

NMDA's Healthy Soil Program | Fiscal Year 2025 (FY25)

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 form, *then* present it to their Project Sponsor. The Project Sponsor then must complete Pages 3 and 4, sign where noted, and return the entire form to the Individual Applicant for the Individual Applicant to submit as part of their online grant application. **Without the completed, signed, and dated version of this form, an Individual Applicant's application is incomplete.**

NMDA encourages Project Sponsors to review Individual Applicants' conservation planning documentation from USDA's Natural Resources Conservation Service (NRCS), as well as their combined timeline/budget templates. Thus, *before* presenting this form to your intended Project Sponsor, you must complete conservation planning with NRCS and develop, if not finalize, your timeline/budget template. **Contact your intended Project Sponsor to learn of their important dates, which you may need to consider in order to submit your completed Healthy Soil Program grant application online by the deadline of Friday, April 26, 2024 at 12 p.m. (noon) Mountain Time.** NMDA will not accept late and/or incomplete applications.

IF THE INDIVIDUAL APPLICANT'S PROJECT IS SELECTED FOR 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 (FY25). 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, 2024**, 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, soil test/assessment data, invoices, receipts, quarterly/final reports, etc.)
- In a timely way, disburse grant funds due to the Individual Applicant
- **Visit the project site at the start of the project** to help the Individual Applicant with their required pre-project soil-sample collection (for laboratory-based testing) and in-field soil assessment
- **Issue the Individual Applicant a Form 1099-MISC** from the IRS if the Individual Applicant receives \$600 or more in Healthy Soil Program grant funding

For fulfilling these requirements, **NMDA will pay the Project Sponsor an administrative fee equal to 15% 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 site visit at the start of the project.**

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. Thus, **if the project is selected by NMDA, 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 quickly so that project work can begin as soon as possible.

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1. To be completed by THE INDIVIDUAL APPLICANT

Name of Individual Applicant: _____

Mailing address: _____

Email: _____ Phone: _____

Physical address of the project site: _____

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: \$22,000.00)

Write a brief project summary in the box below to address the following bullet points. Attach additional pages if needed and/or requested by the Project Sponsor.

- The **soil-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, 2024 and May 24, 2025
- 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 administrative 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 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, 2024, 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, soil test/assessment data, 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 to help the Individual Applicant with their required pre-project soil-sample collection (for laboratory-based testing) and in-field soil assessment
Issue the Individual Applicant a Form 1099-MISC from the IRS if the Individual Applicant receives \$600 or more in Healthy Soil Program grant funding

In return, the Project Sponsor will receive an administrative fee equal to 15% of the amount awarded to the Individual Applicant's project, as well as mileage (payable at the standard IRS rate) for the required site visit.

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

Required Signatures

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 administrative contact for this project: _____

Date(s) signed: _____