

DISTRICT OFFICE GRAZING CONTRACT PAYMENT REVIEW CHECKLIST

Notes	<ul style="list-style-type: none"> Enter a general note in MoSWIMS to explain anything unusual about the contract that may help answer questions that come up during review
Actual Extents	<ul style="list-style-type: none"> Verify completed extents installed in the field have been entered correctly on the contract payment Extent installed and acres served must match (for the DSP 3.5 and DSP 3.6, the completed extents of seeding component must match extent installed and acres served)
Cooperator Authorization Form	<ul style="list-style-type: none"> Appropriate checkbox at the top right-hand corner of the form must be marked The top two sections of the form must be completed
Cost-Share Forms	<ul style="list-style-type: none"> Signature dates must be on or after the date the form was printed Make sure the person who completed the cooperator signature had signature authority and signed correctly Per cost-share policy, board member signature must be last Digital or electronic signatures are acceptable as long as there is a way to authenticate the individual actually made the agreement and not another party For contract payments, make sure the payment amount on the signed contract payment matches the payment amount shown in MoSWIMS Prior to submitting the contract payment, make sure the SAM II vendor ID and EFT status symbols in the SAM II Multi-Vendor Selection grid in MoSWIMS are both green circles with a check mark Completed forms must be scanned and attached as the appropriate document type in MoSWIMS (the contract payment must be the last document uploaded and must be attached after clicking the "Submit Contract Payment" button)
Map	<ul style="list-style-type: none"> A map report from the DNR mapping tool showing the completed practice must be attached as document type "MAP" in MoSWIMS Name and locational data (section, township, range) are required to be on page 1 of the map report All planned and existing grazing features must be drawn and labeled on page 1 of the map report Farm name, farm number, and tract number must be completed on the map report under the heading Farm Name All field numbers listed in MoSWIMS must be labeled on page 1 and shown on page 2 of the map report under heading Field Number All installed grazing features must be accurately represented and shown as installed on both pages of the map report FY practice was completed, status of installed, practice name, contract number, and acres must be completed for entries on page 2 of the map report Acres for the specific grazing practice layer shown on the map report for the contract must be equal to or greater than the acres reported in MoSWIMS