



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

DEPARTMENT OF NATURAL RESOURCES

dnr.mo.gov

MEMORANDUM 2015-013

DATE: April 16, 2015

TO: All Soil and Water Conservation Districts

FROM: *Colleen* Colleen Meredith, Director
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 1, 2015, for analysis and development of the State Component Average Cost List to be used for Fiscal Year 2016 and 2017 (advance allocation) contracts. Please be sure to enter Soil and Water Conservation Program cost data into the NRCS Actual Cost Database prior to June 1, 2015. 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:

http://fsaintranet.sc.egov.usda.gov/states/mo/moi/Web_Aps/nrcs/actual_cost/mainmenu.asp

Please email Lauren Cartwright (lauren.cartwright@mo.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. For example, districts can run the Component Utilization report in MoSWIMS to determine which contracts used PVC 1½ inch pipe (component number 155). The report would identify the contracts that included that component in order to assist the district in locating invoices.



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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 the data. This Excel spreadsheet must be electronically submitted by close of business Thursday, May 7, 2015, to Alan Freeman (alan.freeman@dnr.mo.gov) for incorporation into the NRCS database. If you have any questions regarding this memo, please contact your district coordinator. Thank you.

CM:cwd