

## CHECKLIST OF BOARD ACTION REQUIRED

Conservation District	Program Year
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***All Cost Share Program actions taken will be recorded in the board meeting minutes. This completed form can be used as an attachment to your board meeting minutes.***

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 <b><u>must immediately</u></b> 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 <b><u>must</u></b> be a district board member. Any board member making application in the local program is <b><u>not</u></b> 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 &amp; 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 <b><u>85%</u></b> and the maximum cost-share payment amount can't exceed <b><u>\$7,500</u></b> per participant.	
	Date:	Action:
6	<u>DEVELOP APPLICATION RANKING SYSTEM</u> - Establish your district's local program priorities and application ranking system. <b><u>Submit your ranking system to OCC for review and approval prior to starting the application process.</u></b>	
	Date:	Action:
7	<u>SET APPLICATION PERIOD &amp; ADVERTISING</u> - Establish your district's application period and advertise locally.	
	Date:	Action:
<b><span style="color: red;">STOP STOP</span> Submit your ranking system to OCC for review and approval. <span style="color: red;">STOP STOP</span></b>		

8	<p><u><b>RANK &amp; APPROVE APPLICATIONS</b></u> - Review and rank all applications using your district's OCC approved application ranking system.</p> <p>Board meeting minutes <b>will</b> include the following for <b>each approved and funded</b> 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="248 415 1427 537"> <tr> <td data-bbox="248 415 524 537">Date:</td><td data-bbox="524 415 1427 537">Action:</td></tr> </table>	Date:	Action:
Date:	Action:		
8a	<p><u><b>NOTIFY APPLICANT &amp; EXECUTE AGREEMENT</b></u> - For <b>each</b> approved application, including alternates:</p> <ol style="list-style-type: none"> <li>1. prepare a <i>Performance and Maintenance Agreement</i> - fill in all blanks (agreement number, district, participant, practices, completion date, practice life span, cost share rate, and maximum cost share payment)</li> <li>2. have authorized district representative sign and fill in the board meeting date when the district board took action on the <i>Performance and Maintenance Agreement</i></li> <li>3. within 10 calendar days of board action, notify the participant of approval and secure their signature on the <i>Performance and Maintenance Agreement</i></li> </ol>		