

FLAT RATE - VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE AND COST INFORMATION

Name: Warren Nolt
 Address: 60463 185th St
 City, State, Zip: Dodge Center, MN 55927
 Contract No.: 2017-02 Total Amount Authorized: 10,000
 (from contract)

Practice	Quantity	Unit	Unit Rate	Total
Final Receipts - see attached	5,637.68	\$	65%	\$3,664.49
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

PAYMENT REQUEST: **\$3,664.49**

I certify that this is an accurate and true summation of the above project.

Warren E Nolt
 Payee Signature

1/9/20
 Date

PAYMENT AND CERTIFICATION INFORMATION

- A. Type of request (partial or final): _____
- B. Payment amount requested: \$3,664.49
- C. Total Amount Authorized: \$10,000.00
- D. Total previous partial payments: _____
- E. Amount available (C - D) \$10,000.00

Amount Approved for This Voucher: **\$3,664.49**
 (cannot exceed Total Amount Authorized)

Technical Certification

I certify that an inspection has been performed and as-built received and that the items identified under the Practice Information section of this form have been completed and are in accordance with the requested practice standards and specifications.

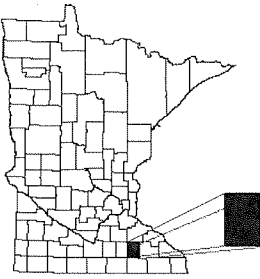
[Signature]
 Technical Representative
 Date: 1/09/2020

Administrative Certification

I certify that I have reviewed this voucher and all supporting information and that to the best of my knowledge and belief, the quantities and rates are accurate and are in accordance with terms of the contract identified.

 Administrative Sign-off
 Date: _____

*Note: Project is substantially complete, minor items are to be completed by the landowner and verified complete by SWCD when notified by Landowner 1/09/2020, PRF



DODGE SOIL AND WATER CONSERVATION DISTRICT

916 2nd Street SE
Dodge Center, Minnesota 55927
Telephone: 507-374-6364 Ext. 3

MEMORANDUM

TO: Dodge Soil and Water Conservation District Board of Supervisors
FROM: Adam King, District Manager, Dodge Soil and Water Conservation District
DATE: January 16, 2020
RE: Technical Assistance Option for FY20 Conservation Cost-Share

FY20 TA OPTION FOR CONSERVATION COST-SHARE

The Minnesota Board of Water and Soil Resources is allowing eligible soil and water conservation districts to use 100 percent of their funds dedicated to the FY20 Conservation Cost-Share program for technical assistance. Requirements are that funds are used on a project(s) that is Conservation Cost-Share program or EQIP eligible, and their most recent financial report indicates less than an 18-month fund balance. The total amount of Conservation Cost-Share dollars dedicated to the Dodge Soil and Water Conservation District in fiscal year 2020 is \$9,908.00.

Example Motion: Supervisor I motions that the Dodge Soil and Water Conservation District signs and submits the Technical Assistance Option form to the Minnesota Board of Water and Soil Resources for Conservation Cost-Share funding for Fiscal Year 2020. Seconded by Supervisor II.

AN EQUAL OPPORTUNITY EMPLOYER

Supervisors: Bill Thompson – Bruce Freerksen – Larry Scherger – David Livingston – Glenn Hahn



TECHNICAL ASSISTANCE OPTION FOR FY 2020 CONSERVATION COST SHARE GRANT

The Erosion Control & Water Management (i.e. Cost Share) Program Policy allows SWCDs to use all or part of their Conservation Cost Share (CCS) allocation for technical assistance, with Board Conservationist approval, when:

1. Other non-state funds will be leveraged and they couldn't do the project otherwise; or,
2. Funds are used on a project(s) that is CCS Program or EQIP eligible and their most recent Financial Report indicates less than an 18-months fund balance.

Implementation Policy

- A) SWCD board action and documentation in the minutes will be required for any District using their CCS grant for technical assistance instead of practices. On a form provided by BWSR, the request must include a **narrative** indicating how the funds will be used, a **budget**, and **signature** of the chair. The request must then be sent to the Board Conservationist for approval prior to using funds for these purposes.
- B) CCS funds used for technical assistance are regarded as "**used on practices**" for future productivity calculations.
- C) The option remains for a SWCD to use 20% of their CCS grant for technical and administrative costs. (To further define eligible technical and administrative activities, see the Erosion Control and Water Management Program Policy, Section 3.2, "TA Activities.")
- D) CCS grant funds dedicated to technical assistance instead of practices,
 - 1) Must be used for SWCD or JPB staff costs, not private consultants.
 - 2) Must be spent by the end of the grant agreement period.
 - 3) Cannot be used as match for NPEA grants.
- E) SWCDs may pool their funds to provide technical assistance via a pooling agreement or JPA.

Requirements

- A) SWCDs have **until the end of the first FY of the grant** to request to use their CCS grant for technical assistance.
- B) In accordance with BWSR administrative policy all CCS grant funds used for technical assistance **must be fully reported in eLINK**. This reporting must clearly connect the technical assistance to one or more projects and identify any non-state financial contribution leveraged.
- C) CCS funds used for technical assistance do not require a local share contribution (local match).



**TECHNICAL ASSISTANCE OPTION REQUEST
FOR FY 2020 CONSERVATION COST SHARE GRANT**

SWCD: Dodge Soil and Water Conservation District

Briefly describe how funds will provide technical assistance for:

- Projects that will leverage other non-state funds and that would not otherwise be completed; or
- Projects that are Conservation Cost Share Program or EQIP eligible; your most recent Financial Report must indicate less than an 18-month fund balance.

The Dodge Soil and Water Conservation District is requesting to use all of the FY20 BWSR Conservation Cost-Share funds to provide technical assistance on conservation projects meeting or exceeding BWSR Conservation Cost-Share requirements. Financial assistance, if any, will be provided through local (landowner), federal (EQIP / CSP), or SWCD Local Capacity Funds.

Budget

FY2020 Conservation Cost Share Grant Amount	\$9,908.00
TA amount requested for staff salaries ¹	\$9,908.00
TA amount requested for other ²	\$0.00
Total funds requested for technical assistance	\$9,908.
Balance remaining for conservation practices	\$0.00
¹ Salary may include wages and benefits; calculate the billable rate as outlined in BWSR's Grants Administration Manual ² Additional benefits, training, or travel expenses not included as part of salary; activities proposed under this category are subject to approval by your Board Conservationist and must be specifically identified here:	

Requested by:

SWCD Chair Signature

1/16/2020

Date

Approved by:

Board Conservationist Signature

Date