



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

## DEPARTMENT OF NATURAL RESOURCES


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### MEMORANDUM

2013-018

DATE: May 20, 2013

TO: All Soil and Water Conservation Districts

FROM:  Ken Struempfler, Section Chief  
Soil and Water Conservation Program

SUBJECT: **Component Cost Data Entry into NRCS Actual Cost Database**

The Natural Resources Conservation Service (NRCS) will compile data from the Actual Cost Database on June 3, 2013 for analysis and development of the State Component Average Cost List to be used for Fiscal Year 2014 and 2015 (advance allocations) contracts. Please be sure to enter Soil and Water Conservation Program cost data into the NRCS Actual Cost Database prior to this date.

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. Districts will need to coordinate efforts with NRCS staff in their local offices to use a workstation to access the Actual Cost Database. Data entered helps establish state average costs utilized in state and federal cost-share. It is important that districts enter accurate cost data, because this influences the amount of the 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 3 times, staff should enter all receipt data available for that component. Districts can run the Component Utilization report in MoSWIMS to determine specific components used for cost-share. For example, to determine which contracts used PVC 1<sup>1/2</sup> in. pipe (component number 155), the report would identify the contracts that included that component to assist in locating invoices.

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

KS:abd