HELPFUL TIPS for a SUCCESSFUL COST-SHARE PROGRAM

- The most important tip is **GOOD COMMUNICATION** among all parties. (district staff, NRCS staff, district directors, producers)

- Year round program promotion via all available forms of media (radio, fliers, email, word of mouth, etc.). Board members and staff make excellent promoters.

- Maintain a good working relationship with your NRCS office staff.

- Know the product you are offering. Help prospective applicants understand the Cost-Share Program.

- Maintain a list of prospective applicants from inquiry calls and emails.

- Know what practices are needed by your customers. Conduct locally led producer meetings.

- Provide producer friendly customer service. Assist applicants with completing the required forms.

- Narrow the list of practices offered by your district. Only offer practices that your producers are interested in.

- Successful districts have a cost share rate of 75% and a maximum cost share payment of $5,000.

- Establish short completion dates of 60-90 days for approved participants. **Strictly enforce** established completion dates.

- Establish a deadline date for approved participants to sign and return their Performance Agreement.

- Maintain an updated and approved alternate list. When a participant agreement is cancelled the next approved alternate can be funded immediately.

- Regularly contact participants for a status of their progress.

- Send a reminder thirty days prior to a participant’s completion date.