine, poultry, goats, mules, bison, sheep, horses, deer, emu and llamas.

Eligibility of Conservation District Directors and Employees:

- All conservation district directors and employees are eligible to apply, except for directors that previously receive drought assistance funds in 2022, 2023 or 2024.
- Only two district directors from the same conservation district are allowed to apply during each month of the application period.
- When more than two district directors from the same conservation district want to apply, applications must be submitted and approved so that a quorum can be maintained to take action to approve applications.

Who is NOT eligible to apply?

- Emergency Drought Committee members and their spouses.
- Conservation Commission staff with Emergency Drought Assistance Program decision making responsibilities and their spouses.

Trey Lam, Executive Director	Lisa Knauf Owen, Assistant Director
Janet Stewart, General Counsel	Tammy Sawatzky, Conservation Programs Division Director
- Conservation district directors that previously received drought assistance funds in 2022, 2023 or 2024.

How do I apply?

There are three options for submitting your application to your **local conservation district office**:

- In person, between November 12, 2024 at 8:30 a.m. and January 31, 2025 at 4:00 p.m.
- By email, must be received between November 12, 2024 at 8:30 a.m. and January 31, 2025 at 4:00 p.m.
- By mail, must be postmarked by January 31, 2025 and received by February 7, 2025.

The application and a list of conservation district addresses are available on the Oklahoma Conservation Commission's website at <https://conservation.ok.gov/>.

To be considered for the Emergency Drought Assistance Program, you must include a completed application form and IRS Form W-9, and a Landowner Consent Form if you are a lessee of the farm. Your application will be considered incomplete if all forms are not included. This application is to be completed, signed, and dated by the applicant. All applications are due to your local conservation district office by January 31, 2025 at 4:00 p.m. Only one application per farm will be accepted.

There is no guarantee of funding. Applications submitted after the January 31, 2025 deadline will not be considered.

Conservation districts will process applications on a first-come, first-served basis.

The Emergency Drought Committee, Oklahoma Conservation Commission, and your local conservation district are not responsible for any technical or logistical problems resulting in the conservation district not receiving the application on time. It is the responsibility of the applicant to ensure that the submission is received by the conservation district before the deadline. It is best practice to submit your application at least 24 hours in advance to prevent unforeseen delays.

What practices are eligible?

Eligible drought conservation practices are:

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| <ul style="list-style-type: none"> • Heavy Use Protection Area • Pipeline • Pumping Plant • Water Well (1 per application) | <ul style="list-style-type: none"> • Pasture Tap (1 per application) • Pond Cleanout (1 per pasture) • Watering Facility |
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You can apply for more than one practice.

<p>What costs are eligible?</p> <p>The following list is not expected to be all inclusive.</p> <ul style="list-style-type: none"> • Only costs incurred after August 1, 2024 solely to install the drought practice(s). • Materials, supplies, and parts • Hired labor • Equipment rental • Labor performed by the applicant solely to install the drought practice(s) is eligible only when submitted on the In-Kind Contributions Form. • Allowable in-kind hourly rate is limited to: <ul style="list-style-type: none"> – \$175 / hour when the applicant uses their equipment to perform the work – \$100 / hour when the applicant rents equipment and performs the work themself
<p>What costs are never eligible?</p> <p>The following list is not expected to be all inclusive.</p> <ul style="list-style-type: none"> • Construction or improvements outside of the State of Oklahoma. • Meals/food for human consumption. • Donated or volunteer services and unpaid labor. • Fine, penalties, and other settlement expenses resulting from failure of the applicant to comply with Federal, State, local, or Indian Tribal laws and regulations. • Parking or traffic violations. • Bad debts, late payment fees, finance charges, legal costs, or contingency funds. • Indirect costs (expenses of doing business that are not readily identified with the project). • Taxes, except sales tax on goods and services.
<p>How much will I be paid?</p> <p>You are eligible to receive 80% of your actual eligible costs supported by receipts up to \$7,500. The maximum payment per Social Security Number or Employer Identification Number cannot exceed \$7,500.</p>
<p>How will I be paid?</p> <p>All work to install the practice(s) must be complete and the following submitted to your local conservation district by July 31, 2025:</p> <ul style="list-style-type: none"> • Completed Self-Certification form • All receipts documenting actual eligible costs • Photographic proof of practice(s) completion <p>The conservation district will review all documentation and prepare a claim to be approved for payment at a district board meeting. After district board approval the claim will be submitted to the Conservation Commission for processing. Payment will be received by the district by EFT and a paper check will be issued to the participant from the district. Allow up to 45 days for processing.</p>
<p>What if there is a problem with my application?</p> <p>The local conservation office will notify you via phone or email about the missing information or errors in your application or if your application was denied. You will be given seven business days after you are notified or after the initial application period closes, whichever is later, to fix the problem(s). If the corrections are not made, your application will not be considered as received during the initial application period. Applicants who are denied may appeal the decision at the local conservation board meeting.</p>
<p>Where do I get more information?</p> <ul style="list-style-type: none"> • Oklahoma Department of Agriculture, Food and Forestry's webpage https://ag.ok.gov/oklahoma-emergency-drought-commission/. On the main page click <u>programs</u> and select <u>Emergency Drought Commission</u>. • Oklahoma Conservation Commission's webpage https://conservation.ok.gov/ and on Facebook at https://www.facebook.com/ConservationOK/. • By contacting your local conservation office. A directory of conservation district offices is available on the Conservation Commission's webpage https://conservation.ok.gov/conservation-district-directory/. • By contacting Conservation Commission staff at 405-521-2384.