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|  | **TECHNICAL ASSISTANCE OPTION  FOR FY** **CONSERVATION COST SHARE GRANT** |

The Erosion Control & Water Management (i.e. Cost Share) Program Policy allows SWCDs to use all or part of their Conservation Cost Share (CCS) allocation for technical assistance, with Board Conservationist approval, when:

1. Other non-state funds will be leveraged and they couldn’t do the project otherwise; or,
2. Funds are used on a project(s) that is CCS Program or EQIP eligible and their most recent Financial Report indicates less than an 18-months fund balance.

**Implementation Policy**

1. SWCD board action and documentation in the minutes will be required for any District using their CCS grant for technical assistance instead of practices. On a form provided by BWSR, the request must include a **narrative** indicating how the funds will be used, a **budget,** and **signature** of the chair. The request must then be sent to the Board Conservationist for approval prior to using funds for these purposes.
2. CCS funds used for technical assistance are regarded as **“used on** **practices”** for future productivity calculations.
3. The option remains for a SWCD to use 20% of their CCS grant for technical and administrative costs. (To further define eligible technical and administrative activities, see the Erosion Control and Water Management Program Policy, Section 3.2, “TA Activities.)
4. CCS grant funds dedicated to technical assistance instead of practices,
   1. Must be used for SWCD or JPB staff costs, not private consultants.
   2. Must be spent by the end of the grant agreement period.
   3. Cannot be used as match for NPEA grants.
5. SWCDs may pool their funds to provide technical assistance via a pooling agreement or JPA.

**Requirements**

1. SWCDs have **until the** **end of the first FY of the grant** to request to use their CCS grant for technical assistance.
2. In accordance with BWSR administrative policy all CCS grant funds used for technical assistance **must be fully reported in eLINK**. This reporting must clearly connect the technical assistance to one or more projects and identify any non-state financial contribution leveraged.
3. CCS funds used for technical assistance do not require a local share contribution (local match).

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|  | **TECHNICAL ASSISTANCE OPTION REQUEST  FOR FY** **CONSERVATION COST SHARE GRANT** |

**SWCD**:

Briefly describe how funds will provide technical assistance for:

* Projects that will leverage other non-state funds and that would not otherwise be completed; or
* Projects that are Conservation Cost Share Program or EQIP eligible; your most recent Financial Report must indicate less than an 18-month fund balance.

**Budget**

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| --- | --- |
| FY      Conservation Cost Share Grant Amount | $0.00 |
| TA amount requested for staff salaries1 | $0.00 |
| TA amount requested for other2 | $0.00 |
| Total funds requested for technical assistance | $0.00 |
| Balance remaining for conservation practices | $0.00 |
| 1Salary may include wages and benefits; calculate the billable rate as outlined in BWSR’s Grants Administration Manual  2Additional benefits, training, or travel expenses not included as part of salary; activities proposed under this category are subject to approval by your Board Conservationist and must be specifically identified here: | |

Requested by:

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| --- | --- | --- |
|  |  |  |
| SWCD Chair Signature |  | Date |

Approved by:

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| --- | --- | --- |
|  |  |  |
| Board Conservationist Signature |  | Date |

Please submit this request to your Board Conservationist on or before the end of the first Fiscal Year of the grant.  
*BCs must attach a copy of the signed form under the Attachments tab of the grant record in eLINK.*