

Beydler, Van

Subject: FW: Entering Data in the NRCS Actual Cost Database

From: Soil & Water Conservation Program <soil&waterconservationprogram@swcd.mo.gov>

Sent: Wednesday, March 4, 2020 1:20 PM

To: Soil & Water Conservation Program <soil&waterconservationprogram@swcd.mo.gov>; DNR.Soil and Water Conservation Districts staff <dnr.soilandwaterconservationdistrictsstaff@dnr.mo.gov>

Cc: DNR.SWC Staff <dnr.swcstaff@dnr.mo.gov>

Subject: RE: Entering Data in the NRCS Actual Cost Database

The Natural Resources Conservation Service (NRCS) will compile data from the Actual Cost Database on June 8, 2020, for analysis and development of the State Component Average Cost List to be used for Fiscal Years 2021 and 2022 (advance allocation) contracts. Please be sure to enter Soil and Water Conservation Program cost data into the NRCS Actual Cost Database prior to June 8, 2020. Districts will need to coordinate with NRCS staff in their local offices to use a workstation to access the Actual Cost Database at the following link: <https://usdagcc.sharepoint.com/sites/fsa-states-mo/actualcost/default.aspx>

Please email Lauren Cartwright (lauren.cartwright@usda.gov) with questions or issues that may arise regarding entry of component cost data into the NRCS Actual Cost Database. As in past years, component cost data can be entered into the Actual Cost Database by NRCS, Farm Service Agency (FSA), and Soil and Water Conservation District staff at any time during the year. Data entered helps establish state average costs used in state and federal cost-share. It is important that districts enter accurate cost data, because this influences the amount of state cost-share payment.

It is recommended that districts enter a minimum of three entries from actual receipts for each component used in state cost-share contracts. If a component was used fewer than three times, staff should enter all receipt data available for that component. Districts can utilize the Component Utilization report in MoSWIMS to determine which contracts include that specific component in order to assist the district in locating invoices. Contact April Brandt if you have any questions on using the Component Utilization report.

For districts that have issues entering invoice information into the Actual Cost Database, the program has provided a spreadsheet on the soil and water conservation district intranet site to provide a secondary option for entering data. The Component Cost Spreadsheet and Guidelines are located under Forms section on the SWCD Intranet. This Excel spreadsheet must be electronically submitted by close of business Friday, May 29, 2020, to Bill Wilson (bill.wilson@dnr.mo.gov) for incorporation into the NRCS database. If you have any questions, please contact your district coordinator.

Thank you!!

Soil and Water Conservation Program

We'd like your feedback on the service you received from the Missouri Department of Natural Resources. Please consider taking a few minutes to complete the department's Customer Satisfaction Survey at <https://www.surveymonkey.com/r/MoDNRsurvey>. Thank you.

