



State Cost-Share & Clean Water Funds

Working with private landowner contracts and other program requirements

This presentation includes:

- General Information on the “Statewide Grants Administration Manual”
- General Understanding of the State Cost-Share Program
- Cost-Share Contract with a Landowner
- Clean Water Fund (CWF) and Cost-Share Policies
- Tips and Recommendations

Minnesota State Cost-Share and Clean Water Fund Programs

- Statewide Grants Administration Manual
<http://www.bwsr.state.mn.us/grants/manual/>
- Key Contacts = Board Conservationist

Statewide Grants Administration Manual

Program requirements can be found in the Statewide Grants Administration Manual:

www.bwsr.state.mn.us

Grants

Administration Manual

Get additional information, guidance documents, examples, and forms.

Four main sections:

Administrative Requirements

Implementing Practices

Programmatic Requirements

Optional and Example Forms

Grant Administration

Matters common to *and required* for administration of **ALL** grants.

Implementing Practices

Matters specific to construction of practices and projects.

Programmatic Requirements

Contains links to grant-specific policies and guidelines.

Optional and Example Forms

Example forms available for use,
not required.

- Purpose & Scope
- Table of Contents
- Administrative Requirements
 - Grant Terminology
 - Processing a Grant
 - Amending a Grant or Revising a Work Plan
 - Grant Reimbursement
 - Grant Noncompliance
 - Technical Quality Assurance
 - Project Assurances
 - Program & Project Files
 - Reporting
 - Grant Monitoring
 - Grant Q & A
 - Return Funds Form
- Implementing Practices
 - Contract with Land Occupiers
 - Operation & Maintenance
 - Native Vegetation Guidelines
 - Recording Practices
 - Conservation Practice Contract
 - Conservation Practice Contract Amendment
 - Group Addendum for Conservation Practice Contract
 - Practice Inspections Form
 - Voucher and Certification Form
- Recording Practices Forms
- Programmatic Requirements
 - Erosion Control and Water Management
 - Natural Resources Block Grants
 - Clean Water Fund
 - Native Buffer Program
 - Cooperative Weed Management Area Program
- Optional & Example Forms
 - Corrective Action Plan
 - Forestry Small Acreage Assessment
 - Pooling MOA
 - Corrective Action Plan

Purpose and Scope

This grant manual establishes the administrative and programmatic requirements for all grants administered through the Board of Water and Soil Resources. The manual includes the following sections:

Administrative requirements are those matters common to all grants, including topics such as: processing and amending grants, technical quality assurances, reporting, noncompliance, and records retention. These requirements are distinguished from programmatic requirements, which are specific to an agreement or to a grant program; or implementing practices, which includes matters common only to those grants that install practices. All provisions for the administration of grants that are less restrictive than these administrative requirements are superseded, except to the extent that they are required by statute or regulation, pertain to existing agreements, or are authorized in writing by the Board of Water and Soil Resources.

Implementing practices details procedures for activities that construct practices and projects, including items such as: processing conservation practice contracts, operation and maintenance guidelines, vegetation guidelines, and pertinent forms. The provisions within this section may be required by a specific grant program.

Programmatic requirements include grant program specific policies and guidelines. Program policies provide the expectations for implementation of funds for a given program, including items such as: eligible activities, application procedures, program-specific requirements, and match requirements. Program guidelines are consistent with administrative requirements, although additional limitations may be imposed.

Optional and example forms include forms and example documents that have been made available for use, but are not required of any grant program.

Last Updated: June 06, 2011
<http://www.bwsr.state.mn.us/grants/manual/#/Purpose & Scope/7>



Minnesota State Cost-Share Program

- BWSR Grant Program, administered by SWCDs.
- Created in 1977 to provide funds to SWCDs for the implementation of conservation practices.
- Minnesota Rule 8400 contains the administrative structure of the program (anticipated effective date of amendment July 1, 2013).
- Provides state tax dollars directly to private individuals for the installation of conservation practices.

Revised Minnesota Rule 8400

- Makes the Rule shorter.
- Establishes procedures through BWSR policies.
- Streamlines administration procedures for LGUs.

Relationship

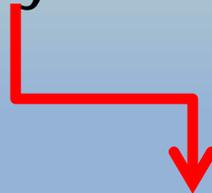
State Cost-Share Program



Rule 8400



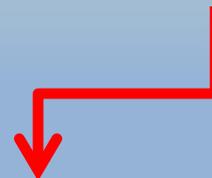
BWSR Policy



Clean Water Fund Program



BWSR Policy



Statewide Grants Administration Manual

Cost-Share Program Purpose

The State Cost-Share Program is administered through local conservation districts to provide financial and technical assistance to land occupiers for the application of conservation practices that reduce erosion; control sedimentation; improve and protect water quality; or address water quantity problems due to altered hydrology to ensure the sustainable use of Minnesota's natural resources (M.R. 8400).

Establishment of State Cost-Share Program Rules and Procedures

Why all the requirements?

- Required by Minnesota Statute 103c
- To assure that the expenditures of Program funds follow state legal requirements, and set uniform methods of administration across the state.
- To ensure proper installation of practices that treat high priority problems.
- To minimize risk and liability to Districts and State tax dollars.



Feedlot
USDA NRCS



Terrace
USDA NRCS



Grassed Waterway



Streambank Protection
Kandiyohi Soil & Water Conservation District



Farmstead and Field Windbreaks
USDA NRCS



Grade Stabilization Structure
USDA NRCS



Ditch Buffer



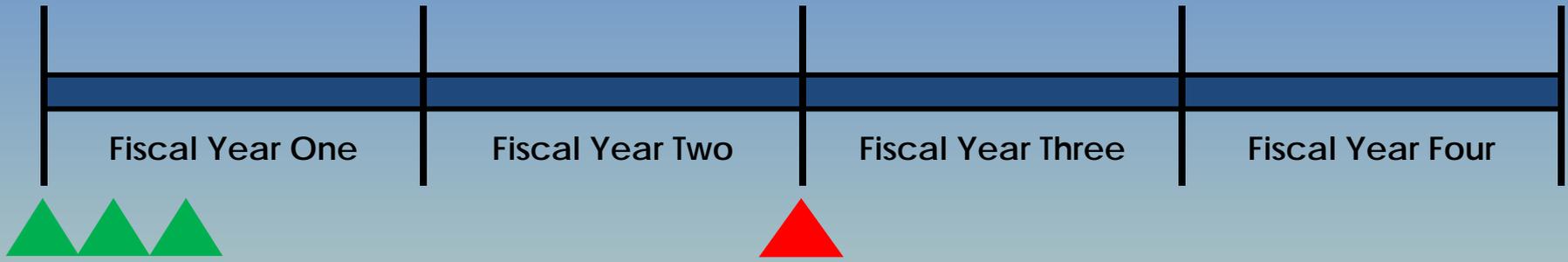
Well Sealing



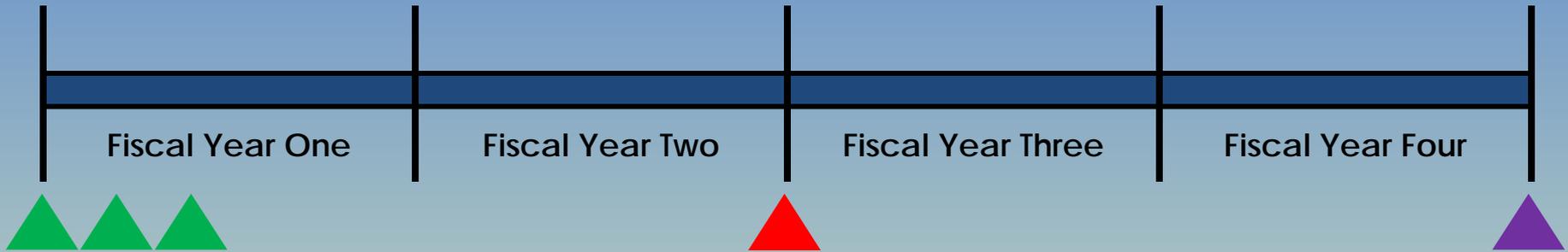
Rain Garden



Tree Trench



- ▲ SWCD receives and returns a GRANT AGREEMENT.
- ▲ BWSR executes the Grant Agreement.
- ▲ SWCD receives Cost-Share funds from BWSR.
- ▲ SWCD stops encumbering state funds.*



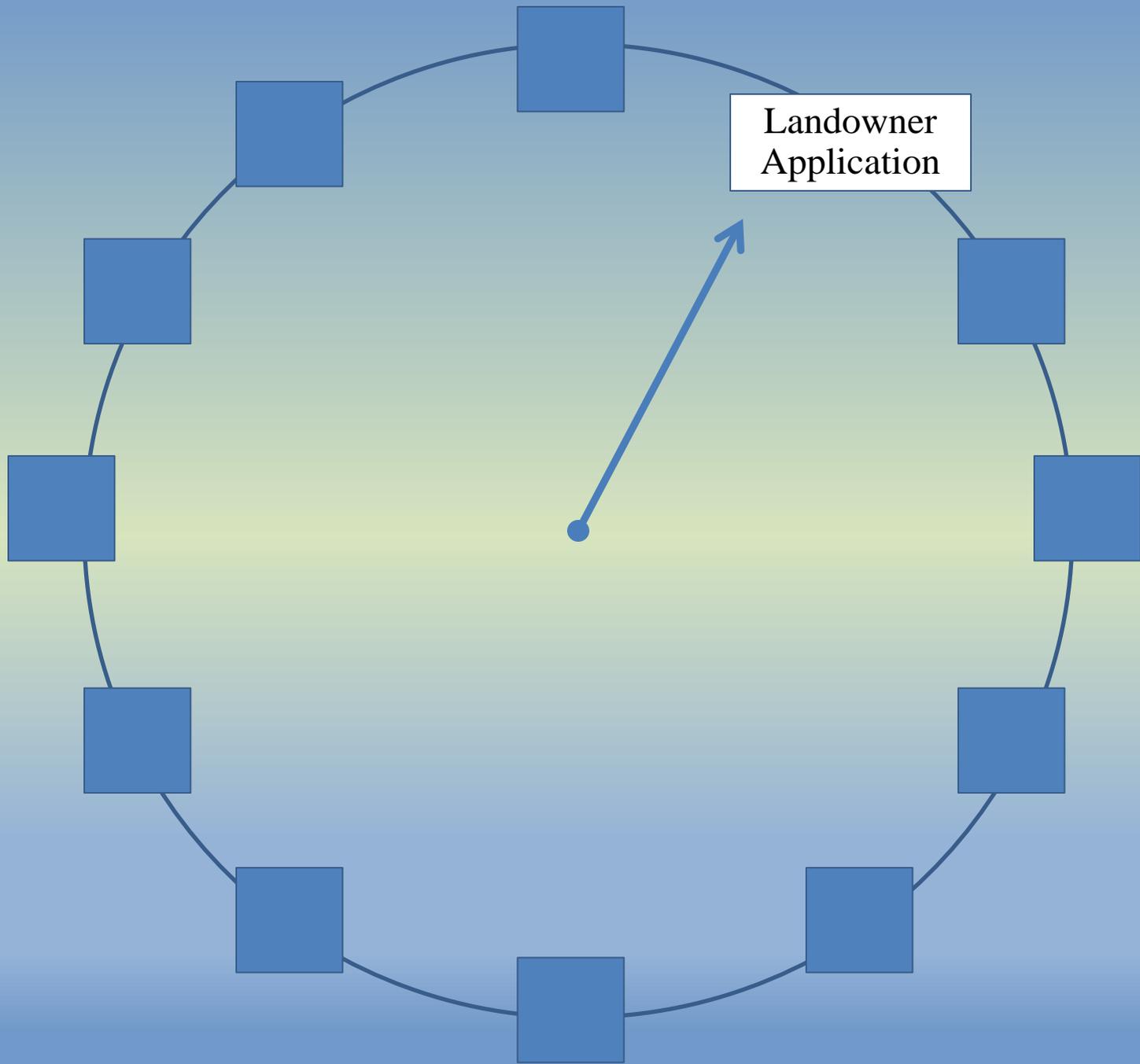
- SWCD enters information into Cost-Share logs* and eLINK.
- ▲ SWCD makes final entries into logs and eLINK.
- ▲ SWCD sends signed final financial report to Board Conservationist (close-out).
- ▲ Board Conservationist reviews close-out materials for grant completion.

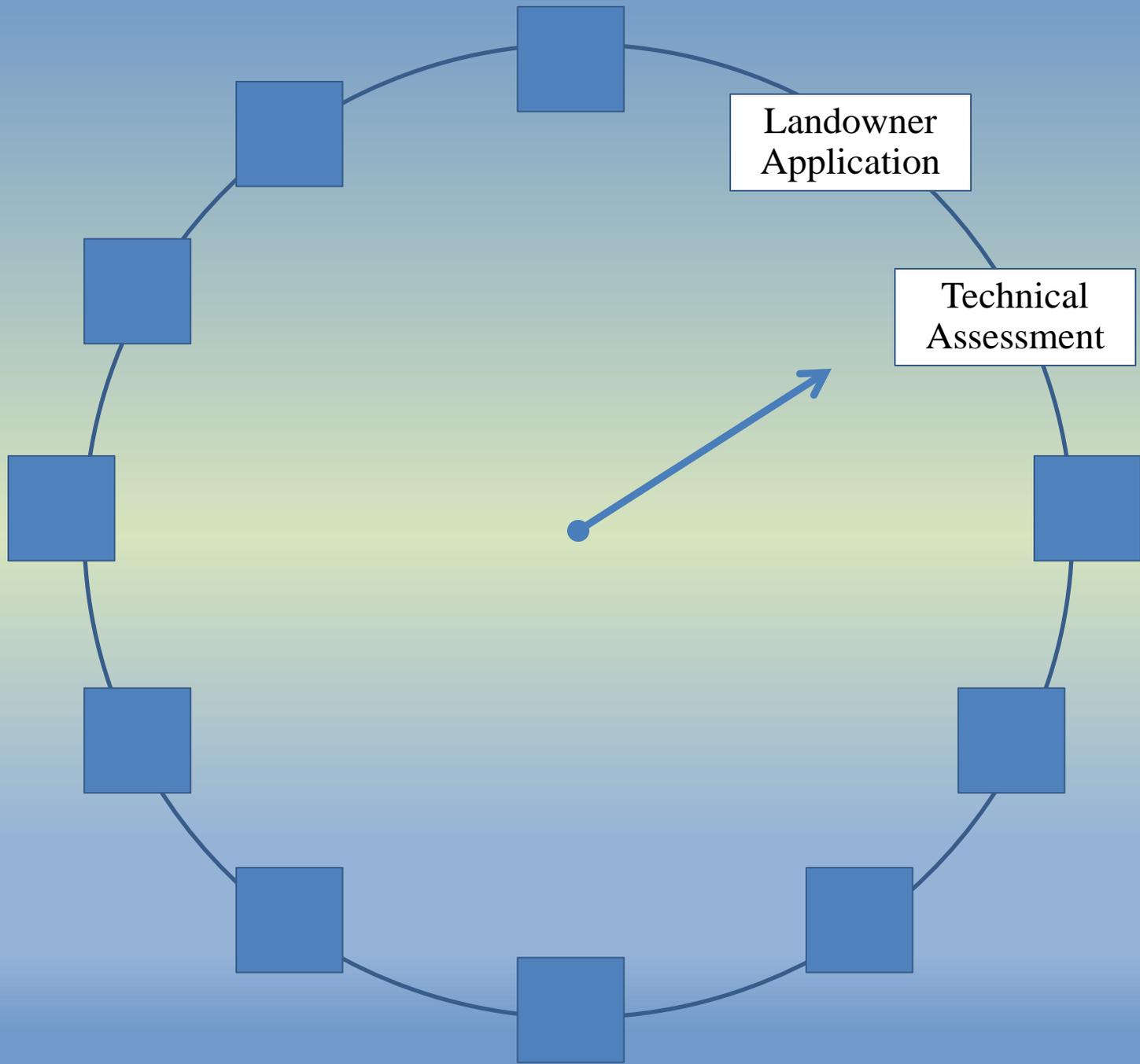
Grant Monitoring and Close-out

- Review conducted by BWSR staff to determine compliance with Program requirements.
- Conducted for each Cost-Share Program period.
- SWCD submits final financial report to BWSR.
- Reporting requirements include recording projects in eLINK.
- Can include corrective actions for differing levels of non-compliance.



**LGU
Contract
With Landowner**





Contract Implementation

- The District must fill out general information, applicant, conservation practice location, contract location, application information, and conservation practice sections on contract form* .
- If several landowners involved in solving erosion or water quality problem, all parties must sign Group Project Addendum* .

Group Project Addendum

CONSERVATION PRACTICE ASSISTANCE CONTRACT GROUP PROJECT ADDENDUM

General Information

Contract No.	Date	Group Spokesperson
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Applicant Information and Signatures

We (the undersigned) are interested in developing and conserving our soil, water and related resources to meet the objectives of our group. In order to meet our group objectives, we request assistance to help us plan and apply proper land use and conservation treatment measures as agreed upon by our group.

We understand that this help is contingent upon staff assistance from the organization and in conformance with its policies and priorities.

We further understand that the below designated group spokesperson is authorized to sign the Conservation Practice Contract* and shall do the negotiating with the organization. Prior to the approval of this application the spokesperson shall prepare a division of payments schedule agreed to by the undersigned and attach the plan to this form.

Group Spokesperson	address	city/state/zip code
Group member	address	city/state/zip code
Group member	address	city/state/zip code
Group member	address	city/state/zip code
Group member	address	city/state/zip code
Group member	address	city/state/zip code
Group member	address	city/state/zip code
Group member	address	city/state/zip code

*Attach this form to Conservation Practice Contract

Updated 2011

State Cost-Share Contract

CONSERVATION PRACTICE ASSISTANCE CONTRACT

General Information

Organization	Contract Number	Other federal or other state funds? Yes <input type="checkbox"/> No <input type="checkbox"/>	Amendment <input type="checkbox"/> Board meeting date(s): _____	Cancelled <input type="checkbox"/> Board meeting date: _____
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*If contract amended, attach amendment form(s) to this contract.

Applicant

Land Occupier Name	Address	City/State	Zip code
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* If a group contract, this must be filed and signed by the group spokesperson as designated in the group agreement and the group agreement attached to this form.

Conservation Practice Location

Township Name	Township	Range	Section	1/4,1/4
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Contract Information

I (we), the undersigned, do hereby request cost-share assistance to help defray the cost of installing the following practice(s) listed on the second page of this contract. It is understood that:

1. The land occupier is responsible for full establishment, operation, and maintenance of all practices and upland treatment criteria applied under this program to ensure that the conservation objective of the practice is met and the effective life, a minimum of ____ years, is achieved. The specific operation and maintenance requirements for the conservation practice listed are described in the operation and maintenance plan prepared for this contract by the organization technical representative.
2. Should the land occupier fail to maintain the practice during its effective life, the land occupier is liable to the State of Minnesota for the amount up to 150% of the amount of financial assistance received to install and establish the practice unless the failure was caused by reasons beyond the land occupier's control, or if conservation practices are applied at the land occupier's expense that provide equivalent protection of the soil and water resources.
3. If title to this land is transferred to another party before expiration of the aforementioned life, it shall be the responsibility of the land occupier who signed this contract to advise the new owner that this contract is in force.
4. Practice(s) must be planned and installed in accordance with technical standards and specifications of the: ____
5. Increases in the practice units or cost must be approved by the organization board through amendment of this contract as a condition to increase the cost share payments.
6. This contract, when approved by the organization board, will remain in effect unless canceled by mutual agreement, except where installations of practices covered by this contract have not been started by ____ (date), this contract will be automatically terminated on that date.
7. Practices will be installed by ____ (date) unless this contract is amended by mutual consent to reschedule the work and funding.
8. Items of cost for which reimbursement is claimed are to be supported by invoices/receipts for payments and will be verified by the organization board as practical and reasonable. The organization board has the authority to make adjustments to the costs submitted for reimbursement.

State Cost-Share Contract

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the organization technical representative.
4. Not accept cost-share funds, from state and federal sources combined, that are in excess of ____ percent of the total cost to establish the conservation practice and provide copies of all forms and contracts pertinent to any other state or federal programs that are contributing funds toward this project.

Date	Land Occupier
Date	Landowner, if different from applicant Address, if different from applicant information:

Conservation Practice

The primary practice for which cost-share is requested is _____

Practice standards or eligible component(s)	Engineered Practice <input type="checkbox"/> yes or <input type="checkbox"/> no Ecological practice <input type="checkbox"/> yes or <input type="checkbox"/> no	Total Project Cost Estimate
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Technical Assessment and Cost Estimate

I have the appropriate technical expertise and have reviewed the site where the above listed practice is to be installed and find it is needed and that the estimated quantities and costs are practical and reasonable.

Date	Technical Representative
------	--------------------------

Amount Authorized for Financial Assistance

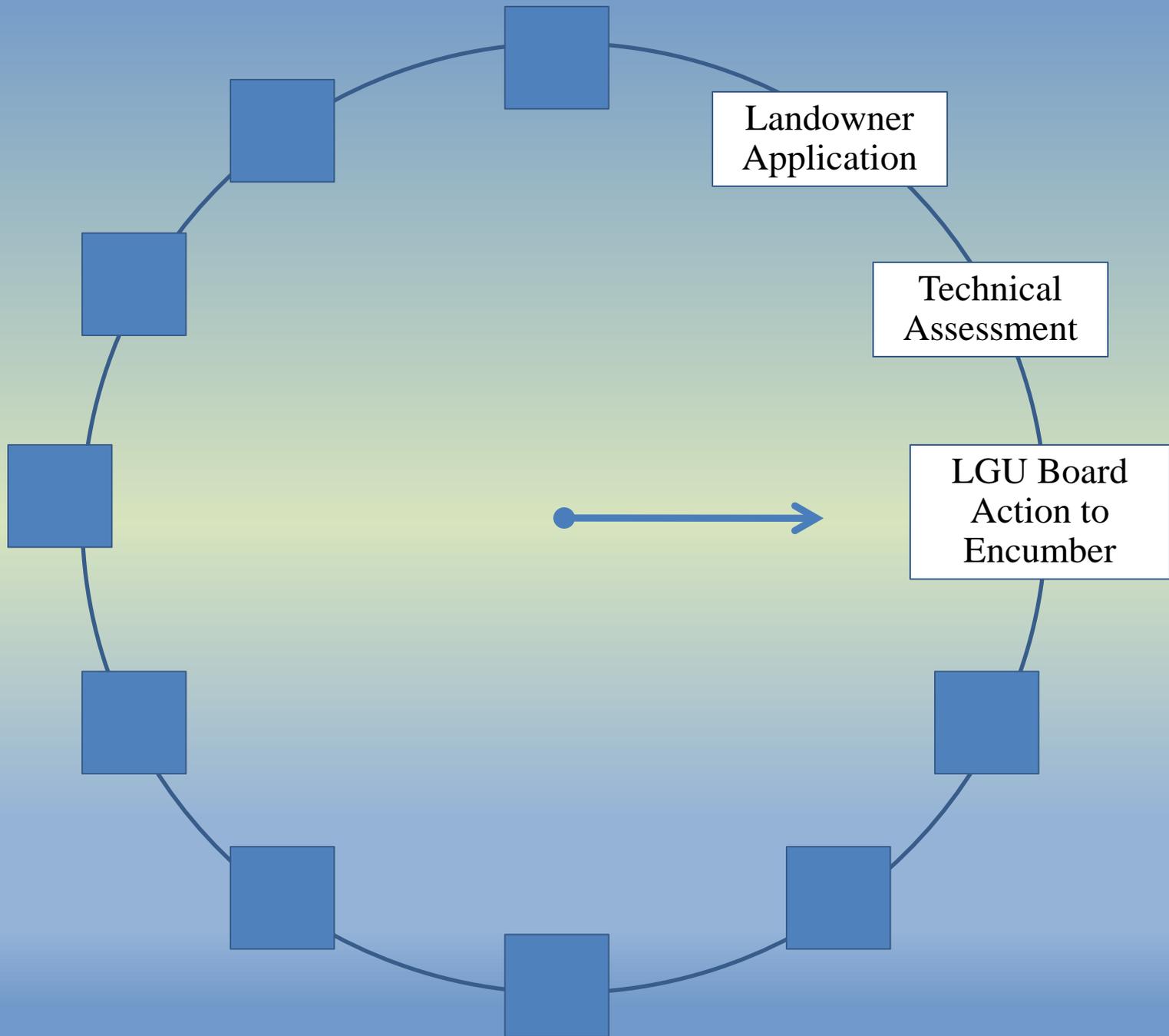
The Organization Board has authorized the following for financial assistance, total not to exceed the overall percent listed indicated in 4, above.

\$ _____ from _____
Enter program name and fiscal year

\$ _____ from _____
Enter program name and fiscal year

\$ _____ from _____
Enter program name and fiscal year

Board Meeting Date	Authorized Signature	Total Amount Authorized \$ _____
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Board minutes should include:

- Applicant's name and contract number
- The Cost-Share percentage*, dollar amount, and corresponding fiscal year(s)
- The conservation practice being installed
- Delegation to spending authority to staff (if applicable)
- Any other information necessary to document the Board's actions and intent

State Cost-Share Contract

Applicant Signatures

The land occupier's signature indicates agreement to:

1. Grant the organization's representative(s) access to the parcel where the conservation practice will be located.
2. Obtain all permits required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.
3. Be responsible for the operation and maintenance of conservation practices applied under this program in accordance with an operation and maintenance plan prepared by the organization technical representative.
4. Not accept cost-share funds, from state and federal sources combined, that are in excess of ____ percent of the total cost to establish the conservation practice and provide copies of all forms and contracts pertinent to any other state or federal programs that are contributing funds toward this project.

Date	Lend Occupier
Date	Landowner, if different from applicant Address, if different from applicant information:

Conservation Practice

The primary practice for which cost-share is requested is _____

Practice standards or eligible component(s)	Engineered Practice <input type="checkbox"/> yes or <input type="checkbox"/> no Ecological practice <input type="checkbox"/> yes or <input type="checkbox"/> no	Total Project Cost Estimate
---	--	-----------------------------

Technical Assessment and Cost Estimate

I have the appropriate technical expertise and have reviewed the site where the above listed practice is to be installed and find it is needed and that the estimated quantities and costs are practical and reasonable.

Date	Technical Representative
------	--------------------------

Amount Authorized for Financial Assistance

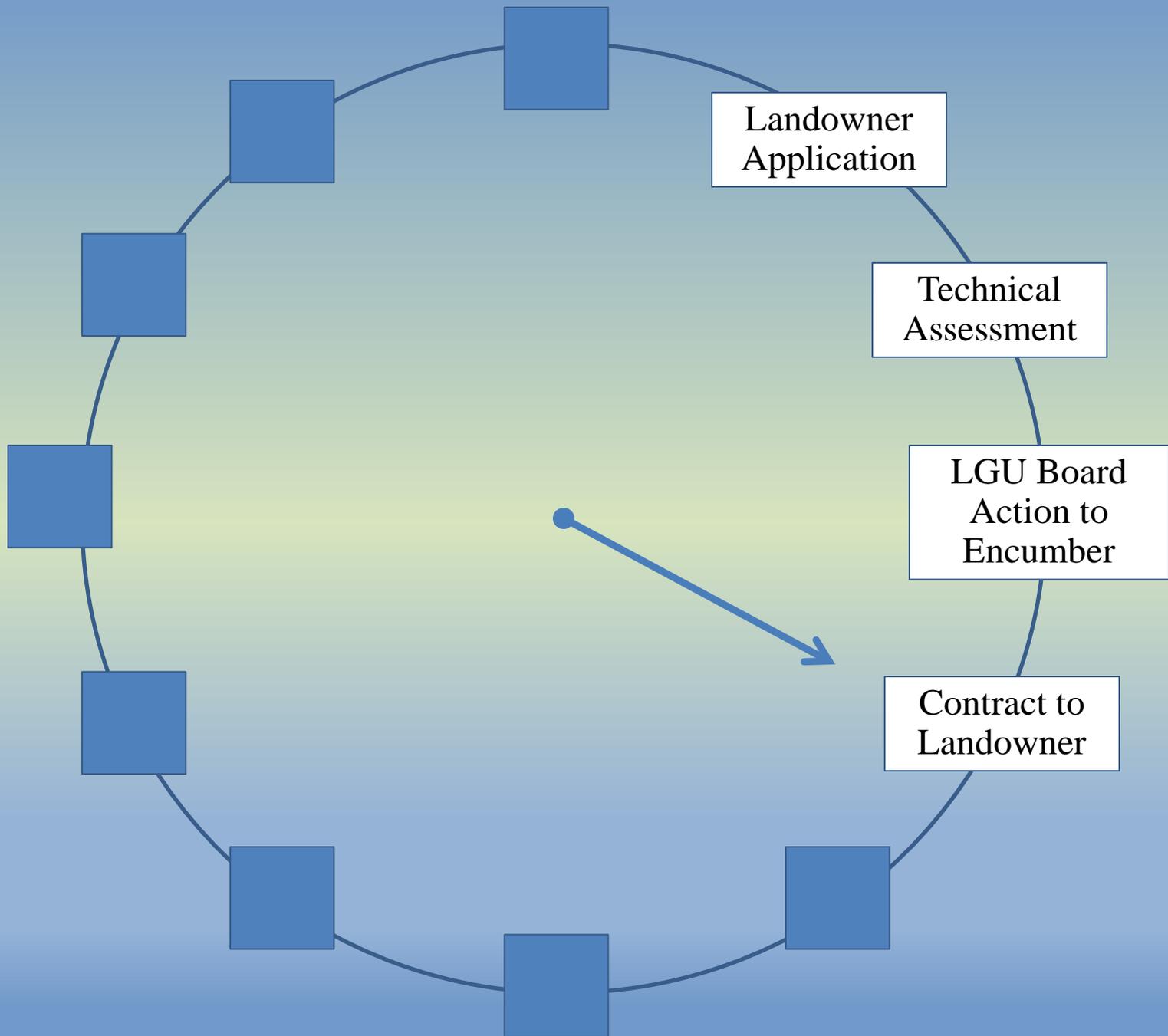
The Organization Board has authorized the following for financial assistance, total not to exceed the overall percent listed indicated in 4, above.

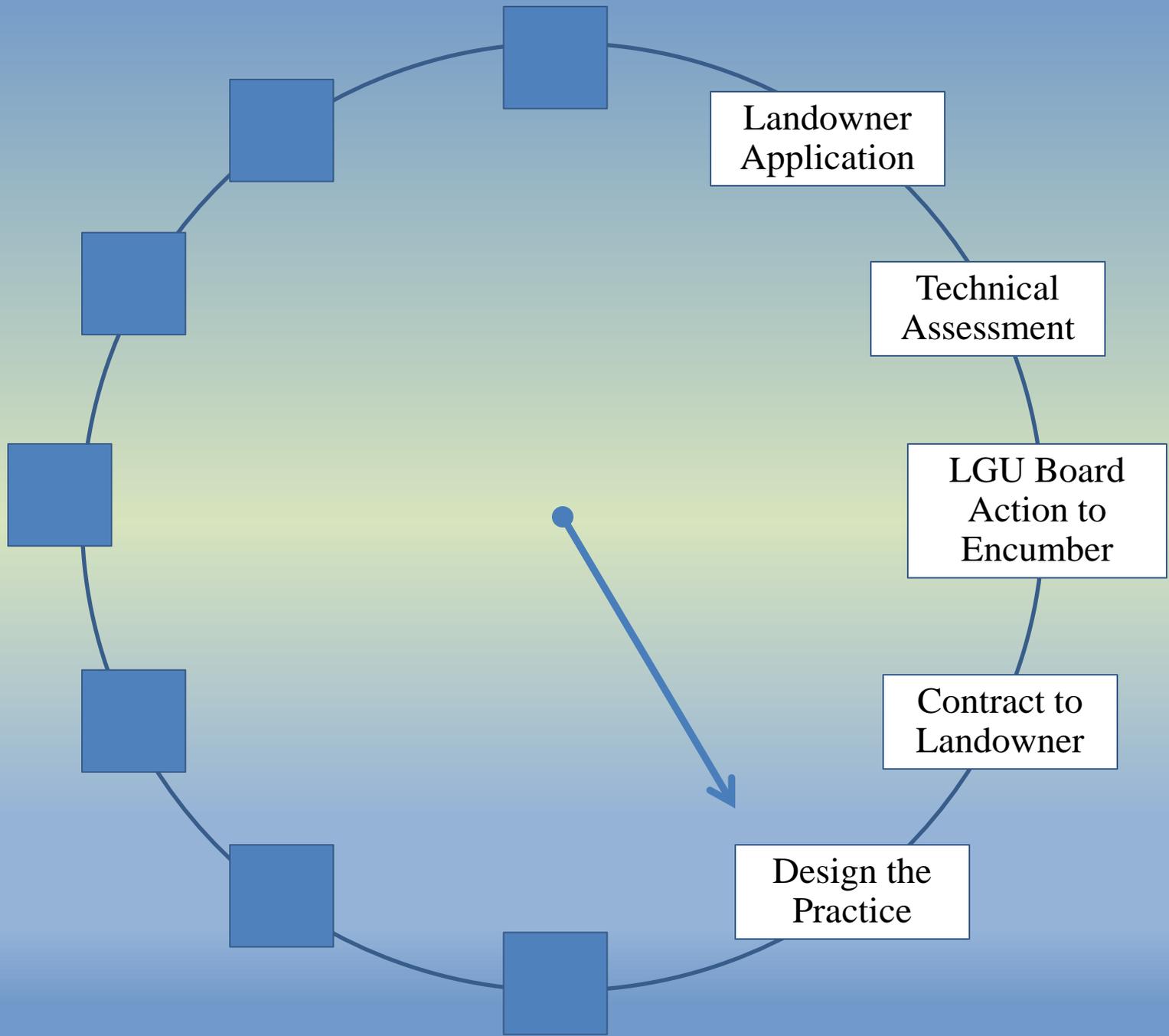
\$ _____ from _____
Enter program name and fiscal year

\$ _____ from _____
Enter program name and fiscal year

\$ _____ from _____
Enter program name and fiscal year

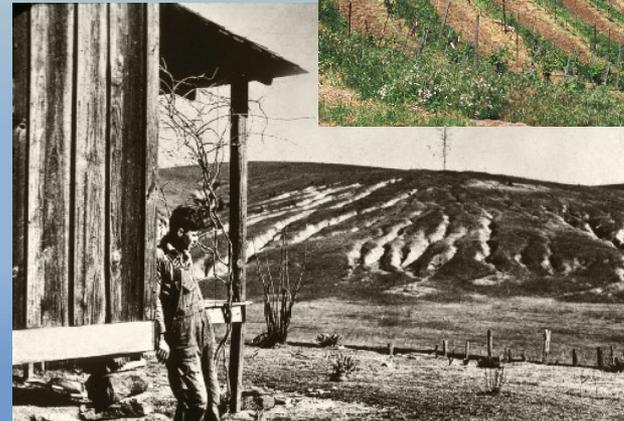
Board Meeting Date	Authorized Signature <div style="border: 2px solid yellow; width: 150px; height: 20px; margin: 5px 0;"></div>	Total Amount Authorized \$ _____
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State Cost-Share Program Manual

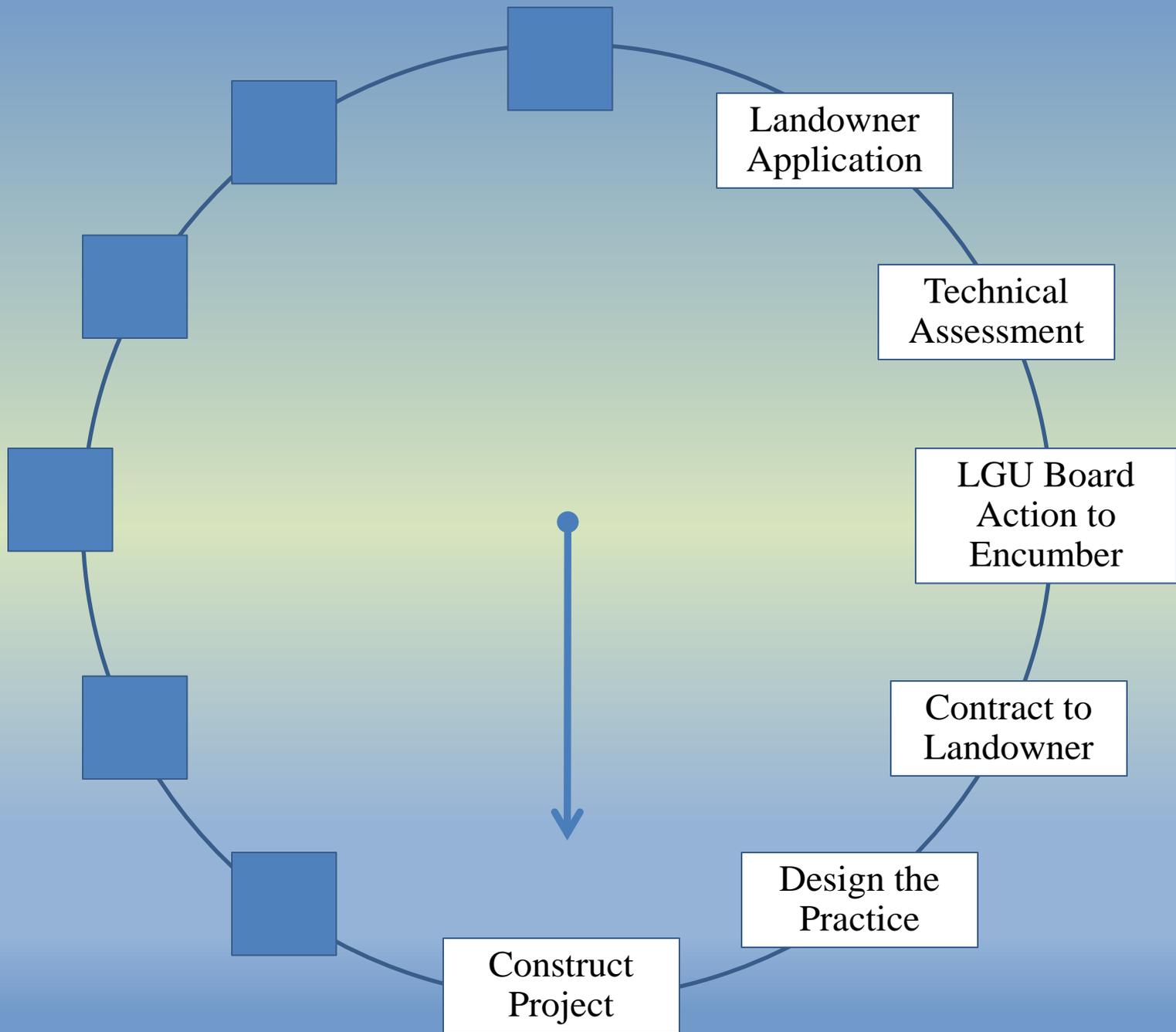
Technical Information



Technical Representative (TR)

The technical representative must have the technical approval authority necessary to sign off on the assigned project phase(s).

In the case of the practice of engineering, the technical representative must be a registered professional engineer competent in the design of the requested practice or an NRCS employee or SWCD employee with appropriate technical approval authority (TAA) working within the scope of their position.



Amending the Contract

- Contracts can be amended because of change in practice type, weather, unforeseen cost, or soil conditions.
- Amendments are used to grant extensions to start or completion dates; increase or decrease project cost estimate; identify a new land occupier or land owner.
- See procedures in Statewide Grants Administration Manual.

Amendment Form*

AMENDMENT TO CONSERVATION PRACTICE ASSISTANCE CONTRACT

Organization	Contract Number	Amendment Number	Amendment Type
		Board meeting date: _____	Date: <input type="checkbox"/> Amount: <input type="checkbox"/> Land Occupier: <input type="checkbox"/>

The parties whose names are signed below hereby agree that the above-referenced conservation practice assistance contract is amended as follows:

IT IS AGREED THAT:

The original contract, as numbered, shall remain in full force and effect, except for those changes made necessary by this amendment.

This amendment is to take effect on the date of the last signature hereto.

Date	Land Occupier
Date	Land Occupier

Technical Assessment and Cost Estimate

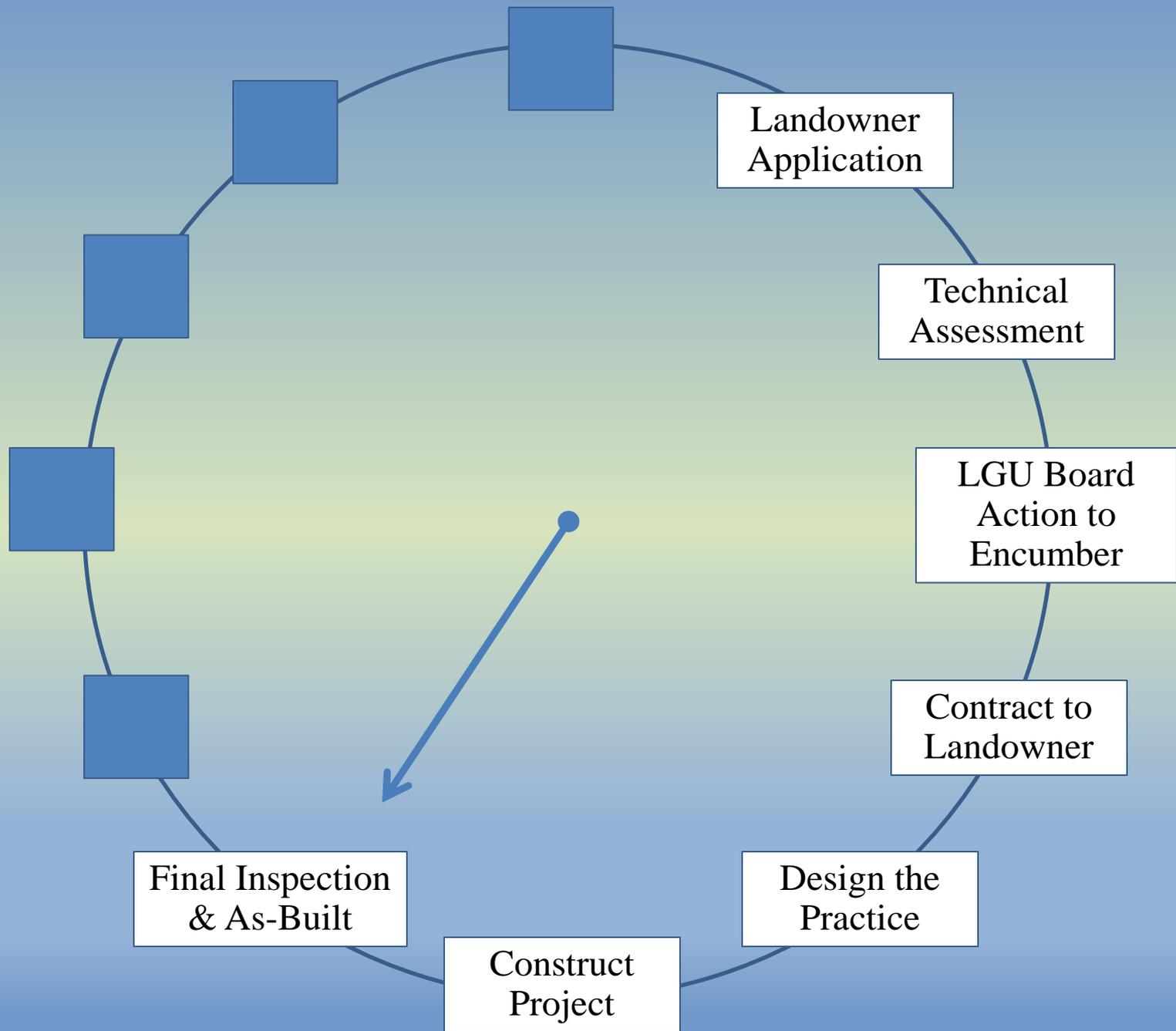
I have viewed the site where the above listed are to be installed and find that they are needed, and that the amended estimated quantities, costs or completion date described above are practical and reasonable.

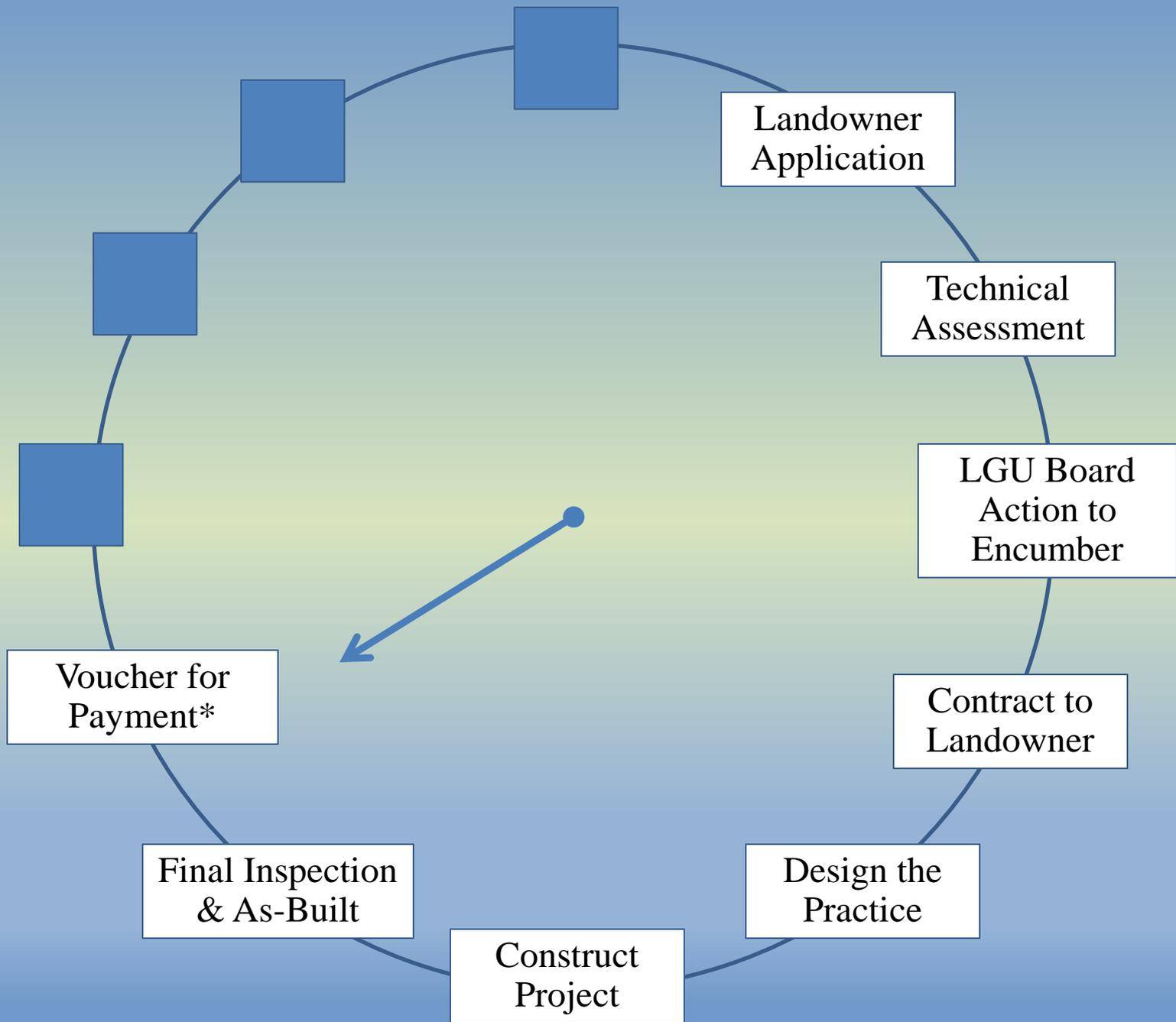
Date	Technical Representative

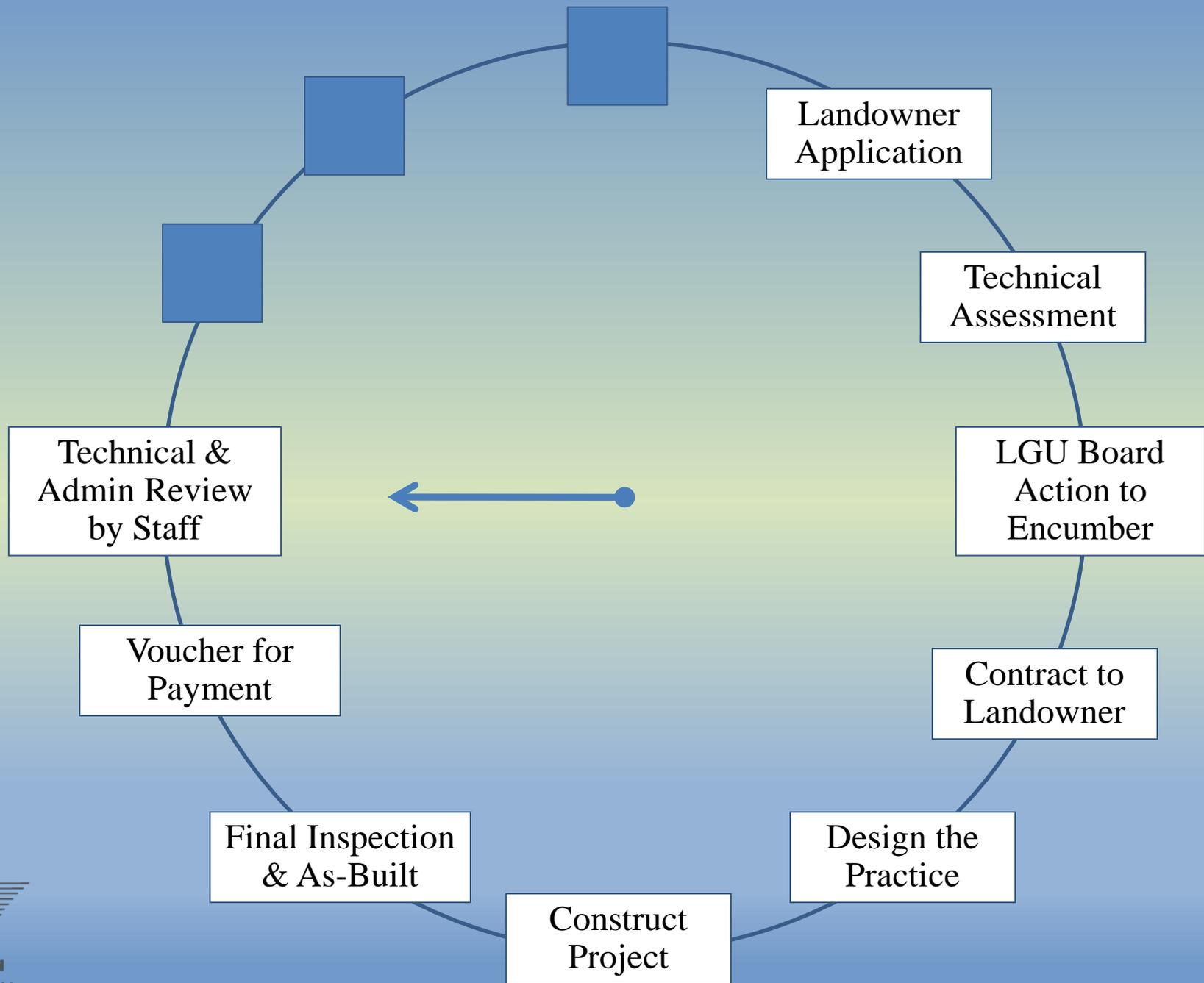
Organization Approval

Board Meeting Date	Authorized Signature

Updated 2010







Technical Representative Practice Construction and Sign-off

When project is complete, the technical representative certifies that all plans and specs have been satisfied. This sign off is located on the Voucher and Practice Certification form* .
Tech reps also ensure that as-built project plans are completed and filed.

Voucher and Practice Certification Form

- Receipts and invoices for all project-related costs must be submitted with the Voucher.
- Voucher must be signed by Payee.
- If partial payment was issued, partial payment voucher should be attached to final payment voucher.
- The Technical Representative must perform a site review and certify the practice has been installed according to the plans.

Manual: Part IV

Practice Certification

- Technical signoff
- Administrative signoff

VOUCHER AND PRACTICE CERTIFICATION FORM

PAYEE INFORMATION
Name _____
Address _____
City, State Zip _____
Contract Number _____

COST INFORMATION

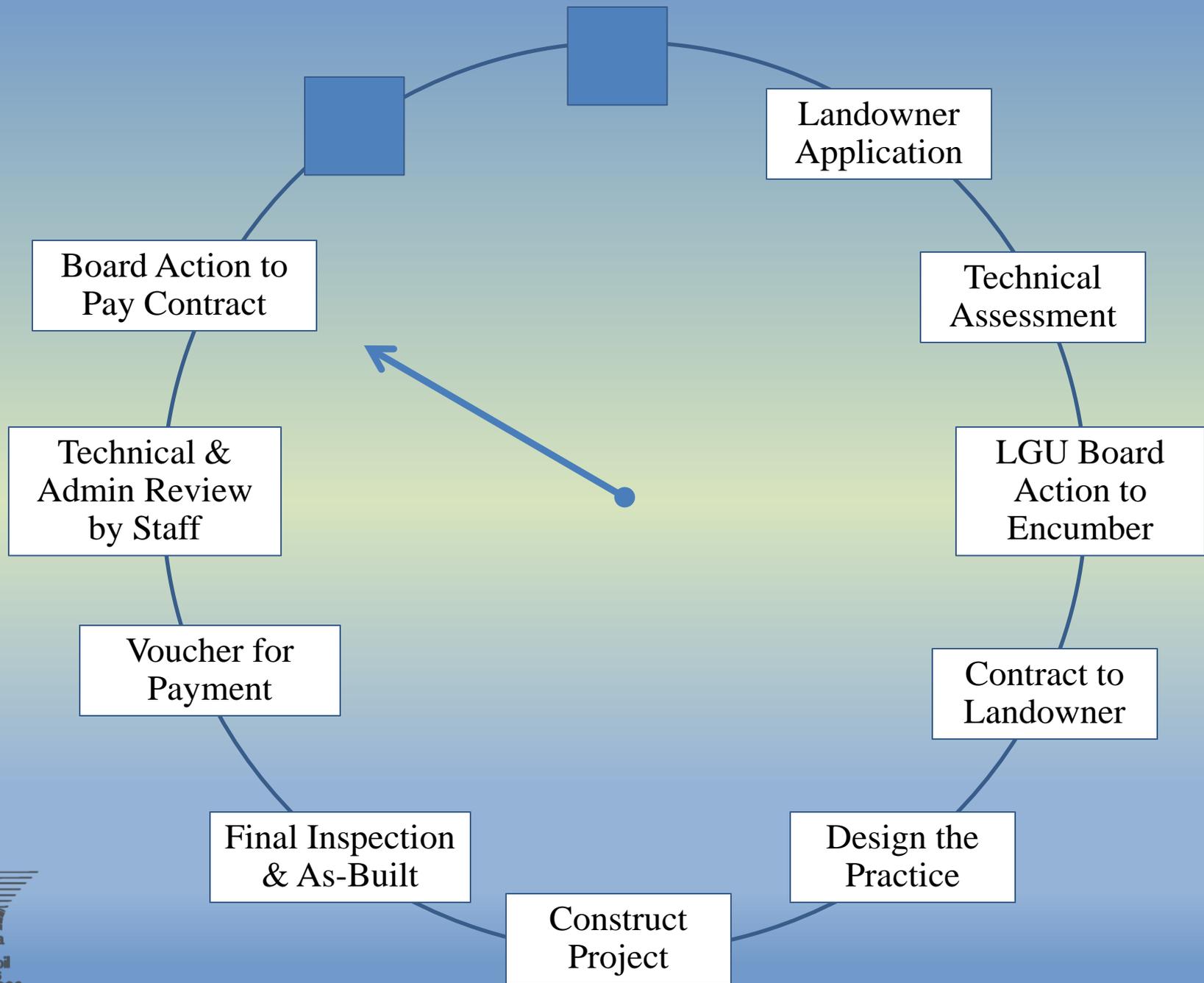
Item	Quantity	Unit	Unit Price	Cost
_____	_____	_____	_____	\$0.00
_____	_____	_____	_____	\$0.00
_____	_____	_____	_____	\$0.00
_____	_____	_____	_____	\$0.00
_____	_____	_____	_____	\$0.00
_____	_____	_____	_____	\$0.00
_____	_____	_____	_____	\$0.00
TOTAL REQUEST				\$0.00

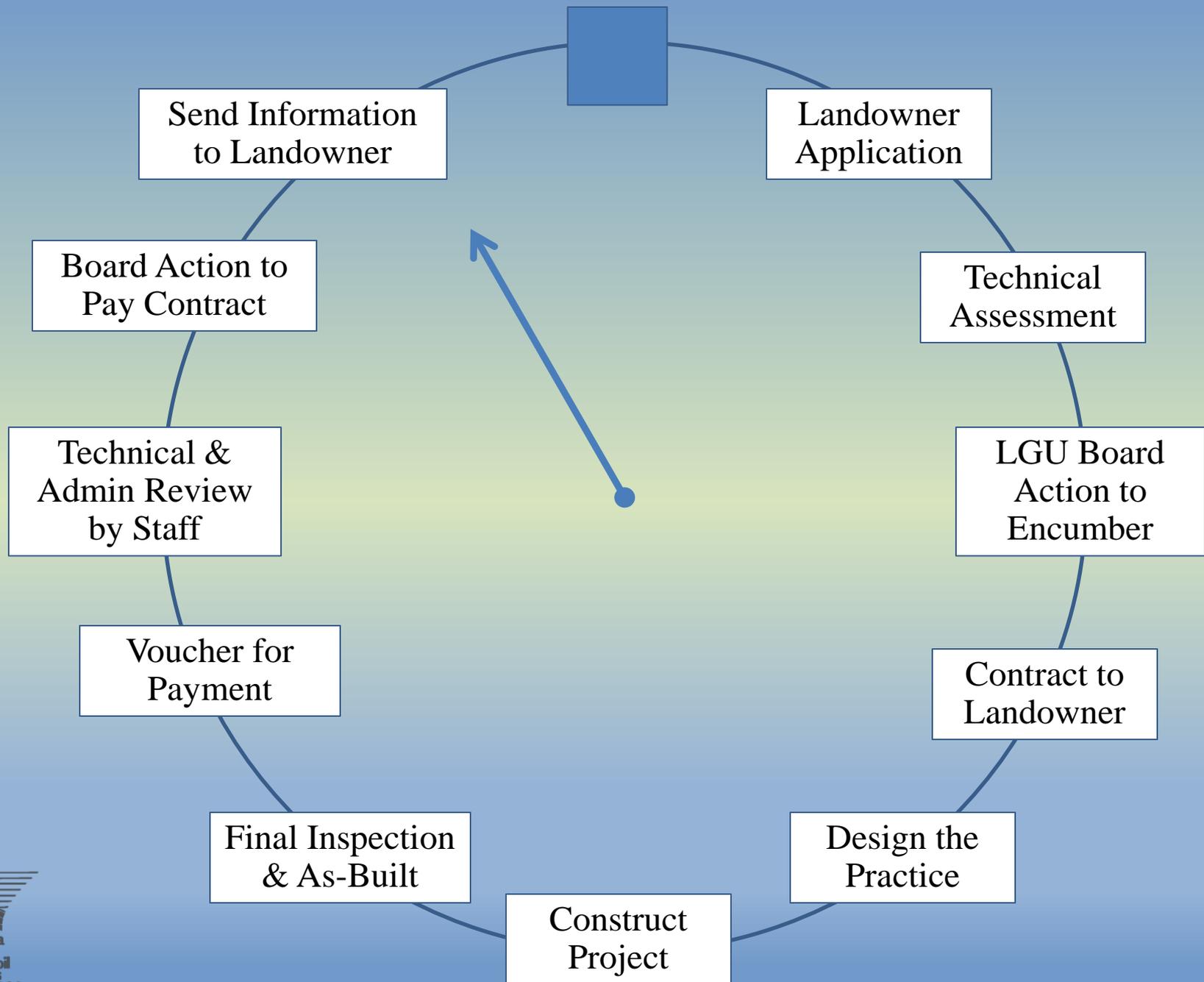
I certify that this is an accurate and true summation of the actual costs and quantities of material, labor, and equipment used on the above project. In cases where the receipts included items not used on the project, I have corrected them accordingly.

Payee Signature _____ Date _____

PAYMENT INFORMATION
Type of Request: Partial Final
A. Total Cost of Practice _____
B. Approved Cost Share Percent _____
C. Total Cost Share (A x B) _____ \$0.00
D. Other State and Federal Payments _____
E. Previous Partial Payments _____
Final Cost Share Payment (C - D - E) _____ \$0.00

CERTIFICATION	Administrative Certification
Technical Certification I certify that an inspection has been performed and as-built received and that the items identified under the Cost Information section of this form have been completed and are in accordance with the requested practice standards and specifications. _____ Technical Representative _____ Date	I certify that I have reviewed this voucher and all supporting information, including invoices and paid receipts, and that to the best of my knowledge and belief, the quantities and billed cost or disbursements are accurate and are in accordance with terms of the program identified. _____ Administrative Sign-off _____ Date





Practice Site Inspections

It is the responsibility of the LGU to perform scheduled site inspections* .

- The conservation district is required to monitor all landowner contracts by conducting periodic site inspections of conservation practices installed with cost-share funds.
- Practice site inspections must be completed at the end of the 1st, 5th, and 9th years following the certified completion of the practice* .

Practice Site Inspections

Reasons to visit landowner:

- Is the practice still there and maintained?
- Ask the landowner if they have any O & M questions.
- Are there any other problem areas that the SWCD can help solve?
- Have you heard of our new program?



PRACTICE SITE INSPECTION FORM

General Information

Organization	Contract Number	Primary Practice	Practice Installed Date
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Land Occupier	Address	City/State/Zip
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Conservation Practice Location

Township Name	Township	Range	Section	1/4, 1/4 Section	County Number	Minor Watershed Number
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Inspection Information

Inspection Date	Name	Practice Condition*	Contributing Watershed Condition*	Suggested Maintenance

Attach additional sheets if necessary.

CONDITIONS

- N/E -
- Excellent -
- Good -
- Fair -
- Poor -
- PNT -

DEFINITION

- Has not yet been established as planned.
- Is fully established as planned and is in excellent condition.
- Is fully established as planned and is in adequate condition.
- Action is required to improve and/or provide maintenance.
- Needs immediate land occupier action to comply with the terms of the O&M plan.
- Practice no longer there.

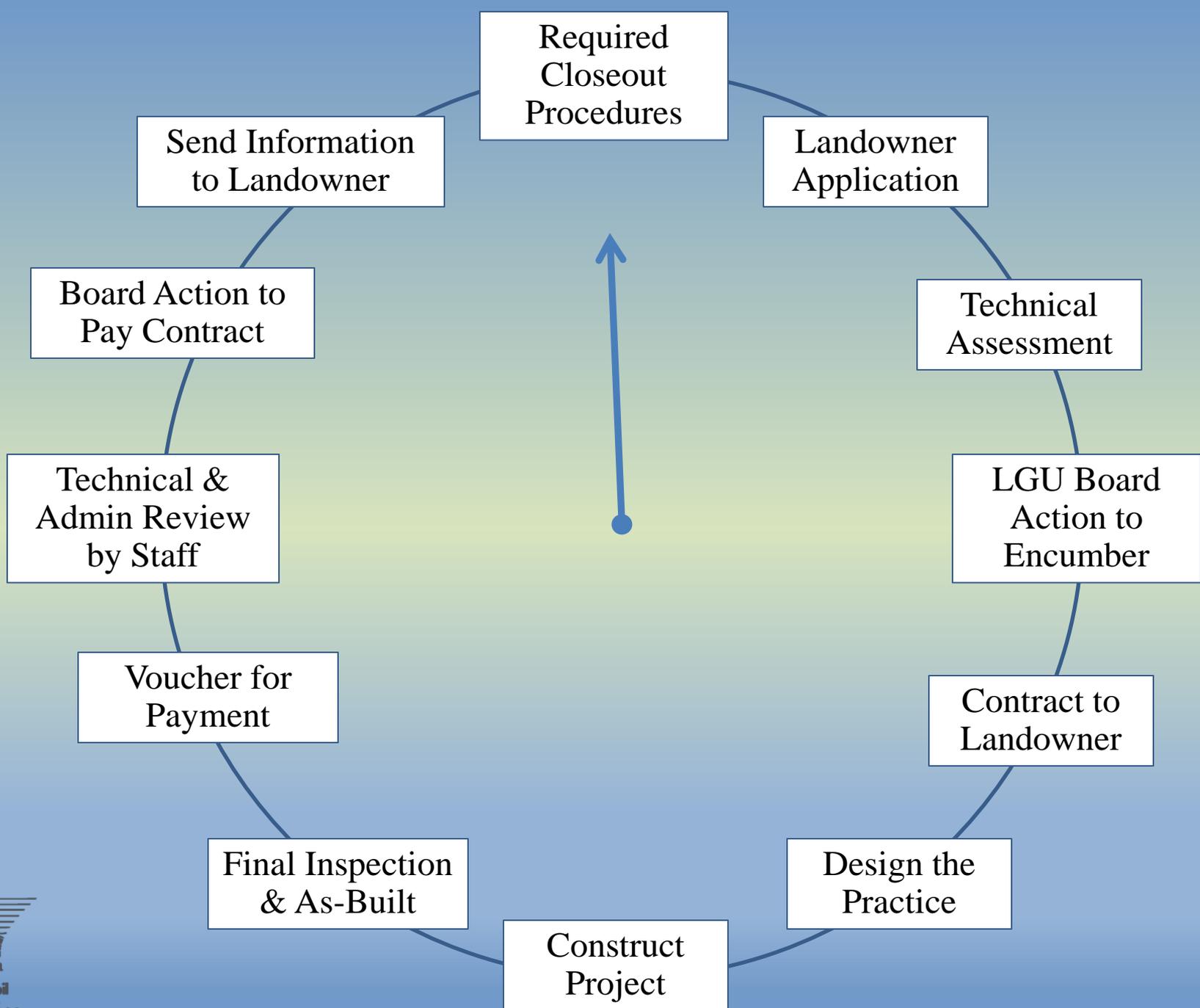
Notes:

I certify the operation and maintenance for this practice has been satisfactorily completed for its designed expectancy.

Technical Representative

Date

Site Inspection Form



Unspent funds

Return of unspent funds:

State Program funds that are not encumbered at the end of the grant agreement period must be returned to BWSR within 30 days.

All checks are to be made payable and mailed to:

MN Board of Water and Soil Resources
 c/o Accounting Coordinator
 520 Lafayette Road St. Paul, MN 55155
 651-296-3767



Minnesota Board of Water and Soil Resources

Return of State Grant Funds

This form is to be used when returning unspent or unencumbered State of MN grant funds. As stated within the Terms of Payment section of your Grant Agreement, any funds remaining unspent or becoming unobligated or unencumbered after the end of the Grant Contract Period **must** be returned within one month of that date. Please attach this form to all returned grant fund checks submitted to BWSR and keep a copy for your file.

LGU Name _____ Date _____

Contact Name _____ Contact Phone Number _____

Board Conservationist _____ Grant Agreement PO # _____

	Fiscal Year	Amount Returned		Fiscal Year	Amount Returned
State Cost-Share			Clean Water Legacy		
Base	_____	_____	Ag Watershed	_____	_____
Special Projects	_____	_____	Cost-Share	_____	_____
Special MN River Basin	_____	_____	Land Resource Management	_____	_____
FWQM	_____	_____	Public Land	_____	_____
Cooperative Weed Management	_____	_____	SSTS Fix-up	_____	_____
Native Buffer	_____	_____	SSTS Inventory	_____	_____
Drought Disaster Assistance	_____	_____	Technical Assistance	_____	_____
Southeast MN Flood Recovery	_____	_____			
Non-Point Engineering Assistance			SWCD Service Grant		
Base	_____	_____	General Services	_____	_____
Challenge	_____	_____	Easement Services	_____	_____
Natural Resources Block Grant			Challenge Grants		
Local Water Management	_____	_____	Local Water Management	_____	_____
Wetland Conservation Act	_____	_____	Feedlot	_____	_____
Shoreland	_____	_____	Other	_____	_____
SSTS	_____	_____			
County Feedlot	_____	_____	Other Grants		
			_____	_____	_____
			_____	_____	_____
Beaver Damage Control			_____	_____	_____

All checks are to be made payable and mailed to:
 MN Board of Water and Soil Resources
 c/o Accounting Coordinator
 520 Lafayette Road
 St. Paul, MN 55155
 651-296-3767

Final Financial Report

A copy of the Final Financial Report must be mailed to the BWSR Board Conservationist within 30-days of the date the last check was issued for that grant period or from the date the funds were released from encumbrance.

This is "eLINK Driven."



STATE COST SHARE PROGRAM 2007 Cost Share Base Grant - Renville (SWCD) FINAL FINANCIAL REPORT

Cost Share Base Grant \$15,594.00

<u>Primary Practice Code</u>	<u>Disbursements</u>
D03 - Field Windbreaks	\$619.02
D04 - Shelterbelt	\$7,993.00
D08 - Sediment Basins	\$3,756.99

Total Disbursements in Practices: \$12,369.01

Technical / Admin: \$3,039.01

Unspent Funds Returned: \$0.00

Balance Remaining: \$185.98

Percentage of CS used for T&A: 19.72%

Example

This is to certify that the information is a true and accurate representation of the cost-share program accounts for the 2007 Cost Share Base Grant - Renville (SWCD). We believe our records are complete and subject to an audit.

SIGNATURE OF CONSERVATION DISTRICT TREASURER

DATE

Please use the Returned Check Form available on the BWSR website to return unused funds. Payments are to be sent to:

Board of Water and Soil Resources
attn: Accounting Officer
520 Lafayette Road N.
St. Paul, MN 55115



Record Retention

- Program records and files must be retained for six (6) years past the effective life of the contract.
- Cancelled contracts must also be retained for six (6) years past the date of cancellation. Attach a note indicating why the contract was cancelled.
- Files must be readily accessible and available to the LGU and BWSR.

Other State Cost-Share Programs

- Cooperative Weed Management Area Program
- Native Buffer Program
- Flood Recovery Programs
- Clean Water Fund
- Other Programs with Landowner Contracts

Changes

Rules

- Made shorter
- Turned in to policies and guidelines

Changes

Conservation Practices Objectives

- Control nutrient runoff
- Control sedimentation
- Divert runoff to protect and improve water quality
- Reduce wind erosion
- Control gully, rill, or sheet erosion

Changes

Conservation Practices Objectives

- Protect shoreland from erosion
- Control storm water runoff
- Protect or improve surface water and groundwater quality
- Provide energy conservation and snow protection
- Alleviate water quantity problems due to altered hydrology

Changes

- Maximum cost-share rates established in BWSR policy

Changes

Entering into Contracts

- District Board or its delegate
- Minutes are important

Changes

Policy: 1.0 to 11.0

2.2 Effective Life

- All practices – 10 years

This is different from previous draft Policy.

Changes

Policy: 1.0 to 11.0

3.1 Technical and Administrative

- 20 % of total grant – “Typical”
- Up to 100% when:
 - Federal \$’s leveraged & couldn’t do the project otherwise, **or**
 - C-S or EQIP program eligible **and** SWCD Financial Report indicates less than 18-month fund balance, **and**
 - approved by Board Conservationist

Changes

Policy: 1.0 to 11.0

4.1 Maximum Rates

Up to 75% for practices

Except for:

- Unused well sealing – up to 50%
- Energy conservation – up to 50%
- Snow protection – up to 50%

Changes

Policy: 1.0 to 11.0

- 5.1 Technical Expertise – Staff Skills
- Staff skills included in District's Cost-Share policies

Changes

Policy: 1.0 to 11.0

6.1 (a) Contract Modification

- Contract modification with District legal counsel and BWSR

Changes

Policy: 1.0 to 11.0

6.2 Contract Approval

District Boards must approve or deny contract

- consider approval for expenditures if it shows up in minutes
- for example, accounts payable, consent agenda, or separate motion

Changes

Policy: 1.0 to 11.0

6.4 Completion Date

- No longer than two years
- Written approval from BWSR to go longer

Changes

Policy: 1.0 to 11.0

6.7 Delegation

- SWCD Boards may delegate signing contracts and other documents
- Must be in District's policy

Changes

Policy: 1.0 to 11.0

7.4 Practice Sign-off and Payment - Final Plans

- One copy to landowner
- One retained in SWCD office

Changes

Policy: 1.0 to 11.0

8.2 Inspections

- Qualified staff ensures O & M is being followed

Changes

Policy: 1.0 to 11.0

9.2 Grant Closeout Reporting

- 30 days from end of grant agreement or last expenditure

Changes

Policy: 1.0 to 11.0

9.4 Record Retention

- 6 years from the end of practice life span

Changes

Policy: 1.0 to 11.0

10.1 Closeout

- Verification of 10% of all SWCDs
- Monitor 100% of all grants (see Grants Verification Policy)

Final Thoughts

- The installation of conservation practices is typically good. Most problems occur in administration and record keeping.
- We work hard to put conservation on the ground, but we often neglect this “other world” that is integral to what we do, consisting of administrative and legal requirements, liability, procedures, public perceptions, consistency, and accountability.
- Expect more oversight and accountability!

Clean Water Fund Competitive Grants Policy

Purpose

- 1.0 Applicant Eligibility Criteria and Requirements
- 2.0 Match Requirements
- 3.0 Eligible Activities
- 4.0 Ineligible Activities
- 5.0 Structural Practices and Project Requirements
 - 5.1 Technical and Engineering
 - 5.2 Project Sign-off
 - 5.3 Post Construction Follow-up
- 6.0 Grantee Administration of CWF Grants
- 7.0 BWSR Grant Reporting, Reconciliation, and Verification Requirements

Cost-Share Program Policy

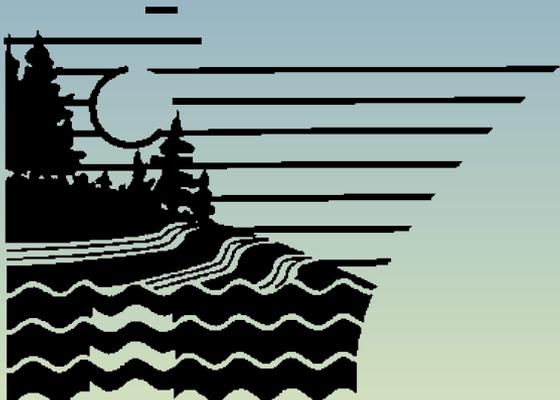
Erosion Control and Water Management Program

- 1.0 Purpose
- 2.0 Eligible Activities
- 3.0 Technical and Administrative Component
- 4.0 Cost-Share Rates
- 5.0 Technical Expertise
- 6.0 Expenditure of Funds on Practices and Contracts

Cost-Share Program Policy

Erosion Control and Water Management Program

- 7.0 Practice Sign-off and Payment
- 8.0 Post-Construction and Follow-up Activities
- 9.0 District Reporting Requirements
- 10.0 Monitoring, Closeout and Penalty Procedures
- 11.0 Conservation District Cost-Share Program Policy



**Minnesota
Board of
Water & Soil
Resources**

WWW.BWSR.STATE.MN.US

Questions

Minnesota State Cost-Share Program

- Statewide Grants Administrative Manual

<http://www.bwsr.state.mn.us/grants/manual/index.php#/>

- Key Contacts = Board Conservationist