

# Cost Share File Administrative Review Form

SWCD: \_\_\_\_\_

Review Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

## Cost Share File Reviewed:

Note: Files selected for review should not be older than 5 years and a minimum of two files should be for practices completed and paid in the current program year. Of the selected files, each conservation technician's work should be reflected.

Participant/Farm Name: \_\_\_\_\_

Practice Code: \_\_\_\_\_

Contract #: \_\_\_\_\_

Instance #: \_\_\_\_\_

### Part I

Yes No N/A

Is there a W-9 form completed by the applicant?

Does Part I accurately reflect information provided on the W-9?

Is applicant information fully completed? If no, describe the missing data.

Missing Data: \_\_\_\_\_

Is the box related to "funding from other SWCDs" checked?

Is the application signed and dated by the participant? Signature Date: \_\_\_\_\_

### Part II

Yes No N/A

Is there a computer generated copy of the completed Part II?

Is the contract portion of the application fully completed? If no, describe the missing data.

Missing Data: \_\_\_\_\_

Has the SWCD "Amount Approved" been changed? If yes, describe reason for increase.

Approved Amount: \$ \_\_\_\_\_ Increased Approved Amount: \$ \_\_\_\_\_

Reason for Increase: \_\_\_\_\_

Has *Statement of Technical Need* been signed by a SWCD employee?

Has a director signed and dated the technical authorization section?

Is the required completion date noted appropriately on the form?

Is approval of this contract recorded in the minutes? Date of minutes: \_\_\_\_\_

Is there a copy of an approval letter/memo that was sent to the participant and included the date of approval, approval amount, completion deadline, and information regarding the next steps?

If this practice was carried over, was the carryover section fully completed for each carryover?

Note, a practice may be carried over multiple times and should always be documented. (*If N/A skip to Part III*) If no, describe the missing data:

\_\_\_\_\_

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Yes No N/A

- Was the completion deadline for the carryover entered in the carryover section for each carryover?

Carryover Completion Date(s): \_\_\_\_\_

- Is approval of each carryover recorded in the minutes? Date of minutes: \_\_\_\_\_

- Is there a copy of a carryover approval letter for each carryover that was sent to the participant that provides appropriate information and deadlines?

## **Part III**

Yes No N/A

- Is there a computer generated copy of the completed Part III?

- Is the contract portion of the Part III fully completed? If no, describe the missing data.

Missing Data: \_\_\_\_\_

- Is the SWCD "Payment Amount" equal to or less than the SWCD "Amount Approved" in Part II?

Payment Amount: \$ \_\_\_\_\_

- If the "Payment Amount" is higher than the "Approved Amount," was the increase approved by the Board and reflected in the minutes? Date of Minutes: \_\_\_\_\_

Reason for increase: \_\_\_\_\_

- Did the participant certify that the practice is complete?

- Did a technician, DCR AG BMP Engineer, or PE certify that the practice is complete?

Name and title of technician or engineer: \_\_\_\_\_

- For structural practices, did the technical staff certifying the practice have Engineering Job Approval Authority to certify the practice? If you have a question, consult DCR Engineering staff.

- If a tax credit was provided, is the tax credit appropriate (i.e. 25% or 50%), based on whether the producer has an RMP, of the participant's out of pocket expenses based?

*(If N/A, skip to Conservation Plans)*

- Is there a copy of the tax credit certificate?

## **Conservation Plans** *(Skip if N/A)*

Yes No N/A

- Was a Conservation Plan required? Plan Approval Date: \_\_\_\_\_

- Was the Conservation Plan written by a certified Conservation Planner?

- Are the necessary BMPs included in the Conservation Plan?

- Are all of the required signatures signed by the appropriate people?

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## Resource Reviews (Skip if N/A)

Yes No N/A

- Is there documentation of a resource review having been completed? A print out of the resource concerns page from the tracking program is preferred; an NRCS CPA52 is only acceptable for practices approved prior to July 1, 2018.
- If resources concerns were identified, were they addressed by communications from partner agencies (ex: emails from DCR-DNH, DWR, DHR)?

## Other Items

Yes No N/A

- Have conservation planning notes been initiated and maintained?
- Is there a Location Map with road names or route numbers and/or driving directions?
- Is there a clear Conservation Plan Map that includes the installed BMPs, field labels, etc.?  
If the map is not easily readable, how could it be improved? \_\_\_\_\_
- Are copies of the bills/invoices submitted by the participant for payment included?
- Is payment documentation, like a calculation spreadsheet, copy of issued checks, etc., included? If no, describe the missing data: \_\_\_\_\_
- If the participant has received a loan through the DEQ Ag BMP Loan program, is there an Assignment of Payment Form (to VRA) in the file and does it include all the proper signatures?
- Is the "General Tab" in the Tracking Program complete and accurate?
- If a Nutrient Management Plan was required, is there a copy of the plan?
- If a Grazing Management Plan was required (i.e. SL-6N/W, SL-7, and SL-10), is there a copy of the plan?
- For SL-15A, have the fields in the contract been cropped in 2 of the past 5 years? Have the rotations included 2 crops of small grains in 5 years? If no, explain:  
\_\_\_\_\_

## *For Structural Practices:*

- Are design and related job sheets included with all of the required signatures?
- Are "As Built" designs included with all required signatures?
- For estimated component costs  $\geq$ \$30,000, was the bid process followed and a *DCR Bid Solicitation Sheet* filled out?
- For WP-4 and WP-4B practices, was the *Risk Assessment for Water Quality Impairment from Heavy Use Areas/Animal Concentrated Areas* utilized in the planning process for this practice?
- For WP-4 dry stack facilities, was the *Dry Manure Storage Structure Agreement* signed?
- For WP-4 practices, was there an *Agricultural Waste Management System Plan* prepared and signed?

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## Notes about this Administrative Review: