

**DISTRICT OFFICE N340 COVER CROP CONTRACT PAYMENT REVIEW CHECKLIST**

<b>Notes</b>	<ul style="list-style-type: none"> <li>• Enter a general note in MoSWIMS to explain anything unusual about the contract that may help answer questions that come up during review</li> </ul>
<b>N340 Cover Crop Payment Acknowledgement</b>	<ul style="list-style-type: none"> <li>• If a district is submitting a contract payment prior to no-till planting of the production crop, a completed N340 Cover Crop Payment Acknowledgement form must be attached as supporting documentation in MoSWIMS</li> </ul>
<b>Actual Extents</b>	<ul style="list-style-type: none"> <li>• Completed cover crop component extent, extent installed, and acres served must match</li> </ul>
<b>Cooperator Authorization Form</b>	<ul style="list-style-type: none"> <li>• Appropriate checkbox at the top right hand corner of the form must be marked</li> <li>• Top two sections of the form must be completed</li> <li>• Bottom section of the form only has to be completed if the MoSWIMS cooperator is not the legal landowner</li> </ul>
<b>Cost-Share Forms</b>	<ul style="list-style-type: none"> <li>• Signature dates must be on or after the date the form was printed</li> <li>• Make sure the person who completed the cooperator's signature has signature authority and signed correctly</li> <li>• Per cost-share policy, board member signature must be last</li> <li>• Signatures that appear to be computer generated font are not acceptable, as there is no way to determine the source of the signature</li> <li>• For contract payments, make sure the payment amount on the signed document matches the payment amount shown in MoSWIMS</li> <li>• 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 in it</li> <li>• The 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)</li> </ul>
<b>MO NRCS Cover Crop Implementation Requirement (Code 340)</b>	<ul style="list-style-type: none"> <li>• Must be attached as supporting documentation</li> <li>• Name, farm number, tract number, and field numbers on the form must match what is entered in MoSWIMS</li> <li>• Need to be able to link the producer name on the form to the MoSWIMS cooperator name</li> <li>• Acres on the form must be equal to or greater than the acres reported in MoSWIMS</li> <li>• Number of cover crop species listed on the form must match up with the cover crop species component shown in MoSWIMS</li> <li>• Total pounds of seed needed must be completed</li> <li>• Plant by date must be completed (it must be after the contract board approval date)</li> <li>• Must be signed and dated (computer generated font is OK)</li> </ul>

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<p><b>Missouri NRCS Cover Crop Certification (Code 340)</b></p>	<ul style="list-style-type: none"> <li>• Must be attached as supporting documentation</li> <li>• Name, farm number, tract number, field numbers and contract number on the form must match what is entered in MoSWIMS</li> <li>• Acres on the form must be equal to or greater than the acres reported in MoSWIMS</li> <li>• Number of cover crop species listed on the form must match up with the cover crop species component shown in MoSWIMS</li> <li>• Total applied rate must be equal to or greater than the total pounds needed on the MO NRCS Cover Crop Implementation Requirement (Code 340)</li> <li>• Date planted must be after the board approval date of the contract and before the plant by date shown on the MO NRCS Cover Crop Implementation Requirement (Code 340)</li> <li>• Termination method must be completed unless there is a note entered stating the contract payment is being submitted prior to termination of the cover crop and no-till planting of the production crop</li> <li>• The form should be signed and dated (computer generated font is OK)</li> </ul>
<p><b>Map</b></p>	<ul style="list-style-type: none"> <li>• A map and map report from the DNR mapping tool showing the completed practice must be attached as document type “map” in MoSWIMS</li> <li>• Name and locational data (section, township, range) are required to be on the map page</li> <li>• All field numbers listed in MoSWIMS must be labeled on the map page and shown on map report under heading Field Number</li> <li>• Farm name, farm number, and tract number must be completed on the map report under the heading Farm Name</li> <li>• FY practice was completed, status of installed, N340 practice name, contract number, and acres must be completed on the map report under the heading Covercrop and Seeding</li> <li>• Acres under the heading Covercrop and Seeding on the map report must be equal to or greater than the acres reported in MoSWIMS (exception-sometimes the practice was not planned in the DNR mapping tool so the district may enter a note for the contract stating that the acres in MoSWIMS came from a federal planning map, or they will enter the planning map acres in the comment field on the map report under the heading Covercrop and Seeding- both of these are acceptable)</li> </ul>