

### III. Cost-Share

#### A. District Master Component Selection

**Things to Know:**

- The master list of components and average costs are loaded and maintained by the program office.
- When an updated list of components and costs are released, program office staff will update the component information in MoSWIMS.
- Active components can only have one cost associated with them.

**Enter Information:**

1. From the main menu, select “Cost-Share,” then choose “District Master Component Selection.”
2. Select a “Fund Code” from the drop-down.
3. Below the “Select Fund Code” drop-down, the “Component Category” drop-down appears.
  - a. It will default to Select All as the selected category.
  - b. To narrow down the components, click on the drop-down and select a specific category.
  - c. The categories are based on the NRCS State Average Cost List.
4. Once a “Fund Code” is selected, components will be listed under the “Master Components Available for Selection” and the “Components Selected for this Project/District” grids.
5. The components and the average costs appear in both grids.
  - a. To cost-share at 75 percent of the state average cost no changes have to be made to the components in either grid.
6. To keep a component at 75 percent cost-share, and enter the same component at a lesser cost-share percent, select the component from the top grid.
  - a. There are buttons on the bottom of the grid to move forward in the list, move to the end of the list, and to change the number of records seen in the grid.
7. Click on the pencil icon next to a component to display the editor at the top of the screen.
8. The editor will display the data for that component.

Missouri Department of Natural Resources  
Soil & Water Information Management System

Home Cost-Share Time Keeping System Setup Reports Log Out

\* Indicates required field.

District Master Component Selection

FY: 2010

Project Information

\* Select Fund Code R

\* Component Category <Select All>

Master Components available for selection

Standardized Name	Seq. #	Commission Max Cost	Unit	CS %	Active
1-WIRE HI-TENSILE	25	\$1.0000	FT	75	✓
4-STRAND BARBEDWIR	9025	\$5.0000	FT	75	✓
ADDBARBEDWIRE	28	\$0.3200	FT	75	✓
ANIMAL GUARD 10IN	256	\$15.0300	EA	75	✓
ANIMAL GUARD 12IN	257	\$24.7300	EA	75	✓

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Project All

Component Category All

Show All

Components selected for this Project / District

Prefix	Standardized Name	Seq. #	Average Unit Cost	Unit	CS %	Active
	1-WIRE HI-TENSILE	25	\$1.0000	FT	75	✓
	4-STRAND BARBEDWIR	9025	\$5.0000	FT	75	✓
	ADDBARBEDWIRE	28	\$0.3200	FT	75	✓
	ANIMAL GUARD 10IN	256	\$15.0300	EA	75	✓
	ANIMAL GUARD 12IN	257	\$24.7300	EA	75	✓
	ANIMAL GUARD 12IN	257	\$24.7300	EA	50	✓
	ANIMAL GUARD 4IN	252	\$8.0300	EA	75	✓

# MoSWIMS District Office Training Manual

- a. The items in gray are read-only values and cannot be changed.
  - b. Read-only fields provide information on that specific component such as category, name, list, sequence #, description, average cost, etc.
  - c. The fields with a white background are data entry fields.
9. District cost-share percent is a required field.
  10. Districts can enter a prefix.
    - a. The prefix can be up to three characters in length.
    - b. The characters can be alpha, numeric, or a combination of both.
    - c. The prefix is used to group similar components together.
  11. Select a project to make it's components available.
    - a. Multiple projects may be selected at one time.
    - b. To select multiple projects, click on a project then hold down the shift key and click the last project to select all the projects. To select multiple individual projects, hold down the control key and select the projects needed.
  12. After entering the values and selecting the project(s), click the "Add" button.
  13. When the component is successfully added, it will appear in the lower grid labeled "Components Selected for this Project/District".

## **Edit a component:**

1. To edit a component that appears in the bottom grid, click the pencil icon next to the record.
2. This will bring the component data into the details section of the screen.
3. For a component from the bottom grid, districts can enter a prefix, a lesser cost than the state average cost, and a different cost-share percentage.
  - a. To cost-share all components at 65 percent only, for example, the components should be selected from the bottom grid, edited, and then updated.
  - b. This prevents duplicate components in the bottom grid.
4. Upon update, MoSWIMS will run a check on a revised cost in relation to the cost-share percentage to ensure that the amount paid is not higher than that of the state average cost.

## **NOTE:**

- If a component is associated with a contract for the current fiscal year, it cannot be deleted.
- Make the component inactive by selecting it from the bottom grid and removing the checkmark in the "Active" box.
- Once a component is inactive, it appears in the top grid.
- The user can now add a prefix, average cost (lesser than the state average cost set by the program office), and the cost-share percent.
- To save the new information, click the "Update" button.

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## B. District Practice Selection

### Things to Know:

- The program office enters practices that are available for each project.
- Districts can deactivate those practices that the board of supervisors has not approved.

### Enter Information:

1. From the main menu, select “Cost-Share,” then the “District Practice Selection” option.
2. Select a project from the drop-down.
3. Click the pencil icon beside the practice to view the details or modify the practice.
4. The practice information will fill the editor in the middle of the screen.
5. Text boxes with a white background may be edited.
6. The user may enter a "T" value for the practice, add comments, and make the practice active or inactive.
  - a. If adding a "T" value for the practice, the information will automatically load into the contract in the tolerable field.
  - b. Do not enter a value unless the "T" value is the same each time the practice is used.
7. Additional buttons appear on the screen to accommodate data modification:
  - a. Set Maximums (discussed further in section C).
  - b. Practice Components, used to activate or deactivate components (discussed further in section D).
8. Click the “Update” button to save the changes.

### NOTE:

- A practice can be made inactive at any time.
- This does not affect the contracts, change orders, or contract payments with which it is associated.

### To make a group inactive:

- Select the practice from the lower grid by clicking the pencil icon next to the record.
- Click the “Active” box, removing the checkmark.
- Click the “Update” button to save the changes.

Practice	Description	Life Span	Units	Active
DSL-01	PERMANENT VEGETATIVE COVER ESTABLISHMENT	5	AC	<input checked="" type="checkbox"/>
DSL-02	PERMANENT VEGETATIVE COVER IMPROVEMENT	5	AC	<input checked="" type="checkbox"/>
DSL-04	TERRACE SYSTEMS	10	FT	<input checked="" type="checkbox"/>
DSL-05	DIVERSIONS	10	FT	<input checked="" type="checkbox"/>
DSL-11	PERMANENT VEGETATIVE COVER - CRITICAL AREA	5	AC	<input checked="" type="checkbox"/>
DSL-111	PERMANENT VEGETATIVE COVER - CRITICAL AREAS CONFINED ANIMAL FEED LOTS	10	AC	<input checked="" type="checkbox"/>
DSL-15	NO-TILL SYSTEMS	1	AC	<input checked="" type="checkbox"/>
DSL-44	TERRACE SYSTEMS WITH TILE	10	FT	<input checked="" type="checkbox"/>
DWC-01	WATER IMPOUNDMENT RESERVOIRS	10	CU YD	<input checked="" type="checkbox"/>
DWP-01	SEDIMENT RETENTION CONTROL STRUCTURES	10	CU YD	<input checked="" type="checkbox"/>
DWP-03	SOD WATERWAY	10	AC	<input checked="" type="checkbox"/>
N332	CONTOUR BUFFER STRIPS	5	AC	<input checked="" type="checkbox"/>
N380	WINDBREAK/SHELTERBELT ESTABLISHMENT	10	LIN FT	<input checked="" type="checkbox"/>
N585	CONTOUR STRIPCROPPING	1	AC	<input checked="" type="checkbox"/>

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## C. District Maximums

### Things to Know:

- All commission limits are entered into MoSWIMS by the program office.
  - These maximums cannot be edited or deleted.
- Districts only need to set other maximums when given guidance by the board of supervisors.

The screenshot shows the 'Set Maximums' screen in the MoSWIMS system. At the top, there is a navigation bar with links for Home, Cost Share, Cost Share Setup, System Setup, Reports, and Log Out. Below the navigation bar, a message states: '\*\* At Least One of: Maximum \$/Practice, Maximum \$/Acre or Maximum \$/Ton is required.' The main heading is 'Set Maximum \$' with a 'Return to Previous Page' button. The current session information is displayed: 'FY: 2008 Fund Code: R Project: REGULAR COST-SHARE Practice: DSL-44'. There is an 'Active' checkbox which is checked. Three input fields are present: '\*\*Maximum \$/Practice', '\*\*Maximum \$/Acre', and '\*\*Maximum \$/Ton'. A 'Description' field with a pencil icon is also visible. At the bottom left, there are 'Clear' and 'Add' buttons. At the bottom center, there is a 'Show All' button.

### Enter Maximums:

1. From the "District Practice Selection" screen, select a project from the drop-down menu.
2. Select a practice by clicking the pencil icon.
3. Click the "Set Maximums" button at the top left corner of the page.
4. MoSWIMS opens to the "Set Maximums" screen.
5. Depending on the practice, multiple maximum fields will appear.
  - a. The user can fill in one or all of the maximum fields on the screen.
  - b. Other fields on the screen are the active check box and the description.
6. Enter the data for the maximums in the appropriate fields.
7. Once all the information has been entered into the editor, click the "Add" button.
8. A message will appear stating whether or not the addition was successful.
9. The record appears in the grid below.
10. If there is a maximum already in the lower grid, click the pencil icon next to the record and the data will fill the upper portion of the screen.
11. Districts can edit the information on the screen if it is not grayed-out or read-only.
  - a. Maximums can be made inactive at any time.
  - b. This will not affect any contracts, change orders, or contract payments with which the maximum is associated.
12. The "Delete" button will delete a maximum that was entered in error and has not been used on a contract, change order, or contract payment.
13. When finished setting the district maximum for the practice, click the "Return to Previous Page" button to return to the "District Practice Selection" screen.
14. Any records entered on the "Set Maximum \$" screen will now show in the grid above the practice information in the details section and are located under one of two sub-headings.
  - a. "DO Maximums" designates district office maximums.
  - b. "PO Maximums" designates program office maximums.

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## D. Deactivate Components in Practices

### Things to Know:

- Each practice has associated components, and the district may choose to deactivate components it does not use.

District Practice Selection Tips

FY: 2010 Fund Code: R District: DISTRICT Project: SA -SENSITIVE AREAS

Select a Project SA -SENSITIVE AREAS

Practices Selected for this Project Show All

Practice	Description	Life Span	Units	Active
N386	FIELD BORDER	5	AC	✔
N391	RIPARIAN FOREST BUFFER	10	AC	✔
N393	FILTER STRIP	5	AC	✔
WQ10	STREAM PROTECTION	10	FT	✔

### Deactivate Components in Practices:

1. From the “District Practice Selection” screen, select a project from the drop-down menu.
2. Select a practice by clicking the pencil icon.
3. Click the “Practice Components” button.
4. MoSWIMS opens to the “District Component Selection” screen.
5. The program office adds components to practices, and all the associated components appear in the bottom grid titled “Components Selected for this Practice.”

<input type="checkbox"/>		WEED BARRIER MAT	331	1.2500	EA	75	✔
<input type="checkbox"/>		WEEDCONT/SHRUB	333	0.1700	SHRUB	75	✘
<input type="checkbox"/>		WEEDCONT/TREE	334	0.6700	TREE	75	✘
<input type="checkbox"/>		WQ10 STREAM PROTECTION OPI	9013	500.0000	AC	100	✘
		GEOTEXTILE CONTCELL	65	13.3400	SQ YD	75	✘
		GEOTEXTILEFABRIC LT	63	1.9700	SQ YD	75	✘
		GRADING/SHAP LIGHT	3	99999.9999	AC	75	✘
		GRADING/SHAP MED	4	99999.9999	AC	75	✘
		PIPE BEDDING	277	20.0000	TONS	75	✘
		PRE-CAST CONCPAD	59	4.3500	SQ FT	75	✘
		PVC 3IN	157	1.8100	FT	75	✘
		RIP-RAP > 6"	53	15.8900	TON	75	✘
		ROCK 3IN-6IN	52	17.6300	TON	75	✘
		SCH40 PVC 4IN	158	2.2000	FT	75	✘
		SCH40 PVC 5IN	159	4.0900	FT	75	✘
		SCH40 PVC 6IN	160	4.7800	FT	75	✘
		SCH40 PVC 8IN	161	6.7500	FT	75	✘
		SMOOTH PE 3IN	214	2.0000	FT	75	✘
		SMOOTH PE 4IN	215	2.6000	FT	75	✘

Activate
Deactivate

6. From the “Components Selected for this Practice” grid, click the check box next to the components to be deactivated.
  - a. To choose all components, click the "Select All" box.
7. After choosing components, scroll to the bottom of the screen and click “Deactivate.”
8. Click the “Show All” button on the lower grid to display the deactivated components.
9. Click the check box next to the component and click the "Activate" button to make components active again.
10. If you need a component you do not see, contact your coordinator to determine if it is eligible for the practice.
11. Upon completion of associating components with this practice, click the “Return to Previous Page” button.