

# Master Agreement Checklist

## SharePoint & Agreement Tips



### SHAREPOINT LINKS

#### ACCESS SHAREPOINT

Login to your account with your county email address and password. First-time users should contact [kristina.fischer@ncagr.gov](mailto:kristina.fischer@ncagr.gov)

#### NAMING CONVENTIONS FOR SHAREPOINT

### SHAREPOINT UPLOAD

- > Open **SharePoint**
- > Click on the **Site Contents Tab**
- > Click on your **county name folder**
- > **Submit Items** according to contents

#### Financial Audit for 2023-2024- **New Item**

If you have a district and county bank account where state funds are deposited, you will need to upload each of these items, **separately**; therefore, you will have two audits.

#### District Board Approved Minutes

Should be current, please upload at least through Dec 2024.

#### Election Reports

At least one elected in December 2024.

#### Supervisor Disclosure Forms

One for each board member, so five total.

#### Term of Office Paperwork

Should have at least two new ones; one elected Supervisor and one appointed Supervisor in 2024. Term of Office Paperwork for each Supervisor should include:

- Certification of District Supervisor
- Oath of Office

Recommended to combine items and upload as one document per Supervisor.

#### Secondary Employment Forms

For any district staff that works on cost share programs.

### MA TIPS & TRICKS

This contract can be completed, scanned, and emailed to [tinesha.mcneil@ncagr.gov](mailto:tinesha.mcneil@ncagr.gov). This is the preferred method. You can also print two copies, sign both, and mail both copies back to the NCDA&CS Division of Soil and Water Conservation.

#### Terminology:

Signature of Authority Representative\*- is an authorized representative with the approval to complete this contract.

Witness - signature can be anyone that watches the signature authority or other signature. A witness does not need to be a notary.

Chief Fiscal Officer\*- could be a county employee, district employee, or board treasurer

*\*If you partner with a county on these funds, they may designate certain individuals to complete these signatures.*

#### Signing of Master Agreement Contract:

Signature of Authority Representative- see above terminology. This person, the same person, must sign parts of the Master Agreement sections A-E.

#### Agreement Tip Sheet:

Please do not sign in spots designated for NC Department of Agriculture and Consumer Service (NCDA&CS). The Master Agreement Checklist is on the front page of the contract. Below are some additional notes to help you complete this agreement.

- A-Nothing to sign.
- B-Nothing to sign.
- C-District Address & Signature of the same person that signed the MA Contract (Signature Authority Representative). Names/ Signatures must match.
- D-Complete all the requested information, no signature.
  - July 1, 2024- June 30, 2025- contract term
- E-Complete Section I
  - Today's date.
  - Legal Applicant Organization or Agency Name (name that matches tax ID number)
  - Many districts go through their county.
  - Complete the Governmental Organization Section. Please do not fill out the non-governmental organization box. Leave blank.
    - Name and title of the Authorized Signature Representative.
    - Chief Fiscal Officer Signature