

HOLT COUNTY SOIL & WATER CONSERVATION DISTRICT COST-SHARE POLICY

Sheet, Rill & Gully Resource Concern

- A **cooperator** initiates a request for cost share funding assistance by contacting our office (1) when their crop has been harvested (fall), (2) or within 2 weeks of the contractor being available to begin construction (spring / summer).
- Within 2 weeks, our office will schedule an on-site planning appointment. **The cooperator, the contractor and technician will meet on site to plan the project.** The technician will then assist the contractor with the survey as needed.
- Requests are ranked, selected and processed as follows:
 - (1) By the date the cooperator notified our office
 - (2) By the date the completed survey is logged in our office
 - (3) By the date the contractor has no more than 1 other outstanding cost-share project
- Requests for assistance will be documented on the *Cost-Share Job Log* to be presented to the board with the cost-share reports at each board meeting.
- These requests will be considered until funding has been exhausted or until June 30 of the fiscal year.
- Cooperators will be notified by mail regarding ineligibility for cost-share participation.
- The contract process is then as follows:
 - (1) Cooperator is notified of cost-share availability and required to then submit a completed *Landowner Authorization* (for signature authorization and to verify legal ownership as it is listed on the property deed) and *Vendor Input/ACH/EFT Application* (to allow IRS 1099 forms to be sent to the landowner and to allow the payment to be done electronically through direct deposit) prior to creating a contract.
 - (2) Notarized landowner agreements will be required for erosion control projects located on or across property lines. Notarized landowner agreements will also be required when construction activities to install a conservation practice will extend water to land beyond the ownership of the landowner. Agreements must be submitted to our office prior to consideration for contract approval.
 - (3) Pre-construction staff conferences with cooperator (or representative) and contractor(s) will be required prior to consideration for contract approval. Engineering designs, practice requirements and specifications, and cost-share components and costs are reviewed at this time.
 - (4) By Missouri State Law it is the responsibility of the cooperator and contractor to assure that no damage will occur to utilities that may exist at the construction site. The contractor is required to provide NRCS/SWCD with a copy of the information given to the non-member utility or Missouri One Call System, Inc. including the serial number assigned by the Missouri One Call System. This information must be provided during the pre-construction conference.
 - (5) Cooperators must complete a *Contractors Authorization* form so that office staff may release information relating to the cost-share project to their earthmoving and tiling contractor(s).
 - (6) Cooperators must certify via the *Pre Practice Cooperator Certification* form that earthmoving for the practice will be started within 10 business days of board approval of the contract.
 - (7) The cooperator will review and sign the cost-share contract. The contract will then be reviewed and approved by first the NRCS District Conservationist and then by an SWCD Board Supervisor.
 - (8) Cooperators will receive a copy of the contract, the engineering design copies and installation check-out forms from our office upon board approval of the contract.

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- A practice must not be started prior to receiving notification of contract approval.
- Upon completion of the practice, the contract payment process is as follows:
 - (1) The cooperator will submit the contractor's installation check-out certifications and paid bills. The date the practice was started, the check number and date of payment must be indicated on the invoice.
 - Fertilizer bills must indicate the quantity of fertilizer applied, the fertilizer analysis and ENM. Seed tickets must show the total pounds purchased, cost per pound, and the purity and germination rates (a seed tag is required). Bills for mulching material must indicate how many bales were used and the weight of each bale.
 - If a landowner does the work himself, labor may be claimed on a *Cooperator Certification Worksheet*. Actual bills for components other than labor must be presented as documentation.
 - (2) Practices must be installed according to NRCS standards and specifications and in compliance with Missouri Soil and Water Commission policy in order to receive cost-share reimbursement.
 - (3) **Any unauthorized changes to a project not contained in the engineering design and not reflected on the cost-share contract will result in non-payment of the contract.**
 - (4) After the practice has been certified by NRCS, the contract payment will be prepared and submitted to the cooperator for signature. The contract will then be reviewed and approved by first the NRCS District Conservationist and then by an SWCD Board Supervisor.
 - (5) The contract payment is then submitted to the Missouri Department of Natural Resources for payment. The cost-share reimbursement will be electronically deposited in the account indicated on the *Vendor Input ACH/EFT Application* within approximately two weeks.
- Project dates: Beginning March (for advanced allocation projects started prior to 7-1 not to be paid until after 7-1), beginning July (for summer projects constructed during July, August or September), beginning August for fall projects.
- A cooperator can earn a maximum of \$20,000 in cost-share per fiscal year for fall projects or \$25,000 in cost-share per fiscal year for summer projects.
- Contracts approved for advanced allocation must be started prior to 7-1 with a 60 day termination date. Summer projects may not be board approved until after 7-1 with a termination date not to exceed October 1. Fall projects will have a 60 day termination date.

Cost-share funds are provided to cooperators from the one-tenth-of-one-percent Parks, Soils and Water Sales Tax which is shared by the Department of Natural Resources' Soil and Water Conservation Program and the Division of State Parks.

Revised 6/2015 for FY16