

**District Office Contract Payment Review Checklist**

<b>Cooperator Authorization Form</b>	<ul style="list-style-type: none"> <li>• Required for all contracts board approved on or after February 24, 2021</li> <li>• The top two sections of the form must be completed</li> <li>• The bottom section of the form only has to be completed if the practice is an N340, N590, or N595 and 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 that the person who completes the cooperator’s signature has signature authority and signs the cooperator name in full with a “by” or “for” listing the individual who signed</li> <li>• Per cost-share policy, board member signature must be last</li> <li>• For contract payments, verify that the payment amount on the signed contract payment matches the payment amount shown in MoSWIMS</li> <li>• Prior to submitting the contract payment, make sure the SAM II vendor name 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>• All pages of 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>Actual Extents</b>	<ul style="list-style-type: none"> <li>• Verify that the completed extents of components have been entered correctly</li> </ul>
<b>Acres Served and Extent Installed</b>	<ul style="list-style-type: none"> <li>• Make sure that the acres served and extent installed are reported according to the practice definition in the Cost-Share Handbook</li> </ul>
<b>Map</b>	<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 prior to contract payment submission</li> <li>• The cooperator name and locational data (section, township, range or coordinates) are required to be on the first page of the map report</li> <li>• Farm perimeter and field numbers must be drawn and labeled on the map</li> <li>• Field numbers on the map should match field numbers shown in MoSWIMS</li> <li>• Practice must be shown as installed on the map</li> <li>• Report attributes such as contract number, status of the practice, and fiscal year must be filled out for the contract payment being submitted</li> <li>• Refer to the Cost-Share Handbook for detailed map requirements for each practice</li> </ul>