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LAND & WATER RESOURCES DEPARTMENT

COUNTY ADMINISTERED COST SHARE PROGRAMS

LAND CONSERVATION DIVISION

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PURPOSE

Dane County Land & Water Resources Department (LWRD), primarily through the Land Conservation Division’s (LCD) soil and water conservation programming, supports the implementation of conservation practices and systems to address soil health, water quality and quantity, and habitat protection and restoration. Dane County’s Land & Water Resource Management Plan is one of the guiding documents focusing on goals and objectives for soil and water conservation priorities along with other county initiatives and partner relationships.

To implement county goals and objectives, LCD staff provide conservation planning assistance and engineering technical services to landowners to implement conservation practices and systems. For many projects, this also includes providing assistance in obtaining cost-share funding to help the landowner with costs associated with implementing practices. Funds may come from a variety of sources and be targeted to specific watersheds in the county or focused on specific practice goals.

This document will outline the over-arching implementation process for practices, funding opportunities available to landowners implementing conservation practices and systems as well as the procedures for staff to allocate, award and track funding and cost share contracts.

IMPLEMENTATION PROCESS

The following is an overview of the implementation process LCD staff work through with landowners on potential projects. The steps associated with funding and contracting will be further described in this document. However, it is helpful to see where the funding and contracting procedures fit within the implementation process. Figure 1 highlights the over-arching steps.

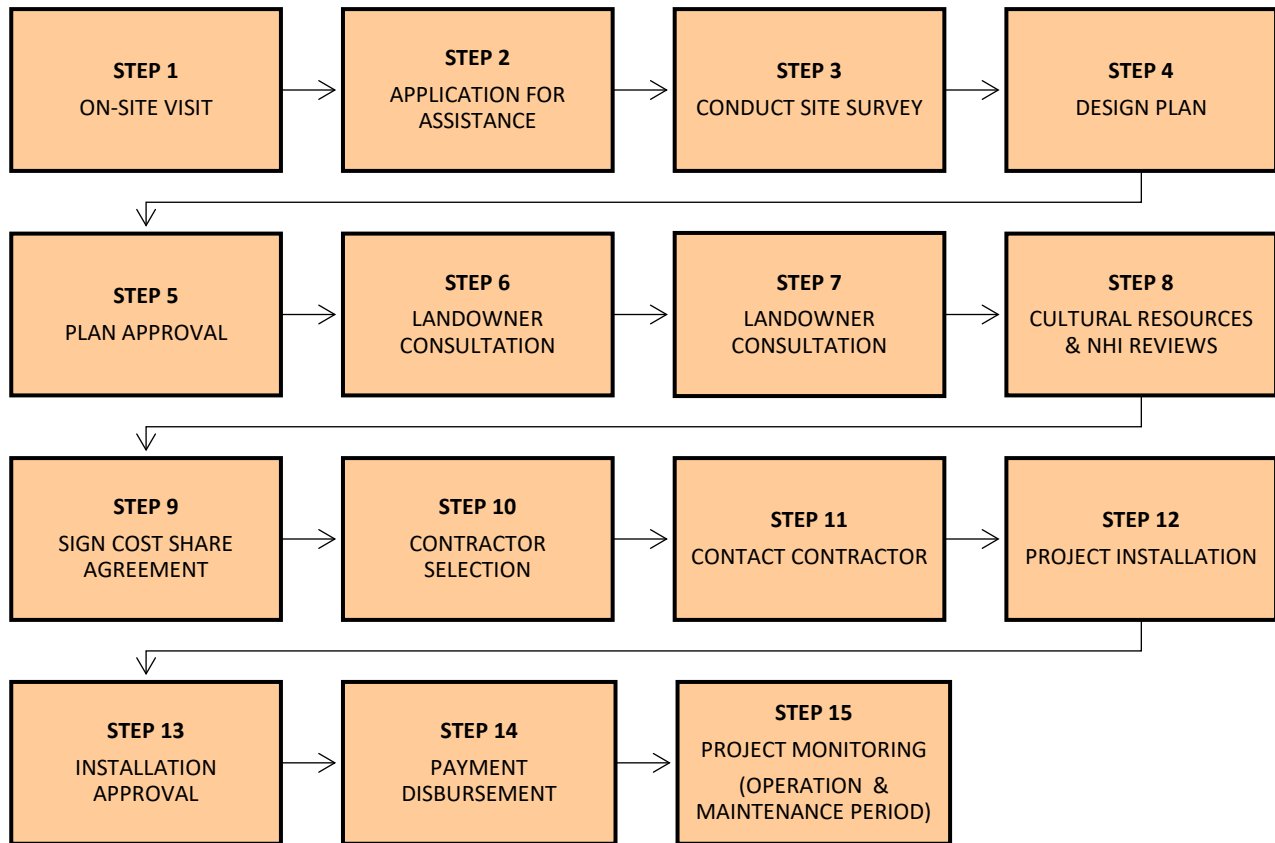


Figure 1: Implementation process when cost-share funds are used

STEP 1: ON-SITE VISIT

LCD staff meet with the landowner onsite to evaluate the resource concern and discuss potential options for addressing the concern. Topics may include cost-share funding opportunities, scope of the project, required permits, and establishing a timeline.

STEP 2: APPLICATION FOR TECHNICAL/FINANCIAL ASSISTANCE (BEING DEVELOPED)

The landowner (or operator in some cases) will submit an application for technical and/or financial assistance. LCD staff will assist in the application process. Applications for funding are due by February 15th annually for local and state funding programs unless otherwise identified. A determination will be made on which projects, or the rate at which projects will be funded no later than February 22ND. Applicants will be notified as to whether or not they were selected for funding.

STEP 3: CONDUCT SITE SURVEY/INVENTORY AND DEVELOP DESIGN PLAN

LCD staff will conduct a site survey/inventory as needed depending on the management practice to be installed. A preliminary design meeting NRCS Standards will be developed. This design will include cost estimates as well as standards and specifications. LCD staff will review the preliminary design plan with the landowner/operator and make adjustments to the plan as needed. A second review with the landowner/operator may be needed prior to finalizing the design plan. Once all adjustments to the plan have been made, staff will give the plan to another staff member to check. Upon making any corrections, staff will submit the plan to someone with the appropriate Job Approval Authority. They will review the design plan and make note of any required alterations to be made. Staff will make the necessary changes needed for approval and get the engineer or person with JAA to sign off that the plan meets standards and specifications.

STEP 4: REQUEST FOR CULTURAL RESOURCE AND NHI REVIEW

LCD staff will request a cultural resources review if required for the practices being implemented. Requests for Cultural Resource reviews (Section II of the FOTG) should be completed, e-mailed to Patty and entered into the binder on shelf by Adam's office. Staff should conduct an NHI review from the NHI website:

<https://dnr.wi.gov/topic/NHI/> (local/state vs. federal process)

STEP 5: LANDOWNER CONSULTATION

Once the design plan is finalized LCD staff will meet with the landowner/operator to review the design plan and estimated costs. Staff should also have the applicant sign the design plan, operation and maintenance agreement, and any other required forms.

STEP 6: PERMIT APPLICATION SUBMISSION

The landowner/operator will apply for any required permits. These may include, but are not limited to, manure storage, erosion control, stormwater runoff, shoreland zoning, wetland, or Ch. 30 permits. LCD staff may assist in the application process upon request by the applicant and depending on workload priorities.

STEP 7: COST SHARE AGREEMENT SIGNING

LCD staff will meet with the landowner/operator to review the terms of the cost share agreement and explain how the cost share funding is processed. The landowner/operator shall sign the cost share agreement before a Notary Public, when required, and submit them to the department. Some staff are licensed notaries. Staff should have each grant recipient submit a W9 to the Account Clerk. The cost share agreement information will be entered on the LCC agenda spreadsheet and the agreement, along with proof of ownership from Access Dane, given to Account Clerk by noon Wednesday the week before the LCC meeting if the agreement must be approved by the LCC. The Account Clerk will put all documentation in the LCC meeting folder. If the agreement gets recorded on the deed to the property a note should be put on the agreement to that effect so Account Clerk knows it needs to be sent to the register of deeds. If the land is under an LLC, Trust or other entity, proof of signature authority will be needed. Documentation for an LLC, LLP, LTD, Inc. or SC can be found at: <https://www.wdfr.org/>

STEP 7A: ONCE AGREEMENT HAS BEEN APPROVED

The Account Clerk sends a copy of the contract to DATCP or DNR (if it is a state grants), landowner and grant recipient (if different). A copy of the contract is sent to DATCP or WDNR (if it is a state grant), landowner, and grant recipient. Receipt of W9 is verified. The Account Clerk tracking spreadsheet is updated with contract data.

STEP 8: CONTRACTOR SELECTION

The landowner can identify a preferred contractor and cost share funding will be based on the LCC approved average cost list, or they can work with staff to facilitate bidding their project out. The bids are the property of the grantee, not the county. After bidding the project out, the grantee may choose any contractor to do the project, however, cost share funding will be based on the lowest bid unless funding is based on a flat rate.

STEP 9: CONTACT CONTRACTOR

The grantee identifies their selected contractor to the department. The grantee works with the contractor to establish an approximate time for project installation and schedule a pre-construction meeting with staff, preferably on site, to review the project specifics, make sure the contractor understands what they are responsible for and to answer any questions.

STEP 10: PROJECT INSTALLATION

The grantee will notify staff of the impending installation of the project. Staff will monitor the installation and work with the grantee and contractor to verify elevations and acceptable materials are used as identified in the plans and specifications.

STEP 11: INSTALLATION APPROVAL

Staff, or the grantees private engineer, will put together “As-Built” documentation showing the project was properly installed, document any design changes and provide a statement that the project was installed in accordance with standards and specifications.

STEP 12: PAYMENT IS DISBURSED

The landowner will provide the department with receipts that are signed by the contractor, or supplier, dated and marked “Paid in Full” as proof of payment. A cancelled check can also be used as proof of payment. Staff will complete the cost share disbursement form and provide that along with the receipts, any Landowner Reimbursement forms, and the “As-Built” document cover sheet or NMP Checklist to the Account Clerk. The Account Clerk will put all documentation in the LCC meeting folder. If the payment requires approval by the LCC, payment information must be entered on LCC agenda spreadsheet and submitted to the Account Clerk by noon Wednesday the week before the LCC meeting.

STEP 12A: ONCE PAYMENT HAS BEEN APPROVED

The Account Clerk will: Type up payment voucher for each contract recipient to be signed by the County Conservationist. Payments are processed in Munis, change orders are completed, and payment data is documented on the Account Clerk tracking spreadsheet. Payments will typically be received by recipient in 7-10 days. If the project was state grant funded, once payment is verified a reimbursement request is sent to the appropriate agency along with any change orders and the As-Built documentation or NMP Checklist. The agency providing the grant reimburses Dane County for funds.

STEP 13: PROJECT MONITORED (OPERATION & MAINTENANCE PERIOD)

Staff will periodically visit the site to verify the project is being properly operated and maintained. These visits may occur at anytime throughout the Operation & Maintenance period as identified in the design plan for the project and/or the cost share agreement.

FUNDING OPPORTUNITIES

Funding opportunities are available to landowners through a number of programs. LCD staff are able to provide assistance in determining which options are available for their projects. All programs are contingent on available funds and meeting eligibility requirements. The following is a breakdown of the most common opportunities from local, state, federal programs that Dane County provides assistance to landowners for.

DANE COUNTY PROGRAMS

Dane County through the support of the County Executive and County Board provides funding through a number of initiatives to address local resource concerns.

YAHARA CLEAN

The Yahara Capital Area Environmental Assessment and Needs (CLEAN) program is a county funding initiative to support implementation of the [Yahara CLEAN](#) report developed in 2010. LCD staff provide conservation planning assistance and engineering technical services to landowners located within the Yahara River Watershed for the implementation of phosphorus and sediment reducing conservation practices. This targeted fund includes sub-programs for specific initiatives and currently includes:

- **Yahara CLEAN Program:** This program provides funding to landowners for a wide variety of practices that benefit water quality.

- **Harvestable Buffer Program:** This program provides funding to landowners who take land out of row crop production and convert it to a vegetated buffer that can be harvested along stream corridors.
- **Low Disturbance Manure Injection (LDMI):** This program provides funding to custom haulers and producers to purchase a LDMI toolbar for manure applications.

YAHARA CLEAN PROGRAM

TARGET AREA

Yahara River Watershed and Badfish Creek Watershed

PURPOSE

To provide cost-share funds for practices to support conservation systems that have a maximum water quality benefit.

PRACTICE ELIGIBILITY

Practices eligible to receive cost-share funds are those that have an increased probability in reducing both nutrient and sediment transport to nearby streams over extended periods and varying climactic conditions. Examples include: diversions, grassed waterways, terraces, grade stabilization structures, agricultural sediment basins, water and sediment control basins, wetland restorations, roof runoff management systems, roofs and covers, manure storages, animal lot relocations, managed grazing, and other best management practices as approved by the Land Conservation Committee (LCC).

PROGRAM REQUIREMENTS

- Follow Dane County LWRD average cost/cost containment procedures.
- Lands within the portions of the Yahara River and Badfish Watersheds located in Dane County are eligible; contingent on available funds..
- The cost share recipient agrees to maintain the practice for the life expectancy of the practice (typically 10 years).
- Maintenance agreements associated with cost-share contracts exceeding \$25,000 are recorded on the deed once payment is issued.
- Conservation practices will be cost-shared at 70% of actual cost, not to exceed Dane County Average Costs. If landowner/producer receives cost share funds from other programs, CLEAN funds may be used to increase cost share rate to 90% of actual costs, not to exceed Dane County Average Costs and contingent on available funding.
- Wetland restoration and structures designed to trap water and sediment (i.e. water and sediment basin control structures, grade stabilization structures, etc.) may receive up to 90% of the total cost to implement the practice not to exceed of Dane County average costs. If a landowner/producer receives cost share funds from other programs, CLEAN funds may be used to increase cost share to 100% of actual costs, not to exceed Dane County average costs and contingent on available funding
- Wetland restorations and structures designed to trap water and sediment may receive a one-time payment of \$2,500.00 per acre for land taken out of agricultural production.
- Maximum cost share of \$100,000 per conservation practice with a maximum total cost share amount of \$300,000 per contract.
- Manure storage and management will be in accordance with Chapter 49: Agricultural Performance Standards and Manure Management, Dane County Code of Ordinances. Minimum design volume will be 6 month storage with additional 2 months capacity to account for variable weather conditions. No manure from the storage can be land applied between December 1st and March 31st of each calendar year, without prior approval in writing from Dane County LWRD.

- Variations from the program requirements can be approved on a case-by-case basis by the LCC.

HARVESTABLE BUFFER PROGRAM

TARGET AREA

Yahara River Watershed and Badfish Creek Watershed

PURPOSE

To allow landowners to establish a perennial grass cover which can be harvested and utilized while maintaining the environmental benefits of grass buffer strips and reducing phosphorus runoff.

PRACTICE ELIGIBILITY

- Eligible cropland includes:
 - Fields adjacent to perennial or intermittent streams.
- Access lanes for maintenance of buffers.
- Lands adjacent to waterways, wetlands and drainage ditches on a case-by-case basis.

PROGRAM REQUIREMENTS

- A minimum buffer strip width of 30 feet with a maximum width determined based on phosphorus reductions and management needs. The landowner may be able to enroll the entire field if the proposed buffer area will encompass 66% or more of the field.
- Land must be evaluated for eligibility by LCD staff. Staff review information such as cropping history, soil samples, nutrient applications, and potential phosphorus reductions.
- Producer is responsible for maintaining the grass cover for the contracted term.
- No manure or other forms of phosphorus applications are allowed on the enrolled acres.

AGREEMENT PROCESS

- Landowners can install a harvestable buffer for a contracted period of 15 years.
- The payment rate is \$450/acre/year. The total contract payment will be made to the landowner once the buffer is established and verified.
- LCD staff use SNAP Plus to calculate the estimated phosphorus reductions.
- LCD staff provide planning assistance and technical services for the landowner such as identifying potential areas for buffering, width of buffer, and seed mixes.
- Landowner signs a cost share agreement for identified acres.
- Cost share agreement is approved by Land Conservation Committee.
- The landowner plants the identified acres for the harvestable buffer in accordance with the approved seed mix (i.e. cool season grasses, native prairie grasses, etc.).
- LCD staff verify the seeding establishment, location and width of buffers. The location of the buffers and associated access roads will be tracked using GPS.
- The landowner submits receipts and invoices for establishing the buffer. Payments will be issued after review and approval of receipts and invoices.
- Contracts are recorded on the deed including a map showing the location of the buffer.
- If buffer is seeded prior to June 1st, the contract period will start with the current crop year. After June 1st, the contract period will begin the next crop year.

LOW DISTURBANCE MANURE INJECTION (CUSTOM HAULERS)

TARGET AREA

Yahara River Watershed and Badfish Creek Watershed

PURPOSE

To offset some of the costs for custom haulers to purchase low disturbance manure injection (LDMI) equipment used to apply manure in a manner that reduces the risk of manure runoff and maintains residue on cropped fields.

PRACTICE ELIGIBILITY

Any custom hauler that applies liquid manure to land located in the target area. All LDMI applications will be reviewed by the Yahara Pride Farms Board for equipment eligibility.

PROGRAM REQUIREMENTS

- Custom hauler must be certified by Professional Nutrient Applicators Association of Wisconsin (PNAAW).
- Custom hauler must agree to use the LDMI equipment on a minimum of 500 acres/year for at least 3 years within the target area.
- All land receiving LDMI must comply with an approved conservation plan.
- If a manure application occurs in the fall, the producer must agree to use one of the following practices on the fields where LDMI equipment was utilized:
 - A LDMI application with no other tillage occurring in the fall.
 - A LDMI application with low disturbance subsoil tillage or strip tillage and the seeding of a cover crop.
- Custom hauler is responsible for maintaining all of the equipment.
- Used equipment is eligible for cost share funding provided there is a statement from the equipment dealer that the equipment is in good repair and that it still functions in the capacity it was designed to.
- Over the course of the grant period, custom haulers will work with Dane County staff to inventory land and verify phosphorus reductions where LDMI equipment was utilized.

Funding is available for LDMI toolbars with maximum cost-share assistance provided below:
LDMI toolbar75% of the total cost not to exceed \$40,000.

- **Total Funds Not to Exceed \$40,000**

Ranking: Priority will be given to those applicants that plan to implement the practice on a greater number of acres.

AGREEMENT PROCESS

- Applications are reviewed by Dane County staff for program eligibility and phosphorus reduction potential. Applications are reviewed anonymously by Yahara Pride Farms Board for proposed equipment eligibility.
- Once reviewed, the applicant signs a cost share agreement.
- Cost share agreement is approved by Land Conservation Committee.
- Cost-share recipient receives 40% of the applicable cost-share funds for purchase of the equipment.
- Cost-share recipient receives a payment of 20% of the applicable cost share agreement each year for 3 years once staff verify LDMI application.
- Custom hauler contacts Dane County staff to identify fields that have received the LDMI manure application and submits documentation showing the phosphorus reduction for fields where implemented.
- If at any time, Dane County determines that a violation of the terms of a LDMI cost-share agreement has occurred, the cost-share recipient shall immediately refund all cost-share funds received under the agreement.

LOW DISTURBANCE MANURE INJECTION (PRODUCERS)

TARGET AREA

Yahara River Watershed and Badfish Creek Watershed

PURPOSE

To offset some of the costs for producers to purchase low disturbance manure injection (LDMI) equipment used to apply manure in a manner that reduces the risk of manure runoff and maintains residue on cropped fields.

PRACTICE ELIGIBILITY

Any Dane County producer with land located in the target area that applies liquid manure to cropped fields. All LDMI applications will be reviewed by the Yahara Pride Farms Board for equipment eligibility.

PROGRAM REQUIREMENTS

- One or more producers can apply for a piece of equipment under one application.
- Producer agrees to use the LDMI equipment to apply at least 25% of the total volume of liquid manure applied each year for at least 5 years.
- Producer must comply with an approved conservation plan for all land where LDMI will be utilized.
- If a manure application occurs in the fall, applicants agree to use the LDMI equipment in the following manners:
 - A LDMI application with no other tillage occurring in the fall.
 - A LDMI application with low disturbance subsoil tillage or strip tillage and the seeding of a cover crop.
- Producer is responsible for maintaining all of the equipment.
- Used equipment is eligible for cost share funding provided there is a statement from the equipment dealer that the equipment is in good repair and that it still functions in the capacity it was designed to.
- Over the course of the grant period, producers will allow Dane County staff to inventory enrolled land and verify phosphorus reductions.
- Cost-share recipients will share their experiences using the LDMI equipment with Yahara Pride Farms. Funding is available for a range of equipment with maximum cost-share assistance provided below:
 - LDMI tool bar including hoses.....75% of the total cost not to exceed \$30,000.
 - Flow meter and corresponding sensors.....25% of the total cost not to exceed \$8,000.
 - GPS mapping and equipment.....25% of the total cost not to exceed \$2,000.
- **Total Funds Not to Exceed \$40,000**
Ranking: Priority will be given to those applications where more than one producer will be using the equipment. Priority will also be given to those applicants that plan to implement the practice on a greater number of acres.

AGREEMENT PROCESS

- Applicants work with an agronomist or Dane County staff to develop and/or update a nutrient management plan in SNAP Plus to submit with LDMI application. Documentation that phosphorus reductions would result from implementation of the LDMI equipment using SNAP Plus should be included with the submittal.
- Applications are reviewed by Dane County staff for program eligibility and phosphorus reduction potential.
- Applications are reviewed anonymously by Yahara Pride Farms Board for proposed equipment eligibility.
- Applicant signs a cost share agreement.
- Cost share agreement is approved by Land Conservation Committee.
- Cost-share recipient receives 40% of the applicable cost-share funds for purchase of the equipment.

- Cost-share recipient receives a payment of 20% of the applicable cost share agreement each year for 3 years once staff verify LDMI application.
- Cost-share recipient contacts Dane County staff to identify fields that have received the LDMI manure application and submits documentation showing the phosphorus reduction for the fields where implemented.
- If at any time, Dane County determines that a violation of the terms of the LDMI cost-share agreement has occurred, the cost-share recipient shall immediately refund all cost-share funds received under the agreement.

REVIEW OF PHOSPHORUS REDUCTIONS

- Dane County staff field verifies LDMI application.

DANE COUNTY COMMUNITY MANURE STORAGE

The Community Manure Storage program is a county funding initiative available to producers in the targeted watersheds to encourage the construction of manure storage systems; particularly storage systems that can be shared between multiple producers. LCD staff primarily assist with the review of projects, contracting for funding and permitting. Producers typically hire private engineers and consultants to conduct site evaluations and design work. Development and implementation of a nutrient management plan is also a requirement for participation.

TARGET AREA

Six Mile and Pheasant Branch Creeks Watershed and Yahara River and Lake Mendota Watershed

PURPOSE

The purpose for this cost share program is to help improve the overall water quality of the target area by reducing the adverse environmental impacts of manure and nutrients on both surface and ground water. This will be accomplished by providing small to medium sized livestock operations with funding to evaluate and implement alternative manure management strategies that reduce the risk of manure and nutrient transport to both surface and groundwater. Along with improving water quality, the following objectives will also be achieved through this cost sharing program:

- Redistributing and directing manure to cropland areas that currently receive little or no manure applications.
- Reducing the application of manure during critical times of the year (frozen and snow covered ground, water saturated field conditions, etc.) when manure has the highest probability of running off and entering nearby streams.
- Incorporating innovative manure management strategies and technologies into current manure management systems.

PRACTICE ELIGIBILITY

1. Storage and management of manure in the target area for manure that is produced within the watershed.
2. Community based storage structures in which multiple producers within the target area work together to store and manage their manure.

PROGRAM REQUIREMENTS

- Producer(s) agree that all manure storage structures and management strategies will be in accordance with Dane County Code of Ordinance Chapter 49.
- Producer(s) agree to provide temporary emergency manure storage for other farming operations at Dane Counties request in amounts not greater than 10% of the structures design storage volume for a period of not greater than 3 months.
- Producer(s) agree to have a minimum combined storage capacity of 8 months from all manure storage structures in which manure generated by them is stored in.

- The field application of any stored manure will be the responsibility of the producer who generated it and land applied in accordance with Dane County Code of Ordinance – Chapter 49.
- The application of manure from December 1st to March 31st is prohibited without prior written approval from the Director of the Dane County Land and Water Resources Department.
Maximum cost share rates will be tiered and based upon the number of producers participating.
- One participant – 70% cost share not to exceed \$120,000
- Two participants – 80% cost share not to exceed \$120,000 per participant
- Three or more participants – 90% cost share not to exceed \$120,000 per participant
*Percent cost sharing is based on actual costs
Producers may request up to 10% of the agreement total be available to them upon Land Conservation Committee (LCC) approval. These funds are to be used solely for engineering costs associated with the design of the manure storage structure.

LAND LEGACY POLLUTION CONTROL

The Land Legacy Pollution Control fund is a county funded program used to address compliance issues related to implementation of Ch. 14 of the Dane County Code of Ordinances. Water Resources Engineering (WRE) staff typically conduct any enforcement actions while LCD staff focus on providing planning assistance and technical services to the landowners to address resource concerns.

TARGET AREA

Funding for this program is available throughout Dane County.

PURPOSE

To provide cost share funds to landowners that are out of compliance with Ch. 14/49 of the DCCO to get them into compliance with ordinance requirements.

PRACTICE ELIGIBILITY

Practices eligible for funding through this are those that will bring livestock facilities into compliance with the requirements of Chapter 14/49 of the DCCO. These practices include but are not limited to: Waste Storage Facility, Waste Facility Closure, Waste Transfer, diversions, roof runoff management, roofs and covers, underground outlet, animal lot abandonment and relocation and any other best management practice necessary to bring a facility into compliance with Ch. 14/49

PROGRAM REQUIREMENTS

- Follow Dane County Land & Water Conservation Department average cost/cost containment procedures.
- The cost share recipient agrees to maintain the practice for 10 years.
- If payments exceed \$25,000, the maintenance agreement between Dane County and the land owner will be recorded on the deed for 10 years following receipt of cost share payment.
- Conservation practices will be cost-shared at 70% of actual cost, not to exceed Dane County Cost Containment Process. If landowner/producer is required to install a practice and it is determined they meet the requirement for economic hardship the cost-share rate may be increase up to 90%.
- Manure storage and management will be in accordance with Dane County Code of Ordinances Ch. 14. Minimum design volume will be 6 month storage with additional 2 months capacity to account for variable weather conditions. Producers receiving cost-share funds for manure storage will not land apply liquid manure between December 1st and March 31st of each calendar year, without prior approval in writing from the Director of the Dane County Land and Water Resources Department.
- Variations from the program requirements can be approved on a case-by-case basis by the LCC.

CONTINUOUS COVER PROGRAM

TARGET AREA

PURPOSE

PRACTICE ELIGIBILITY

PROGRAM REQUIREMENTS

AGREEMENT PROCESS

WDATCP – SOIL AND WATER RESOURCES MANAGEMENT GRANT PROGRAM

BACKGROUND/OVERVIEW

Each year Dane County Land and Water Resources Department requests grant funds to implement the Land and Water Resource Management Plan. Funds are provided for staff, structural best management practices and, nutrient management planning and any practices necessary associated practices. Grant funding is based on availability of funds, statutory requirements, grant applications and a counties effectiveness in achieving goals.

SOIL AND WATER RESOURCES MANAGEMENT BOND FUNDS

LCD staff provide planning assistance and technical services to landowners receiving funding from the [Land & Water Resources Management](#) (LWRM) program. Funds for the LWRM program are allocated annually to the County from the Department of Agriculture, Trade and Consumer Protection (DATCP). These funds can be used for structural practices. In addition to providing planning assistance and technical services, LCD staff also administer the funds which may include developing contracts with landowners, reviewing payment documentation, contract extensions, contract modifications, and tracking/reporting to DATCP. The Land Conservation Committee (LCC) approves contracts and modifications.

TARGET AREA

These funds are targeted towards structural practices in Dane County but outside the Yahara River Watershed.

PURPOSE

To provide funds for structural practices to address resource concerns identified as priorities in the Land and Water Resource Management Plan.

PRACTICE ELIGIBILITY

Practices eligible to receive grant funds are those that have an increased probability in reducing nutrient and/or sediment transport to nearby surface waters or groundwater.

Diversion, grassed waterway, terrace, rotational grazing, grade stabilization structure, agricultural sediment basin, water and sediment control basin, wetland restoration, roof runoff management, roofs and covers, manure storage, animal lot relocation, and additional best management practices as approved by the Land Conservation Committee (LCC).

PROGRAM REQUIREMENTS

- Funds must be used in accordance with the WI Administrative Code ATCP 50
- Follow Dane County Land & Water Conservation Department average cost/cost containment procedures.
- The grant recipient agrees to maintain structural practices for 10 years.
- If payments exceed \$14,000, the contract will be recorded on the deed.
- Conservation practices will be cost-shared at 70% of actual cost, not to exceed Dane County cost containment procedure. If landowner/producer is required to install a practice and it is determined they meet the requirement for economic hardship the cost-share rate may be increase up to 90%. A grant recipient can receive up to a maximum of \$6,000 per year.
- Manure storage and management will be in accordance with Dane County Code of Ordinances Ch. 14. Minimum design volume will be 6 month storage with additional 2 months capacity to account for variable weather conditions. Producers receiving cost-share funds for manure storage will not land apply liquid manure between December 1st and March 31st of each calendar year, without prior approval in writing from the Director of the Dane County Land and Water Resources Department.
- Grant recipients must acknowledge any continuing compliance requirements associated with the installation of certain funded practices.
- Repay grant funds if the practice is not operated or maintained according to the contract.

SOIL AND WATER RESOURCES MANAGEMENT SEGREGATED(SEG) FUNDS

The [Soil & Water Resource Management](#) (SWRM) program provides funding to landowners for management practices. The most common practice funded by this program is nutrient management planning. Funds for the SWRM program are allocated annually to the County from DATCP. LCD staff primarily assist landowners with developing contracts, reviewing payment documentation, contract extensions, contract modifications, and tracking/reporting to DATCP. The LCC approves contracts and modifications. Typically, landowners hire a private consultant to develop nutrient management plans. For other management practices, LCD staff are available to provide planning assistance and technical services as needed.

TARGET AREA

These funds may be used anywhere in Dane County.

PURPOSE

To provide funds for the development and implementation of Nutrient Management Plans (NMP) in Dane County.

PRACTICE ELIGIBILITY

Nutrient Management Planning, and any practices necessary to meet the requirements of the NMP, are eligible for these grant funds. Practices that may be funded in order to meet the NMP requirements include residue management, cover crops, contour farming and/or strip-cropping.

PROGRAM REQUIREMENTS

- Funds must be used in accordance with the WI Administrative Code ATCP 50

- Grant recipient receives flat rate cost share payment for developing a NMP. If the land is sold the new owner is responsible for annually developing a NMP.
- The grant recipient agrees to annually develop a NMP for all land included in the contract.
- If payments exceed \$14,000, the contract will be recorded on the deed to all parcels.
- Repay grant funds if the practice is not operated or maintained according to the contract.

NUTRIENT MANAGEMENT FARMER EDUCATION

LCD staff in partnership with UW-Extension staff provide training to producers and plan writers to develop nutrient management plans through the [Nutrient Management Farmer Education](#) (NMFE) program. The County applies for a grant from DATCP to implement the program. Funds can be used to assist producers and plan writers with soil testing costs or to attend training. Funds also cover LCD staff time regarding administering the program, hosting training sessions and other supporting costs. [contracting??]

TARGET AREA

These funds are to be used in Dane County.

PURPOSE

Provide grant to local organizations to teach farmers to develop their own NMP and to provide limited funding to landowner that take the class.

PRACTICE ELIGIBILITY

- Grant funds can pay for soil sample collection and testing not to exceed \$750
- Participants can receive \$500 incentive

PROGRAM REQUIREMENTS

- Final report on dates and location of training events, number of participants, number of plans developed and acres, in-kind contributions, participant post-workshop questionnaires, narrative summary of the events.

CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP)

The [Conservation Reserve Enhancement Program](#) (CREP) is similar to the CRP program but is administered at the state level by the Department of Agriculture, Trade and Consumer Protection (DATCP) in partnership with the FSA. LCD staff provide support to existing and new participants with planning assistance and technical services for implementing CREP practices. LCD staff assist landowners with the paperwork while DATCP and FSA administer contracts and paperwork.

TARGET AREA

The target area for this program include fields with a history of being cropped or pastured that are adjacent to waterways or fields that are continuously flooded.

PURPOSE

The purpose of CREP is to help landowners meet their conservation goals by taking marginal land out of production and protecting land adjacent to waterways while still receiving income on that land.

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

NOTICE OF DISCHARGE GRANT (WDNR/DATCP JOINT)

[Notice of Intent/Notice of Discharge](#) (NOI/NOD) grants are available through the DNR to address pollution discharges where DNR issues a Notice of Intent to Issue a Notice of Discharge (NOI) or a Notice of Discharge (NOD). LCD staff work in partnership with DNR staff to address the pollution discharges through this program. LCD staff are able to apply for NOI/NOD grants on behalf of the landowner as well as provide planning assistance and technical services for structural practices. Grants are contingent on the availability of funding from DNR.

TARGET AREA

These competitive grant funds are available in all areas of Dane County.

PURPOSE

These funds are for the implementation of best management practices that address significant discharges from animal feeding operations.

PRACTICE ELIGIBILITY

To be eligible for these grant funds the facility must be an existing facility that has been issued a Notice of Discharge or a Notice of Intent. An existing facility is a facility that existed prior to October 1, 2002 and has never been identified as being in compliance with the State Agricultural Performance Standards and Prohibitions (APSP).

PROGRAM REQUIREMENTS

- The applicant must be a governmental unit
- Follow Dane County Land & Water Conservation Department average cost/cost containment procedures.
- If payments exceed \$14,000, the contract will be recorded on the deed to all parcels.
- The grant recipient agrees to maintain structural practices for 10 years.
- Conservation practices will be cost-shared at 70% of actual cost, not to exceed Dane County cost containment procedure. If landowner/producer is required to install a practice and it is determined they meet the requirement for economic hardship the cost-share rate may be increase up to 90%.
- Manure storage and management will be in accordance with Dane County Code of Ordinances [Ch. 14. Minimum design volume will be 6 month storage with additional 2 months capacity to account for variable weather conditions.](#)
- Grant recipients must acknowledge any continuing compliance requirements associated with the installation of certain funded practices.
- Repay grant funds if the practice is not operated or maintained according to the contract.
- Once the facility is deemed to be in compliance with the State APSP it must maintain that status in perpetuity.

TARGETED RUNOFF MANAGEMENT (TRM)

LCD staff are available to apply for [Targeted Runoff Management](#) (TRM) grants available through the Department of Natural Resources (DNR) on behalf of landowners to implement structural practices to meet state agricultural

performance standards and prohibitions. Staff also provide planning assistance and technical services associated with projects through the TRM program. These grants are competitive on a statewide scale so funding may not always be obtained through the application process depending on the state priorities for distributing funds and other projects being proposed around the state.

TARGET AREA

These competitive grant funds are available in all areas of Dane County.

PURPOSE

These funds are for the implementation of best management practices to address runoff in targeted, critical geographic areas with surface water or groundwater quality concerns.

PRACTICE ELIGIBILITY

To be eligible for these grant funds must be used for structural projects that address State APSP compliance or projects that are designed to meet goals in an EPA approved Total Maximum Daily Load (TMDL) project area. Only facilities that are considered to be existing are eligible for funding. An existing facility is a facility that existed prior to October 1, 2002 and has never been identified as being in compliance with the State APSP.

PROGRAM REQUIREMENTS

- The applicant must be a governmental unit
- Follow Dane County Land & Water Conservation Department average cost/cost containment procedures.
- If payments exceed \$14,000, the contract will be recorded on the deed to all parcels.
- The grant recipient agrees to maintain structural practices for 10 years.
- Conservation practices will be cost-shared at 70% of actual cost, not to exceed Dane County cost containment procedure. If landowner/producer is required to install a practice and it is determined they meet the requirement for economic hardship the cost-share rate may be increase up to 90%.
- Manure storage and management will be in accordance with Dane County Code of Ordinances Ch. 14. Minimum design volume will be 6 month storage with additional 2 months capacity to account for variable weather conditions.
- Grant recipients must acknowledge any continuing compliance requirements associated with the installation of certain funded practices.
- Repay grant funds if the practice is not operated or maintained according to the contract.
- Once the facility is deemed to be in compliance with the State APSP it must maintain that status in perpetuity.

USDA - NATURAL RESOURCES CONSERVATION SERVICE

ENVIRONMENTAL QUALITY INCENTIVE PROGRAM (EQIP)

LCD staff primarily assist landowners with applying for the [Environmental Quality Incentives Program \(EQIP\)](#) through USDA-Natural Resources Conservation Service (NRCS). Staff are available to provide planning assistance and technical services to landowners to assist with the application process. Applications are accepted year round for EQIP; however, there are typically specific batching deadlines for when applications are reviewed. These batching deadlines vary and are sometimes specific to certain funding opportunities within EQIP. The primary contact for program requirements, eligibility, and federal participation requirements would be the Dane County NRCS District Conservationist.

TARGET AREA

All agricultural lands in Dane County.

PURPOSE

The purpose of the EQIP program is to provide technical assistance and funding for the development of Conservation Activity Plans and the implementation of best management practices to address identified resource concerns on a voluntary basis.

PRACTICE ELIGIBILITY

Any producer engaged in livestock or crop production on eligible land, or owner of eligible production land, may apply for EQIP. Eligible land includes cropland; rangeland; pasture; non-industrial private forestland; and other farm or ranch lands.

CONSERVATION RESERVE PROGRAM (CRP)

The [Conservation Reserve Program](#) (CRP) is administered by USDA-Farm Services Agency (FSA). LCD staff provide assistance to existing and new participants with planning assistance and technical services for implementing CRP practices. FSA is the primary entity that administers all of the paperwork and compliance with program requirements. NRCS may also play a role in providing planning assistance and technical services.

TARGET AREA

Agricultural lands located in environmentally sensitive areas in Dane County.

PURPOSE

The purpose of CRP is to remove environmentally sensitive lands from agricultural production and plant cover that will improve water quality, prevent soil erosion, and improve wildlife habitat.

APPLICATION PROCESS

In development

CONTRACT PROCESS

Page 1

1. Identify the appropriate funding source, county or state, and identify a contract number. Using the standardized naming convention enter the contract number on all pages of the contract.
2. Using Access Dane, identify the owner of the parcel(s) to be included in the contract and enter their name and their spouses name on the contract as the landowner.

3. If there are more than two landowners or if the grantee is different than the landowner, a separate signature form, "ACKNOWLEDGEMENT ADDITIONAL LANDOWNERS AND GRANT RECIPIENTS" will have to be signed by any additional landowners on the deed and/or the grantee and their spouse.
4. If the landowner or the grantee is a Limited Liability Corporation, LLP, Trust, or other entity, proof of signature authority and in what capacity must be documented.
5. Identify all Parcel Identification Numbers PIN's and enter them on page 1. If there are too many they can either be entered into section 1B of the contract or added at the end as "Exhibit B".

Page 2

1. Section 1A. County Information – this section should be filled in but if not it needs to be completed.
2. Section 1B. Landowner information
3. Enter the cost share amount from Section 3 on page 5.
4. If there are additional county funds check the appropriate box.
5. Enter the landowner name and check if they are an individual or another type of entity.
6. Enter the landowner address and phone number.
7. List all PIN's that will be included in the contract. If there are too many they should be added at the end as "Exhibit B".
8. If the grant recipient is different than the landowner enter their name, address and phone number.

Page 5

1. Enter the name of the person doing the technical design and their affiliation.
2. List the name and date of NRCS, DNR or other standards to prepare the design.
3. Enter each practice starting with the standards in ATCP 50, years of cost share, quantity and units, unit rate, total cost, cost share percentages and cost share amounts to get the Total Cost Share Amount. Total cost is limited by the estimate of the project cost based on planned quantities and the LCC approved average cost for those quantities.
4. Appendixes – Some county contracts may require the additional terms to the contract. One example of this is when funding is provided for waste storage facilities, there are additional limitation on when the manure can be applied.

Contract Review

1. Review the contract with the landowner(s), grant recipients, and their spouse(s). Signatures may need to be notarized on page 1 depending on the grant amount and the practices in the contract.
2. Pages 2-5 must be reviewed with all the landowner(s), grant recipients and their spouse(s) and each of them must initial and date on the bottom of each of these pages.
3. In cases where there are continuing compliance requirement landowner(s), grant recipient(s) and their spouse(s) must initial in the space located in Section 2, A.9. This is would be applicable for any practice funded that a landowner would be required to continue to do a practice. An example of this would be nutrient management planning when it, or a practice that requires a landowner to implement it, such as manure storage, is funded by the contract.

Contract Approval

Once contract is approved a copy is sent to the Register of Deeds to be recorded if it meets those requirements.

When it is returned the Account Clerk sends a copy to DATCP

PAYMENT PROCESS

Payment Preparation

1. Project complete and redline is finished by person providing technical assistance.
2. Landowner provides the department with receipts that are signed, dated and marked "Paid in Full" or with a cancelled check(s) showing they have paid for project installation.
3. Landowner completes a W-9 form for tax purposes.
4. Staff complete the project disbursement form using actual quantities installed.
5. Staff provides As-built documentation or NMP Checklist to the Account Clerk

Payment Approval

Payment Disbursement

Once payment has been approved

MONITORING, TRACKING AND REPORTING

In development