

**GUIDELINES FOR COMPLETING PROJECT APPLICATION
AND AGREEMENT FORM
NEW JERSEY DEPARTMENT OF AGRICULTURE
STATE SOIL CONSERVATION COMMITTEE
STATE COST SHARE PROGRAM
(Pursuant to N.J.A.C. 2:90-3 Procedural Rules)**

To eliminate any potential delays in the processing of this application it is expected that in most instances, the various steps in the application will be expedited through hand carrying and personal contact between the involved agencies.

Block #

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| <p>1. <u>Name and Address</u>
Enter the name and mailing address of the applicant.</p> | <p>If additional space is needed, a continuation sheet may be attached.</p> |
| <p>2. <u>Farm Location</u>
Identify the location of the farm, including the street address (if different than mailing address), municipality, and tax map lot and block numbers.</p> | <p>The three year funding period to complete individual projects may be extended when unforeseen circumstances beyond the applicant's control prevent completion of the project. The applicant shall provide justification to the SCD which upon concurrence shall forward such requests to the SSSC for approval and implementation. In no case shall such extensions be granted for more than 12 months.</p> |
| <p>3. <u>Agreement Number</u>
Enter the agreement number for the contract. If the applicant has never had a contract before, enter 1.</p> | <p>8. <u>HUC 14</u>
The Technical Agency shall fill in the appropriate HUC 14 code for the farm. Should the farm lie within two or more HUC 14's, the Technical Agency shall enter the predominate HUC 14 or the HUC 14 where most practices are being installed.</p> |
| <p>4. <u>Total Acres in Farm</u>
Enter the total number of preserved acres under the control of the applicant.</p> | <p>9. <u>Applicant Certification</u>
After Reading the certification statement, the applicant should sign and date in space provided. If application is made by the farm operator, written authorization from the landowner must be attached to the application in the format prescribed by the SSSC.</p> |
| <p>5. <u>Applicant Classification</u>
Check appropriate box designating that the applicant is either the land-owner or the farm operator. If both, check landowner only. Enter corresponding phone number (s). If applicant is not Landowner, fill out "Landowner or Corporate Authorization Form"</p> | <p>10. <u>Technical Agency Recommendation</u>
The authorized technical agency representative shall sign, indicate title and date in the space provided. The authorized technical agency representative shall be the NRCS District Conservationist, or the New Jersey Bureau of Forest Management, Forester unless otherwise specified by the SSSC. The Technical Agency will also certify by signing that no duplicate cost share is available to the applicant and the applicant will not receive additional funding for the projects listed on the Project Application and Agreement. The Technical agency shall attach a copy of the Conservation Plan to the original Project Application and Agreement Form and return same to the local SCD for approval.</p> |
| <p>6. <u>Joint Cost Sharing</u>
Applicants are required, pursuant to N.J.A.C. 2:90-3.7 to also seek funding assistance from other available programs and should indicate which cost share program in the space provided. If yes, identify program. If no, explain why.</p> | <p>11. <u>SCD APPROVAL</u>
Following receipt of the Project Application and Agreement, Conservation Plan and Plan Map, and other associated documents, the SCD shall review and approve or disapprove the application pursuant to N.J.A.C. 2:90-3.8. If the SCD disapproves the plan, it shall notify the applicant in writing and identify reasons for disapproval. If approved, the SCD shall sign and date the Conservation Plan and certify that the projects requested in Block #7, Column B are eligible for state cost sharing and funding approval. The SCD shall then notify the applicant by letter or copy of the Project Application and Agreement of such action taken. The District, by signing the Project Application and Agreement in Block 10, certifies that the amounts in Block 7, Column I are accurate and have utilized average cost estimates from schedules developed and approved pursuant to N.J.A.C. 2:90-2.24 and agree to inspect projects for maintenance. The SCD chairman shall sign Block 10 following official approval by the board of supervisors at an official meeting.</p> |
| <p>7. <u>Requested Projects</u>
The technical agency will review the application and following consultation with the applicant, determine feasibility of requested projects; recommend projects essential and applicable to the land and the landowners proposed operation. If the technical agency determines that the requested projects are not feasible it shall so advise the SCD. Upon concurrence by the district it shall advise the applicant in writing indicating reasons for disapproval.</p> <p>If the requested projects are feasible, the technical agency will prepare a farm conservation plan in consultation with the landowner. The Plan shall be signed by the applicant and shall indicate the requested projects, their location by field number, a schedule for installation, and maintenance requirements. All practices shall also be clearly marked on an attached Conservation Plan Map.</p> <p>The technical agency representative will fill out block 7 with the following information:</p> <p>A. Eligible project code as found in 2:90-2.4 through 2:90-2.23.
B. Practice name/Project component from approved cost table as per 2:90-2.24 (b)
C. Item Number as assigned by technical agency.
D. Field Number as listed in Conservation Plan
E. Estimated Amount/Units: The total estimated amount needed to complete the project in feet, acres, etc.
F. Cost per unit: as listed in an approved cost table as per 2:90-2.24(b)
G. Initial Cost Estimate: Cost per unit (Block F) multiplied by estimated amount (Block E)
H. C/S%: Maximum cost share percent allowed by SSSC.
I. Requested Cost Share Amount: Initial Cost Estimate (Block G) multiplied by Cost Share Percent (Block H), or lower amount if applicant is limited by total cost share available based on farm acreage.
J. State Office Use Only</p> | <p>12. <u>SSCC APPROVAL</u>
The SSSC shall review and approve the application. The SSSC will enter in Block 7, Column J the approved funding amounts.</p> <p>13. <u>SADC APPROVAL FOR FUNDING</u>
The SADC shall approve cost sharing and date the program application and agreement. The SADC shall inform the applicant, the SCD, and the Technical Agency that funding has been approved.</p> |