

District Support Grant Questions

Q. How do we form a District so we can participate in this program?

A. The County Elections office is a good place to start. They can be reached by phone at 307-686-1892 or Suite 1602 in the Courthouse. Keep in mind that you will likely need to hire an attorney and a professional engineer to complete the District.

Q. Are there any grant funds to assist in the cost of forming a District?

A. Yes. An entity may normally receive a 100% grant for the justified costs of district formation up to a maximum amount of \$4,500. Allowable reimbursable expenses for District formation include attorney's fees, engineering fees for surveying and preparation of the District boundary map, and costs directly related to the District election process such as postage and duplication costs. Depending on the size and complexity of your District, the \$4500 may not cover the entire cost.

Q. How long do we have to spend the grant money?

A. There is an twelve (12) month time span to finish the project. If for some reason the District needs more time due to weather, etc., the District may ask for a six (6) month extension.

Q. We would like to improve our roads but can only afford to do them in stages. Can we ask for the same type of work to be done repeatedly, or do we have to do it all at the same time?

A. You may ask for road maintenance grants repeatedly to do the improvements in stages. There is never a guarantee that future grants will be awarded.

Q. What are some of the projects a District Support Grant could be used for?

A. District formation, grant application to other sources, projects directly related to Regional Water connection, sewer and water projects (non-Regional Water related), road improvement and maintenance, dust suppression and culvert maintenance.

Q. How long does it take for a grant to be approved?

A. It is a process and some applications do take some research, so the application should be filed with the Administrator's office no less than 30 days before a regularly scheduled County Commissioners meeting. The County Commissioners meet on the 1st and 3rd Tuesday of the month.

Q. Does someone from the District have to attend the County Commissioners meeting to know if the grant was approved?

A. No. The District Board will be sent a letter from the Administrator's office notifying them of an approval or denial of the request usually within 24 hours of the meeting. A District Board member may call our office at 685-8061 to receive that information sooner. It is a good idea for a Board member or representative to attend, however, in case the Board has questions.

Q. How much money can we get for projects?

A. That varies on the amount of lots in the District and the project. Please see the table below that breaks down that information by project type.

Grant Request	Priority	Grant Amount (% of total Project cost estimate)
District Formation	1	100% ³ up to \$4500 ^{1,4} max
Grant applications to other sources or Project development	2	100% ³ up to \$7500 ^{1,4} max for Districts less than 2 yrs. old 25% up to \$7500 ^{1,4} max for Districts more than 2 yrs. old
Projects directly related to Regional Water connection	3	33% of Project cost not funded by other grant sources, up to \$75,000 ^{1,4,6} max
Sewer and water Projects (non Regional Water related) up to property lines	4	25% of Project cost not funded by other grant sources, up to \$50,000 ^{2,4,7} max
Hard surface paved District road improvements	5	25% of Project cost not funded by other grant sources, up to \$50,000 ^{2,4,7} max
Gravel surface District road improvements	6	50% ⁵ up to \$50,000 ^{1,4,8} max (for drainage Projects) 33% up to \$50,000 ^{2,4} max (for Projects involving roadways that connect to another subdivision or District) 25% up to \$50,000 ^{2,4,8} max (for gravel and other Projects)
Other grant eligible construction Projects	7	25% of Project cost not funded by other grant sources, up to \$50,000 ^{2,4,7} max
Hard-surfaced street sweeping	8	50% of Project cost, not to exceed \$7500 ^{1,9} per year.

¹ Not subject to the \$1500 per District lot grant limitation over the current 5-year period

² Subject to the \$1500 per District lot grant limitation over the current 5-year period

³ One-time funding at 100% level

⁴ Combined total of Regional Water related grant awards and other eligible Projects receiving grant awards cannot exceed \$100,000 per year for any District.

⁵ One-time funding at 50% level for drainage-related projects along and across each separate District roadway

⁶ 33% of the project cost not funded by other grant sources

⁷ 25% of the project cost not funded by other grant sources

⁸ Separate applications for drainage and roadway surfacing may be submitted concurrently

⁹ District will be allowed to apply once and sweep multiple times per year as needed

Q. Is there a form we need to fill out to apply for the grant?

A. Yes. The form is available [here](#) or you can stop by the Department of Public Works office in the Courthouse on the main floor.

Q. Can we get a District Support Grant for maintenance or do they only apply to new projects?

A. Recent changes to [Chapter 5 Rules](#) governing the District Support Grant program allow for a greater number of maintenance related expenses to be grant eligible. These include water system repairs and maintenance and roadway surfacing, including gravel and dust suppressant.

Q. We understand that purchasing gravel for our roads is a grant eligible expense. Are there any special requirements to apply for gravel?

A. Yes. In order to qualify for a grant to purchase roadway gravel, your roads must adequately address drainage along and across the roadway. In general, roads must conform to *the [Minimum Requirements for Rural Subdivision Roads Gravel design standards](#)*. Some exceptions will be made regarding ditch depths and road widths for subdivision roads constructed prior to 2006. Public Works engineering personnel will inspect the drainage and make a recommendation to the Administrator regarding whether it meets the minimum requirements or not.

Q. Can we apply for a District Support Grant to assist us in bringing our roadway drainage up to the *the [Minimum Requirements for Rural Subdivision Roads Gravel design standards](#)* so we can then apply for gravel money?

A. Yes, in fact the District Support Grant will provide one-time funding at a 50% level for drainage-related projects along and across each separate District roadway. Subsequent grant applications for drainage related projects on this same roadway will only be funded at the 25% level.

Q. Can we combine District Support Grants with other state and federal grants to fund a project?

A. Yes. However, District Support Grants will only pay a certain percentage of the project costs not funded by other grant sources.

Q. What happens if we have an emergency situation requiring immediate action and thus cannot get our grant approved ahead of time?

A. You can contact the Administrator as soon as practical regarding your emergency. If the Administrator deems that the emergency fits the intent of the rules, the request will be acknowledged and the applicant will be asked to submit a grant application for consideration by the Board at their next scheduled meeting. The applicant understands there is no guarantee the Board will approve the grant.

Q. How do we get our grant funds?

A. District Support Grant funds are reimbursed to the District based on a pay request form submitted to the Administrator containing invoices for services rendered. The grant only pays for approved grant eligible expenses.

Q. If we don't spend all of our grant funds, are they available to use for other needs in our District?

A. No. Any unused grant funds for an approved project are returned to the County for distribution to other grant applications.

Q. How much money can my District receive in a given year from this program?

A. The amount varies, depending on the type of grant applied for and the number of lots in your District. The Administrator can sit down with you and discuss your District and project specifics.

For any other questions please contact our office at 685-8061.