

**POPO AGIE CONSERVATION DISTRICT
RANGELAND MANAGEMENT PROGRAM
GENERAL GUIDELINES**

The intent of the Rangeland Management Program is to provide cost-share opportunities to landowners or partnering entities to improve overall rangeland condition, enhance agricultural management strategies, and encourage the adoption of conservation practices that promote and enhance rangeland resources. Popo Agie Conservation District (PACD) will share 60% of the cost with the landowner contributing 40%. This program addresses goals and objectives outlined in PACD's Long Range Plan, Annual Plan of Work, and the Popo Agie Watershed Plan.

The purpose of the Rangeland Management Program is to:

- Promote and enhance rangeland management for livestock forage, water resources, plant diversity, and wildlife habitat on upland areas within PACD boundaries
- Improve the productivity of soil, water, plant communities, livestock, and wildlife resources on public and private rangelands.

Projects may include, but are not limited to:

- Water resource development (reservoirs, troughs, wells, springs, pipelines, etc.)
- Grazing systems (rest-rotation, deferred rotation, etc.)
- Land treatments (mechanical, chemical)

The PACD Board of Supervisors will review each application and determine a maximum total cost allowed for cost-share assistance, based on project needs and PACD budget allowance. The District will provide the applicant financial cost-share assistance. The Natural Resources Conservation Service (NRCS) will provide the applicant and PACD with technical assistance.

PROCEDURES

1. Applications for the Rangeland Management Program are available at the PACD office. Information to be recorded on the application include:
 - Legal description
 - Description of the project
 - Justification for the project
 - Expected benefits of the project
 - Estimated quantities/materials
 - Estimated total project cost
 - Planned completion date
 - Contact information for landowner/project representative

2. Applications must be received by February 15th of the current year to be considered for funding.
3. After February 15th NRCS and a PACD representative will contact the applicants to schedule an appointment to review the proposed project.
4. NRCS will provide the following to the PACD Board of Supervisors for their review at the March Board of Supervisors Meeting:
 - Estimate (+ or – 10%) of quantities of materials required
 - An estimate of total cost
 - The expected project benefits
5. PACD will review the applications and NRCS estimates at the March Board Meeting. The applications will be prioritized according to the objectives of the Program. Final approval will be given to the highest prioritized applications, as funding is available. The PACD Board of Supervisors will approve or deny applications at their own discretion. Each Board member reserves the right to choose to abstain from voting on a project where conflict of interest may be a factor.
6. A letter will be sent to the applicant stating that the Board has granted final approval for the project. NRCS will provide the applicant with bid packets that will include project plans, specifications, agreements, and a bid sheet.
7. The applicant will be required to meet with the PACD Executive Director to review and provide signatures on the Cooperative Agreement.
8. Prior to construction, the applicant will be required to obtain and deliver to PACD a minimum of two bids. The applicant will also be required to notify PACD and NRCS prior to the contractor beginning work.
9. NRCS will be notified when the Board has given final approval. All practices will be installed according to NRCS design and specifications.
10. Practices must be completed within one year from the date of final approval. If an extension is necessary, the applicant must submit a request and justification for the extension in writing to the PACD Board of Supervisors.