

Cost Share Process

WA State Conservation Commission

July 1, 2017

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.

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.
- <https://www.formstack.com/forms/?2031783-19NgNOuyBZ>

FORM 12: Cost Share Rate & Landowner Rate
Date: 08/02/2014
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 <16 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*
08 28 2015

Resolution Number*

Resolution # 1 Content

Please provide the detailed text of the adopted resolution.*
This area will 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.*
This area will contain a character limit.

These resolutions were adopted during a regular meeting of the Board of Supervisors.*
If Yes No Other
If No, please indicate when these resolutions will be formally adopted. (They are not considered adopted until then.)

Submit Form

NRCS Approved Practices

- Cost share assistance shall be for practices identified as allowable NRCS practices, alternatives 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 timesheets for the individuals must be included.
- 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
DATE: END OF YEAR
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 <16 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 30 2016

Resolution Number*

Resolution # 1 Content

Please provide the detailed text of the adopted resolution.*

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.*

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.)

- 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.

Cooperator Authorization Form

- Conservation districts shall secure written cooperator authorization allowing conservation district staff and conservation districts access to the property to conduct the implementation of the identified conservation practice.
- This authorization shall identify:
 - liability release,
 - who will be conducting the work,
 - the daily start and finish time,
 - the number of people expected on the site,
 - who the site supervisor will be,
 - work commence date,
 - work finish date, and
 - identify materials, equipment, and labor, to be supplied by the cooperator.
- This authorization shall be kept in the conservation district official property file and available for review upon request.

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 Employee 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:	Yes No (please include copy)	SCC Funding Program:	
Landowner Referral:		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

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Planned Practice(s) and Calculation of Funding Assistance.

Table 1.

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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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 Practices: 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 allotments 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 understand 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 Cooperator's 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 Practices 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 cooperator 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

1 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

2 Signature of Conservation District Staff + date submitted to Board of Supervisors for approval. _____ **3** 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

By my signature, I attest 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.

5 Signature of Cooperator _____ date _____

6 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:
 - 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

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 TOTAL	OVERTIME TOTAL							
	MON	TUE	WED	THU	FRI	SAT	SUN	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
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.

CPDS Entries – Before and After Photos

- Before and after photos are required for each BMP installed.
- Select “Upload File” button to upload photos.
- This helps us paint a clear picture of the on the ground work the CDs are doing to the legislature.

CPDS Entries – Implementation Measures

- The “planned” implementation measures need to be filled out when the project details are entered before printing out the Contract for Cost Share Funds.
 - This is a measurement estimate of what will be installed, per BMP.
- Upon completion of each BMP, the “actual” implementation measures will need to be input.
 - This is the actual number was installed, per BMP.

CPDS Entries – Completion Date

- The date of completion for each practice needs to be updated before payment can be made.

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.
- 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.

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*
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 <input type="text"/>	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 <input type="text"/>	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

- 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 www.scc.wa.gov 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.

Conservation Financial Grant Services Contacts

- Courtney Woods – 360/407-6114
 - Programs
 - Implementation
 - Shellfish
 - Flood
 - Cultural Resources
 - RCPP
 - TSP
- Melissa Vander Linden – 360/407-7617
 - Programs
 - Natural Resource Investments
 - CREP Cost Share and TA
- Jillian Fishburn – 360/407-6202
 - Programs
 - Engineering
 - Irrigation Efficiencies
 - Livestock TA