

**Fiscal Year 2025**  
July 1, 2024 to June 30, 2025

**Butler County Conservation District**  
**Non-Point Source Cost Share Program**  
**Priority Ranking Worksheet**

**Application Form**  
Return to:  
Butler County  
Conservation District  
2503 Enterprise, Suite B  
El Dorado KS 67042  
316-320-3549

Cost Share Practices:  
Repair/replace septic systems, abandoned  
water well plugging, livestock waste  
systems, critical area seeding, native &  
brome grass seeding, ponds, fencing,  
alternative watering facilities.

(\*Landowner: Fill out where indicated by \*)

NOTE: Completing this form does **not**  
guarantee cost-share financial assistance.

**NOTE: For all agricultural conservation practices, you are not eligible for cost share unless you have a conservation plan developed for your farm. Contact Natural Resources Conservation Service at 316-321-5803.**

\*Name (as it appears on the deed to the land where conservation work is to be done): \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_ Email (optional): \_\_\_\_\_

\*City, State, Zip: \_\_\_\_\_

\*Social Security or FEIN Number: +Please fill out W-9 Form + \*Phone Number: \_\_\_\_\_

\*Section-Township-Range: \_\_\_\_\_ HUC: \_\_\_\_\_

Cost Share Practice: \_\_\_\_\_ TMDL: \_\_\_\_\_

\*What crop(s) will be growing on the site between July 1 and May 15? \_\_\_\_\_

*Note: Cost share is considered income. If your cost share is \$600 or more, you will receive a 1099G form from the State of Kansas.*

Score from Ranking Worksheet \_\_\_\_\_

**\*The cost share program has been reviewed with me and I understand the procedure required for cost share eligibility and payment. I understand that if I begin construction or installation of the cost share practice before I sign a contract sent by the Conservation District, I am no longer eligible for cost share.**

I agree to:

- Follow Butler County Planning and Zoning requirements if the application is for repairing an on-site waste system.
- Follow Kansas Department of Health and Environment requirements if plugging abandoned water well.
- Follow Natural Resources Conservation Service (NRCS) standards and specifications for installing agricultural practices.
- For agricultural practices, **I have a conservation plan developed by NRCS for my farm.**
- I have contacted my operator regarding constructing agricultural conservation practices on this property.
- I agree to secure any permits required for project completion.
- I understand that the identified management practices are to be maintained for 10 years or the lifespan of the practice, whichever is greater.

\*Landowner Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

Practice Components                      Estimated Units Required

\_\_\_\_\_

Computed by: \_\_\_\_\_ Date: \_\_\_\_\_

## For Cost Share Year 2025 (July 1, 2024 - June 30, 2025)

### Butler County Conservation District Non-Point Source (NPS) Cost Share Program

Below is a brief explanation of steps a homeowner or landowner needs to take in order to be considered for cost share through the NPS Cost Share Program. Please call the Conservation District at 316-320-3549 for additional information. Typically, the sign-up period is from January 1 - April 30. If your cost share is approved, funds are available after July 1 for work to be completed and you have till May 30 of the next year to complete the practice. Other sign-up periods may be held during the year depending on whether additional cost share funds are available. Applications received during each sign-up are prioritized along with other applications. Cost share money is limited; therefore, we must rank each application based on water quality criteria and those ranking high will be funded first.

Listed below is the application procedure that must be followed in order to be eligible for cost share assistance:

1. To apply for cost share, bring or mail the application form to the Conservation District Office at 2503 Enterprise, Suite B, El Dorado, Kansas 67042. ***NOTE: You are not eligible for cost share unless you have a conservation plan in place for your farm. Contact Natural Resources Conservation Service at 316-321-5803. Failing septic system projects and abandoned water well plugging practices do not require a conservation plan.***
2. At the end of the sign-up period, the local Conservation District Board of Supervisors will review and rank all applications that are eligible for cost share.
3. Landowners/homeowners will be notified if they qualify for cost share and additional information will be sent regarding additional procedures/steps to follow.
4. **Please note: If construction begins before conservation district or state approval is given or before you sign and return the contract you receive in the mail from the conservation district, you are no longer eligible for cost share!** After the Conservation District Board approves your contract, it has to be submitted to our state office for approval. After the state approves the contract, a copy of the contract will be sent to the landowner/homeowner for signature. Work can begin when the district receives the signed contract back from the landowner/homeowner.
5. For agricultural practices, an NRCS technician must certify each practice meets NRCS standards and specifications. For failing septic systems, the County Sanitarian will certify the practice meets County Specifications. For abandoned water well plugging, the Landowner/Water Quality Coordinator or licensed well driller will certify the practice as meeting KDHE plugging requirements.
6. **All work must be completed and your contractor must be PAID IN FULL before you can request reimbursement for cost share.** Submit bills to the Conservation District office, 2503 Enterprise, Suite B, El Dorado, Kansas 67042. After bills are reviewed, a payment request will be made to the state office and when they approve the payment, you will receive a check from the State of Kansas within 7-10 days.