



**MISSOURI**  
DEPARTMENT OF  
NATURAL RESOURCES

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# Actual Cost Database and Cost Data Entry

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April M. Brandt  
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# Cost-Share Component Spreadsheet

- Memorandum 2015-013
- Excel spreadsheet accessible on the Soil and Water Conservation District intranet site

# Cost-Share Component Spreadsheet

- Secondary option for entering data for districts who have issues entering invoice information into the Actual Cost Database
- Districts who utilize the spreadsheet must submit it electronically to Bill Wilson so the information can be incorporated into the Actual Cost Database.

# Cost-Share Component Spreadsheet

- Access it by going to the Soil and Water Conservation District intranet site:  
<https://mosoilandwater.land/internal/home>
- Click on “Forms” on the left hand side
- You will see a link for the spreadsheet and spreadsheet guidelines

[illegible]

# Cost-Share Component Spreadsheet

Extent of Practice	NRCS Sequence #	Component Name	Component Unit	Quantity	Cost	Labor (Yes/No)
	#N/A		#N/A			Select if Labor is included
	#N/A		#N/A			Select if Labor is included
	#N/A		#N/A			Select if Labor is included
	#N/A		#N/A			Select if Labor is included
	#N/A		#N/A			Select if Labor is included



## Cost-Share Components Spreadsheet Guide

Column Heading	Input Needed
Invoice Date	Date of applicable invoices
Agency	None – Preloaded
Program	None – Preloaded for State Cost-Share
County	Select county from the drop-down menu
Practice Name (NRCS Specifications)	Select from the drop-down menu the NRCS specification that the practice utilizes
Unit (Specification)	None - Auto loads based on Practice Name selection
Extent (Specification)	Extents of the applicable practice*
NRCS Sequence #	None – Auto loads with selection of component
Component Name	Select component from the drop-down menu
Component Unit	None – Auto loads with selection of component
Quantity	Quantity of the component used
Cost	Enter total cost of component identified
Labor (Yes/No)	Indicate if Labor costs were included in the cost of components.

\*When entering the Extent (Specification), please note that MoSWIMS practices and the NRCS Specification may differ, example Terrace practices in MoSWIMS extents are listed in acres, Practice Name (NRCS Specifications) on the spreadsheet indicates feet.

# Cost Data Entry Numbers

<b>Year</b>	<b>Total # Districts Entered Data</b>	<b># Districts Utilized Spreadsheet</b>	<b>Total Data Points Received</b>	<b>Data Points Received on Spreadsheet</b>
2016	50	8	3,121	385
2017	56	10	5,399	1420
2018	41	6	4,522	359



# Component Utilization report



## Missouri Department of Natural Resources Soil & Water Information Management System

[Home](#)[Cost-Share](#)[Time Keeping](#)[System Setup](#)[Reports](#)[Log Out](#)

### District Reports

**Report group:** Practices and Components ▼

**Reports available:** Component Utilization ▼

**Fiscal Year:** All Years ▼

**Project:** All Projects ▼

**Component Category:** REMOVE - CONTROL/REMOVAL/SUPP OF UNWANTED SPECIES ▼

**Get Report**

# Component Utilization

(816)324-3196 EXT: 3

FY	NRCS Seq #	Component Name	Description	Unit	CS %	Active
2018	15	TERRBR BASENONPRWW	Terrace Broadbase nonparallel w/ open outlet (waterway)	LIN FT	75%	Y
<u>Contract #</u>		<u>Cooperator</u>		<u>Practice</u>	<u>Event</u>	<u>Extent</u>
				DSL-44	CNT PMT	1,450.00
						12/14/2017
FY	NRCS Seq #	Component Name	Description	Unit	CS %	Active
2018	18	TERRNRBASEW/UGO	Terrace Narrowbase w/ closed outlet (UGO)	LIN FT	75%	Y
<u>Contract #</u>		<u>Cooperator</u>		<u>Practice</u>	<u>Event</u>	<u>Extent</u>
				DSL-44	CNT PMT	1,800.00
						06/05/2018
FY	NRCS Seq #	Component Name	Description	Unit	CS %	Active
2018	22	TOPSOILTERR	Top Soil For Terrace	LIN FT	75%	Y
<u>Contract #</u>		<u>Cooperator</u>		<u>Practice</u>	<u>Event</u>	<u>Extent</u>
				DSL-44	CNT PMT	1,550.00
				DSL-44	CNT PMT	3,800.00
				DSL-44	CNT PMT	4,950.00
				DSL-44	CNT PMT	400.00
				DSL-44	CNT PMT	2,150.00
				DSL-44	CNT PMT	3,100.00
				DSL-44	CNT PMT	2,150.00
				DSL-44	CNT PMT	3,600.00
				DSL-44	CNT PMT	4,200.00
				DSL-05	CNT PMT	200.00
				DSL-44	CNT PMT	3,500.00
				DSL-44	CNT PMT	3,550.00
				DSL-44	CNT PMT	3,125.00
				DSL-44	CNT PMT	550.00
				DSL-44	CNT PMT	2,150.00
				DSL-44	CNT PMT	750.00
				DSL-44	CNT PMT	1,325.00
				DSL-44	CNT PMT	3,750.00
				DSL-44	CNT PMT	1,475.00
				DSL-44	CNT PMT	2,557.00

District = , Fiscal Year = 2018, Project = SGE, Comp Cat = EARTHMOVING, Sort By Fiscal Year, Component Name, Project, Contract Number

# Final Thoughts

- It is important to enter cost data because it allows districts to provide input for component state average costs that determine cooperator payments.
- Cost data can be entered anytime throughout the year.
- It is recommended to enter a minimum of 3 entries from actual receipts for each component.

# Contact Information

**April M. Brandt**

**(573) 751-0926**

[april.brandt@dnr.mo.gov](mailto:april.brandt@dnr.mo.gov)