



WATER QUALITY IMPROVEMENT PROGRAM PROCESS CHECKLIST

The Sheridan County Conservation District (SCCD) will only pay for activities completed after a project contract and budget have been signed by the landowner and the SCCD Board. Project and contract development can take a considerable amount of time. In addition to SCCD staff time, permitting and/or other requirements imposed by granting agencies typically have a review and response period associated with them. SCCD staff will work with the applicant to ensure all items are completed; however, the applicant will have some work involved too. This checklist will guide you through the process as required to receive cost-share assistance on a project.

Steps	Description	Date
1.	Landowner identifies concerns and completes self-assessment.	
2.	If project fits criteria in the self-assessment, landowner contacts SCCD to set up a site visit.	
3.	SCCD determines project eligibility. If project is eligible: a. Landowner submits a project application and self-assessment to SCCD. b. SCCD submits project description and location to the Wyoming Department of Environmental Quality or other applicable funding agency for authorization to use funds. c. SCCD submits a cultural resource clearance request to the State Historical Preservation Office (SHPO). Authorization from the funding agency is only the first step in the approval process. Cost-share assistance is not guaranteed until a project contract and budget are approved and signed by the landowner and a Board member (step 7).	
4.	SCCD and/or NRCS and landowner develop alternatives and project designs, if needed.	
5.	Landowner secures necessary permits, easements, water rights, etc., including, but not limited to: <i>Septics:</i> County septic permit or City of Sheridan sewer tap permit <i>Stockwater:</i> Well and/or SAWS permit; water rights verification <i>Streamwork:</i> WDEQ turbidity waiver; COE authorizations/notifications	
6.	Landowner obtains cost estimates from contractor and provides SCCD with copies of the estimate, applicable permits, easements, etc.	
7.	SCCD staff develop a contract and budget for Board consideration. Board meetings take place on the first Tuesday of the month. a. If the Board approves the project, a Board member will sign off on the project contract and budget. b. Landowner reviews and signs the contract and budget and completes a W-9.	
8.	Landowner initiates project construction. Any construction activities that occur prior to the completion of steps 1-7 will NOT be reimbursed.	
9.	SCCD visits the site to take pictures and measurements, as needed, before, during and after the construction process.	
10.	Landowner submits bills, receipts, etc. to SCCD after construction is complete.	
11.	SCCD submits a reimbursement request to the funding agency.	
12.	SCCD receives funds within 90 days. Landowner must sign a payment voucher prior to receiving payment.	