



**Steve Troxler**  
Commissioner

North Carolina Department of Agriculture  
and Consumer Services  
*Division of Soil and Water Conservation*

**Patricia K. Harris**  
Director

**Procedure for Districts to Request Division Involvement in Grant Projects**

The Division encourages and supports soil and water conservation districts in securing additional resources for their communities through grant opportunities. To manage state and local needs, the division has approved the following policies to guide our staff in assisting with these efforts.

All division participation must be requested in writing 30 days in advance of grant application deadlines. This request must specify the involvement of division staff including engineering assistance, project deliverables and match contributions.

The division director will respond in writing to confirm, decline or offer an alternative to the district request. This letter can be used as a formal letter of support from the division for your grant application.

In general, the division will consider administering cost share contracts involving grant funds through CS<sup>2</sup> if two or more districts are cooperating on the grant. All requests will be reviewed on a case by case basis, and the division reserves the right to recover administrative costs.

For grant applications that will require the use of Cost Share Programs best management practice or technical assistance funds as match, please follow the [Commission's Cost Share Program Match policy](#).

The division is willing to provide assistance on grant project development and application preparation as time permits.

**MAILING ADDRESS**

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