

SECTION 1

1.2 TEN IMPORTANT COST-SHARING POINTS TO REMEMBER

1. The SWRM grant program now requires the use of electronic grant forms and electronic submission of grant documents.
 - a. Many forms have changed in 2014; download and use the **most current forms** from the SWRM Working Manual, http://datcp.wi.gov/Environment/Land_and_Water_Conservation/SWRM_Grant_Program_Working_Manual/index.aspx. Counties should scan and electronically submit the following forms: grant applications, cost-share contracts and change orders, reimbursement requests, transfer requests, and extension requests. If a form is submitted electronically to DATCP, counties should retain the original documentation for at least 3 years unless a longer period applies.
2. Counties should not apply for SEG funds if they do not have a demonstrated need, i.e farmers ready to accept nutrient management cost-sharing. In lieu of seeking cost-sharing, counties may wish to apply for funds to provide nutrient management education to farmers.
3. Counties should not directly provide farmers cost-sharing for a tillage setback; however, they may need to ask farmers to maintain a tillage setback to qualify for 70% cost-sharing to install certain practices such stream bank protection or stream crossing. See no. 5 for additional discussion on this point.
4. Recent changes to ATCP 50 expanded requirements related to the cost-sharing of nutrient management plans (NMPs):
 - a. Farmers receiving DATCP cost-sharing for NMPs must include pastures stocked at an average animal unit density greater than one, and pastures that receive mechanically-applied manure or fertilizers. To receive any DATCP reimbursement, the NM checklist submitted by the county must include the cropland and pastured acres covered by the NMP.
 - b. If a farmer adds animals during the 10-year maintenance period of a cost-shared manure storage structure, the farmer may need to expand the storage capacity of the structure to handle the greater volume of manure unless the farmer can spread the additional manure as part of a revised NMP that includes a land base adequate to manage the increased manure applications.
 - c. Farmers must submit a NMP without cost-sharing if they receive:
 - i. Any DATCP cost-sharing for a **manure storage systems (ATCP 50.62)**.
 - ii. \$25,000 or more in DATCP cost-share payments for a **barnyard runoff control system (ATCP 50.64)**.
 - iii. DATCP cost-sharing for a **feed storage runoff control system (ATCP 50.705)** that will collect runoff from a feed storage area over 1 acre in size and that runoff is not transferred to a manure storage system.
 - d. NMPs may need to be submitted for **manure storage system closure (ATCP 50.63)** and **milking center waste control systems (ATCP 50.77)**, if land application of waste is a necessary component of the main cost-shared practice.

5. Counties can only offer a maximum of 50% in DATCP cost-share funds to install the following practices in non-farm settings: access roads (ATCP 50.65), roof runoff systems (ATCP 50.85), streambank or shoreline protection (ATCP 50.88), stream crossing (ATCP 50.885), or wetland development or restoration (ATCP 50.98). When providing cost-sharing to install one of these practices on a farm, a county may offer up to 70% (90% if there is economic hardship) if the county can document that the cost-shared practice will achieve compliance with an NR 151 performance standard. For guidance on coding, see p. 3 of Section 2.2: Revenue Source for Cost-Sharing and Units of Measurement of the SWRM Working Manual.
6. Counties can only offer a maximum of 50% in DATCP cost-share funds for projects installed on land owned by local governments. Counties cannot offer flat rate cost-sharing for nutrient management plans developed for government-owned cropland, and may only pay for actual costs incurred during one year.
7. When using the 2014 form **cost-share contract (ARM-LWR-255)**, do all of the following:
 - a. Check the box that best describes the landowner in Section 1B.
 - b. Fully complete Section 3 (Page 5) of the contract by:
 - i. Documenting the name and numerical reference of each NRCS and DNR technical standard used to design a cost-shared practice if the DNR or NRCS standard is newer than the one listed in ATCP 50.
 - ii. Using the first column in the table to identify if the cost-shared practice is subject to the 50% maximum cost-share rate.
 - iii. Describing each practice cost-shared by name and “ATCP 50” code reference.
 - iv. Including cost-share percentage and dollar amount for the grantee contribution and cost-sharing funding provided from the county or other sources.
 - v. Staying within the limits for combining cost-share funding from different sources:
 - If DNR cost-share dollars are combined with DATCP funds, the total state cost-share dollar amount cannot exceed 70% of the project costs.
 - If EQIP or federal cost-share funds are used, the total cost-share dollar amount cannot exceed 100 percent of the actual costs incurred by the landowner.
8. Counties should record contracts providing over \$14,000 in cost-sharing to install bondable practices. The recording requirement does not apply to cost-sharing involving nutrient management plans and other practices listed in s. ATCP 50.08 (5) (b). Counties may voluntarily record any cost-share contract, and seek reimbursement for recording costs in the same manner that they obtain reimbursement for recording costs when recording is required. Cost-share contracts should be recorded after the practice is installed and before a county makes any reimbursement payments to landowners or cost-share recipients.

9. When using the 2014 form **certification and cost-share reimbursement request form (ARM-LWR-112)**, do all of the following:
- a. Check the box to indicate whether the cost-share project is located on land owned by a local government unit, on farmland, or on both.
 - b. Fill out all applicable columns on page 1 for each practice listed:
 - i. Include the cost-shared practice description and “ATCP 50” code reference.
 - ii. Use the pull down, if appropriate, to change the NR 151 code from “00” to the code reflecting the NR 151 performance standard implemented by the conservation practice. If no NR 151 code is listed, DATCP will not provide reimbursement at the 70% cost-share rate for the following practices: access roads (ATCP 50.65), roof runoff systems (ATCP 50.85), stream bank or shoreline protection (ATCP 50.88), stream crossing (ATCP 50.885), wetland development or restoration (ATCP 50.98).
 - c. Except for certification of certain non-engineering practices, county staff should not sign the technical certification section (page 2) to certify that practices are properly installed. Instead they should supply supporting documentation.
 - d. When submitting supporting documentation, the originals should be scanned as PDFs and organized in the following order for submission to DATCP
 - i. Completed reimbursement form
 - ii. Supporting documentation related to practice certification:
 - For engineered practices, the NRCS coversheet with applicable signatures on the lines related to design, design check, design approval and construction approval; or the page with the “as-built” plan stamped by a registered engineer.
 - Nutrient management plan checklist
 - DNR well report for decommissioning or installation of wells
 - iii. Change orders, if applicable
 - iv. Cost-share contract
10. If DATCP approves a cost-share project extension for an amount lower than a county’s request, the county has several options for managing the project in the second year:
- a. The county may provide the landowner the full amount of cost-sharing for the project by making up the difference using funds allocated in the second year. In this case, the county does not need to modify the cost-share contract, because there are no changes in the cost-share dollars provided for the project.
 - b. The county may reduce the landowner’s cost-sharing to match the amount extended by DATCP. In this case, a change order should be completed to modify the cost-share contract with the landowner. The county should never erase the dollar amounts on page 5 of the original contract and insert lower dollar amounts in their place.