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NATURAL RESOURCES

Michael L. Parson, Governor


Carol S. Comer, Director

MEMORANDUM

2018-009

DATE: June 12, 2018

TO: All Soil and Water Conservation Districts

FROM:  Colleen Meredith, Director
Soil and Water Conservation Program

SUBJECT: Funding for Technical Equipment

In September 2014, the Department of Natural Resources' Soil and Water Conservation Program (SWCP) entered into a contribution agreement with the Natural Resources Conservation Service (NRCS). This agreement allowed the soil and water conservation districts (SWCDs) to hire a Field Office Service Area (FOSA) shared employee for each of the 30 FOSAs in the state. Funds from this agreement are also used to support the current contract the SWCP has with Lincoln University that provides the training and testing for SWCD staff.

Funds received from the NRCS are placed into the federal appropriation portion of the SWCP budget. There are sufficient funds in the federal fund account to provide each SWCD with an allocation of \$7,000 within the next few days. These funds are to be used for technical assistance related to soil and water conservation. Attached is a list of eligible items and accessory items. These items are the only items that can be purchased with these funds.

All items purchased or training taken must be in support of technical assistance in SWCDs. SWCDs should consider purchasing from state contract if applicable. SWCD boards should review the attached list and determine which item(s) will be the most beneficial to the SWCD for technical work. The SWCP encourages SWCD boards and staff to thoroughly research each item for purchase, especially the electronic items (iPad/tablets, GPS units, Trimble units), to make sure they are compatible with current SWCD and/or NRCS computer equipment. Some of these items include annual costs such as maintenance, upgrades, insurance, and data plans. Please be sure sufficient funds will be available through state and/or local sources for the total costs of items purchased.



If SWCDs previously paid expenses from their local funds for an eligible item, the SWCD cannot reimburse their local funds for the expense. The SWCD has until the end of fiscal year 2019 (June 30, 2019) to spend these funds. These funds can be combined with FOSA SWCD's Administrative Funds to purchase any of the 13 items listed.

The SWCP has designated fund 48 in the accounting system for these funds. The fund should be titled "Technical Grant" and then the SWCD must set up the appropriate account numbers. It is anticipated that the SWCP will provide more funds in the Technical Grant to the districts at the end of next fiscal year.

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

CM:jbd

Attachment

Eligible Items for Technical Grant

Camera	To assist SWCD staff to document state cost-share practices during construction, at completion, and throughout maintenance of practices. Eligible items are camera, case, and SD cards.
Computer Monitor	To allow SWCD staff a second monitor to utilize Citrix, which will expedite planning and mapping of state cost-share practices. Eligible item is computer monitor.
GPS Unit	To assist SWCD staff with designing state cost-share practice in the field. Eligible items are GPS unit, case, battery charger, external antenna, and a battery.
iPad	To assist SWCD staff with designing state cost-share practices in the field. Eligible items are iPad, case, external antenna, data plan, software updates, stylus pen, and iPad holder for truck or UTV.
Laser Level	To assist SWCD staff with surveying structural practices built with state cost-share funds. Eligible items are laser level and case.
Printer Cartridges	To be used with state ITSD provided printers for maps and state cost-share documents. Eligible items are printer cartridges for the state ITSD provided printers.
Smart Phone	To enhance contact with SWCD staff while they are in the field and to document cost-share practices. Eligible items are phone, case, data plan, and monthly fees.
Surveying Rod	To assist SWCD staff with surveying structural practices built with state cost-share funds. Eligible item is surveying rod.
Technical Training	To provide SWCD staff with training for technical aspects of their work. Eligible items (registration, hotel, meals, and mileage) are costs associated with SWCD staff attending technical training provided by Natural Resources Conservation Service, Soil and Water Conservation Program, or other approved entities.
Trimble Unit	To assist SWCD staff with surveying structural practice built with state cost-share funds. Eligible expenses are Trimble unit, data collector, range pole and brackets, dome, service contract, data card, monthly service, case, charger, batteries, and software.
UTV and Trailer	To transport SWCD staff to remote farm locations to document potential sites for state cost-share practices, and to review construction, completion, and maintenances of practices. Eligible items are UTV, trailer, insurance, license fees, helmet, and UTV safety training.
Water Flow Meter	To allow SWCD staff to assist landowners with determining current water supplies for planned cost-share practices such as grazing and irrigation systems. Eligible item is the water flow meter.
Well Camera	To allow SWCD staff to determine well condition/depth for the N351 Well Decommissioning cost-share practice. Eligible items are well camera and case.