

**GREATER BLUE EARTH RIVER BASIN ALLIANCE  
MN AGRICULTURE WATER QUALITY CERTIFICATION PROGRAM  
POLICY**

**Soil and Water Conservation District – Additional Funding**

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**QUALIFICATION:**

When requesting funding for the first time the SWCD must provide a copy of the MAWQCP Elink Detail Report and the Final Financial Report as submitted to the Board of Water and Soil Resources to show participation and interest in the MN Department of Agriculture program.

**CONTRACT:**

SWCD completes the Greater Blue Earth River Basin Alliance Contract and Payment Authorization – Additional SWCD Technical Assistance Funds Contract.

Contract must be signed and approved by the SWCD Board or Authorized Representative, then submitted to the Area Certification Specialist for sign-off. The Area Certification Specialist will forward the request to the GBERBA Financial Coordinator and/or Administrator for inclusion in the monthly GBERBA Policy/Executive Board Meeting.

Pre-authorization by the Area Certification Specialist is due to the fact that the Specialist will be overseeing the work being completed through each individual SWCD to make sure that MAWQCP guidelines are being followed when working with landowners and operators

**COMPLETION VOUCHER:**

For reporting purposes a Completion Reporting Form must be submitted to GBERBA when all funds have been expended, which will include calculated hourly wages, hours worked, number of landowners and acres serviced. When submitting the Completion Reporting Form the Soil and Water Conservation District is agreeing to furnish all required documentation should an audit occur.

We do not at this time have expenditure deadlines or completion dates associated with these funds; unless funding issues arise for the MN Department of Agriculture, GBERBA and the SWCD will continue to service these contracts on a continual basis.

A Completion Reporting Form must be finalized and submitted before (or along with) the next (and subsequent) funding request.