



# 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.