

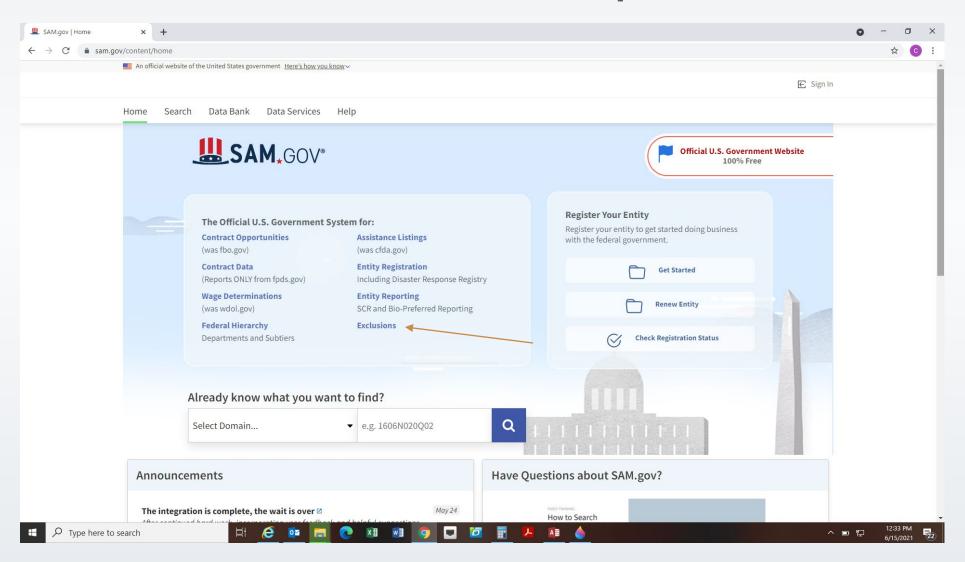


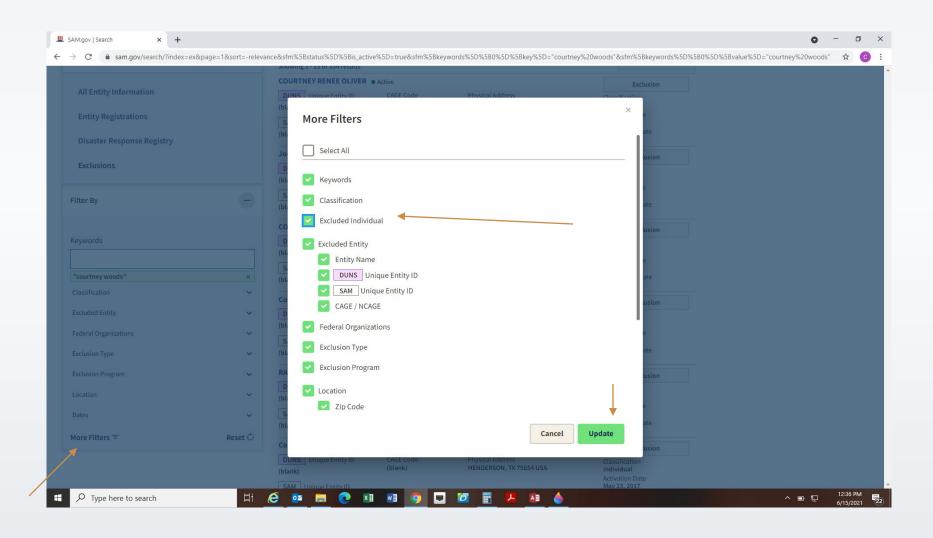
SCC Financial Staff 09-21-2021

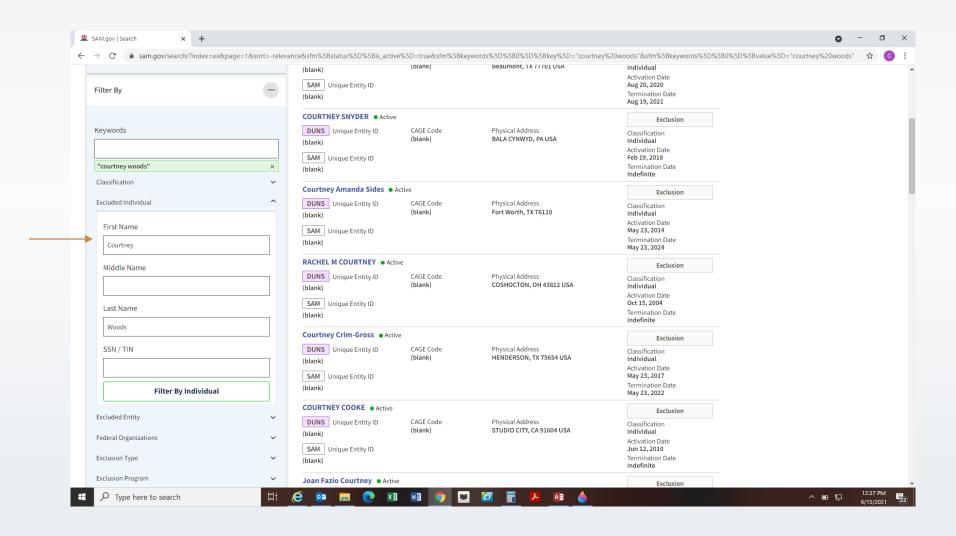
### **Cost Share Limits**

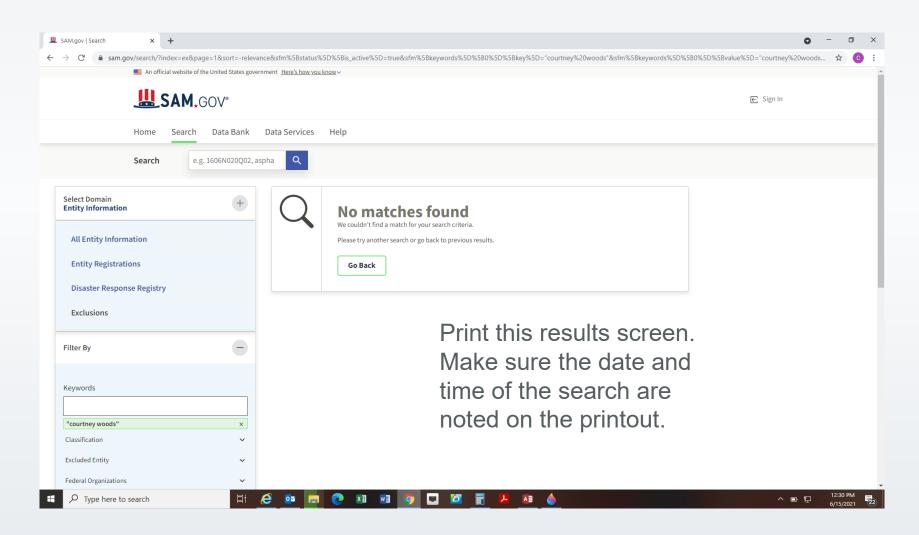
- Current SCC cost share limit is as follows:
  - \$50,000 per landowner, per fiscal year.

- 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.







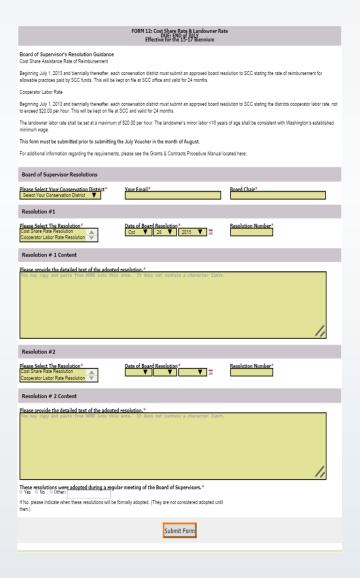


### Cost Share on Public Land

- 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 publiclyowned 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 <u>form</u> 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.



### **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 Rat 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 allowable practices paid by SCC funds. This will be ke	conservation district must submit an approved board resept on file at SOC office and valid for 24 months.	olution to SCC stating the rate of reimbursement for					
Cooperator Labor Rate							
Beginning July 1, 2013 and blennially 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 or minimum wage.	of \$20.00 per hour. The landowner's minor labor <16 year	s of age shall be consistent with Washington's established					
This form must be submitted prior to submitting to	he July Voucher in the month of August.						
For additional information regarding the requirements	, please see the Grants & Contracts Procedure Manual Ic	cated 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	Oct V 30 V 2015 V	Resolution Number					
Resolution # 1 Content							
	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	area. It does not contain a character limit.	//					
These resolutions were adopted during a regula © Yes © No © Other:	ar meeting of the Board of Supervisors.*						
If No, please indicate when these resolutions will be to then.)	ormally adopted. (They are not considered adopted until						
	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.

Wash	ington State	Cost Share #:		Grant Number:		
Consc		4.		Cultural Resources Report		
		District Priority	bisolit Filolity #.		on file:	
		Environmental Description Cor Yes No		Before/After Ph CPDS: Yes No	rotos In	
		Implementation Updated: Yes		CD Supervisor Associate	Employe	
				Supervisor	N/A	
Contract for C	ost Share Funds					
This contract contains the fo	llowing elements:					
		ts, locations.				
<ul> <li>Signatures for Co</li> <li>Practices to be in</li> </ul>	ooperator and Conservation Distri- nstalled with funding identified. ance Documentation.	ct.				
Conservation District:		SCC Funding Pr	rogram:			
Landowner Referral:	Yes No (please include copy)	Referral Agency	r:			
Cooperator Name:		Co-Cooperator	Name:			
Cooperator Street Address:		Co-Cooperator Address: (if diff				
City, ST, Zip:		City, ST, Zip:		- 1		
Farm Name:						
Farm Address:						
Farm City, ST, ZIP:						
Additional Cooperator Inform	nation (if applicable)					
Name:						
Address:						
Name:						
Address:						
Name:						
Address:						
Type of Conservation Resource Manager     Date Plan Approve	and the same of th		ole type): None			
2. Will the Practices fund	ded under this contract completel	y implement the	conservation	plan? Yes No		

Description of	NRCS	Practice	Practice	Total	Cooperators	Funding from	Eligible SCC
Planned Practice		Measureme (feet, acres	ent Design Life	Practice Cost	Contribution	Other Sources	Funding/Maximum Requested
1 Waste Transfer (Manure Transfer)	634	Length of practice installed: 53 Feet		\$118,80 0.00	\$39,600.00	\$39,600.00	\$39,600.00
nnual Proof of Perf able 2.	ormance D	ocumentation	for Each Practice	9			
Practice Fro	m Table 1	NRCS Code	Practice Cooper Design Life	ator Respo	onsibility Du	e Date Co	nservation District Role
1 Waste Transfer (M	anure Trans	fer) 634	10		Octob	er 1st	

### Contract for Cost Share Funds

13) Cooperator agrees to permit for the duration of its Design Life, on reasonable notice and request from the CDt, 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.

20/Cooperator intities the information was reviewed with the cooperator.

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

means—the purpose of or circumstances related to the Practice installation.

Cooperator destroys or fails to maintain the approved Practice, or sells or leases Practice equipment.

Occoperator relinquishes menagement or title to the land on which the approved Practice has been established, and the new owner/poperator 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 Ille.

a) Cooperator falls 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 fallsfied signatures, land placement, or any other

	NKCs for the purpose or 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.
	<ul> <li>Landowner: If the Cooperator is a Lessee, this contract requires the Landowner signature.</li> </ul>
	<ul> <li>Natural Resource Issue: An opportunity to sustain or enhance soil, water, air, plants, animals, humans, and</li> </ul>
	energy.
	<ul> <li>NRCS Practice Code: A code assigned to a Field Office Technical Guide Practice, published by USDA, Natural Resources Conservation Services (NRCS).</li> </ul>
	<ul> <li>Practice Design Life: (Design Life) the described and expected life of NRCS practices if installed correctly, and</li> </ul>
	maintained in accordance with the accompanying management plan.
	<ul> <li>Proof of Performance: An agreed-to method of communicating the ongoing operation and landowner</li> </ul>
	maintenance of a Practice.
	<ul> <li>Termination: For actions defined in REFUNDS/SALE/TRANSFER/TERMINATION.</li> </ul>
	45.4-4
_	s of Contract:
\W	\$D
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 allotments to SCC.
	<ul> <li>a) Cooperator also understands that if this contract crosses over state fiscal years the obligations of SCC and the</li> </ul>
	CD is contingent upon the appropriation of funds during the next fiscal year.
	<ul> <li>b) Cooperator further understand the failure to appropriate or allot such funds shall be good cause to terminate</li> </ul>
	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:
	<ul> <li>a) Cooperator will be notified by the CD within 30 days from when the CD receives notice the project has been</li> </ul>
	approved for funding.
	b) This notification will include the required timeline for implementation.
CDI	Cooperator Initials the information was reviewed with the cooperator:
	, and the same of
	LINE
ŧ)	Cooperator agrees to the timeline for Practice(s) implementation:
	<ul> <li>a) Cooperator agrees to begin project implementation within 60 days of notification in 3(a) or as soon as weather</li> </ul>
	and permit approval allows. If delays of more than 60 days occur, Cooperator will keep the CD informed.
	<ul> <li>Cooperator agrees that if Implementation cannot be completed within the allotted timeline, the CD and SCC reserve the right to withdraw funding.</li> </ul>
ÇD)	Cooperator Initials the Information was reviewed with the cooperator:

· 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

. Best Management Practice: (BMP) or (Practice) A defined activity or construction activity approved by the

Contract Definitions:

### 16) Cooperator agrees to request of any person(s) to whom the benefitted acres are transferred by sale, lease, or PERMITS & REVIEWS other means, to sign a statement to maintain and continue the Practice for its Design Life under the same terms 5) Cooperator agrees to ensure all applicable local, state, and federal permits are obtained for installation of the applicable to the Cooperator as a condition of ownership or control. Practice(s), Cooperator understands Practice Implementation and subsequent reimbursement will not occur until a) Cooperator will notify the CD in writing of any change in ownership or control of the subject property within evidence of obtained permits is provided to CD. Cooperator agrees to ensure compliance with SCC's Cultural Resources Survey policy and provide documentation thirty (30) days of such a change. to the CD of all actions required under the policy. 17) Written notification to the CD will include: CD/Cooperator initials the information was reviewed with the cooperator: \_\_\_\_\_\_\_ a) The name of the new landowner; Whether or not the landowner agrees to continue the cost shared Practice, and; REIMBURSEMENT AND ASSIGNMENT OF PAYMENT c) If they agree to continue the Practice, a copy of the new landowner-signed statement to maintain and 7) CD agrees to reimburse Cooperator, subject to Cooperator's compliance with the conditions of this contract, for continue the Practice for its remaining Design Life. eligible expenses which are incurred after the date the funds are made available by contract amendment to the CD 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 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 CD/Cooperator initials the information was reviewed with the cooperator: and functionality must be verified and approved in writing by the CD. Cooperator understands that they will receive reimbursement for eligible expenses in the form of a check. This SUSPENSION & DEBARMENT check will be made out only to the Cooperator after providing the CD with "paid" invoices that demonstrate 19) Certification Regarding Debarment, Suspension and Ineligibility vendors/contractors have been paid in full. The Cooperator, by signature to this contract, certifies the cooperator is not presently debarred, suspended, proposed for debarment, and declared ineligible or vokuntarily excluded by any federal department or agency from 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 participating in transactions (debarred). The Cooperator also agrees to include the above requirements in any and reimbursed had the Cooperator incurred the expenses. The Cooperator understands they are responsible for all subcontracts into which it enters. The Cooperator shall immediately notify the CD if, during the term of this securing all necessary contractor and vendor information on the Assignment of Payment Form, and ensuring contract, the Cooperator becomes debarred. The CD may immediately terminate this contract by providing all necessary receipts accompany the reimbursement request. cooperator written notice if cooperator becomes debarred during the term of this contract. 10) Cooperator agrees that, in the event the CD has materials or purchases the materials for use on Cooperators CD/Cooperator Initials the Information was reviewed with the cooperator: project. Copperator 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

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

Both CD employee and Cooperator must initial each section.

contract is terminated because of the any of the following:

REFUNDS/SALE/TRANSFER/TERMINATION

### Contract for Cost Share Funds

LANDOWNER SECTION			
Signature of Cooperator + (date of application)	Signature of Co-	Cooperator + (date of ap	plication)
Signature of Landowner (if Cooperator is Lessee) + (da	te of application)	For state DNR lands, the signature of the Region designee	e fessee must obtain al Lease Officer or
APPROVAL SECTION FOR CONSERVATION DISTRICT			
1			
Signature of Conservation District Staff +	Signature of A	Authorized Conservation	District Signer +
date submitted to Board of Supervisors for approval. This application P, now eligible for funding, once for implementation CERTIFICATION		per 3(a), inf, lementation	
This application $\widehat{m{y}}_{_{\!\!2}}$ now eligible for funding, once fu			
This application $f_{\lambda}$ now eligible for funding, once for supplies the following of the supplies that the supplie	unding is awarded j		n can begin
IMPLEMENTATION CERTIFICATION  Conservation District Staff/Technician date	unding is awarded j	per 3(a), im, ylementation	n can begin
IMPLEMENTATION CERTIFICATION  Conservation District Staff/Technician date  PAYMENT AUTHORIZATIONS  By my signature, I coest all invoices for vendors and co	conservation Distr	ner 3(a), int, dementation  ict Engineer or NRCS Tex	n can begin thnical Staff de
This application for now eligible for funding, once for implementation certification	conservation Distr	ner 3(a), int, dementation  ict Engineer or NRCS Tex	n can begin thnical Staff de

- 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 <u>Cultural</u> <u>Resources page</u>.

	Washington State  Conservation Commission
	Conservation Commission
	I
	Cultural Resources Complied Statement
	(Use when requesting reimbursement from WSCC)
1. Identify the Pra	ctice/project that this statement applies to:
2. Please check on	e below and complete the blanks:
Another S	tate or Federal agency
	e Review was completed by:(BPA, WDFW, etc)
District C	ompleted
	Review was completed by: Conservation District
Exempte	ed
- Cultural Resource	Review is exempted by a statewide exemption or other exemptions known as
	(reference other exemption or provide a copy)
Does Not	
	apply  Review does not apply because:
- Cultural Resource	
- Cultural Resource	
- Cultural Resource	Review does not apply because:
- Cultural Resource	
- Cultural Resource  3. Submitted by:  Authorized Distric	Review does not apply because:
- Cultural Resource  3. Submitted by:  Authorized Distric	t Signer or a Professional Archeologist Date
- Cultural Resource  3. Submitted by:  Authorized Distric	t Signer or a Professional Archeologist Date
- Cultural Resource  3. Submitted by:  Authorized Distric	t Signer or a Professional Archeologist Date
- Cultural Resource  3. Submitted by:  Authorized Distric	t Signer or a Professional Archeologist Date
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- Cultural Resource  3. Submitted by:  Authorized Distric	t Signer or a Professional Archeologist Date
- Cultural Resource  3. Submitted by:  Authorized Distric	t Signer or a Professional Archeologist Date

# Appendix A: Cost Share Application BMP Worksheet

Revised 03/20/13

(Washingto COST-SHARE	on State Conservation APPLICATION BM	P WORKS	n HEET
Prepared for:	(Agglicant)		
INSTRUCTIONS: Prepare a worksh			
_	-	n it to the appii	cation.
BEST MANAGEMENT PRAC	TICE		
<ol><li>NRCS PRACTICE CODE (from</li></ol>	FOTG)	DESIGN I	LIFE
3. LIST NUMBER OF FEET OF	FENCE OR PIPE etc.		
4. LIST BMP COSTS (i.e. labor, ma	aterials, etc.)		
		- s	
		_ s	
		_ s	
		- s	
		- s	
		\$	
		s	
		- s	
		_ ,	
	Total	BMP Costs \$	š
5. CONTRIBUTIONS			
Cooperator	%_		\$
Other	%		s
Other	%		\$
Other	%_		\$
Eligible Cost Share	100 %		\$
		MD Cont	•
	Total E	MP Cost	s

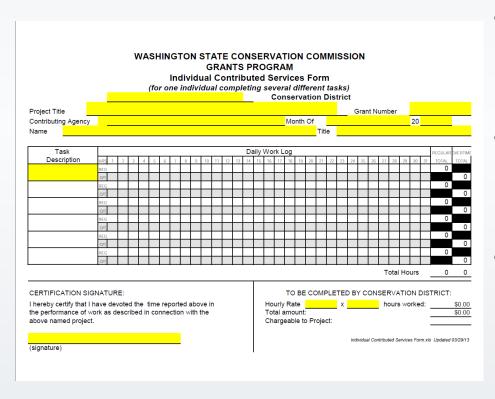
- This form is used to help get an accurate prediction on how much each BMP will cost to implement.
- Each BMP will be listed on a separate form.
- If using multiple sources of funding, i.e. SCC and Ecology on the same contract, use Section 5 to breakdown the costs.
- Funding from all sources cannot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

### Appendix B: Cost Share Receipt Detail Form

		(		onservation HARE RECI	on District EIPT DETA		APPENDI
Grant Funding So Grant Description							
Grant Number:							
Cost Share Detail	for:	(.	Landowner	Name)		В	MP Practice Code, Project Name
Labor	1					Number of	units installed (i.e. feet of fencing or pipe etc.)
Name	Month	Hours	Rate				Total S - S -
							\$ - \$ - \$ -
				}			\$ - \$ -
Materials Description	] Vende	or	Date	Receipt # or Invoice #	Total Goods Inc. Shipping	Sales Tax	\$ -
							\$ - \$ - \$ -
							\$ - \$ - \$
							\$ - \$ -
							\$ - \$ -
Paid to Cooperator: Match:	\$ - \$ -	% Charged	= =	Grand Total o	f Expenditures:	:	\$

- 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



- 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

	on State /ATION COMMISSION l or Final Payment Request Form		
Instructions: As BMP practices are compl partial payment has already been made u		t invoice voucher and cost share agreement to rec	uest a partial payment or the final payment if a
Note: This form is only to be utilized when payments will be made on partially imp		e are still BMPs to be completed as approved in the	ne Cost Share Application for Payment. No
Name * First Name	Last Name		
Email*			
Dropdown List*  Select Your Conservation District	Dropdown List*  ▼ Select Grant Program	1 ▼	
Cooperator Name*			
Partial Payment Requ	est		
BMP Number and Name		Quantity(# of feet of fence, etc.)	
Total Cost of BMP	Cost Share Rate	Amount Requested 0.00	Date Completed
Date Implementaiton Checked -	Distirct Staff	District Staff who Performed Check	
Final Payment Reques	it		
BMP Number and Name		Quantity(# of feet of fence, etc.)	
Total Cost of BMP*	Cost Share Rate *	Amount Requested 0.00	Date Completed
Date Implementaiton Checked -	Distirct Staff	District Staff who Performed Check	
Agreement Completion Certification			
	ations, or are alternative practice designs appro-	or conservation practices have been completed as ved by a professional engineer. This agreement is	
Authorized district signer of cost  Yes No	share documentation?*		
	Sui	bmit 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 <u>CPDS system</u>.
- Where can I find the other required forms needed to submit for reimbursement?
  - All of our forms can be found on our <u>website</u> 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.