

From: [Soil & Water Conservation Program](#)
To: [Soil & Water Conservation Program](#); [DNR.Soil and Water Conservation Districts staff](#)
Cc: [DNR.SWC Staff](#)
Subject: RE: Component Cost Data Entry
Date: Tuesday, April 27, 2021 9:05:17 AM

Good morning.

The Natural Resources Conservation Service (NRCS) will compile data from the Actual Cost Database on June 1, 2021, for analysis and development of the State Component Average Cost List to be used for Fiscal Years 2022 and 2023 (advance allocation) contracts. Please be sure to enter Soil and Water Conservation Program cost data into the Actual Cost Database prior to June 1, 2021. 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:

[Home - Actual Cost Database \(sharepoint.com\)](#)

Please email Lauren Cartwright (lauren.cartwright@usda.gov) with questions or issues that may arise regarding entry of component cost data into the 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 a specific component in order to assist the district in locating invoices.

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 the Forms section on the SWCD Intranet. This Excel spreadsheet must be emailed to the program office at soil&waterconservationprogram@swcd.mo.gov by close of business Wednesday May 26, 2021, for incorporation into the Actual Cost Database. If you have any questions, please contact your district coordinator.

The costs of many components have significantly increased in the last year. It is very important that districts take the time to enter current cost data for components. We recommend that districts look at the definition for components prior to entering data. For example, the state cost for PVC pipe includes more than just the price per foot of pipe. It is

the cost of PVC pipe per foot delivered and includes delivery charges, fittings, connectors, valves and placement. It does not include cost of excavation, trenching or backfilling.

Since the component cost increases have been so widespread, this year the Soil and Water Conservation Program will allow districts to email detailed documentation and invoices to support increases needed for specific components. The requests can be emailed to the program office at soil&waterconservationprogram@swcd.mo.gov by close of business May 26, 2021 for consideration.

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.