**Technical Assistance Reimbursements to SWCDs for Wetland Restorations on BWSR Conservation Easements**

The BWSR has adopted a procedure to reimburse SWCDs for their technical staff assistance associated with wetland restoration practice plan development and project installation. These funds are available in addition to the $2,000 per easement that you receive for your easement processing assistance via a grant from BWSR. Attached to this e-mail is the form to use when you request these technical assistance reimbursement funds.

These tech assistance reimbursement funds are only available to SWCDs when SWCD staff are involved in the planning, design or construction phases of conservation easement wetland restoration projects. In other words, if NRCS or their contract staff are performing the technical functions for a project, the SWCD will not be eligible to receive these funds.

Use the form, *Payment Schedule for SWCD Services for Wetland Restorations* (located [here](http://www.bwsr.state.mn.us/easements/handbook/forms/SWCD_Tech_Assistance_Payment_Request_Form.docx)) to submit your request for tech assistance reimbursement by checking the appropriate check boxes on the right side of the form. Check only one box in each part of the form, parts 1. Plan Development, and 2. Construction Implementation. Please consult with appropriate BWSR wetland engineering staff if you need assistance in determining which levels of funding are appropriate for the project.

Reimbursement for your technical assistance can only be requested after all RR 8 wetland restoration practices are installed and certified as complete. You certify that practices are complete and done according to plan on the *Cost Share Voucher and Practice Certification* *form* that you submit on behalf of the landowner for their cost-share funds. Here is the link to the Cost-Share Voucher form for reference, located [here](http://www.bwsr.state.mn.us/easements/handbook/forms/CostShare_Voucher1.xls).

Reimbursement for your technical services is applicable to all wetland restoration projects undertaken since the 2008 RIM sign up year (calendar year).  Here is an example easement ID number for 2008 in Clay County; 14-01-08-02 . The year is indicated in the 3rd set of numbers as 08, meaning 2008. This means that 2007 easements, 14-01-07-02 for example,  and earlier are not eligible for these technical assistance reimbursement funds. This reimbursement process will remain in effect until further notice.

When submitting the form for group restoration projects, meaning multiple landowners and easements, submit only one form for the work associated with the restoration project on these multiple easements. Do not submit a request for each easement in the group restoration project. Make sure to sign and date the bottom of the form in the spaces provided. This signature does not have to be someone from the SWCD Board, it can be SWCD staff. BWSR engineering staff will be reviewing and approving each reimbursement request form we receive.

If you have any more questions please feel free to contact Tim Fredbo, or BWSR wetland engineering staff.

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