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**Kittitas County Conservation District**  
**607 E. Mountain View Ave - Ellensburg, WA 98926 Phone (509) 925-8585, ext. 4 - Fax (509) 925-8591**

August 2, 2010

Dear Potential Cost Share Applicant;

The Kittitas County Conservation District is once again accepting applications for the Small Project Cost Share Program. Applications will be accepted until 4:00 p.m. September 17, 2010. Applicants will be contacted to schedule a site visit after the application date and before Wednesday, October 13<sup>th</sup>. The decision on who gets funded will be made at the October Board meeting which is currently scheduled for Thursday, October 14<sup>th</sup>.

The applicants selected for funding will be asked to supply a more detailed design or plan before a Cost Share Agreement is developed. Once the design/plan is approved and the Agreement is signed the participant will have until April 29, 2011 to complete the project. Please be prepared to build in at least a couple of weeks for approval of designs and the Agreement.

If you have any questions about filling out the application please don't hesitate to call the office at (509) 925-8585 ext 4 and ask for Mark Crowley or send an e-mail to [mark-crowley@conservewa.net](mailto:mark-crowley@conservewa.net). Please attach to the application a copy of a cost estimate from a vendor/dealer for any purchased items. If you plan on supplying your own labor and/or equipment, please supply an estimate for that too.

The priority for funding is determined each year after all the applications have been received. Last year (2009-10) sprinkler conversions were the top priority and the remaining projects were ranked by amount of cost share (KCCD funds) per acre served. An applicant could potentially increase their chances of getting funded if they were willing to accept less than the maximum cost share available.

We look forward to receiving your cost share application.

Sincerely,

Mark Crowley  
Resource Tech

Date Received: \_\_\_\_\_

Application Deadline: September 17, 2010



**2010-2011 Implementation Project  
Small Project Cost Share Program**

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**Applicant Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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**Property Information**

Tax Parcel(s): \_\_\_\_\_

Total Acres: \_\_\_\_\_ Acres in Project Area: \_\_\_\_\_

Current Crop: \_\_\_\_\_ Current Irrigation System: \_\_\_\_\_

Soil Type(s): \_\_\_\_\_

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**Project Information**

**Brief description of proposed project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Can this project be completed by April 29, 2011?** Yes No

**Are you Eligible for NRCS's Environmental Quality Incentives Program?**

Yes No Don't Know

**Will this project. . .**

- |  | Yes                      | No                       | Don't Know               |
|--|--------------------------|--------------------------|--------------------------|
| 1. Reduce potential sediment transport to waterways?<br><i>(E.g. convert from flood or rill irrigation to sprinkler irrigation, install sediment retention pond, etc.)</i> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Increase water use efficiency?<br><i>(E.g. pipe an open ditch, install gated pipe, convert to sprinklers, etc.)</i>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Reduce potential animal waste transport to waterways?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**Cost Estimate:** Please attach a copy of a cost estimate from a vendor/dealer (*Ex. Mid-State Irrigation, etc.*).

Total Project Cost: \_\_\_\_\_ Requested Amount: \_\_\_\_\_

*(Cannot exceed either 50% of total cost  
or \$3,000 whichever is less)*

**2010-2011 Implementation Project  
Small Project Cost Share Program**

The KCCD Board of Supervisors will review all applications for this cost share program and make the funding decisions. Those decisions will be shared with each application immediately following the October 14, 2010 monthly Board meeting. If your project is selected for funding, KCCD staff will work with you to complete a landowner agreement. Finalization of that agreement will be followed by a written letter authorizing you to proceed with your project.

Your project may be designed by a vendor. That design must meet USDA Natural Resource Conservation Service technical standards. KCCD staff will review all designs to ensure that those standards are met. Additionally, KCCD staff will inspect the project as it is being constructed to ensure that the project is installed as designed. If installation does not meet the appropriate standards, no funding will be provided. Upon the completion of this project, you will assume all operations and maintenance responsibilities for the structures and equipment installed.

Your share of the project cost may include cash or in-kind (e.g. your labor or equipment). You should also be aware that installation work may necessitate hiring a contractor for construction. This may require you to incur some up front costs and then submit a "Reimbursement Request Form". In addition, this project will require some time of yours, in communicating, corresponding, gathering information, and signing documents as we work through the funding and implementation process.

Attached to this application is a "Permission to Access Agreement". Your signature on that agreement provides the KCCD with a right of entry as needed to investigate the project, gather data, survey, photograph the site, etc. We welcome your presence at any site visit and would, at a minimum, notify you in advance of the visit.

**I understand that submitting this application does not guarantee funding for my project. Further I understand that the KCCD's receipt of this signed application does not constitute an authorization to begin work or incur any costs. Any costs incurred prior to receiving written approval and an "authorization to proceed letter" from the KCCD are solely my responsibility.**

**Sign Here and  
Return Original  
to KCCD**



\_\_\_\_\_

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Permission to Access Agreement**  
**Between**  
**Kittitas County Conservation District**  
**607 Mountain View, Ellensburg WA 98926**  
**Phone (509) 925-8585 Ext. 4**  
**Fax (509) 925-8591**

**And**

\_\_\_\_\_ (*landowner name*)

I, \_\_\_\_\_, grant access to my property (tax parcel \_\_\_\_\_) to the Kittitas County Conservation District (KCCD), its employees, representatives, or contractors for the expressed **purpose of planning a resource improvement project**. By signing this form, I certify that I am the legal owner of this property and therefore can grant permission to access to the KCCD. I understand that as the property owner, I have a duty to disclose to the KCCD all defects and safety hazards on the property that are known to or reasonably discoverable by me. I also understand that signing this agreement does not authorize the KCCD to perform or have performed any construction activities.

I understand that the KCCD shall indemnify and hold me harmless from and against any loss, damage, or injury caused by, or on behalf of, or through the fault of the KCCD. I shall indemnify and hold KCCD harmless from and against any loss, damage, or injury caused by, or on behalf of, or through the fault of myself. Nothing in this statement shall require either of us to indemnify the other against either of our own willful or negligent misconduct.

I understand that this agreement becomes effective upon receipt of the signed form and shall terminate 24 months from that date, unless otherwise agreed upon in writing. I may terminate this agreement at any time by submitting a written notification to the KCCD.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number