

# MASTER AGREEMENT TRAINING FOR SWCDS

FEBRUARY 19, 2025

# Agenda

Introduction – David Williams

Agreement Execution & Matching Funds –  
Heather Reichert

Scope of Work Requirements – Kristina Fischer

IRA TA Deliverables

Final tips & takeaways



# AGREEMENT EXECUTION

## Electronic Signed Contract

Emailed to

[tinesha.mcneil@ncagr.gov](mailto:tinesha.mcneil@ncagr.gov)

This can be Docu-sign, Adobe Certificate Digital signature, or scan wet signature.

**Preferred Method**

## Mailed Contract:

Submit 2 original signed contracts-in Black or Blue ink

Both contract needs to have original signatures

Mailed to:

Tinesha McNeil  
N.C. Department of Agriculture & Consumer Services  
Division of Soil & Water Conservation  
1614 Mail Service Center  
Raleigh, NC 27699-1614

# Two ways to turn in contract

# What is in the Contract?

**Notification of  
Funding**

**Contract Check List  
Contract**

- **Attachment A**
- **Attachment B**
- **Attachment C**
- **Attachment D**
- **Attachment E**

## **NOTIFICATION OF FUNDING OFFER LETTER**

- This informs you the amount of funds

- If you have any questions,

Contact Tinesha  
McNeil's  
[ncagr.gov](http://ncagr.gov)

[Tinesha.mcneil@](mailto:Tinesha.mcneil@)

919-707-3775

# CONTRACT CHECK OFF LIST

Use the box on the left to  
make sure all documents are  
complete.



# Contract Cover

## **XV. Signature Warranty**

### **What needs to be filled out**

**Grantee**-District Name

### **Signature of Authorized Representative-**

Authorized representative- is a person that has signature approval

**Witness**- Anyone that witness the signature or other signature

### ▪ **Please include:**

- **Signature**
- **Date**
- **Print name**
- **Title**



## **ATTACHMENTS A AND B**

**Attachment A-General Terms  
and Conditions**

**Attachment B-Scope of Work  
and Payment Provisions**

- Nothing to fill out
- Read over

# Attachment C- Certification and Assurances

Fill out Place(s) of Performance on page 2

- This is the office address for the District

Fill out page 3

- Organization Name
- Signature of Authorized Representative-the same person that signed the Contract as Authorized Representative
- Fill out date, printed, title

# ATTACHMENT D- NC OPENBOOK SUPPLEMENTAL INFORMATION

- All the boxes should be filled in
- District Number is your NC Congressional District



## Attachment E-Signature Card

Fill out Section I

Fill out Section II

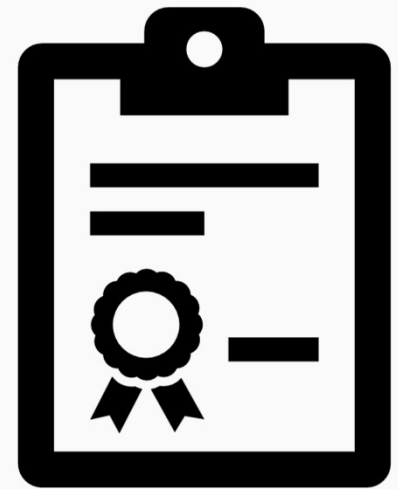
Authorized Government Official-this is the person that signed the contract and Attachment C

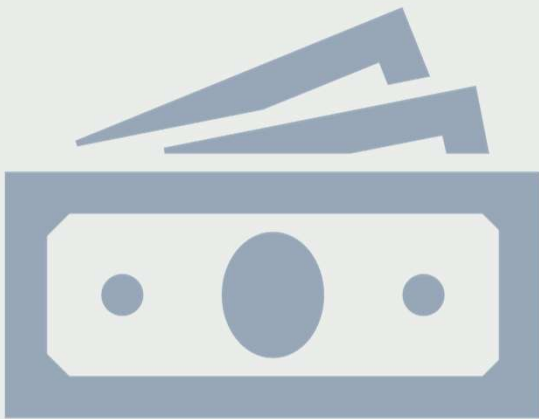
CFO, Controller, or Other Authorized Government Official



# MATCHING FUNDS

ONLY ONCE A DISTRICT'S  
CONTRACT IS FULLY  
EXECUTED, THE DISTRICT CAN  
SUBMIT A MATCHING FUND  
REQUEST



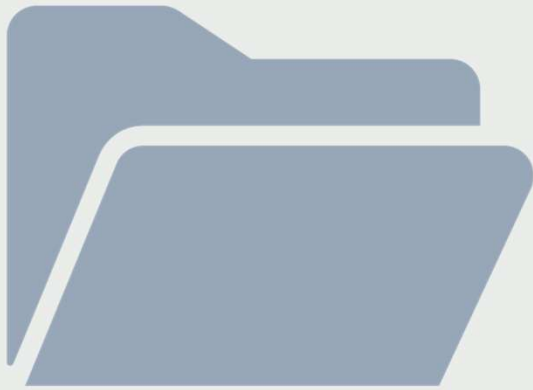


## Matching Funds Request

The form for matching funds request can be found on our website under Master Agreements

<https://www.ncagr.gov/divisions/soil-water-conservation/districts/forms/master-agreements>

## The application for Matching Funds for Soil & Water Districts

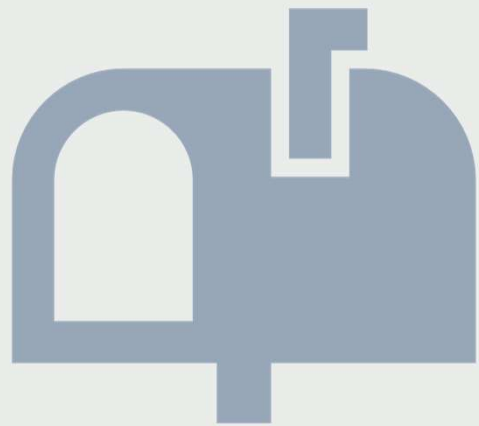


**Two applications need to be completed and be sent in**

1. Notarized original
2. Copy of the original

**KEEP A COPY FOR YOUR FILE**





# Mail the Applications

NCDA&CS

Division of Soil & Water

Conservation

Center

NC 27699-1614

ATTN: Tinesha McNeil

1614 Mail Service

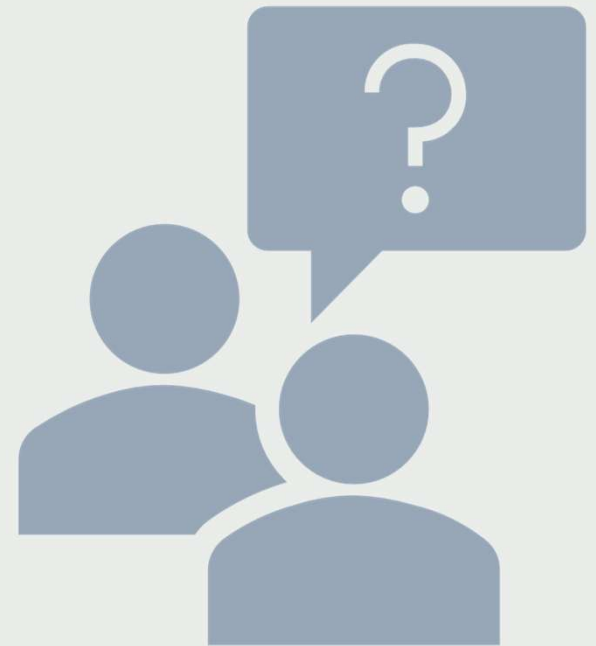
Raleigh,

**IF YOU HAVE ANY QUESTIONS  
ABOUT MATCHING FUNDS  
AFTER APPLICATION IS  
TURNED IN**

Contact: Paula Day

[Paula.day@ncagr.gov](mailto:Paula.day@ncagr.gov)

919-707-3786



# SCOPE OF WORK REQUIREMENTS

Uploads to SharePoint

- 1.B.i. Approved minutes (Dec 2024)
- 1.B.ii. Term of Office documentation
  - Oath & Employment Certification Form (2024 x 2)
  - Election Report (2024 x 1)
- 1.B.iii. Supervisor Disclosure Forms (x 5)
- 1.B.iv. 23-24 Audit materials for all accounts where state funds are deposited (x 1 or x 2)
  - *Fishing Creek examples*
- 2.e. Secondary Employment forms for all staff working on cost share programs

## SharePoint Upload Requirements

*IRA of 2022 provided \$19.5 billion from fiscal years 2023 to 2027 for **climate smart agriculture** through conservation programs that NRCS implements...*

Division has been awarded \$1.8M over 3 years to provide financial incentives for district staff to support federal partners with IRA implementation.

District staff to provide needed technical assistance to help get IRA contracts to completion.

## Inflation Reduction Act

# IRA TA Deliverables

- Field Visits - \$150
- Application Processing - \$200
- Application Cost Estimates - \$200
- Survey & Design - \$1,000
- Contract Development / Management Assistance - \$250
- Practice Implementation Oversight - \$500
- Practice Check out and Certification - \$750

1. All activities must have occurred on, or after October 1, 2024
2. Submit Invoices in FormSite - <https://fs3.formsite.com/ncdswc/ly1t8kglku/index>
3. Upload NRCS-CPA-6 notes in SharePoint
4. Claim up to \$10,000 by September 30, 2025
5. Deliverables that exceed the \$10,000 cap that were provided (Oct 1 – Sept 30), will be eligible to be invoiced the next funding cycle

| Component                      | Measurement  |
|--------------------------------|--|
| Field Visit - \$150            | NRCS JAA not required. Participate in field visit for IRA related application; district employee to conduct initial resource inventory and complete NC-CPA-10 form. District employee is responsible to compile NRCS-CPA-6 notes related to activity. NRCS employee may accompany SWCD staff on site for training purposes.  |
| Application Processing - \$200 | NRCS JAA not required. District employee to collect all information required to enter an application in ProTracts on NRCS-CPA-1200 (printed and signed). District employee to gather basic maps related to site (GIS mapping acceptable). Where FSA records are not yet on file, district employee to provide guidance template to producer on how to obtain USDA records. District employee is responsible to compile NRCS-CPA-6 notes related to activity. |

## Deliverables Definitions



| Component                                | Measurement  |
|--|--|
| Application<br>Cost Estimates<br>- \$200 | NRCS JAA not required; only eligible for this component if district employee completed "Field Visits" and "Application Processing" deliverables. Prepare cost estimate using NRCS cost calculator. District employee is responsible to compile NRCS-CPA-6 notes related to activity.   |
| Survey &<br>Design -<br>\$1,000          | NRCS JAA required. Conduct site visit(s) to compile data, including laser-level survey and on-site soils investigation. Design IRA practice. Prepare CPA-52 Form. Fill out appropriate job sheets. Prepare plan and map in Conservation Desktop (CD). District employee is responsible to compile NRCS-CPA-6 notes related to activity. Provide photo documentation where applicable for justification purposes. |

## Deliverables Definitions

| Component  | Measurement   |
|--|---|
| Contract Development / Management Assistance - \$250 | NRCS JAA required. Prepare IRA contract and enter in CD. District employee is responsible to compile NRCS-CPA-6 notes related to activity. Pertains to contract management as well. SWCD staff may grab hard copy of file folder and call the participant for contract management follow up, updating CPA-6 notes, and obtaining enough information to complete a CPA-13 (Contract Status Review form) for contract review status purposes. |
| Practice Implementation Oversight - \$500            | NRCS JAA required. Conduct site visit during construction and provide instruction to participant, referencing engineering design or appropriate job sheets to ensure participant is completing practice to NRCS standards and specifications. District employee is responsible to compile NRCS-CPA-6 notes related to activity. Provide photo documentation where applicable for justification purposes.                                    |

## Deliverables Definitions

| Component                                    | Measurement  |
|--|--|
| Practice Check out and Certification - \$750 | NRCS JAA preferred, or working relationship with NRCS employee with JAA. Conduct site visit(s) to certify IRA practice as complete and complete NRCS-CPA-09. Take measurements and photographs to certify payment. District employee is responsible to compile NRCS-CPA-6 notes related to activity. |

## Deliverables Definitions

# Final tips & takeaways

- Federal funds for IRA TA are currently “paused” and we anticipate a delay in payments – *be strategic in your invoice timing!*
- Don’t forget your cost share TA billing – two quarters are currently eligible for reimbursement - <https://fs3.formsite.com/ncdswc/QrtlyTABilling/index.html>

**THANK YOU**

NCDA&CS

Division of Soil & Water  
Conservation

[www.ncagr.gov/swc](http://www.ncagr.gov/swc)