



SCC Cost Share Training



SCC Financial Staff
09-21-2021

Cost Share Limits

- Current SCC cost share limit is as follows:
 - \$50,000 per landowner, per fiscal year.

Debarment & Suspension

- A SAM (System for Award Management) search must be completed in connection with any funding from a source which may potentially have a relationship to federal funding. This search must be completed prior to entering into any contractual arrangement. When the search is completed, print the page from the website and place into the contracting file.
- Not having the search documents printed and in the file, is an automatic audit finding, from the State Auditor.
- Landowners and conservation districts assume responsibility of any further contracting and checking the status in SAM. SCC strongly recommends the district conduct SAM searches on ALL funding awards for projects, regardless of funding source, and notify cooperators of their responsibility to do the same if subcontracting any part of the project. www.sam.gov
- Once the landowner has contacted the district for cost share assistance, it is advised the district runs the landowner name through the SAM system and file the print out in the landowner file at that time.

Debarment & Suspension

The screenshot shows the SAM.gov homepage in a web browser. The browser's address bar displays 'sam.gov/content/home'. The page features a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. A 'Sign In' button is located in the top right corner. The main content area is divided into two primary sections. On the left, under the heading 'The Official U.S. Government System for:', there is a list of services: Contract Opportunities (was fbo.gov), Contract Data (Reports ONLY from fpds.gov), Wage Determinations (was wdol.gov), Federal Hierarchy (Departments and Subtiers), Assistance Listings (was cfda.gov), Entity Registration (Including Disaster Response Registry), Entity Reporting (SCR and Bio-Preferred Reporting), and Exclusions. An orange arrow points to the 'Exclusions' link. On the right, under the heading 'Register Your Entity', there is a brief description and three buttons: 'Get Started', 'Renew Entity', and 'Check Registration Status'. Below these sections is a search bar with the prompt 'Already know what you want to find?'. The search bar includes a 'Select Domain...' dropdown and a text input field containing 'e.g. 1606N020Q02'. At the bottom of the page, there are two announcement boxes. The left one is titled 'Announcements' and contains the text 'The integration is complete, the wait is over' with a date of 'May 24'. The right one is titled 'Have Questions about SAM.gov?' and includes a link to 'How to Search'. The Windows taskbar is visible at the bottom of the screen, showing various application icons and the system clock indicating 12:33 PM on 6/15/2021.

SAM.gov | Home

← → ↻ sam.gov/content/home

An official website of the United States government [Here's how you know](#)

Sign In

Home Search Data Bank Data Services Help

SAM.GOV®

Official U.S. Government Website
100% Free

The Official U.S. Government System for:

- Contract Opportunities**
(was fbo.gov)
- Contract Data**
(Reports ONLY from fpds.gov)
- Wage Determinations**
(was wdol.gov)
- Federal Hierarchy**
Departments and Subtiers
- Assistance Listings**
(was cfda.gov)
- Entity Registration**
Including Disaster Response Registry
- Entity Reporting**
SCR and Bio-Preferred Reporting
- Exclusions**

Register Your Entity
Register your entity to get started doing business with the federal government.

- Get Started**
- Renew Entity**
- Check Registration Status**

Already know what you want to find?

Select Domain... e.g. 1606N020Q02

Announcements

The integration is complete, the wait is over [May 24](#)

Have Questions about SAM.gov?

VIDEO TRAINING
How to Search

Type here to search

12:33 PM
6/15/2021

Debarment & Suspension

The screenshot shows the SAM.gov search results page for the entity 'COURTNEY RENEE OLIVER'. The 'More Filters' dialog box is open, displaying a list of filter categories with checkboxes. The 'Excluded Individual' filter is highlighted with a blue square and a red arrow. The 'Update' button is also highlighted with a red arrow. The background shows the search results table with columns for DUNS, Unique Entity ID, CAGE Code, Physical Address, and Classification. The entity is listed as 'COURTNEY RENEE OLIVER' with a classification of 'Individual' and an activation date of 'May 23, 2017'.

More Filters

- ☐ Select All
- ☒ Keywords
- ☒ Classification
- ☒ Excluded Individual
- ☒ Excluded Entity
 - ☒ Entity Name
 - ☒ DUNS Unique Entity ID
 - ☒ SAM Unique Entity ID
 - ☒ CAGE / NCAGE
- ☒ Federal Organizations
- ☒ Exclusion Type
- ☒ Exclusion Program
- ☒ Location
 - ☒ Zip Code

Buttons: Cancel, Update

Background Search Results:

DUNS	Unique Entity ID	CAGE Code	Physical Address	Classification
(blank)	(blank)	(blank)	HENDERSON, TX 75654 USA	Individual
SAM	Unique Entity ID			Activation Date May 23, 2017

Debarment & Suspension

The screenshot shows the SAM.gov search results page for individuals. The left sidebar contains filters, and the main area displays search results for individuals. An orange arrow points to the 'Filter By Individual' button in the sidebar.

Filter By

Keywords

"courtney woods"

Classification

Excluded Individual

First Name

Courtney

Middle Name

Last Name

Woods

SSN / TIN

Filter By Individual

Excluded Entity

Federal Organizations

Exclusion Type

Exclusion Program

Unique Entity ID	CAGE Code	Physical Address	Classification	Activation Date	Termination Date	Exclusion
(blank)	(blank)	beaumont, TX 77701 USA	Individual	Aug 20, 2020	Aug 19, 2021	
COURTNEY SNYDER ● Active						Exclusion
DUNS Unique Entity ID (blank)	(blank)	BALA CYNWYD, PA USA	Individual	Feb 19, 2018	Indefinite	
SAM Unique Entity ID (blank)						
Courtney Amanda Sides ● Active						Exclusion
DUNS Unique Entity ID (blank)	(blank)	Fort Worth, TX 76110	Individual	May 23, 2014	May 23, 2024	
SAM Unique Entity ID (blank)						
RACHEL M COURTNEY ● Active						Exclusion
DUNS Unique Entity ID (blank)	(blank)	COSHOCTON, OH 43812 USA	Individual	Oct 15, 2004	Indefinite	
SAM Unique Entity ID (blank)						
Courtney Crim-Gross ● Active						Exclusion
DUNS Unique Entity ID (blank)	(blank)	HENDERSON, TX 75654 USA	Individual	May 23, 2017	May 23, 2022	
SAM Unique Entity ID (blank)						
COURTNEY COOKE ● Active						Exclusion
DUNS Unique Entity ID (blank)	(blank)	STUDIO CITY, CA 91604 USA	Individual	Jun 12, 2010	Indefinite	
SAM Unique Entity ID (blank)						
Joan Fazio Courtney ● Active						Exclusion

Debarment & Suspension

The screenshot shows the SAM.gov search results page. The browser address bar displays the URL: `sam.gov/search/?index=ex&page=1&sort=-relevance&sfm%5Bstatus%5D%5Bis_active%5D=true&sfm%5Bkeywords%5D%5B0%5D%5Bkey%5D='courtney%20woods'&sfm%5Bkeywords%5D%5B0%5D%5Bvalue%5D='courtney%20woods...`. The page header includes the SAM.GOV logo and a 'Sign In' link. The navigation bar contains links for Home, Search, Data Bank, Data Services, and Help. The search bar shows the query 'e.g. 1606N020Q02, aspha'. On the left sidebar, the 'Select Domain' section is expanded to 'Entity Information', and the 'Filter By' section is expanded to 'Keywords'. The 'Keywords' filter shows a search term 'courtney woods' with a green highlight. The main content area displays a message: 'No matches found. We couldn't find a match for your search criteria. Please try another search or go back to previous results.' with a 'Go Back' button. The Windows taskbar at the bottom shows the time as 12:30 PM on 6/15/2021.

Print this results screen.
Make sure the date and
time of the search are
noted on the printout.

Cost Share on Public Land

- Publicly-owned property is defined as a title to the property is held by federal, tribal, state or local government, special purpose districts, including public utilities.
- Cost Share Assistance projects on publicly-owned property needs prior approval from SCC before a project can incur any costs.
- If approved, the rate of reimbursement shall not exceed 50% of total projects costs.
- Individual signing the cost share contract must be authorized to commit the entity to upkeep the practice(s) installed for the entire specified design life.

District Cost Share Resolution and Cooperator Labor Rate

- SCC has given district supervisors the authority to establish their own individual cost share reimbursement rate not to exceed 100% of the total project costs and a landowner labor rate not to exceed \$22.00 per hour.
- The [form](#) must be submitted at the start of each biennium and is good for the entire two year period.
- If changes need to be made during the biennium, a new form must be updated and submitted **before** the cost share contract is signed by the landowner and district.
- If no form is submitted to SCC, the default rate of reimbursement will be 50% and \$22 per hour.

FORM 12: Cost Share Rate & Landowner Rate
DUE: END OF JULY
Effective for the 15-17 Biennium

Board of Supervisor's Resolution Guidance
Cost Share Assistance Rate of Reimbursement

Beginning July 1, 2013 and biennially thereafter, each conservation district must submit an approved board resolution to SCC stating the rate of reimbursement for allowable practices paid by SCC funds. This will be kept on file at SCC office and valid for 24 months.

Cooperator Labor Rate

Beginning July 1, 2013 and biennially thereafter, each conservation district must submit an approved board resolution to SCC stating the districts cooperator labor rate, not to exceed \$20.00 per hour. This will be kept on file at SCC and valid for 24 months.

The landowner's labor rate shall be set at a maximum of \$20.00 per hour. The landowner's minor labor <18 years of age shall be consistent with Washington's established minimum wage.

This form must be submitted prior to submitting the July Voucher in the month of August.

For additional information regarding the requirements, please see the Grants & Contracts Procedure Manual located here:

Board of Supervisor Resolutions

Please Select Your Conservation District*
Select Your Conservation District ▼

Your Email*
Board Chair*

Resolution #1

Please Select The Resolution*
Cost Share Rate Resolution
Cooperator Labor Rate Resolution ▼

Date of Board Resolution*
Oct ▼ 25 ▼ 2015 ▼

Resolution Number*
Resolution Number

Resolution #1 Content

Please provide the detailed text of the adopted resolution.*
You may copy and paste from MSWord into this area. It does not contain a character limit.

Resolution #2

Please Select The Resolution*
Cost Share Rate Resolution
Cooperator Labor Rate Resolution ▼

Date of Board Resolution*
Resolution Number*

Resolution #2 Content

Please provide the detailed text of the adopted resolution.*
You may copy and paste from MSWord into this area. It does not contain a character limit.

These resolutions were adopted during a regular meeting of the Board of Supervisors.*
☐ Yes ☐ No ☐ Other

If No, please indicate when these resolutions will be formally adopted. (They are not considered adopted until then.)

Submit Form

Approved Cost Share Practices

- Cost share assistance shall be for practices identified as allowable NRCS Best Management Practices (BMPs), alternative practices approved by a professional engineer licensed by the State of Washington and SCC approved practices.

CD Staff Working on Projects

- Conservation district staff will be allowed to conduct project implementation work on the project but are prohibited from charging the same hours worked on multiple grants.
- These hours are to be reflected in the project breakdown, but are not to be used as part of the cost share reimbursement formula. The costs are charged as salaries and benefits to the grant directly.
- Conservation district personnel working in the field must have a current Compensation Rate Form on file with SCC.
- Conservation districts must ensure that any staff conducting work in the field and implementing projects have the correct Industrial Insurance codes and rates paid for those hours worked.

Work Crews Working on Projects

- The use of work crews, such as Ecology Conservation Corps, are allowable under most grant programs.
- A separate intermediate outcome in the grant needs to be established with SCC before the work crew can be used on projects under the Implementation grant.
- The contract between the district and work crew must be on file with SCC.
- When billing, the invoice from the entity, as well as a breakdown of the costs coded to each project.
- The costs for these projects can be considered as part of the cost share reimbursement if the time spent on each project can be identified and supporting documentation included with the invoice.

Cost Share for Associate Supervisors and CD Staff

FORM 12: Cost Share Rate & Landowner Rate
DUE: END OF JULY
Effective for the 15-17 Biennium

Board of Supervisor's Resolution Guidance
Cost Share Assistance Rate of Reimbursement

Beginning July 1, 2013 and biennially thereafter, each conservation district must submit an approved board resolution to SCC stating the rate of reimbursement for allowable practices paid by SCC funds. This will be kept on file at SCC office and valid for 24 months.

Cooperator Labor Rate

Beginning July 1, 2013 and biennially thereafter, each conservation district must submit an approved board resolution to SCC stating the districts cooperator labor rate, not to exceed \$20.00 per hour. This will be kept on file at SCC and valid for 24 months.

The landowner labor rate shall be set at a maximum of \$20.00 per hour. The landowner's minor labor <10 years of age shall be consistent with Washington's established minimum wage.

This form must be submitted prior to submitting the July Voucher in the month of August.

For additional information regarding the requirements, please see the Grants & Contracts Procedure Manual located here:

Board of Supervisor Resolutions

Please Select Your Conservation District*
Select Your Conservation District ▼

Your Email*
Your Email ▼

Board Chair*
Board Chair ▼

Resolution #1

Please Select The Resolution*
Cost Share Rate Resolution
Cooperator Labor Rate Resolution ▼

Date of Board Resolution*
Dot ▼ 30 ▼ 2015 ▼

Resolution Number*
Resolution Number ▼

Resolution # 1 Content

Please provide the detailed text of the adopted resolution.*
You may copy and paste from WORD into this area. It does not contain a character limit.

Resolution #2

Please Select The Resolution*
Cost Share Rate Resolution
Cooperator Labor Rate Resolution ▼

Date of Board Resolution*
Dot ▼ 30 ▼ 2015 ▼

Resolution Number*
Resolution Number ▼

Resolution # 2 Content

Please provide the detailed text of the adopted resolution.*
You may copy and paste from WORD into this area. It does not contain a character limit.

These resolutions were adopted during a regular meeting of the Board of Supervisors.*
☐ Yes ☐ No ☐ Other: _____

If No, please indicate when these resolutions will be formally adopted. (They are not considered adopted until then.)

Submit Form

- Please contact the financial staff or your regional manager before approving cost share agreements.
- Cost share may not be reimbursed in excess of the state laws covering municipal officers.
- Associate Supervisor and CD employees are limited to receiving \$1,500 in cost share assistance per month per RCW 89.08.220(4).
- Supervisors are exempt from this restriction.

Contract for Cost Share Funds

- The Contract for Cost Share Funds is printed from the CPDS system after all landowner and practice information has been input.

Washington State Conservation Commission	
Commission Use Only	
Cost Share #:	Grant Number:
District Priority #:	Cultural Resources Report on file:
Environmental Benefit Description Complete: Yes No	Before/After Photos In CPDS: Yes No
Implementation Measures Updated: Yes No	CD Supervisor Associate Supervisor N/A

Contract for Cost Share Funds

This contract contains the following elements:

- District and Cooperator Information.
- Natural Resources planning, environmental benefits, locations.
- Contract Term Definitions.
- Contract Assertions.
- Signatures for Cooperator and Conservation District.
- Practices to be installed with funding identified.
- Proof of Performance Documentation.

Conservation District:		SCC Funding Program:	
Landowner Referral:	Yes No (please include copy)	Referral Agency:	
Cooperator Name:		Co-Cooperator Name:	
Cooperator Street Address:		Co-Cooperator Street Address: (if different)	
City, ST, Zip:		City, ST, Zip:	
Farm Name:			
Farm Address:			
Farm City, ST, ZIP:			
Additional Cooperator Information (if applicable)			
Name:			
Address:			
Name:			
Address:			
Name:			
Address:			

1. Type of Conservation Plan developed for the cooperator (circle applicable type):
Resource Management Plan (RMS) Practice Only None
Date Plan Approved by CD Board _____

2. Will the Practices funded under this contract completely implement the conservation plan? Yes No

Description of Planned Practice	NRCS Practice Code	Practice Measurement (feet, acres)	Practice Design Life	Total Practice Cost	Cooperators Contribution	Funding from Other Sources	Eligible SCC Funding/Maximum Requested
1 Waste Transfer (Manure Transfer)	634	Length of practice installed : 5300 Feet	10	\$118,800.00	\$39,600.00	\$39,600.00	\$39,600.00

Annual Proof of Performance Documentation for Each Practice
Table 2.

Practice From Table 1	NRCS Code	Practice Design Life	Cooperator Responsibility	Due Date	Conservation District Role
1 Waste Transfer (Manure Transfer)	634	10		October 1st	

Cooperator and Conservation District Staff Initials for Table 2: _____

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Revised 6/1/15 Washington State Conservation Commission * Contract for Cost Share Funds Page 2 of 6

Contract for Cost Share Funds

Contract Definitions:

- Authorized Conservation District Signer: Person identified by the Conservation District authorized to obligate the conservation district and reflected on an Authorized Signature Form on file at Washington State Conservation Commission.
- Best Management Practices (BMP) or (Practice): A defined activity or construction activity approved by the NRCS for the purpose of addressing an existing or current natural resources issue.
- Cooperator: Person entering into a contract with the conservation district.
- Conservation District: (CD) Special purpose district authorized under RCW 89.08 to assist in the conservation of natural resources in Washington State.
- Cost Share: Public funds provided by local, state, federal agencies, and funds provided by private non-governmental organizations, for the purpose of sharing in the expense and encouraging the implementation of Practices for improving and sustaining natural resources.
- Landowner: If the Cooperator is a Lessee, this contract requires the Landowner signature.
- Natural Resource Issue: An opportunity to sustain or enhance soil, water, air, plants, animals, humans, and energy.
- NRCS Practice Code: A code assigned to a Field Office Technical Guide Practice, published by USDA, Natural Resources Conservation Services (NRCS).
- Practice Design Life: (Design Life) the described and expected life of NRCS practices if installed correctly, and maintained in accordance with the accompanying management plan.
- Proof of Performance: An agreed-to method of communicating the ongoing operation and landowner maintenance of a Practice.
- Termination: For actions defined in REFUNDS/SALE/TRANSFER/TERMINATION.

Terms of Contract:

AWARD

- 1) Cooperator requests cost-share assistance under SCC's programs to install conservation Practices. These Practices are needed to address natural resource issues and would not be performed to the extent requested without state funding.
- 2) Cooperator understands the obligation of the conservation district to reimburse expenses incurred is contingent on the availability of funds through legislative appropriation and state allocations to SCC.
 - a) Cooperator also understands that if this contract crosses over state fiscal years the obligations of SCC and the CD is contingent upon the appropriation of funds during the next fiscal year.
 - b) Cooperator further understands the failure to appropriate or allot such funds shall be good cause to terminate this contract.
- 3) If sufficient cost share funds are made available to the CD by SCC, and if this application is approved for the Practice(s) requested:
 - a) Cooperator will be notified by the CD within 30 days from when the CD receives notice the project has been approved for funding.
 - b) This notification will include the required timeline for implementation.

CD/Cooperator initials the information was reviewed with the cooperator: _____

TIMELINE

- 4) Cooperator agrees to the timeline for Practice(s) implementation:
 - a) Cooperator agrees to begin project implementation within 60 days of notification in 3(a) or as soon as weather and permit approval allows. If delays of more than 60 days occur, Cooperator will keep the CD informed.
 - b) Cooperator agrees that if implementation cannot be completed within the allotted timeline, the CD and SCC reserve the right to withdraw funding.

CD/Cooperator initials the information was reviewed with the cooperator: _____

PERMITS & REVIEWS

- 5) Cooperator agrees to ensure all applicable local, state, and federal permits are obtained for installation of the Practice(s). Cooperator understands Practice implementation and subsequent reimbursement will not occur until evidence of obtained permits is provided to CD.
- 6) Cooperator agrees to ensure compliance with SCC's Cultural Resources Survey policy and provide documentation to the CD of all actions required under the policy.

CD/Cooperator initials the information was reviewed with the cooperator: _____

REIMBURSEMENT AND ASSIGNMENT OF PAYMENT

- 7) CD agrees to reimburse Cooperator, subject to Cooperator's compliance with the conditions of this contract, for eligible expenses which are incurred after the date the funds are made available by contract amendment to the CD by SCC.
- 8) Cooperator agrees that in order to receive reimbursement for eligible expenses, installation of the Practices described in Table 1 must have occurred, the installation must have met established NRCS standards and specifications or an alternative Practice design approved by a professional engineer, and, the Practice installation and functionality must be verified and approved in writing by the CD.
- 9) Cooperator understands that they will receive reimbursement for eligible expenses in the form of a check. This check will be made out only to the Cooperator after providing the CD with "paid" invoices that demonstrate vendors/contractors have been paid in full.
 - a) If Cooperator chooses to utilize the Assignment of Payment option for contractor and vendors, the Cooperator understands that contractors and/or vendors will be paid only to the extent the Cooperator would have been reimbursed had the Cooperator incurred the expenses. The Cooperator understands they are responsible for securing all necessary contractor and vendor information on the Assignment of Payment Form, and ensuring all necessary receipts accompany the reimbursement request.

- 10) Cooperator agrees that, in the event the CD has materials or purchases the materials for use on Cooperators project, Cooperator will provide the CD a check, reimbursing the CD for the cost of the materials.
- 11) CD agrees to provide Cooperator with a 1099-Misc for reimbursements in excess of \$600 during the calendar year.

CD/Cooperator initials the information was reviewed with the cooperator: _____

COOPERATOR MAINTENANCE & RESPONSIBILITIES

- 12) Cooperator agrees to maintain and operate the Practice(s) for its Design Life as determined by the CD and as shown in Table 2.
- 13) Cooperator agrees to permit for the duration of its Design Life, on reasonable notice and request from the CD, the inspection of the location, maintenance, and monitoring, of the long-term condition of the Practice(s).
- 14) Cooperator agrees, for the Design Life of each Practice, to provide the conservation district on October 1 of each year, annual proof of performance documentation as specified in Table 2, for each practice.

CD/Cooperator initials the information was reviewed with the cooperator: _____

REFUNDS/SALE/TRANSFER/TERMINATION

- 15) Cooperator agrees to refund all, or part, of the funding paid to them as prorated by the CD, in addition to any other remedies available by law or in equity, if, before the expiration of each or any Practice Design Life, the contract is terminated because of the any of the following:
 - a) Cooperator fails to expend funds under this contract in accordance with state laws and/or the provisions of this contract;
 - b) Cooperator knowingly or recklessly misrepresents—through falsified signatures, land placement, or any other means—the purpose of or circumstances related to the Practice installation;
 - c) Cooperator destroys or fails to maintain the approved Practice, or sells or leases Practice equipment;
 - d) Cooperator relinquishes management or title to the land on which the approved Practice has been established, and the new owner/operator of the land does not agree, in writing, to properly maintain, under the same terms applicable to the Cooperator, the Practice for the remainder of its Design Life.

- 16) Cooperator agrees to request of any person(s) to whom the benefitted acres are transferred by sale, lease, or other means, to sign a statement to maintain and continue the Practice for its Design Life under the same terms applicable to the Cooperator as a condition of ownership or control.

- a) Cooperator will notify the CD in writing of any change in ownership or control of the subject property within thirty (30) days of such a change.

- 17) Written notification to the CD will include:

- a) The name of the new landowner;
- b) Whether or not the landowner agrees to continue the cost shared Practice; and
- c) If they agree to continue the Practice, a copy of the new landowner-signed statement to maintain and continue the Practice for its remaining Design Life.

- 18) Cooperator also understands that in the event the CD is required to institute legal proceedings to recover any funds used to reimburse my expenses, the conservation district is entitled to its costs thereof, including attorney's fees.

CD/Cooperator initials the information was reviewed with the cooperator: _____

SUSPENSION & DEBARMENT

- 19) Certification Regarding Debarment, Suspension and Ineligibility
The Cooperator, by signature to this contract, certifies the cooperators is not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded by any federal department or agency from participating in transactions (debarred). The Cooperator also agrees to include the above requirements in any and all subcontracts into which it enters. The Cooperator shall immediately notify the CD if, during the term of this contract, the Cooperator becomes debarred. The CD may immediately terminate this contract by providing Cooperator written notice if Cooperator becomes debarred during the term of this contract.

CD/Cooperator initials the information was reviewed with the cooperator: _____

This section intentionally blank. Authorized Signatures on Next (Separate) Page.

Both CD employee and Cooperator must initial each section.

Contract for Cost Share Funds

I hereby agree to all descriptions, costs, terms included in this contract for Practice installation(s).

LANDOWNER SECTION

Signature of Cooperator + (date of application)

Signature of Co-Cooperator + (date of application)

Signature of Landowner (if Cooperator is Lessee) + (date of application)

For state DNR lands, the lessee must obtain signature of the Regional Lease Officer or designee

APPROVAL SECTION FOR CONSERVATION DISTRICT

1

Signature of Conservation District Staff +
date submitted to Board of Supervisors for approval.

Signature of Authorized Conservation District Signer +
date approved by Board of Supervisors.

----This application is now eligible for funding, once funding is awarded per 3(a), implementation can begin.----

IMPLEMENTATION CERTIFICATION

4

Conservation District Staff/Technician date

Conservation District Engineer or NRCS Technical Staff date

PAYMENT AUTHORIZATIONS

5
By my signature, I certify all invoices for vendors and contractors associated with the Practices included in this agreement have either been paid in full or an Assignment of Payment is attached. All receipts and invoice copies are included.

Signature of Cooperator date

Approved for payment by Authorized Conservation District Signer date

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- 1 – Cooperator signs the contract.
- 2 – CD staff who goes through the contract with the Cooperator signs the contract.
- 3 – Board supervisor authorized to sign cost share signs the contract. Funding has now been approved and the landowner can incur costs. **Prior to this date, no costs can be reimbursed. * Assumes SCC has awarded funding.**
- 4 – CD staff or licensed engineer checks each practice has been installed.
- 5 – Cooperator signs that all the terms of the contract have been completed and BMPs installed.
- 6 – Board supervisor certifies project complete. Cost share costs can now be vouchered for reimbursement from SCC.

What is Required in Addition to the Contract?

- The following items are required in order to be reimbursed for cost share:
 - Cultural Resources Complied Statement Form
 - Appendix B - Cost Share Receipt Detail Form
 - Individual Contributed Services Form (if claiming landowner time)
 - All project receipts to document costs incurred
 - Before and after pictures for each BMP installed and requesting reimbursement uploaded into the CPDS system
 - Both “planned” and “actual” implementation measures updated in the CPDS system for each practice completed
 - Completion date entered into the CPDS system for each practice completed

Cultural Resources Complied Statement Form

- SCC requires the Cultural Resources Complied Statement Form to be submitted with every Contract for Cost Share.
- For all information regarding cultural resources, visit SCC's website and navigate to the [Cultural Resources page](#).

 Washington State
Conservation Commission

Cultural Resources Complied Statement
(Use when requesting reimbursement from WSCC)

1. Identify the Practice/project that this statement applies to: _____

2. Please check one below and complete the blanks:

_____ **Another State or Federal agency**
- Cultural Resource Review was completed by: _____ (BPA, WDFW, etc)

_____ **District Completed**
- Cultural Resource Review was completed by: _____ Conservation District

_____ **Exempted**
- Cultural Resource Review is exempted by a statewide exemption or other exemptions known as _____
(reference other exemption or provide a copy)

_____ **Does Not apply**
- Cultural Resource Review does not apply because: _____

3. Submitted by:

Authorized District Signer or a Professional Archeologist _____
Date
(must be provided to WSCC Financial Staff prior to eligibility for grant reimbursement)

Rev. 6/25/2021

Appendix A: Cost Share Application BMP Worksheet

APPENDIX A

**Washington State Conservation Commission
COST-SHARE APPLICATION BMP WORKSHEET**

Prepared for: _____
(Applicant)

INSTRUCTIONS: Prepare a worksheet for each practice and attach it to the application.

1. BEST MANAGEMENT PRACTICE _____

2. NRCS PRACTICE CODE (*from FOTG*) _____ DESIGN LIFE _____

3. LIST NUMBER OF FEET OF FENCE OR PIPE etc. _____

4. LIST BMP COSTS (*i.e., labor, materials, etc.*)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total BMP Costs \$ _____

5. CONTRIBUTIONS

Cooperator	%	\$ _____
Other	%	\$ _____
Other	%	\$ _____
Other	%	\$ _____
Eligible Cost Share	%	\$ _____
100	%	

Total BMP Cost \$ _____

Worksheet Prepared by: _____ Date: _____

Revised 03/29/13

- This form is used to help get an accurate prediction on how much each BMP will cost to implement.
- Each BMP will be listed on a separate form.
- If using multiple sources of funding, i.e. SCC and Ecology on the same contract, use Section 5 to breakdown the costs.
- Funding from all sources cannot exceed 100% of the total project costs.

Appendix B:

Cost Share Receipt Detail Form

XXX Conservation District

COST SHARE RECEIPT DETAIL

APPENDIX B

Grant Funding Source: _____

Grant Description: _____

Grant Number: _____

Cost Share Detail for: _____

(Landowner Name)

BMP Practice Code, Project Name

Number of units installed (i.e. feet of fencing or pipe etc.)

Labor

Name	Month	Hours	Rate	Total
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Materials

Description	Vendor	Date	Receipt # or Invoice #	Total Goods Inc. Shipping	Sales Tax	Total
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -

Paid to Cooperator: \$ - % Charged = Grand Total of Expenditures: \$ -

Match: \$ - 100% = \$ -

- This form summarizes all of the costs associated with the cost share.
- Labor is summarized in the top portion and is used for landowner labor only. This must be accompanied by the Individual Contributed Services Form.
- Material are summarized in the bottom portion. All receipts from the cost share must be listed and included for backup when submitting reimbursement.
- The District's cost share percentage will go in the "% Charged" grey section and it will auto sum the total amount to be reimbursed.

Individual Contributed Services Form

WASHINGTON STATE CONSERVATION COMMISSION
GRANTS PROGRAM
Individual Contributed Services Form
(for one individual completing several different tasks)
Conservation District _____

Project Title _____ Grant Number _____
Contributing Agency _____ Month Of _____ 20____
Name _____ Title _____

Task Description	Daily Work Log																															REGULAR		OVERTIME	
	MCS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	TOTAL	
_____	REG																																	0	0
_____	OTH																																	0	0
_____	REG																																	0	0
_____	OTH																																	0	0
_____	REG																																	0	0
_____	OTH																																	0	0
_____	REG																																	0	0
_____	OTH																																	0	0
_____	REG																																	0	0
_____	OTH																																	0	0
Total Hours																															0	0			

CERTIFICATION SIGNATURE:
I hereby certify that I have devoted the time reported above in the performance of work as described in connection with the above named project.

(signature)

TO BE COMPLETED BY CONSERVATION DISTRICT:
Hourly Rate _____ X _____ hours worked: \$0.00
Total amount: \$0.00
Chargeable to Project: _____

Individual Contributed Services Form.xls Updated 03/29/13

- The landowner labor rate is set at a maximum of \$22.00 per hour per the district Cost Share Resolution.
- Minors <16 years of age shall be paid consistent with Washington's established minimum wage.
- Fuel and mileage costs cannot be reimbursed and are considered a cost of doing business and the landowner's portion of the cost share.

Equipment Usage

- If the landowner owns the equipment, the local FSA rate will be used to establish the hourly rate cost. The charge will go under labor for the project.
 - For example, if a landowner owns a large tractor and the local FSA rate is \$80/hour then the landowner will be reimbursed \$80/hour for his time spent on the tractor performing work on the approved BMPs. This is the max per hour the landowner can be reimbursed and includes the \$22/hour typical landowner hourly charge unless specifically stated on FSA's rate sheet that landowner labor is not included in the rates provided.
- If the landowner rents equipment from a company, and invoice will be obtained and charged as materials for the project.

Required CPDS Entries for Reimbursement

- Before and after photos for each BMP
- Planned and completed implementation measures for each BMP
- Completion date of each BMP

Methods of Payment

- All receipts are required to be submitted with the voucher requesting reimbursement, including partial payment requests. A Cost Share Receipt Detail page must be included with the invoice voucher along with all corresponding receipts for each BMP.
- A conservation district must make cost share payments to a cooperator on a **reimbursement** basis only.
- Two-party checks are prohibited.

Retroactive Payments Prohibited

- No retroactive cost share payments shall be made under SCC's cost sharing program, or any other program.
- For purposes of this policy, the effective date of a Contract for Cost Share Funds is the date the conservation **district chair** signs it, not the date the cooperator signs it.
- The term "retroactive" refers to any time prior to the date of the chair's signature.
- SCC will not reimburse the conservation district/landowner for any receipts/charges that occurred **BEFORE** the effective date of the Cost Share Application.

Landowner Materials On-Hand

- These material costs are reimbursable under SCC's grant programs.
- However, to determine the appropriate reimbursement rate, materials must be priced using an average of three local bids costs.
- The landowner must provide a listing of materials on hand and sign/date the bottom. This backup needs to be included with the Contract for reimbursement.
- Costs must be itemized on Appendix B: Cost Share Receipt Detail Form.


Landowner as Contractor

- If a landowner is going to be the contractor on their own project awarded with SCC funding, the following rules apply:
 - The contractor and or subcontractors must be licensed and bonded to do business in the State of Washington and to do the work in the appropriate discipline that is directly related to the practice(s). The landowner if acting as the contractor must be licensed and bonded.
 - The landowner is required to get at least two additional bids for the project. Copies of the bids must be submitted to the conservation district when requesting reimbursement. These copies must also be submitted to SCC. If a landowner cannot secure more than one additional bid, document the reason why for the district file.
 - The landowner is required to submit all receipts for the project along with the itemized invoice to the conservation district when requesting reimbursement.
- If a landowner is not a contractor but doing the work, they're subject to the landowner labor reimbursement rate established by the conservation district not to exceed \$22 per hour.

Maintenance of BMPs

- Operators or landowners shall agree to maintain BMPs cost shared under this program for the design life of the BMPs, as determined by FSA and/or NRCS standards, or as determined by a licensed professional engineer.
- If the practice is not maintained for the design life, the landowner will be in violation of the Contract for Cost Share Funds and will be liable to repay the state for the practices installed.
- Conservation districts have a responsibility to insure the practices are maintained through the design life specified by NRCS.

Partial Payment of Cost Share Award



**Washington State
CONSERVATION COMMISSION**
Partial or Final Payment Request Form

Instructions: As BMP practices are completed, fill out this form and submit it with the grant invoice voucher and cost share agreement to request a partial payment or the final payment if a partial payment has already been made using cost share funds for this cooperator.

Note: This form is only to be utilized when a BMP of a plan has been completed, and there are still BMPs to be completed as approved in the Cost Share Application for Payment. No payments will be made on partially implemented BMPs.

Name*

First Name Last Name

Email*

Dropdown List* **Dropdown List***
Select Your Conservation District ▼ Select Grant Program ▼

Cooperator Name*

Partial Payment Request

BMP Number and Name <input type="text"/>	Quantity (# of feet of fence, etc.) <input type="text"/>		
Total Cost of BMP <input type="text"/>	Cost Share Rate <input type="text"/>	Amount Requested 0.00	Date Completed <input type="text"/>
Date Implementation Checked - District Staff <input type="text"/>	District Staff who Performed Check <input type="text"/>		

Final Payment Request

BMP Number and Name <input type="text"/>	Quantity (# of feet of fence, etc.) <input type="text"/>		
Total Cost of BMP* <input type="text"/>	Cost Share Rate * <input type="text"/>	Amount Requested 0.00	Date Completed <input type="text"/>
Date Implementation Checked - District Staff <input type="text"/>	District Staff who Performed Check <input type="text"/>		

Agreement Completion Certification

By submitting this form, I hereby certify that implementation of the above described BMP or conservation practices have been completed as of the date shown this form is submitted, and they meet the established NRCS specifications, or are alternative practice designs approved by a professional engineer. This agreement is made in accordance with the terms of the Cost Share Contract as well as the SCC Grants and Procedures Manual.

Authorized district signer of cost share documentation?*
☐ Yes
☐ No

Submit Form

- Partial Payments on the cost share contract can only be requested when an entire BMP of a plan that includes multiple BMPs has been installed.
- No partial payments will be made on partially completed BMPs.
- Within 6 months of the partial payment, the project must be completed and final voucher request submitted. The second portion of this form must be submitted with the final voucher for payment.

Implementation Monitoring

- SCC aims to monitor 25% of the cost share projects put on the ground to validate compliance with the agency policy and legal requirements.
- Districts will be notified when their project is selected for monitoring and a date for touring will be scheduled with the RM and a financial staff member.
- All efforts to group together monitoring visits will be made.

Frequently Asked Questions

- Where can I find the Contract for Cost Share Funds?
 - The Contract for Cost Share Funds can only be printed from the [CPDS system](#).
- Where can I find the other required forms needed to submit for reimbursement?
 - All of our forms can be found on our [website](#) under Financial Forms and Templates.
- If one of our cooperators requested cost sharing on a practice that cost \$60,000 to implement, how much could we reimburse him/her?
 - No more than \$50,000 per cooperator, per fiscal year. The individual practice reimbursement may vary by program and by practice. Limits are established by SCC and reviewed annually.

Top 10 Issues that Delay Cost Share Payments

- 1 – Missing Receipts
- 2 – Contract for Cost Share Funds missing signatures/initials
- 3 – Individual Contributed Services form for landowner time not signed and dated by landowner. (if requesting reimbursement for landowner time)
- 4 – Missing before and after photos in CPDS system
- 5 – Missing planned and actual implementation measures in CPDS system

Top 10 Issues that Delay Cost Share Payments

- 6 – Missing completion date in CPDS system
- 7 – Receipts too light to read
- 8 – Receipts submitted that are dated before the Supervisor signed the Contract for Cost Share Funds as approved
- 9 – Overspending allocated funding listed in the Contract for Cost Share Funds
- 10 – Sending the payment request in pieces at different times. Please send the entire packet in all at one time.