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**Atchison County Soil and Water Conservation District**

**302 East HWY. 136, Rock Port, MO 64482**

**Phone: 660-744-6201 Ext. 3**

The Atchison County Soil and Water Conservation District Board of Supervisors unanimously approved the following **Fiscal year 2018** cost-share policy, landowner and contractor requirements.

**There is no cost-share sign up**. It is the landowner’s responsibility to notify our office when crops are harvested and they are ready to begin work. Cost-share will be on a first-come first-serve basis, according to the date the completed layout notes are received. However, all contractors are limited to four designs per contractor.

**On cost-share jobs that have been designed prior to crops being harvested-**

It is the landowner’s responsibility to notify our office as soon as the crops are out. The job will need to be re-flagged before it is placed on the list.

**The vendor input/ACH-EFT application (1099/ Direct Deposit Paperwork) must be filled out and submitted to the office of Administration/ Accounting prior to cost-share approval.** The landowner is required to provide proof of ownership prior to contract approval.

**Layout notes must be in the same name as the cost-share contracts.** Section, Township, Range and field numbers are required.

**Technicians may request a pre-construction conference prior to releasing designs.** A pre-construction conference is required for all cost-share contracts totaling at least; WASCOB $15,000.00 or Terrace system $20,000.00.

**The practice must be built to NRCS standards, specifications and designs.**

**Rates for payment are based on 75% of the estimated state or county average cost.** The Maximum amount of cost-share funds available is $30,000.00 per landowner, per fiscal year per board approval.

**Only components approved on the contract will be paid on.** No changes will be approved to change components due to contractor mis-measurements or adjustments.

**All practices must be completed, and the following required information needs to be supplied to our office ten (10) days prior to the termination date:**

Check out notes and receipts for all services and material used. All bills must have a start date and vendor’s signature, landowner name and address, cost per unit/total cost/feet, cubic yard, etc.

If seeding is required, a seed tag must be submitted along with bill showing kind of seed and the amount applied. You are responsible for informing the district when seeding and mulching has been completed. Cost-share will not be paid on less than one (1) acre of terrace seeding and mulching. If lime was needed, your bill needs to show amount applied and the ENM test of the lime. If fertilizer was needed, your bills need to show the amount applied and the actual cost per pound for the nitrogen, phosphate and potash.