



Cost-Share Policy

1. Land/Landowner Eligibility, Criteria, and Sign-Up
 - A. All cost-share applicants must meet the minimum requirements as outlined by the Commission's Rule, 10 CSR 70-4.010.
 - i. A tract of land 3 acres or more in size on which agricultural activities are normally performed, **or**
 - ii. A tract of land of any size from which \$1,000.00 or more of agricultural products are normally sold in a year.
 - B. All cost-share applicants must meet the minimum requirements as outlined by the Commission's Policy.
 - i. Land on which the practice is to be installed must be assessed agriculture **or** land having an FSA farm number producing agriculture commodities.
 - C. Additionally, applicants must meet the following qualifications as set forth by Boone County Soil and Water Conservation District Policy.
 - i. Land in Boone County must be zoned Agriculture to be eligible.
 - ii. All land must have a Farm Service Agency issued farm number.
 - iii. Proof of annual production of agricultural products in the amount of \$1,000.00 or more must be supplied on land less than 3 acres and/or on land not zoned for Agriculture (i.e. *IRS Form F*) or on land not readily recognized as engaged in agricultural activity.
 - iv. Land must be actively engaged in agricultural activity.
 - D. An annual sign-up for state cost-share will be held during the month of February each year for the upcoming fiscal year (the fiscal year runs from July 1 to June 30) for practices in the *Sheet and Rill/Gully Erosion* Resource Concern. During this time applicants will submit an application for state cost-share for each practice they wish to install.
 - i. The following list includes the codes and names of the practices which fall under the *Sheet and Rill/Gully Erosion* Resource Concern:
 - a. DSL-01 Permanent Vegetative Cover Establishment
 - b. DSL-02 Permanent Vegetative Cover Improvement
 - c. DSL-04 Terrace System
 - d. DSL-44 Terrace System with Tile
 - e. DSL-05 Diversion
 - f. DSL-11 Permanent Vegetative Cover – Critical Area

- g. DSL-111 Permanent Vegetative Cover – Critical Area: Confine Animal Feed Lot
 - h. DSL-15 No-Till System
 - i. DWC-01 Water Impoundment Reservoir
 - j. DWP-01 Sediment Retention, Erosion, or Water Control Structure
 - k. DWP-03 Sod Waterway
 - l. N332 Contour Buffer Strips
 - m. N340 Cover Crops
 - n. N585 Contour Stripcropping
- ii. In March the applications for the upcoming fiscal year will be ranked, based on the scale in the following section, so long as the projects have been field-verified as meeting the eligibility requirements.
- a. Two (2) lists shall be made based on ranking, and landowners will be notified if their projects will be included in either list. If multiple applications receive the same rank the deciding factor will be the date and time that the applications were submitted.
 - 1. The first list will include applicants who ranked the highest and whose cost-share practices can be completed within the upcoming fiscal year based on estimated resource concern allocations.
 - 2. The second list, or “Supplemental” list, will include applicants who did not score high enough to be on the first list, but may have an opportunity to receive cost-share funding based on supplemental allocations to the district from DNR throughout the upcoming fiscal year. DNR will at times provide supplemental allocations to districts when certain conditions have been met in regards to cost-share obligations. Applicants whose practices are on the Supplemental list will be notified of fund availability for their cost-share practices throughout the fiscal year as such funds become available.
 - b. Vegetative practices listed below will be automatically ranked at 101 points.
 - 3. DSL-01 Permanent Vegetative Cover Establishment
 - 4. DSL-01 Vegetative Cover Improvement
 - 5. DSL-11 Permanent Vegetative Cover – Critical Area
 - 6. DSL-111 Permanent Vegetative Cover – Critical Area: Confine Animal Feed Lot
 - 7. DSL-15 No-Till System
 - 8. N332 Contour Buffer Strips
 - 9. N340 Cover Crops
 - 10. N585 Contour Stripcropping
- iii. Either the landowner or the operator must attend an Erosion School hosted by the Boone County Soil and Water Conservation District one time prior to the district’s submittal of a contract. Both landowners and operators are encouraged to attend, but only one or the other must have attended an erosion school prior to contract submittal. See *Section F* for more details.

E. Ranking

i. Points will be tallied for each application based on the following chart:

<u>SGE Cost Share Practice</u>	<u>Points</u>
DWP-03 Sod Waterway	15
DSL-04 Terrace System	10
DSL-44 Terrace System with Tile	10
DSL-05 Diversion	10
DWP-01 Sed. Retention, Erosion, or WC Structure	10
*DWC-01 Water Impoundment Reservoir	10

**Only for sites with 10 tons/year or more of active natural gully erosion*

<u>Other</u>	<u>Points</u>
Cooperator is Using No-Till in the Field	7
Cooperator is Following Crop Rotation in the Conservation Plan for the Tract	6
Cooperator is Using Cover Crops in the Field	6
Cooperator is on Last Revised Waiting List for the Practice	6
Practice will be Installed Following a Crop Normally Harvested Before July 31 st	10
POSSIBLE POINTS:	50
Multiplier:	2X
Total Possible Score:	100

F. Schools

- i. Grazing School
 - a. System operators must attend an approved grazing school provided by University of Missouri, in conjunction with NRCS, prior to the district's submittal of a contract for the DSP 3 practices.
 - b. A list is available to applicants in the district office with dates and locations of grazing schools across the state each year.
- ii. Erosion School
 - a. Boone County Soil and Water Conservation District applicants for state cost-share funds pertaining to practices in the *Sheet and Rill/Gully Erosion* Resource Concern must attend an erosion school provided by the Boone County Soil and Water Conservation District prior to the district's submittal of a contract. Either the landowner or the operator must have attended an erosion school, and both landowners and operators are encouraged to attend, but only one or the other must have attended an erosion school prior to contract submittal.
 - b. Contact the district office for dates and locations and to sign up.

2. Contract Procedures

- A. Applicants must sign a *Pre-Practice Certification/Documentation Statement of Policy Form* prior to submittal of a contract.
 - i. This document requires the applicant to certify that the practice has not been started and will not be started prior to contract approval.
 - ii. Practices started prior to board approval will not be eligible for cost-share and will be automatically cancelled.
 - iii. Modification in the design of the practice must be approved by the designing technician and the SWCD Board must approve any design changes that will impact the cost-share components.
 - iv. Cost-share payments will not be approved unless the installed practice meets the NRCS Standards and Specifications and must be completed and certified complete prior to the termination date of the contract.

3. Staking Policy

- A. Ground is not to be worked prior to practice layout.
- B. Vegetation (including double-crop and cover crop plantings) must be controlled along flag lines so that flags remain visible. Double-crop and cover crops are not to be planted where they will interfere with flag lines or practice installation.
- C. Every effort should be made to maintain flag lines.
- D. Re-staking of practices by district staff will occur with board approval when flag lines have been disturbed due to neglect to maintain flag lines. A minimum fee of \$300 will be charged for the first 3 hours of time, and then \$100 per hour after. This fee will help cover the district's cost of time, labor, and materials for re-staking.

4. Invoices

- A. Invoices for all materials and labor **MUST** be provided to the SWCD **BEFORE** contract payment will be approved.
- B. Invoices must be dated and include the vendor's or supplier's name and address.
- C. Self-certification forms may be submitted for labor done by the owner, personal representative, or operator of the farm; Self-certification of materials provided from farm production may be allowed.

5. Time Limits & Extensions

- A. Termination dates will be set such that the landowners have at least 60 days or into the next seeding period if necessary to complete a practice.

- B. District staff may process one request for a time extension of 30 days or into the next seeding period if necessary to complete a practice and submit the amendment to the supervisors for approval. Extensions will only be considered if the practice has been legitimately started.
- C. Additional requests for time extensions to complete a practice must be made in writing to the Board of Supervisors prior to or in person at the regular monthly Board meeting on the 1st Tuesday of each month prior to the effective termination date. Practices must be making progress and show a conscientious effort to complete. Weather delays will be considered as a contributing factor in delays but will not be the only consideration; “due diligence” on the part of the landowner and his contractor will also be considered.
- D. If upon check-out inspection of a “completed” practice it is determined that corrections must be made to meet design specifications and an extension is necessary to allow time to complete the corrections and/or the paperwork, District staff may process an amendment for the necessary time extension period as recommended by District staff and/or technical staff and submit the amendment to the Supervisors for approval.
- E. Cost-share contracts will not be rolled over into the next Fiscal Year due to improper or incomplete documentation in a timely manner in order to meet termination date deadlines. Claims for payment will not be processed without proper documentation of project costs. Absolutely no extensions will be made into the next fiscal year for documentation purposes. **Failure to supply proper documentation prior to the termination date will result in forfeiture of ALL cost-share reimbursement funds.**

5. Limitations

- A. All practice eligibility and qualifying limitations as set forth by the Missouri Department of Natural Resources Soil and Water Conservation Program in the Cost-Share Handbook shall be applied.
- B. Contracts through the Boone County SWCD for DWC-01 Water Impoundment Reservoir will only be considered for sites with 10 tons/year or more of active natural gully erosion as measured by technical staff at the Boone County SWCD/Columbia Field Office NRCS.

6. Maintenance Agreements (MA)

- A. Practices with a 10-year maintenance life will have a notarized maintenance agreement on file at the County Recorder’s Office in the County where the land is located.

7. “Due Diligence”

- A. Landowner/Operator/Contractor keeps the office apprised of any delays in construction/installation due to weather conditions or for any other reason
- B. Landowner/Operator keeps abreast of contractor’s presence on site and progress or lack thereof
- C. Landowner/Operator makes the contractor aware of termination deadline and seeks other means of completing the project if contractor fails to perform his duties in a timely manner