

STATE OF MISSOURI
DEPARTMENT OF NATURAL RESOURCES

Jeremiah W. (Jay) Nixon, Governor • Sara Parker Pauley, Director

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MEMORANDUM

2012-027

DATE: May 4, 2012

TO: All Soil and Water Conservation Districts

FROM: *Ken*
Ken Struempf, District Operations Section
Soil and Water Conservation Program

SUBJECT: **Cost-Share Year-end Procedures and MoSWIMS Rollover**

In an effort to bring the fiscal year 2012 (FY12) cost share to a close, Missouri Soil and Water Information Management System (MoSWIMS) will allow the submittal of Regular and AgNPS SALT cost-share contracts for contract review until 5:00 p.m. May 25, 2012. All contracts that are successfully submitted by the deadline will be able to be board approved and processed for payment this fiscal year.

All contract payments to be paid this FY12 must be at the status of PEND PO FIN on the MoSWIMS Contract Event Lookup screen by 5:00 p.m. on June 15, 2012. Board approved contracts for practices not started prior to the established termination date must be cancelled in accordance with cost-share policy contained in Section IV, page 3 of the Cost-Share Handbook.

MoSWIMS will be locked June 1, 2012 to load FY13 allocations for Regular and AgNPS SALT cost-share. Availability of the FY13 funding will allow districts to complete termination date extensions for contracts that have been started but will not be completed by the June 15, 2012 deadline. If a district has insufficient funds to complete change orders for time extensions with the FY13 initial allocation, notify Colette Weckenborg through email.

The FY13 allocations (loaded on June 1, 2012) are not to be utilized to approve new contracts until after July 1, 2012. Districts that requested FY13 advanced allocation funds will be able to proceed with entry of FY13 contracts utilizing advanced funding until 5:00 p.m. on June 29, 2012. MoSWIMS will be locked at that time to complete statewide rollover. It is estimated that MoSWIMS will be unlocked on July 3, 2012. Notification e-mails will be issued informing district staff of these events.

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During rollover, all pending contracts will be issued a new contract number as numbering is based upon the fiscal year of board approval. A MoSWIMS note will be generated by the system to indicate both the old and new contract number. Component costs will be updated based upon the June 2012 NRCS Standardized State Average Cost List. Districts will be required to update costs associated to the EARTHMOVING category.

The district must retain documentation used to develop the county average costs, which may include recent receipts or contractor price quotes. If the county average costs established appear to be unreasonable, program staff may request the district to provide justification for the costs. If the district doesn't have enough information to establish their own county average costs, the NRCS state average costs for EARTHMOVING components can be utilized. This state average will need to be entered in the Avg. Unit Cost field by the district.

Here are some important dates and times to remember:

- May 25, 2012** (5:00 p.m.) FY12 contracts must be submitted to the program office for contract review.
- June 1, 2012** (7:00 a.m.) MoSWIMS locked down to load FY13 cost-share allocations.
- June 15, 2012** (5:00 p.m.) Contract payments to be paid in FY12 must be at the status of PEND PO FIN on the Contract Event Lookup screen.
- June 29, 2012** (5:00 p.m.) MoSWIMS locked for statewide rollover.
- July 3, 2012** Approximate date MoSWIMS will be unlocked.

If you have any questions, please contact your district coordinator.

KS:cwd