

# Cost-Share File Administrative Review Form

District: \_\_\_\_\_

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

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

## Cost Share Files 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 files selected, both structural and agronomic practices should be reflected, as applicable to the District workload. If the District has had approved CREP contracts in the last five years, at least one CREP file should also be reviewed. Additionally, two files should be reviewed for each conservation technician. The CDC should review as many cost share files as necessary to accurately assess the District's files. The files reviewed for this administrative review must be picked at random with no advance notice to the District about the files to be reviewed and should not be the same files reviewed during verification inspections.

Technical District Staff Person Responsible for File: \_\_\_\_\_

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

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

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

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

Is the "General Tab" in the Tracking Program complete and accurate? \_\_\_\_\_

## 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?

## 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 District "Amount Approved" been Board approved?  
Approved Amount: \$ \_\_\_\_\_  
Date of Board Approval in Minutes: \_\_\_\_\_
- Has *Statement of Technical Need* been signed by a District employee?
- Has a director signed and dated the technical authorization section?
- Has the participant signed and dated the Part II?
- Is the required completion date noted appropriately on the form?
- Is this a two-program year completion date practice?

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Yes No N/A

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:  
\_\_\_\_\_

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?

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 District "Payment Amount" equal to or less than the District "Amount Approved" in Part II?

Was there a Board approved increase in "Payment Amount"?  
Original Approved Amount: \$ \_\_\_\_\_ Increased Approved Amount: \$ \_\_\_\_\_  
Reason for Increase: \_\_\_\_\_  
Date of Board Approval in Minutes: \_\_\_\_\_

Did the participant certify that the practice is complete?

Did District staff certify on the Part III that the practice is complete? Name and title of District staff or engineer: \_\_\_\_\_

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(s)?

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

Yes No N/A

Is a Conservation Plan required?

Is approval of the Conservation Plan recorded in the minutes?

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 printout of the resource concerns page from the tracking program is required.
- 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.?
- Are copies of the bills/invoices submitted by the participant for payment and/or tax credit 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?
- 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 Structural Practices:*

- Are design and related job sheets included with all of the required signatures?
- Are "As Built" designs included with all required signatures?
- Was the bid process followed and a *DCR Bid Solicitation Sheet* filled out for the program years applicable bid threshold requirements? (Example: PY23 and newer contracts, a bid is required for all component costs  $\geq$ \$50,000. Prior to PY23, all contracts estimated total costs  $\geq$ \$30,000 should have a bid sheet.
- For the WP-4 suite of 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 suite of practices, was there an *Agricultural Waste Management System Plan* prepared and signed?

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## Notes about this Administrative Review: