



VSWCD website: www.valenciaswcd.org, telephone 505-864-8914 or email valenciaswcd@live.com

STAND-ALONE PROGRAM to Reimburse Simple Conservation Projects (July 2020)

The Valencia Soil and Water Conservation District (VSWCD/District) Financial Assistance Program was established in February 2016 to support the public in the preservation of soil and water, and the natural landscapes that protect and enhance the quality and resilience of these critical community resources. In July 2020 the District established a new STAND-ALONE reimbursement program to support a list of pre-approved conservation projects that do not require detailed planning. **Eligible Stand-Alone Projects include:** high-efficiency toilets, rain-barrels, water-harvesting tanks, Bio-compost kit, hoop houses, and small scale native plantings (to encourage native biodiversity).

- ❖ The District continues to support larger multi-faceted conservation projects, as handled in the Financial Assistance Program's competitive **Standard Conservation Project Application** (contact us or visit our website with questions)

STAND-ALONE Program Summary: Through a first-come / first serve approval basis, the VSWCD utilizes public funds to reimburse VSWCD *mil levy taxpayers for completing pre-approved activities that have natural resource conservation merit. Below are additional program details, terms and conditions:

- *Only taxpayers who contribute to the VSWCD's ¼ Mil Levy are eligible for this reimbursement program. Proof of mil levy tax payment (year-prior) needed for reimbursement/rebate.
 - Please read all terms and information carefully, fill out the applicable section(s) completely, sign and date the declaration and be sure to attach receipt(s) when requesting payment. Incomplete applications may be denied.
 - All work must be approved by the District before any funds are spent; receipts must be dated after Note to Proceed is received by applicant.
 - This program does not apply to purchases for new homes or new construction and development. This two page application should be used to support conservation practices associated with: single and multi-family residences, mixed-use communities, home offices, and businesses operated out of the home.
 - On principal, we do not support any work that will cause degradation of ecological conditions; cost-sharing of portable items that could be resold or disappear altogether; or support work items that are impractical/overly complicated or costly.
 - The District provides **specifications** to be met for each eligible item (see page 2; also available on our website);
 - These specifications must be followed for reimbursement to occur.
 - **Taxes:** Important to note that practices with total amounts of more than \$600 require that the applicant provides the District with an **IRS W-9 form** (with your social security # or federal business ID #) for us to issue a year end 1099-MISC income form following the calendar year in which you received payment from the District.
- ❖ **Please visit with us early with any questions** about eligible purchases/activities or for more information about conservation management for your property.
- As mentioned above, if your project is more complicated and would benefit from more planning than is associated with this Stand-alone program, you may want to look at the **Standard Conservation Project Application**, which is a competitive process with awards expected to be made by 11/30/2020 (application window starts July 1, and closes September 30th) and is designed to support more involved/multifaceted projects (vs. this Stand-Alone application). Please look at the **VSWCD Financial Assistance Program 2021 Overview** document for more details (available on our www.ValenciaSWCD.org website).

GUIDANCE for the Stand-alone Conservation Practice Application: Typically, the District will reimburse costs for **ONLY ONE ITEM** of a given practice type per year per taxpayer. All items are evaluated at cost and reimbursements are for 75% of applicant's receipted costs. All items are expected to have minimally a 5 year life for any part or whole but for loss beyond applicant's control review of requests within less than 5 years will be considered. For Fiscal Year 2021 (7/01/2020-to-6/30/2021) only the following devices and activities are available for reimbursement (and only when applied towards a clear conservation benefit, and in adherence to District specifications and guidance):

- 1) **High efficiency toilets:** 1.28 gallon per flush or 0.88 gallon per flush.
- 2) **Rain Barrels:** 50 to 200 gallon, if **routing gutters or chains already purchased or available for install**
- 3) **Water Harvest Tanks:** for collection with routing gutters or chains already available for install
- 4) **Bioreactor composting kits of regular or half size** (Johnson-Su Bioreactor Composting system or similar)
- 5) **Hoop Houses** – may be kit or supplies list (purchased/receipted)
- 6) **Pollinator / Native Tree Plant purchase:** May involve purchase of multiple plant mixes or trees, all from an approved District Plant List (which is on our website). This item has a limit of \$100 per applicant per year and requires receipts.
 - ❖ Note: Successful planting projects can be complicated, and typically should be supported by thoughtful planning, as is associated with our Standard Conservation Project Application. Please work with District Staff to determine the best approach (e.g., type of application/program) for your conservation success.

APPLICATION PRE-APPROVAL SECTION: (to be filled out by applicant—note that this is not an online-fillable form)

Applicant name: _____

Project address: _____

Mailing address: _____

Contact information: phone, email? _____

***Please attach copy of property tax to show paid mil levy tax. Is it attached?** Yes. If not, please explain:

Item for Reimbursement? (e.g., high-efficiency toilet, rain barrel, water tank, Bio-compost kit, hoop house, plantings):

"I am applying for" _____ "

1) **Item brand, model name, model number (if applicable), description:** _____

2) **How many of each item? (default is ONE without District approval for additional items):** _____

3) **Applicant's Estimated Item Cost:** \$ _____ (don't forget shipping & handling—call us with questions)

4) **Who will install? Homeowner (applicant) Yes? or Contractor? (give name)** _____

I have read and accept the terms, instructions and conditions of this agreement. The information I have provided for reimbursement of my costs is truthful and correct to the best of my knowledge.

Signature: _____ **Date:** _____

Please let us know how you heard about this program? _____

Questions? Please contact our office directly at 505-864-8914 or valenciaswcd@live.com --- 😊 Thank you 😊

DISTRICT USE ONLY: Tracking Stand-Alone Conservation Practice Applications

<u>Check When Done</u>	<u>Task Description</u>	<u>Dates & District Point of Contact (with POC initials)</u>
1- <input type="checkbox"/>	Stand-Alone Practice Application process initiated by applicant contacting District (funds available July 1 on 1 st Come /1 st Serve basis)	Date_____ District POC_____
2- <input type="checkbox"/>	COMPLETE Pre-Approval Application Section by providing (1) selected item type and cost estimate that meet District specifications, and (2) applicant provides copy of mil-levy tax payment (required)	Date_____ District POC_____
3- <input type="checkbox"/>	Stand-Alone Practice Notice to Proceed: <input type="checkbox"/> Approved or <input type="checkbox"/> Denied (with District Manager's signature) _____ \$ _____ VSWCD District Manager Date (Notice to Proceed) Amount Comments/notes	
4- <input type="checkbox"/>	Practice Assessment: RECEIPTS & SITE INSPECTION REQUIRED Verify that work is done to spec's and valid receipts are provided	Date_____ District POC_____
5- <input type="checkbox"/>	Stand-Alone Practice Reimbursement: <input type="checkbox"/> Approved or <input type="checkbox"/> Denied (with District Manager's signature) _____ \$ _____ VSWCD District Manager Date (of reimbursement) Amount Comments/note	