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# DEPARTMENT OF NATURAL RESOURCES

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## MEMORANDUM

2016-002

DATE: July 13, 2015

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director  
Soil and Water Conservation Program

SUBJECT: FY 2016 Cost-Share Handbook Updates Including N340 Cover Crop Practice and Water Meters and Connection to Public Water Supply Policy Changes

The Soil and Water Conservation Program has updated the Cost-Share Handbook. An electronic version of the updated handbook is available on the district intranet homepage at: <http://swcd.mo.gov/internal/manuals.htm>

The updates to the Cost-Share Handbook are summarized below:

Formatting and grammar edits were completed throughout the handbook and Soil and Water Districts Commission policies have been updated.

### Contents:

- The N340 Cover Crop practice was added under the resource concern of Sheet and Rill/Gully Erosion.

### III. Cooperator Responsibilities:

- Clarified that cost-share can be provided to the operator for the N340 Cover Crop practice.

### IV. Cost-Share Forms:

- Included policy regarding administrative change orders and clarified change order signature requirements.
- Clarified that digital or electronic signatures have the same legal status as handwritten signatures.



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- Clarified that a primary owner or legal representative [legal power of attorney (POA) for primary owner, trustees of a trust] must sign the “Landowner Authorization for State Cost-Share form.” The United States Department of Agriculture, Farm Service Agency power of attorney is not acceptable.

#### **V. Eligible Practices:**

- References to Natural Resources Conservation Service (NRCS) Standards and Specifications were updated.
- References to map requirements for practices have been revised since the CMT mapping tool is no longer available. Where appropriate, reference has been made to saving shapefiles from NRCS’s Toolkit program. Qualifying Criteria questions for practices have been updated as well.
- Clarified that for reseeding, acres served should be reported as 0 for all practices except the DSP 3.5. Extent installed should be reported as the actual acres reseeded. Erosion should be reported as 0 since it was reported on a previous contract. Similar clarifications were made for reconstruction, failed spillway pipe, and berm removal.
- Included policy approved by the commission at their April 8, 2015 meeting to provide an additional incentive to extend the maintenance life of buffer practices. The new policy can be found in Section V. Eligible Practices under item G. Buffer Extension Incentive. An out-of-production incentive payment per acre is available to maintain established buffers for the N386 Field Border, N391 Riparian Forest Buffer, N393 Filter Strips and WQ10 Stream Protection practices not under a current maintenance agreement. Practices must be re-enrolled during the fiscal year following the end of the maintenance life. Component 9052 BEI-Buffer Extension Incentive with a \$500 per acre incentive has been added to the four above mentioned practices. The Buffer Extension must be a new and separate contract. Contracts that expired during FY2014 will be eligible in FY 2016. Please refer to the Cost-Share Handbook for complete policy.
- Included the N340 Cover Crop practice and policy that was approved by the commission at their June 17, 2015, meeting. The practice is available in the Sheet and Rill/Gully Erosion resource concern. Please review the practice policies in their entirety. A summary of practice policies is as follows:
  - Applies to cropland acres where row crops are grown.
  - Production crop following cover must be planted using a no-till system on the contracted acres.
  - Must be in compliance with Cover Crop (340) standard and Conservation Crop Rotation (328) standard.

- All cover crop seedings must be planned with a minimum of 25% cool-season annual grass, small grain component or warm season annual.
  - Spring planted cover crops must have been planted at least 60 days prior to being terminated.
  - Cover crops will not be harvested for grain, seed or hayed.
  - Cover crops may be grazed once the forages have reached a minimum height of 6–8 inches.
  - Grazing will need to stop once the forages have been grazed down to 4 inches.
  - A soil sample for the Initial Standard Soil Health Package Test through the Missouri Soil Health Assessment Center (SHAC) must be taken on each field prior to seeding cover crops. Cost-share is available for the test, and component 9054 Initial Standard Soil Health Package Test has been added to the practice with a commission maximum cost of \$85.00 at 75% per sample.
  - Cost-share for a soil sample for the Follow Up Standard Soil Test through the Missouri Soil Health Assessment Center is available if a landowner receives cost-share again on a field four to five years after implementation. Component 9055 Follow Up Standard Soil Health Package Test has been added to the practice with a commission maximum cost of \$65.00 at 75% per sample.
  - Eligible for incentive payment of \$30/acre/year for a 1 or 2 species cover crop mix.
  - Eligible for incentive payment of \$40/acre/year for a 3 or more species cover crop mix.
  - Lifetime maximum of \$20,000 per operator.
- Included policy on water meters and connection to Public Water Supply approved by the commission at their August 14, 2014, meeting. This policy applies to DSP 3.1 Grazing System Water Development, N391 Riparian Forest Buffer, and WQ10 Stream Protection practices. Please review the practice policies in their entirety. A summary of the policy is as follows:
    - A Technician II is required to sign cost-share forms regarding installation of the water meter and service lines. The NRCS does not have a technical specification for water meters; however, Public Water Supply Districts (PWSD) must meet certain state requirements. Therefore, a Technician II must certify that the practice is completed by visual inspection, that the meter is in place and functional, and reference the landowner invoices for pipeline extents installed.
    - Districts must follow established practice limits for water development, i.e., N391 and WQ10 practices have a \$3,500 maximum, and the DSP 3.1 practice has a \$95 per acre maximum. The maximum applies to the water meter, backflow preventer valve, as well as labor and installation costs.

- Component 9056 Public Water Supply System (PWSS) Water Meter and Setup has been added to the N391 and WQ10 practices with a commission maximum cost of \$4,666.66 at 75% cost-share. Component 9057 DSP 3.1 PWSS Water Meter and Setup has been added to the DSP 3.1 practice with a commission maximum cost of \$99,999.99 at 75% cost-share. Districts that provide cost-share on water meters must utilize these components and contact the PWSD to obtain cost data for meter installation for that specific PWSD. The cost from the PWSD must be entered for the PWSS Water Meter and Setup component in MoSWIMS. The component cost will need to be updated prior to a contract being developed if the meter installation is in a different PWSD than the previous contract. The cost entered cannot exceed the established commission maximum cost.
  - Written documentation of the PWSD cost data must be scanned into MoSWIMS as supporting documentation prior to submitting the contract for contract approval.
  - The state average cost will continue to be used for pipeline, trenching and backfill, and boring costs for the service lines.
- Updated policy approved by the commission at their June 17, 2015, meeting that increased the cooperator lifetime maximum on the N312 Beef Waste Management and N312 Poultry Waste Management practices to \$50,000. Clarifications were made to the feeding area for the N312 Beef Waste Management practice.
  - Clarification for retention of documents for the N590 Nutrient Management practice; what to keep on file in the district office and what needs to be scanned and attached as supporting documentation at contract payment submission.
  - Acres served for the N725 Sinkhole Treatment practice has been updated to reflect the acres on which the incentive is paid.

**VI. Appendix:**

- The Operator Authorization form has been updated to include the N340 Cover Crop practice.

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

CM:bwd