



WATER QUALITY IMPROVEMENT PROGRAM PROCESS DETAILS

1. Landowner identifies concerns and completes self-assessment.

Assessment can be picked up at our office or downloaded from www.sccdwy.org.

2. If project fits criteria in 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.** The SCCD staff is happy to assist the landowner with completion of the self-assessment and/or the project application. Depending on the complexity of the project and whether engineering/surveys are needed, there may be some technical work completed by SCCD/NRCS before the actual application is submitted; however, a signed application will be needed before development of the contract. SCCD will use project ranking sheets to determine the project priority in relation to other project requests, priority watersheds, and available funding/assistance.
- b. SCCD submits project description and location to the Wyoming Department of Environmental Quality (WDEQ) or other applicable funding agency for authorization to use funds.** The funding that SCCD provides comes from federal and/or state grants that have certain requirements. SCCD is required to submit a project description and location to the WDEQ and other granting agencies for authorization to use the funds on a specific project. These agencies have 60 days to respond; it is best to submit these as early as possible.
- c. SCCD submits a cultural resource clearance request to the State Historical Preservation Office (SHPO).** SCCD is also required to submit a project description and location to the State Historic Preservation Office for a cultural resource clearance.

Authorization from a funding agency or permitting authority does **not constitute approval from SCCD Board.**

4. SCCD and/or NRCS and landowner develop alternatives and project designs, if needed.

Based on resource concerns, site conditions, and landowner preferences, SCCD and NRCS will develop a project plan that identifies what practices will be completed and where. This can take some time with developing and modifying alternatives to meet landowner and program goals.

Landowner secures necessary permits, easements, water rights, etc., including, but not limited to:

Septic and/or sewer projects: The landowner or their contractor must submit a permit application to Sheridan County or the City of Sheridan. The permit application will require excavation of a test pit and percolation tests and includes the size and design information. An approved permit is required for SCCD to develop the contract and budget. SCCD will allow costs associated with preparation of the permit application to be retroactively included as part of the landowner match for the project. **Other construction activities **must** wait until after a SCCD contract is signed.**

Water projects: Wells or other permits for water sources must be submitted to the appropriate agency; any instream construction will require a turbidity waiver from WDEQ. These need to be submitted by the landowner.

Other Projects: Costs associated with engineering plans/designs and permits will be discussed on a case by case basis and an eligibility determination made by the Board.



SHERIDAN COUNTY CONSERVATION DISTRICT

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Protecting Sheridan County's Water and Land Quality through Assistance Programs, Information and Outreach, Monitoring, and Planning

5. Landowner obtains cost estimates from a contractor and provides SCCD with copies of the estimate, applicable permits, easements, etc.

For projects that will be completed by a contractor, the SCCD requires at least one cost estimate to use in contract and budget development. SCCD may request a second estimate if they feel one is needed. For labor that landowners complete themselves, SCCD uses a rate of \$20/hour for general labor and \$100/hour for labor involving large equipment. SCCD uses the NRCS Payment Schedule for materials provided by landowners; these may be adjusted in consultation with the landowner and/or SCCD staff on a case-by-case basis.

6. SCCD develops a contract and budget for Board consideration.

A contract needs to be signed by the landowner and the Board prior to ANY project construction. SCCD staff will use the provided information, designs, cost estimates, etc. to develop the budget and contract.

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.

SCCD is required to submit 1099 information returns to the IRS for all cost-share payments; the W-9 ensures that we have the proper information. The landowner will have to complete all information, including providing a social security number or Tax Identification Number.

7. Landowner initiates project construction.

Once the contract has been approved and signed, the landowner may begin construction. The landowner can use any contractor, even one that did not submit a cost estimate. However, the project payment will be limited to what was included in the budget. The landowner is responsible for communicating project objectives and requirements to contractors; SCCD can meet with the contractor and landowner if needed. For any work not completed by a contractor, the landowner is responsible for maintaining documentation of hours for any labor, equipment, etc. SCCD does not assist in actual project construction; but may stop out during construction to evaluate progress.

8. SCCD visits the site to take pictures and measurements, as needed, before, during and after the construction process.

SCCD will visit the site to take measurements, photos, GPS points, and other notes needed to validate measurements and construction elements. SCCD does not provide inspection for regulatory compliance.

9. Landowner submits bills, invoices, receipts, etc. to SCCD after construction is complete.

10. SCCD submits reimbursement request to the funding agency.

Upon receipt of expense documentation, SCCD will submit a reimbursement request to the funding agencies. SCCD can only submit requests to a granting agency once per month and if a request has already been submitted, the request will have to wait until the next month. Upon receipt of the funds from the granting agency, SCCD will make payment to the landowner at the next regularly scheduled Board meeting. Please note that this payment can take up to 90 days after SCCD receives the bills from the landowner. **The landowner is responsible for making all payments to the contractor and/or for purchasing supplies.**

11. SCCD receives funds within 90 days. Landowner must sign a payment voucher prior to receiving payment.

SCCD is required to maintain a payment voucher for disbursements; these need to be signed by the landowner and returned to the SCCD.