

## Nodaway County Cost-Share Process (Terrace/Tile)

1. Landowner completes sign-up sheet for the farm(s) they are interested in doing cost-share work on.
2. The office completes eligibility check for cost-share, looking for active erosion on the farm(s). Eligibility can sometimes be determined from the office, other times a field visit needs to be made. Landowner will be told in person or via phone call/voicemail once eligibility has been determined.
3. Landowner or contractor turns in layout notes for terrace/tile system after being deemed eligible. *Check with the office to determine if/when layout notes are being accepted.*
4. The office uses the order the layout notes were turned into the office as a work list, prioritizing jobs that are scheduled for summer, over jobs in the fall. Jobs are visited and evaluated by the office to ensure layout will meet NRCS standards and specifications. Once evaluated, the office will GPS the layout.
  - a. If layout is not approved the office will contact the contractor and/or landowner to have the problem(s) corrected. Small issues will be corrected by the office staff.
5. Once GPS points have been gathered, the office will design terrace/tile on the computer.
6. Design will be reviewed for approval by appropriate staff using the NRCS standards and specifications.
7. Once design has been approved, plans will be drawn up for the job. This includes completing a cost estimate, a tile installation checkout sheet and assembling all standards and specification documents to be provided to the landowner and contractor(s) for the cost-share project.
8. Plans will be reviewed by staff to check for errors.
9. Plans will be placed in the file cabinet waiting for the landowner to notify the office that crops are out and they are ready for a contract.
10. To have money obligated for a contract these requirements must be met:
  - Crops are completely out of the field in which the whole layout is included.
  - All forms and agreements (as needed) have been turned into the office, i.e. Landowner Authorization, EFT Vendor (Banking) Form, Neighbor Agreement or Township Agreement
11. Once the requirements above have been met, the landowner's name will be added to the list to receive funds, either to receive funds at that time or when additional funds become available.
12. Once a landowner signs a contract, plans will be released after the NRCS Technician and a SWCD Board member also sign.
13. A pre-construction conference will be held if the project exceeds \$15,000, or as the office staff feels necessary. During the conference the job details as well as responsibilities of the landowner, contractor(s) and NRCS/SWCD staff will be reviewed. The office encourages both landowner and contractor(s) to be present at the same time when doing a pre-construction conference, but is not required.
14. Ideally, work will be completed before the termination date of the contract; however, extensions can be given with reasonable cause.
15. All invoices for materials/labor will need to be submitted to the office with date paid and check number.
16. Certification sheets will be completed by the contractor(s) for terrace construction and tile installation. These must be turned into the office before the project can be certified by the office.
17. Once all invoices have been turned in, the office staff will review the job for certification, which may include a field check and survey.
18. Once the office staff has certified the job to be complete, a contract payment will be created and signed by the landowner, NRCS Technician and a SWCD Board member.
19. Payment is typically received two weeks after all signatures have been acquired and uploaded into the system.

**Notes/FYI:**

- Nodaway County SWCD does not layout terrace/tile projects. Layouts are done by contractors. A list of contractors can be provided by the office upon request.
- Soil and Water Conservation District fiscal year runs from July 1<sup>st</sup> to June 30<sup>th</sup>.
- A landowner and/or tract of land must wait three (3) fiscal years before being eligible to receive cost share again for any engineering practice which includes: terrace/tile, waterway, basin and/or structure. *Example: If a landowner received money in FY19, they would then be eligible to receive cost share funds in FY22. (FY22 would begin July 1, 2021.)*
- 75% cost share maximum is \$25,000 for terrace/tile.
- Districts may receive additional funds from the State, depending on State funds available. These opportunities are often available from August-March if 90% of the funds are obligated. These funds are never guaranteed, and may vary in amount.
- In FY18 fall layout notes were accepted from February 1, 2017 until August 3, 2017. Summer layout notes were accepted from February 1, 2017 to September 29, 2017.
- FY19 layout notes will begin to be accepted on January 2, 2018. The goal of the office is to have all layouts designed and ready for contract when the landowner contacts the office ready for a contract.
- Contractors are not required to close their survey—speak with NRCS or SWCD technician on specifics