SOIL AND WATER CONSERVATION COMMISSION COST SHARE PROGRAMS

Funding Process

**ALLOCATIONS**
- **DISTRICTS:**
  - Conduct water quality and water quantity assessments to determine needs
  - Advertise the cost share program
  - Develop and approve an Annual Strategy Plan
  - Develop a District ranking form to prioritize projects based on local resource concerns
  - Submit an Annual Strategy Plan to the Division of Soil and Water Conservation

- **DIVISION:**
  - Staff evaluate the strategy plans and rank the Districts based on parameters adopted by the Soil and Water Conservation Commission (SWCC) per rule 02 NCAC 59D

- **SWCC:**
  - Allocates Cost Share funds to Districts and to the regional allocation pools, if applicable

**CONTRACTING**
- **DISTRICTS:**
  - Accept applications for Cost Share
  - Boards of Supervisors review, rank and approve applications during official meetings
  - Staff conduct conservation planning and prepare Cost Share contracts from approved applications
  - Boards of Supervisors review and approve contracts during an official meeting
  - Staff submit cost share contracts to the Division for approval

- **DIVISION:**
  - Staff review cost share contracts to ensure that they are completed accurately and meet program requirements
  - Staff approve completed contracts that meet program requirements
  - Contracts that are incomplete or do not meet program requirements are pended until completed correctly
  - Division staff notify the District of contract status; approved or pended.
  - Contracts that are approved represent a contractual agreement between the State, District and cooperators to complete and maintain the best management practices planned in the contract

**INSTALLATION**
- **COOPERATORS:**
  - Install best management practices (BMP) in accordance with the plans and designs developed by District Technical Staff with appropriate Job Approval Authority (JAA)

- **DISTRICTS:**
  - Staff, with appropriate JAA, certify that BMP installation is complete and meets Natural Resources Conservation Service and SWCC standards and specifications

**PAYMENT**
- **DISTRICTS:**
  - Staff prepare Request for Payments (RFP) that are signed by the cooperator and technical staff with appropriate JAA
  - Boards of Supervisors approve RFPs during an official meeting
  - Staff submit RFPs to the Division for approval

- **DIVISION:**
  - Staff review the RFP to ensure it is completed and accurate. Payment is approved by the Division if the RFP is completed correctly
  - Staff forward approved RFPs to the NCDA&CS Controller’s Office for payment to be issued to the Cooperator

- **COOPERATORS:**
  - Receive payment for installed BMPs and Districts receive notice of payment