

NMDA's Healthy Soil Program | Fiscal Year 2024 (FY24)

Letter of Support from your **project sponsor*** REQUIRED FOR INDIVIDUAL APPLICANTS

ABOUT THE LETTER OF SUPPORT

An Individual Applicant's project must be supported by a project sponsor (***a New Mexico soil and water conservation district (SWCD); or the New Mexico pueblo, tribe, or nation of which you are a member**).

The Individual Applicant must complete Page 2 of this document, *then* present it to their project sponsor. The project sponsor then must complete Page 3 before returning the entire document to the Individual Applicant for the Individual Applicant to submit as part of their application. **Without the completed, dated, and signed version of this form, an Individual Applicant's application is incomplete.**

Your project sponsor may request to see your conservation planning documentation from USDA's Natural Resources Conservation Service (NRCS) and the combined timeline/budget template for your project. Thus, **before presenting this form to your intended project sponsor**, you must **complete conservation planning** with NRCS and **develop your project's timeline/budget**. **Contact your intended project sponsor** to learn of important meeting dates you should factor into your schedule of applying for a Healthy Soil Program grant.

IF THE INDIVIDUAL APPLICANT'S PROJECT IS AWARDED A GRANT

This Letter of Support affirms that the project sponsor (SWCD; or pueblo, tribe, or nation) and its governing body support the proposed project; and, if a grant is awarded, is willing to serve as the project's fiscal agent and manager during the grant term (FY24). Further, **this Letter of Support affirms that the project sponsor is aware of the requirements it must fulfill:**

- Attend a mandatory **grant training online on July 10, 2023**, prior to execution of the grant
- Serve as liaison between NMDA and the Individual Applicant
- In a timely way and in compliance with program deadlines, collect from the Individual Applicant, **verify**, and submit to NMDA any necessary grant documentation (contractual agreements, invoices, receipts, quarterly/final reports, etc.)
- In a timely way, disburse grant funds due to the Individual Applicant
- **Visit the project site at the beginning of the project** in order to assist the Individual Applicant with their required pre-project soil-sample collection (for laboratory-based testing) and in-field soil assessment

For fulfilling these requirements, **NMDA will pay the project sponsor an administrative fee equal to 10 percent (10%) of the amount awarded to the Individual Applicant's project. Mileage (payable at the standard IRS rate) will also be paid for the one (1) required project site visit.**

This Letter of Support that a project sponsor signs during the application process acknowledges the fiscal and project-management activity that *will* be required if the Individual Applicant's project is selected for funding. Therefore, **if the project is selected, neither the staff nor the governing body of the project sponsor needs to approve the project a second time.** This approach ensures that the Individual Applicant, the project sponsor, and NMDA can move forward in the process quickly so that project work can begin as soon as possible.

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REQUIRED FOR INDIVIDUAL APPLICANTS

1. To be completed by THE INDIVIDUAL APPLICANT

Name of Individual Applicant: _____

Mailing address: _____

Email: _____ Phone: _____

Physical address of the project site: _____

Physical address continued: _____

Land type (check all that apply): Cropland Rangeland Other (_____)

Amount of land involved in the project: _____ (← note whether **acres or square feet**)

Healthy Soil Program funding requested for the project: \$_____ (maximum award: \$22,000.00)

Write a brief project summary in the box below – attaching additional pages if needed and/or requested by the project sponsor – to address:

- The **soil health-related resource concern(s)** identified during the required conservation planning process with USDA's Natural Resources Conservation Service (NRCS)
- The **soil health principle(s)** you will implement to address those soil health-related resource concerns
- The **project activities**, which must occur between August 1, 2023 and May 31, 2024
- The **eligible expenses** related to those project activities

Describe your project here.

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2. To be completed by THE PROJECT SPONSOR (*SWCD; or pueblo, tribe, or nation)

Name of project sponsor: _____

Name of project sponsor's primary contact for this project: _____

Email: _____ Phone: _____

Sponsorship of the Individual Applicant's project

Does the SWCD; or pueblo, tribe, or nation verify that, to the best of its knowledge, the information presented by the Individual Applicant on Page 2 is complete and accurate? YES NO

Does the SWCD; or pueblo, tribe, or nation agree to serve as the project sponsor for the Individual Applicant project as summarized on Page 2? YES NO

The project sponsor's administrative responsibilities during the grant term

Project sponsors (SWCDs; and pueblos, tribes, and nations) serve as fiscal agents and project managers for Healthy Soil Program grant projects implemented by Individual Applicants. As such, **the project sponsor is required to:**

- Attend a mandatory **grant training online on July 10, 2023**, prior to execution of the grant
- Serve as liaison between NMDA and the Individual Applicant
- In a timely way and in accordance with program deadlines, collect from the Individual Applicant, **verify**, process, and submit to NMDA any necessary grant documentation (contractual agreements, invoices, receipts, reports, etc.)
- In a timely way, disburse grant funds due to the Individual Applicant
- **Visit the project site at the beginning of the project** to assist the Individual Applicant with their required pre-project soil-sample collection (for laboratory-based testing) and in-field soil assessment

In return, the project sponsor will receive an administrative fee of 10 percent (10%) of the total grant award and mileage (payable at the standard IRS rate) for the required site visit.

Will the SWCD; or pueblo, tribe, or nation named above accept the responsibilities detailed above if the Individual Applicant's project is awarded a Healthy Soil Program grant? YES NO

Name / title of project sponsor's leadership representative (board chair, tribal governor, etc.): _____

Signature of project sponsor's leadership representative: _____

Signature of project sponsor's primary contact for this project: _____

Date: _____