

CHECKLIST OF BOARD ACTION REQUIRED

<i>All Cost Share Program actions taken <u>must</u> be recorded in the board meeting minutes. This completed form can be used as an attachment to your board meeting minutes.</i>		
1	<u>CONSERVATION DISTRICT PARTICIPATION</u> - Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting.	
	Date:	Action:
2	<u>BOARD MEMBER PARTICIPATION</u> - Are district board members allowed to make application in the local program? Complete the <i>Director Participation</i> form and email it to OCC. At this point any board member making application <u>must immediately</u> remove themselves from board discussions and votes on program items.	
	Date:	Action:
3	<u>CHOOSE DISTRICT REPRESENTATIVE</u> - Designate the authorized district representative. This person <u>must</u> be a district board member. Any board member making application in the local program is <u>not</u> eligible to serve as the district representative.	
	Date:	Action:
4	<u>CHOOSE PRACTICES</u> - Review the conservation practices listed in the Program Year Guidelines. Approve practices and associated average costs that your district will offer locally.	
	Date:	Action:
5	<u>CHOOSE COST SHARE RATE & MAXIMUM PAYMENT</u> - Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed <u>85%</u> and the maximum cost-share payment amount can't exceed <u>\$7,500</u> per participant.	
	Date:	Action:
6	<u>DEVELOP APPLICATION RANKING SYSTEM</u> - Establish your district's local program priorities and application ranking system. <u>Submit your ranking system to OCC for review and approval prior to starting the application process.</u>	
	Date:	Action:
7	<u>SET APPLICATION PERIOD & ADVERTISING</u> - Establish your district's application period and advertise locally.	
	Date:	Action:
STOP STOP Submit your ranking system to OCC for review and approval. STOP STOP		

8	<p><u>RANK & APPROVE APPLICATIONS</u> - Review and rank all applications using your district's OCC approved application ranking system.</p> <p>Board meeting minutes <u>must</u> include the following for <u>each approved and funded</u> participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount. <u>Alternate participants</u> approved on the condition that funding is available, must be listed separately and include the following: agreement number, participant name, practice(s), cost-share rate, and maximum amount.</p> <table border="1" data-bbox="248 388 1421 520"> <tr> <td data-bbox="248 388 524 520">Date:</td><td data-bbox="524 388 1421 520">Action:</td></tr> </table>	Date:	Action:
Date:	Action:		
9	<p><u>NOTIFY APPLICANT & EXECUTE AGREEMENT</u> - For <u>each</u> approved application (including alternates), prepare a <i>Performance and Maintenance Agreement</i> including - agreement number, completion date, practice life span, cost share rate, and maximum cost share payment not to exceed the amount approved in item 5 above. Notify applicant and secure signatures of both parties.</p> <table border="1" data-bbox="248 646 1421 774"> <tr> <td data-bbox="248 646 524 774">Date:</td><td data-bbox="524 646 1421 774">Action:</td></tr> </table>	Date:	Action:
Date:	Action:		