

# **PFC in a Nutshell**

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**Partners For Conservation**



# PFC Step 1

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Determine how your cost-share program will look

- What practices will you offer? All or some of state list?
- What percentage will you pay? 75% or something less?
- Will you have a payment dollar cap per application?
- Will you award application priority points? For what?

*Note that Counties no longer have a choice of percentage cost-share rates. All must use 75%.*

# PFC Step 2

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Board passes a docket of practices and an average cost list for those practices

- Based off the previous decisions, officially approve these two documents (or a combo of the two) at a board meeting.
- Submit your Average Cost List to your IDoA Regional Representative by August 15th

# PFC Step 3

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Determine an application period and advertise your cost-share sign-up

- Consider timing of sign-up
- Consider how heavily you want to advertise
- Consider piggy-backing with NRCS EQIP applications



# PFC Step 4

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## Accept applications during the sign-up period

- Obtain applicant and landowner information
- Print and mark a map
- Consider collecting cropping (rotation and tillage) information as well

A sample application form created by an SWCD—showing information needed for prioritizing applications.

Application No:	<u>117-00356</u>	Application Date:	<u>3/15/2019</u>
Applicant Name:	<u>Billy Bob</u>	Landowner Name:	<u>same</u>
Address:	<u>123 Easy Street</u>	Address:	<u>same</u>
City, St, Zip:	<u>Anytown, IL 61616</u>	City, St, Zip:	<u>same</u>
Telephone No:	<u>217-555-9999</u>	Telephone No:	<u>same</u>
Farm #:	<u>1234</u>	Payee:	<u>Billy Bob</u>
Tract #:	<u>5678</u>	<i>Please note: the Payee will have to fill out an IRS W-9 form, providing their SSN (or FEIN, if an entity) at the time of funding approval. They will also receive a 1099-G form if the payment amount is over \$600.</i>	
Twp/Sect:	<u>Township / 24</u>		

Fld #	Crop	Tillage	% Residue	"C" Factor
3	corn	no-till	30	0.09
	beans-row	sprg mulch	30	0.13
Average "C" Factor				0.11

Office use:			
Field treatment needed for:	Represent. Soil (MUSYM)	6B2	
<input checked="" type="checkbox"/> gully erosion	R	185	
<input type="checkbox"/> sheet & rill erosion	K	0.37	
Soil information is for:	LS	0.765	
<input type="checkbox"/> entire field	T	3	
<input checked="" type="checkbox"/> gully drainage acres	Fld or DA (before) soil loss	5.76	tons/ac/yr
Planned practice & cost:	3 WaSCoBs		\$4,887.21

Practice(s) desired: WaSCoBs

# PFC Step 5

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Make sure each application meets PFC program requirements



- Project area must be on cropland
- Pasture/hayland plantings must be a NEW establishment
- If application is for practices that address sheet & rill erosion, the field's current S&R erosion must be above "T".
- If application is for practices that address gully erosion, there must be ACTIVE gully erosion in the crop field.

# PFC Step 6

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Make site visits to do an Inventory and Evaluation of each site that meet program requirements

- Estimate the work (practices) and materials (tile, risers, earthwork, etc.) needed to calculate a cost estimate.
- For gully erosion projects, also make note of the gully width, depth, length, and approximate number of years it took to form



# PFC Step 7

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## Complete the ranking of the applications (on PFC-3) to determine which applications will get funding

- For each eligible application, calculate tons of soil saved, acres benefitted, ratio of cost to tons of soil saved, and ratio of cost to acres benefitted.
- Insert those figures in the proper places on the PFC-3 form.
- Assign category ranking points to each of the four categories and assign any additional points as determined by the board in Steps 1 & 2.
- Add up the points for each application to determine overall ranking (application with the most points is ranked #1)
- Based off your PFC allocation from IDoA, determine how many (and which) applications will receive a cost-share dollar offer
- If any of these cost-share-receiving applications have an estimate payment over \$10,000, you need to get prior authorization from IDoA (via your Reg. Rep.) to do the job

**EROSION AND SEDIMENT CONTROL PROJECT  
COST-SHARE APPLICATION PRIORITIZATION/SELECTION**

PFC-3

MACOUPIN County SWCD											Fiscal Year: <u>2020</u> Allocation: <u>\$17,500</u>				
Landuser	Total Cost	Payment Amount	Soil Saved	Pts.	Cost/Ton	Pts.	Acres Bnft.	Pts.	Cost/Acre	Pts.	Addl Points	Total Points	Rank	Dollar Approved	Comments
Sally Farmer	\$2,600.00	\$1,950.00	44	3	\$59.09	5	9	2	\$288.89	2	0	12	5	\$1,152.07	Remainder funds
Farmer Joe	\$3,850.00	\$2,887.50	19	1	\$202.63	1	15	3	\$256.67	3	2	10	6		
Susie Rancher	\$6,840.00	\$5,130.00	81	5	\$84.44	3	32	5	\$213.75	6	3	22	1	\$5,130.00	
Rancher Steve	\$9,300.00	\$6,975.00	96	6	\$96.88	2	40	6	\$232.50	4	0	18	3	\$5,000.00	Max. set by board
Billy Bob	\$6,440.57	\$4,830.43	77	4	\$83.64	4	28.3	4	\$227.58	5	2	19	2	\$4,830.43	
Jane Doe	\$1,850.00	\$1,387.50	40	2	\$46.25	6	5	1	\$370.00	1	5	15	4	\$1,387.50	

Pertinent information for County's sign-up:

- The county has \$17,500 available for cost-share
- Board decided on a 75% cost-share rate (*Note: Counties can no longer choose and must now use 75% as the rate.*)
- Board decided on a \$5,000 per application payment cap
- Board decided to award 3 points for projects in XYZ watershed, and 2 points for projects that include cover crops
- There were a total of 6 applications
- There are not enough funds available for the 5<sup>th</sup> ranked application to get the full 75% cost-share—this applicant needs to understand this fact and also understand that their cost-share amount could go up or down, depending on how your county decides to handle cost overruns or over estimates of materials on the other higher-ranked projects.

# WARNING!

Make sure your SWCD has signed your grant agreement with IDoA **BEFORE** you move on to the next steps! *(You may even want to have your PFC funds in the bank too.)*

# PFC Step 8

Record your PFC allocation for the fiscal year on the Ledger Sheet (PFC-4)

- Record the allocation amount as a Credit under the COMMITMENTS and carry out the balance
- Record the allocation amount as a Debit under the CLAIMS and carry out the balance

PFC-4

**PFC PROGRAM  
LEDGER SHEET**

FIPS # <b>117</b>		Fiscal Year <b>2020</b>			County <b>Macoupin</b>				
<b>COMMITMENTS</b>					<b>CLAIMS</b>				
Name	Debit	Credit	Balance	Date	Name	Debit	Credit	Balance	Date
FY20 Allocation		\$ 17,500.00	\$ 17,500.00	11/1/19	FY20 Allocation	\$ 17,500.00		\$ 17,500.00	11/1/19

# PFC Step 9

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Contact the applicants who were identified as “should receive a cost-share offer” and make the offer

- Determine if each applicant will need to develop a new conservation plan and explain what the new plan will entail
- If any applicant decides against the offer or refuses to make the conservation plan, make note of their decision, make adjustments on the PFC-3 and keep moving down the list
- If the lowest ranked person receiving the “offer” isn’t going to or may not receive their full cost-share amount, make sure they know this is the case

# PFC Step 10

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If needed, develop new Conservation Plan for each application

- Use the Conservation Plan Matrix to determine if you need a new conservation plan
- If the new plan is only being used for PFC purposes, you don't have to use Toolkit to print the plan. You can type up your own Conservation Plan template. RUSLE2 is also optional for the method of developing the plan.

# PFC Step 11

Draw up an PFC-1A (Agreement) for each application receiving cost share

- Insert the number of (maintenance) years in items 2, 3, & 4
- Insert the date (or fill-in by hand)
- Insert the payment recipient's name
- Insert the maximum cost-share amount for this agreement
- Insert the fiscal year

July 2009

AGREEMENT TERMS AND CONDITIONS

ESC-1A

Each of undersigned individuals hereby agrees to participate in the State of Illinois Cost-Share Program for soil erosion control and water quality improvement and protection, and by this participation agrees to all of the provisions of this agreement and all of the regulations issued by the Illinois Department of Agriculture governing the program, which are hereby made a part of this agreement. The undersigned hereby agree to:

1. Carry out on the land unit as above (ESC-1), all land adjustments, conservation projects, and cropping or management projects in conformity with and as shown in the attached plan/schedule of operations, which is hereby made a part of this agreement, and according to the time schedule of conservation treatment outlined;
2. Plan, install, maintain the erosion control capabilities for all cost-shared and non-cost-shared land adjustments, conservation projects, and cropping or management projects and implement all other land adjustments, conservation projects, and cropping or management projects herein named in accordance with the technical specifications and in compliance with USDA Natural Resources Conservation Service maintenance requirement for a period of **10** years, after the date of completing the program project;
3. Take no action by the undersigned, or successors, agents, assignees and transfers to remove, alter or modify land adjustments, soil conservation projects, and cropping or management projects for **10** years after the date of completing the program project unless prior written authorization is obtained from the SWCD and incorporated into this agreement;
4. Refund to the SWCD the entire cost-share payment amount if a soil conservation project agreed upon herein is not properly maintained if a land adjustment, soil conservation project, or cropping or management project agreed upon herein is not performed, or if any unauthorized removal, alteration or modification of a land adjustment, soil conservation project, or cropping or management project herein named occurs, in the event that this agreement is canceled, or in the event that the land is transferred without the new party assuming all obligations of this agreement and accepting the terms and conditions of this agreement within the entire **10**-year period of this agreement after the date of completing the program project; and
5. Notify any prospective purchaser or assignee of the property herein described of the obligations and responsibilities agreed to by the undersigned, before legal or equitable title to any portion of the property is transferred;

This Agreement is made and entered into this **12th** day of **January, 2020**, by and between the Macoupin County Soil and Water Conservation District, herein called District, and **Billy Bob**, herein called recipient. The District hereby agrees to provide up to **\$4,830.43** (the cost-share amount paid will be based on a percentage of the actual cost of installing the projects, not to exceed a percentage of the average cost established)\* in Fiscal Year **2020** to the recipient for sharing the cost of the soil conservation projects so indicated in this Agreement.

# PFC Step 12

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Obtain the following items from the applicant or landowner

- Signature of the landowner on the PFC-IA (or both applicant & landowner if applicant is receiving the payment and is not the landowner)
- Signature of applicant or landowner on Conservation Plan
- A completed W-9 Request for Taxpayer Identification Number and Certification (IRS form)
- For FY20 applications and beyond, a completed S.T.A.R. form for the field(s) receiving cost share



# PFC Step 13

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## Obtain the appropriate agency signatures

- Chairman (or appointee) on PFC-IA (Agreement)
- Chairman (or appointee) on Conservation Plan
- NRCS Conservation Planner on Conservation Plan (if needed)

# PFC Step 14

## Complete the approval of the PFC-I Application

- Check the “Yes” Approval box for each of the approved applications. *(You may not want to check any “No” boxes just yet.)*
- For approved applications, enter the Approval Date on the PFC-I
- For approved applications, enter the Start & End Dates on the PFC-I

020	Approval Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Date Approved:		1/12/2020	
	Start/End Date:		7/15/20 - 1/15/21	
	Amendment Date:			
	Application Date:		8/23/2019	

# PFC Step 15

Record the cost-share commitment under **COMMITMENTS** on the PFC-4 Ledger Sheet

- Enter each recipients' NAME
- Enter each amount as a DEBIT
- Enter the date(s) of commitment

FIPS # <u>117</u> Fiscal Year <u>2020</u>					
COMMITMENTS					
Name	Debit	Credit	Balance	Date	
FY20 Allocation		\$ 17,500.00	\$ 17,500.00	12/15/19	F
Susie Rancher	\$ 5,130.00		\$ 12,370.00	1/12/20	
Billy Bob	\$ 4,830.43		\$ 7,539.57	1/12/20	
Rancher Steve	\$ 5,000.00		\$ 2,539.57	1/12/20	
Jane Doe	\$ 1,387.50		\$ 1,152.07	1/12/20	
Sally Farmer	\$ 1,152.07		\$ (0.00)	1/12/20	

# PFC Step 16

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## Survey and design committed project



- Complete a survey and design for structural practices
- You need proper EJA (or an NRCS employee with proper EJA) to review and approve the design.
- Complete a design (job sheet) for non-structural practices

# PFC Step 17

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## Provide the project design to the applicant

- Give a copy of the project designs to the applicant or their contractor or both
- Do NOT recommend a contractor (but you can supply a list of available contractors) to the applicant
- You can also recommend the applicant get more than one bid on the job

One of two things will happen  
over the next 6 months...

1. The project gets completed
2. The project doesn't get completed

# If the project gets completed...

- Do a technical check-out of the project
- Collect bills from the applicant
- Complete the right-side of the PFC-I Application/Payment
- If necessary, amend the PFC-IA (agreement)
- Get technical, applicant, and board signatures on the ESC-I
- Submit the completed PFC-I and PFC-IB to Reg. Rep.
- Wait for authorization from IDoA to make payment
- After IDoA authorization, pay the applicant/landowner
- Update the PFC-4 Ledger Sheet to show the payment

Payment Section			
(F) Estimated Cost DxE=F	(G) Installed Units	(H) Total Avg. Cost ExG=H	(I) Actual Cost
1,424.50	550	1,424.50	1,438.00
1,746.25	275	1,746.25	1,728.00
380.00	110	418.00	410.00
1,294.00	225	1,455.75	1,475.00
18.35	0.1	18.35	25.00
24.11	0.1	24.11	36.00
0.00	5.6	-	-
1,553.36	22.7	1,553.36	1,467.83
0.00	22.7	-	-
0.00		-	
0.00		-	
6,440.57		\$ 6,640.32	\$ 6,579.83
\$ 5,086.96	75%	\$ 3,815.22	
Average Cost or Actual Cost	Cost-Share%	Payment Amount	
\$ 1,467.83	75%	\$ 1,100.87	
Average Cost or Actual Cost	Cost-Share%	Payment Amount	
\$ -	75%	\$ -	
Average Cost or Actual Cost	Cost-Share%	Payment Amount	
<b>Total Payment</b>		<b>\$ 4,916.09</b>	

Check Payable to (Please Print) <b>Billy Bob</b>	Cost-Share Payment \$ 4,916.09	Landowner Contribution \$1,663.74	Participants Completion Certification <b>Billy Bob</b>	Date <b>8/21/20</b>
<b>SWCD CERTIFICATION</b> The Directors of the <u>Macoupin</u> County SWCD, certify that the receipts and costs incurred are correct and that all items listed were necessary and authorized.		<b>TECHNICAL CERTIFICATION</b> I hereby certify that the claimant did apply all agreed upon projects and they are installed properly and adequately according to technical specifications required.		
<b>Ms. Chairperson</b>		<b>8/23/20</b>	<b>Tommy Technician</b>	<b>8/18/20</b>
SWCD Board Chairman/Designee		(Date)	Technician's Signature/Title	(Date)

ESC-4

**ESC PROGRAM  
LEDGER SHEET**

FIPS # <u>117</u> Fiscal Year <u>2020</u>					County <u>Macoupin</u>				
COMMITMENTS					CLAIMS				
Name	Debit	Credit	Balance	Date	Name	Debit	Credit	Balance	Date
FY20 Allocation		\$ 17,500.00	\$ 17,500.00	12/15/19	FY20 Allocation	\$ 17,500.00		\$ 17,500.00	12/15/19
Susie Rancher	\$ 5,130.00		\$ 12,370.00	1/12/20	Susie Rancher		\$ 5,098.21	\$ 12,401.79	3/27/20
Billy Bob	\$ 4,830.43		\$ 7,539.57	1/12/20	Rancher Steve	\$ 5,000.00		\$ 7,401.79	4/4/20
Rancher Steve	\$ 5,000.00		\$ 2,539.57	1/12/20	Billy Bob	\$ 4,916.09		\$ 2,485.70	8/21/20
Jane Doe	\$ 1,387.50		\$ 1,152.07	1/12/20	Sally Farmer	\$ 1,950.00		\$ 535.70	9/3/20
Sally Farmer	\$ 1,152.07		\$ (0.00)	1/12/20	Transfer to PDQ	\$ 535.70		\$ 0.00	9/12/20
Susie Rancher		\$ 31.79	\$ 31.79	3/27/20				\$ 0.00	
Jane Doe		\$ 1,387.50	\$ 1,419.29	7/12/20				\$ 0.00	
Sally Farmer	\$ 797.93		\$ 621.36	7/12/20				\$ 0.00	
Billy Bob	\$ 85.66		\$ 535.70	8/21/20				\$ 0.00	
Transfer to PDQ	\$ 535.70		\$ (0.00)	9/12/20				\$ 0.00	

ing the above-referenced conservation projects and no

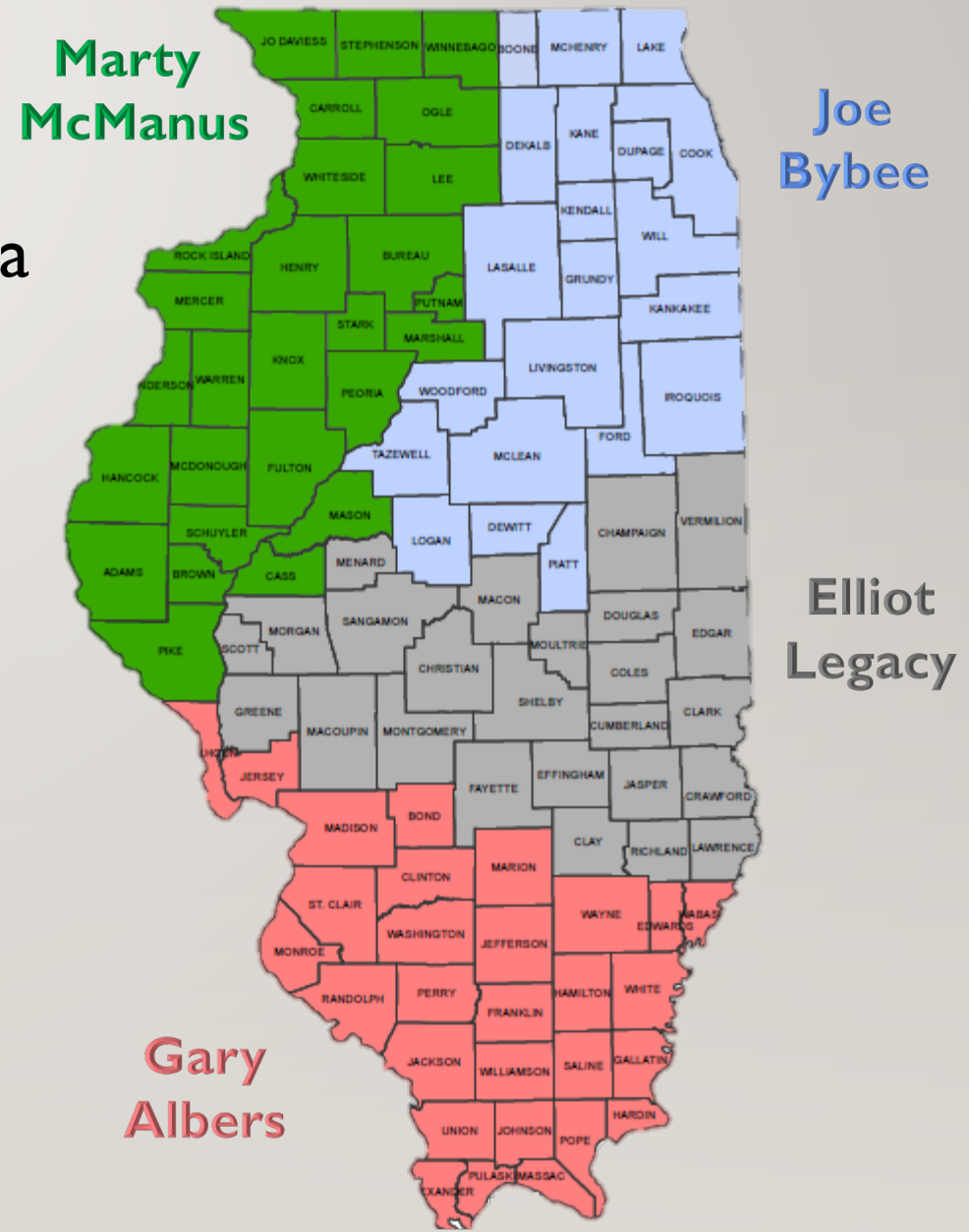


# If the project does NOT get completed...

- Contact the applicant to find out why it wasn't completed
- Discuss the reason with the board to decide if valid and reasonable to extend the completion date
- If extended, amend the PFC-IA (agreement), get amendment signatures, and record the Amendment Date on the PFC-I
- If not extended, amend the PFC-IA (agreement) to show the cancellation, get amendment signatures, and make adjustments on PFC-4 Ledger Sheet.
- If time and money allows, re-commit the money to the next application on the PFC-3 Priority list

If you find yourself in a position of needing additional funds to complete your last ESC project, let your IDoA Regional Representative know. Also let them know if you could use extra ESC funds because you have projects that didn't get approved (because of lack of funding in your county) but are ready and able to complete the jobs in a timely manner.

Likewise, **PLEASE** let your IDoA Regional Representative know a.s.a.p. if you are not going to be able to spend all of your allocation and how much you have available. The funds can be transferred to another county who has a situation as described above!



# Reminder of additional items to do...

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- Periodically reconcile your PFC-4 Ledger Sheet (sheets, if you are working with more than one fiscal years' money) with your Quickbooks/bank account balance(s).
- Periodically reconcile your PFC-4 Ledger Sheet(s) with BLWR balance(s) for each fiscal year.
- After the end of each calendar year, send a 1099-G to each PFC participant who completed their project and received a payment of \$600 or more during the calendar year. **Deadline January 31<sup>st</sup>.**
- Submit copies of the 1099-Gs along with a 1096 to the IRS.  
**Deadline February 28<sup>th</sup>.**

FY 2020  
PARTNERS FOR CONSERVATION  
FUND PROGRAM

GUIDELINES AND APPLICATION  
FORMS

July 2019



Information about the PFC program—including program rules, a list of available practices, practice payment caps, practice maintenance years, programs forms, etc.—can be found in the annual printing of the Partners For Conservation Fund Program: Guidelines and Application Forms.

Ask your IDoA Regional Representative to send you a copy of this guide book and any of the PFC forms you need.

# PFC (Partners For Conservation) cost-share program in a nutshell...

- 1. Determine how your upcoming PFC cost-share program will look by discussing the following items with your board:**
  - ▶ Will your district offer all of the practices listed on the state docket or will you only offer a limited number of practices? Consider the needs in the county, your current staffing levels, current Engineering Job Approval (EJA) of SWCD staff members, whether there would be help from outside your SWCD (another SWCD staff, NRCS staff), etc.
  - ▶ Will your district use the state's maximum cost-share rate of 75% or a lower percentage? Consider how far you want the money to stretch, how difficult it is for your district to get the funds spent, etc.
  - ▶ Will your district limit the total dollars each project can receive? Consider how far you want the money to stretch, how difficult it is for your district to get the funds spent, etc.
  - ▶ Will your district offer additional points to certain applications? Consider if there are certain areas of the county (perhaps a watershed) or certain practices you want to encourage. Discuss how many points should be assigned to each priority.
- 2. The board should pass a docket of practices and an average cost list for those practices based off the above discussions.**
  - ▶ Submit your official Average Cost List document to your IDoA Regional Representative by August 15th
  - ▶ Once new average cost lists are passed, you can start using them for any contracts you have still on the books, including projects that are using prior fiscal year funds.
- 3. Determine an application period and advertise your cost-share sign-up.**
  - ▶ Consider what time of the year would be best – planting and/or harvest times will be hard to get producers in the door and you will probably need to be able to “see” the field during a site visit in the very near future.
  - ▶ Consider the amount of cost-share money you might receive and how heavily you want to advertise – use local newspapers, radio stations, newsletters, door signs, websites, and other social media as appropriate.
  - ▶ If you don't want to heavily advertise the sign-up because you are afraid you will get overwhelmed with applications for a small amount of cost-share dollars available, or if you are having trouble getting applications, consider using/funding some of NRCS's EQIP applications that didn't get funded.
- 4. Accept applications during the sign-up period.**
  - ▶ Get applicant and landowner contact information.
  - ▶ Print a map of the application area and mark the application area on the map.
  - ▶ It is recommended to also get cropping (rotation and tillage) information from the applicant at this time.
  - ▶ See attached **sample application** for ideas of developing your own application.
- 5. Check to see if each application meets program requirements.**
  - ▶ The project area should be on cropland acres. (Non-cropland acre projects can receive cost-share, but you will have to make a Special Projects application to IDoA.)
  - ▶ Current sheet and rill erosion must be greater than the tolerable "T" level for the field if applying for practices that help with sheet & rill erosion (no-till, strip-till, cover crop, pasture/hayland planting, etc.) **OR** the application must have ephemeral or classic gully erosion happening if applying for practices that help gully erosion (waterways, grade stabs, WaSCoBs, etc.)
  - ▶ If applying for pasture/hayland planting, the application must be for a NEW establishment (turning a crop field into pasture/hay). Cost-share funds can't be used for pasture/hayland re-establishment or enhancement.
  - ▶ Applications from public entities (municipalities, colleges, etc.) can only be funded AFTER all private sector applications have received funding.
- 6. Make a site visit to do Inventory & Evaluation (I & E) on sites that meet program requirements.**
  - ▶ If gully present, make note of gully width, depth, length and approximate number of years it has been there. (*Ephemeral gullies usually get filled in each year, so their number of years is usually 1.*)
  - ▶ Estimate the work and materials needed for the project so a cost estimate can be calculated. (*Example: WaSCoB; approximate dam height and length, estimate of tile size and length, estimate of inlet size.*) *If preferred—and time/workload allows—you can do a survey and design at this time to get it out of the way and have an accurate cost estimate.*
- 7. Complete the ranking of the applications to determine who gets funding.**
  - ▶ For each application calculate the following 4 items.
    - Tons of soil saved by doing the project (calculate & subtract AFTER project soil loss from BEFORE project soil loss) For sheet & rill erosion figures, you can calculate before and after soil loss by using NRCS's RUSLE2 computer program. If you are not comfortable with the program, and because you are eventually going to have to do this anyway,

you might find the easiest way to calculate before & after soil losses is to plug appropriate figures into the PFC-1B form—but you will need to gather some information. See the attached sheet on [Calculating Soil Loss For PFC for](#) more information.

- ~ For projects that are improving sheet & rill erosion, use the "sheet & rill before & after" figures from the PFC-1B
- ~ For gully-fixing projects, use the "gully loss before & after" figures (after should be 0) from the PFC-1B form
- ~ You could have BOTH gully and sheet & rill soil savings if the person is fixing a gully and doing, say cover crops. If this is the case, add the sheet & rill soil savings to the gully soil savings to get total soil savings
- Acres that will benefit from doing the project
  - ~ For projects that are improving sheet & rill erosion, the acres are usually the field acres
  - ~ For gully-fixing projects, the acres are usually the drainage acres of the practice
  - ~ If you have both types of projects and the gully drainage acres fall within the field, just use the field acres. Otherwise, if they occur in different areas, you would add the acres together to get total acres benefitted.
- Project cost to tons of soil saved ratio
  - ~ Based off the I&E, calculate a cost estimate for the project (*the easiest way to do this is to plug your estimated materials and amounts into the left side of the PFC-1 Application/Payment form*)
  - ~ Divide your total project cost by the total tons of soil saved (calculated above) to get a cost per ton of soil amount
- Project cost to acres benefitted ratio
  - ~ Divide your total project cost by the total project acres (calculated above) to get a cost per acre amount for the project.
- ▶ Insert each of the figures calculated for each application in the appropriate spots of the ESC-3 Prioritization/Selection form. See the attached [PFC-3 Prioritization/Selection form](#) for an example.
- ▶ Continue filling out the [PFC-3 Prioritization/Selection form](#) by assigning points to all categories for each application.
  - Compare all of the "Soil Saved" figures. The application with the **LOWEST** amount of Soil Saved gets 1 point. The application with the second lowest amount of Soil Saved gets 2 points. Continue on in this manner until all application have been assigned points for "Soil Saved". *The points assigned to the application with the highest amount of "Soil Saved" should be equal to the number of applications you are ranking. I.e. if you have 13 applications, the application with the highest amount of soil saved should get 13 points for that category.*
  - Compare all of the "Acres Benefitted" figures. The application with the **LOWEST** amount of Acres Benefitted gets 1 point. Continue assigning points as described above under "Soil Saved".
  - Compare all of the "Cost/Ton" figures. The application with the **HIGHEST** amount of Cost/Ton gets 1 point. Continue assigning points as described above under "Soil Saved".
  - Compare all of the "Cost/Acre" figures. The application with the **HIGHEST** amount of Cost/Acre gets 1 point. Continue assigning points as described above under "Soil Saved".
  - If your board has chosen to award additional points, assign the appropriate points under the Additional Points category.
- ▶ Total each application's points and give each application a ranking (application with the most total points gets ranking of #1).
- ▶ Start with the total amount of cost share dollars you have. Subtract the cost estimate of the #1 ranked application, then the cost of the #2 ranked application, and so on until you run out of money. These are the applications who should get the offer for cost share.
- ▶ Remember that if any of your projects that rank out high enough to receive cost-share have an estimated payment over \$10,000, you need to send the paperwork to your IDoA Regional Representative get prior approval from IDoA.

**IT IS ABSOLUTELY IMPERATIVE THAT YOU MAKE SURE YOUR DISTRICT HAS SIGNED YOUR GRANT AGREEMENT WITH IDOA (for the fiscal year that matches the cost-share dollars you are about to commit to projects) BEFORE COMPLETING THE NEXT STEPS.** You will need the grant agreement signed to know the allocation amount for Step 8, **BUT MORE IMPORTANTLY, you CANNOT make commitments (sign agreements) with applicants until the Grant Agreement with IDoA is in effect.**

**8. Record the fiscal year allocation amount for your county on the [PFC-4 Ledger Sheet](#).**

- ▶ Under COMMITMENTS (left-hand side), insert "FY20 Allocation" under the NAME column.
- ▶ Under COMMITMENTS, record the amount of cost-share received from IDoA as a CREDIT.
- ▶ Under COMMITMENTS, record the allocation amount as the BALANCE amount.
- ▶ Under COMMITMENTS, insert the date the allocation was received by your county.
- ▶ Under CLAIMS (right-hand side), insert "FY20 Allocation" under the NAME column.
- ▶ Under CLAIMS, record the amount of cost-share received from IDoA as a DEBIT.
- ▶ Under CLAIMS, record the allocation amount as the BALANCE amount.
- ▶ Under CLAIMS, insert the date the allocation was received by your county.

9. **Contact the applicants identified in Step 7 and make the offer for cost-share.**
  - ▶ Make sure they understand that they may have to sign a conservation plan that gets (or keeps) their soil loss at or below “T” (the Tolerable soil loss) for their field. Refer to the attached [Conservation Plan Matrix](#) to see when a new conservation plan is needed.
  - ▶ If one or more applicants don't agree to the conservation plan or decide not to accept cost share, just continue moving down the ranking list, for as long as you have money left to commit to projects.
  - ▶ You may want to consider holding off contacting the lowest-ranked person on the “offer” list, because there could be some cost overruns with the other projects that could “eat” into the funds available for this last project.
  - ▶ When you do contact the lowest-ranked person on the “offer” list, make sure the person understands that they may not be getting the full amount of cost share—because you may not have the full amount left in your “pot of money”.
  
10. **If needed, draw up a conservation plan for the project field.**
  - ▶ Refer to the attached [Conservation Plan Matrix](#) to see when a new conservation plan is needed
  - ▶ You can use Toolkit to draw up the conservation plan, but it isn't necessary if the plan is solely for PFC purposes.
  
11. **Draw up an PFC-1A (Agreement) form for each of the applications receiving cost share.**
  - ▶ Based on the maintenance years listed on IDoA's State List of Eligible Conservation Practices, insert the number of years the practice(s) in this agreement need to be maintained into agreement items 2, 3, and 4. If you have multiple maintenance years for your practices, use the longest maintenance period in the agreement and explain the short periods to the landowner/applicant.
  - ▶ If you know what date the document will be signed, insert the date the agreement will be made. If you don't know for sure, you can leave them as blanks and fill in by hand.
  - ▶ Insert the name of the payment recipient
  - ▶ Insert the maximum cost-share amount. This will be based on the percentage your board decided to pay and the total project estimate or could be based on the amount of cost-share dollars you have left in the account)
  - ▶ Insert the fiscal year
  
12. **Obtain the following items from the applicant or landowner:**
  - ▶ Signature from the landowner on page 1 of the [PFC-1A](#). If the applicant is different from the landowner and the applicant is the one receiving the cost share, then the agreement should have the applicant's name listed in the body of the form, BUT both the applicant and the landowner should sign the agreement
  - ▶ Signature from the applicant or landowner on the conservation plan (if needed)
  - ▶ A completed W-9 Request for Taxpayer Identification Number and Certification (IRS) form
  - ▶ For FY20 and beyond, a completed S.T.A.R. form for the field(s) receiving cost share
  
13. **Obtain the appropriate agency signatures on the following:**
  - ▶ The chairman's or designated appointee's signature on page 1 of the [PFC-1A Agreement Terms and Conditions](#) form ▶ The chairman's or designated appointee's signature on the conservation plan.
  - ▶ NRCS's Conservation Planner signature on the conservation plan, **if needed**. *If you are drawing up a new plan for the sole purpose of this agreement, meaning the plan is not also going to be used for HEL or other program compliance, it is not necessary to have NRCS sign the plan. But they can sign it if they want to.*
  
14. **Complete the top portion of the [PFC-1 Application/Payment](#) form with the following:**
  - ▶ Check the “Yes” Approval box for each of the approved applications. It is recommended that hold off checking any of the “No” boxes at this time because they could be approved later [if higher-ranked applications cancel](#).
  - ▶ Approval date—the date the chairman or designee signed the PFC-1A Agreement Terms and Conditions form
  - ▶ Project start/end dates—*Consider how long the survey/design might take, the time of year, and fund spending deadlines when deciding on a start date. Also, the project end date should not be longer than 6 months from the project start date.*
  
15. **Record the cost-share commitment under COMMITMENTS (left-hand side) on the [PFC-4 Ledger Sheet](#).**
  - ▶ Record the recipient's name under the NAME column.
  - ▶ Record the estimated cost-share amount as a DEBIT (under the COMMITMENTS). Subtract the DEBIT from the previous balance amount to reach a new BALANCE.
  - ▶ Record the date the commitment was made (agreement date).
  
16. **If not already done, survey and design the projects that have signed agreements.**
  - ▶ You need proper Engineering Job Approval (EJA) to design structural practices (or an NRCS employee with the proper EJA to review and approve it).

- ▶ PFC does not require Ecological Job Approval for non-structural practices (Pasture/Hayland Planting, Cover Crops, etc.
17. **Provide a copy of the project design to the applicant (or their contractor, if that is what the applicant directs you to do).**
- ▶ We CANNOT recommend contractors, but we can supply the applicant with a list of contractors.
  - ▶ You can also recommend that the applicant get bids from more than one contractor.

**One of two things will happen in the six months of the project. The project gets completed, or it doesn't.**

### **If the project gets completed...**

1. Do a technical check out of the project to make sure it meets standards and specs
2. Collect all bills from applicant
3. Complete the right side of the **PFC-1 Application/Payment** form with actual units installed and actual project costs.
  - ▶ Check to see if the agreement needs to be amended for number of units, completed projects, and/or maximum cost share amounts.
    - ▶ Amend the agreement as necessary and, if amended,
      - obtain the applicant's signature on the Amendment
      - obtain the chairman's (or designee's) signature on the Amendment
      - record the amendment date at the top of the **PFC-1 Application/Payment** form.
      - make any necessary adjustments to the **PFC-4 Ledger Sheet**, similar to the instructions under #10 below.
4. Get technical signature on **PFC-1 Application/Payment** form
5. Get applicant signature on **PFC-1 Application/Payment** form
6. Get board approval and signature on **PFC-1 Application/Payment** form
7. Submit completed **PFC-1 Application/Payment** and **PFC-1B Benefits Report** forms to Regional Rep.
8. Wait for notification from IDoA (via email or **PFC-12 Payment Authorization** form) that you have authority to pay the applicant their cost share.
9. After IDoA sends payment authorization, pay the recipient.
10. Update the **PFC-4 Ledger Sheet** to show the updated balances.
  - ▶ Record the actual payment amount as a **CREDIT** under the CLAIMS section (right side) along with the date of the claim. Subtract the CREDIT from the previous BALANCE to obtain the new BALANCE.
  - ▶ If the actual payment amount is different than the amount originally committed (under Step 15) to the project, and it often is, you will need to reconcile the COMMITMENTS side of the **PFC-4 Ledger Sheet** to account for the difference.
    - If the actual payment is LESS than the estimated cost-share amount originally recorded under the COMMITMENTS section, you will **CREDIT** the COMMITMENTS side for the difference. What you are doing is adding back the amount of money you had committed to this project—but didn't need (the difference)—back into the pool of money available, making it now available for other projects to use.
    - If the actual payment is MORE than the estimated cost-share amount originally recorded under the COMMITMENTS section, you will **DEBIT** the COMMITMENTS side for the difference. What you are doing is taking more of the available money and using it toward this project.

### **If the project does NOT get completed...**

1. Contact the applicant to find out why it wasn't completed and when it could be completed if given an extension.
2. Discuss with the board if the reason for not completing the project is valid and if it is reasonable to extend the agreement period.
3. If the board decided to, amend the agreement to extend the end date (get landowner & board signatures on the PFC-1A amendment) and record the amendment date at the top of the **PFC-1 Application/Payment** form.
4. Otherwise, notify the applicant of cancellation.
  - ▶ Amend the agreement to show the cancellation.,
    - obtain the applicant's signature on the Amendment
    - obtain the chairman's (or designee's) signature on the Amendment
    - record the amendment date at the top of the **PFC-1 Application/Payment** form.
    - make adjustment to the **PFC-4 Ledger Sheet** by recording the original commitment amount of the project as a CREDIT to the COMMITMENTS along with the name of the applicant and the date of cancellation. Add the CREDIT to the previous BALANCE to obtain the new BALANCE
5. If money allows (you have enough money in the COMMITMENTS BALANCE) and you have enough time left to spend the recouped allocation, move on to the next highest-ranked, unfunded application on your ranking list.



# Macoupin County SWCD Partners For Conservation Application Form

Application No: 117-00356  
 Applicant Name: Billy Bob  
 Address: 123 Easy Street  
 City, St, Zip: Anytown, IL 61616  
 Telephone No: 217-555-9999

Application Date: 8/23/2019  
 Landowner Name: same  
 Address: same  
 City, St, Zip: same  
 Telephone No: same

Farm #: 1234  
 Tract #: 5678  
 Twp/Sect: Township / 24

Payee: Billy Bob

*Please note: the Payee will have to fill out an IRS W-9 form, providing their SSN (or FEIN, if an entity) at the time of funding approval. They will also receive a 1099-G form if the payment amount is over \$600.*

					Office use:			
Fld #	Crop	Tillage	% Residue	"C" Factor	Field treatment needed for:	Represent. Soil (MUSYM)	6B2	
3	corn	no-till	30	0.09	<input checked="" type="checkbox"/> gully erosion	R	185	tons/ac/yr
	beans-row	sprg mulch	40	0.13	<input type="checkbox"/> sheet & rill erosion	K	0.37	
					Soil information is for:	LS	0.765	
				<input type="checkbox"/> entire field	T	3		
				<input checked="" type="checkbox"/> gully drainage acres	Fld or DA (before) soil loss	5.76		
Average "C" Factor				0.11				
Practice(s) desired: <u>WaSCoBs</u>					Planned practice & cost: <u>3 WaSCoBs</u> <span style="float: right;">\$4,887.21</span>			

					Office use:			
Fld #	Crop	Tillage	% Residue	"C" Factor	Field treatment needed for:	Represent. Soil (MUSYM)	6B2	
4	corn	no-till	30	0.09	<input type="checkbox"/> gully erosion	R	185	tons/ac/yr
	beans-row	sprg mulch	40	0.13	<input checked="" type="checkbox"/> sheet & rill erosion	K	0.37	
					Soil information is for:	LS	0.765	
				<input checked="" type="checkbox"/> entire field	T	3		
				<input type="checkbox"/> gully drainage acres	Fld or DA (before) soil loss	5.76		
Average "C" Factor				0.11				
Practice(s) desired: <u>cover crops</u>					Planned practice & cost: <u>22 acres cover crops</u> <span style="float: right;">\$1,553.36</span>			

					Office use:			
Fld #	Crop	Tillage	% Residue	"C" Factor	Field treatment needed for:	Represent. Soil (MUSYM)		
					<input type="checkbox"/> gully erosion	R		tons/ac/yr
					<input type="checkbox"/> sheet & rill erosion	K		
					Soil information is for:	LS		
					<input type="checkbox"/> entire field	T		
					<input type="checkbox"/> gully drainage acres	Fld or DA (before) soil loss		
Average "C" Factor								
Practice(s) desired: _____					Planned practice & cost: _____ \$			

Notes: Gully in field 3 is 2 feet wide, 1.5 feet deep, 300 feet long and has been there for approximately 3 years

## Conservation Plan Matrix for PFC

If the ESC application is to address...	...and the Conservation Plan for the field is...	...and the field's current soil loss is...	...then you...
...gully erosion...	...on file...	...at or below "T"...	...can use the current Conservation Plan.
...gully erosion...	...on file...	...above "T"...	...need to develop a new plan, getting the field's soil loss down to or below "T" for the life of the practice(s).
...gully erosion...	...non-existent...	...at or below "T"...	...need to develop a plan documenting their current rotation and tillage to maintain for the life of the practice(s).
...gully erosion...	...non-existent...	...above "T"...	...need to develop a plan that gets the field's soil loss down to or below "T" for the life of the practice(s).
...sheet & rill erosion...	...on file...	...at or below "T"...	...do not rank the application because it is not eligible to receive ESC funds.
...sheet & rill erosion...	...on file...	...above "T"...	...need to develop a new plan, getting the field's soil loss down to or below "T" for the life of the practice(s).
...sheet & rill erosion...	...non-existent...	...at or below "T"...	...do not rank the application because it is not eligible to receive ESC funds.
...sheet & rill erosion...	...non-existent...	...above "T"...	...need to develop a plan that gets the field's soil loss down to or below "T" for the life of the practice(s).
...both gully erosion and sheet & rill erosion...	...on file...	...at or below "T"...	...rank the gully erosion project, but not the sheet & rill erosion project (not eligible) and can use the current Conservation Plan.
...both gully erosion and sheet & rill erosion...	...on file...	...above "T"...	...rank both projects and develop a new plan, getting the field's soil loss down to or below "T" for the life of the projects.
...both gully erosion and sheet & rill erosion...	...non-existent...	...at or below "T"...	...rank the gully erosion project, but not the sheet & rill erosion project (not eligible) and develop a plan that gets the field's soil loss down to or below "T" for the life of the gully practice(s).
...both gully erosion and sheet & rill erosion...	...non-existent...	...above "T"...	...rank both projects and develop a plan that gets the field's soil loss down to or below "T" for the life of both projects.

Note that NRCS's HEL compliance plans do not always require the field's soil loss to be at or below "T", so don't assume that just because there is a conservation plan on file that the plan will work for PFC purposes. PFC does require project field's soil loss to be at or below "T".



**PFC PROGRAM  
LEDGER SHEET**

FIPS # <u>117</u> Fiscal Year <u>2020</u>					County <u>Macoupin</u>				
COMMITMENTS					CLAIMS				
Name	Debit	Credit	Balance	Date	Name	Debit	Credit	Balance	Date
FY20 Allocation		\$ 17,500.00	\$ 17,500.00	12/15/19	FY20 Allocation	\$ 17,500.00		\$ 17,500.00	12/15/19
Susie Rancher	\$ 5,130.00		\$ 12,370.00	1/12/20	Susie Rancher		\$ 5,098.21	\$ 12,401.79	3/27/20
Billy Bob	\$ 4,830.43		\$ 7,539.57	1/12/20	Rancher Steve		\$ 5,000.00	\$ 7,401.79	4/4/20
Rancher Steve	\$ 5,000.00		\$ 2,539.57	1/12/20	Billy Bob		\$ 4,916.09	\$ 2,485.70	8/21/20
Jane Doe	\$ 1,387.50		\$ 1,152.07	1/12/20	Sally Farmer		\$ 1,950.00	\$ 535.70	9/3/20
Sally Farmer	\$ 1,152.07		\$ (0.00)	1/12/20	Transfer to PDQ		\$ 535.70	\$ 0.00	9/12/20
Susie Rancher		\$ 31.79	\$ 31.79	3/27/20				\$ 0.00	
Jane Doe		\$ 1,387.50	\$ 1,419.29	7/12/20				\$ 0.00	
Sally Farmer	\$ 797.93		\$ 621.36	7/12/20				\$ 0.00	
Billy Bob	\$ 85.66		\$ 535.70	8/21/20				\$ 0.00	
Transfer to PDQ	\$ 535.70		\$ (0.00)	9/12/20				\$ 0.00	
			\$ (0.00)					\$ 0.00	
			\$ (0.00)					\$ 0.00	
			\$ (0.00)					\$ 0.00	
			\$ (0.00)					\$ 0.00	
			\$ (0.00)					\$ 0.00	
			\$ (0.00)					\$ 0.00	
			\$ (0.00)					\$ 0.00	
			\$ (0.00)					\$ 0.00	
			\$ (0.00)					\$ 0.00	

- 12/15/2019 District received FY2020 ESC cost-share allocation from IDoA
- 1/12/2020 District board approves the top 5 ranked applications for FY20
- 3/27/2020 Susie Rancher completes her ESC project which comes in at a total cost of \$6797.61. This makes her cost-share payment \$5098.21 (which is \$31.79 under the estimated payment).
- 4/4/2020 Rancher Steve completes his ESC project with a total actual cost of \$9,250. His cost-share payment is \$5000--maximum payment set by the board--and is the same as his estimated payment.
- 7/12/2020 Jane Doe fails to complete her project by her 6-month deadline and the board feels the project will not get completed in a timely manner because Jane Doe is MIA. They decide to cancel the agreement.
- 7/12/2020 With more money available after Jane Doe's cancellation, the full 75% cost-share amount is given to Sally Farmer. Sally's estimated TOTAL cost-share amount was \$1950.00, but she was initially only awarded \$1152.07--the amount of remaining FY20 funds. The additional \$797.93 (the difference between the two amounts) needed to get Sally Farmer to the full cost-share amount can now be awarded to her.
- 8/21/2020 Billy Bob completes his ESC project with a total actual cost of \$6579.83. His total cost-share payment amount, however, isn't quite 75% of the total actual cost because Project #1's actual cost was more than the average cost. Project #1's 75% payment will be based on the average cost and not the actual cost. (Please also note that Project #1 has a justifiable component cost over-run because he needed extra feet of tile to complete the job.) So, Billy Bob's total payment of \$4916.09 is still \$85.66 more than the estimated total payment of \$4830.43.
- 9/3/2020 Sally Farmer completes her ESC project with a total actual cost of \$2600.00. Her cost-share payment amount is \$1950.00, exactly the amount awarded to her.
- 9/12/2020 The \$535.70 balance is offered to Farmer Joe (the 6th ranked application) but he turns the money down and decided to reapply next year (hoping for better cost share amount). With no other applications, the board decided to transfer the balance to PDQ County SWCD.

Each of undersigned individuals hereby agrees to participate in the State of Illinois Cost-Share Program for soil erosion control and water quality improvement and protection, and by this participation agrees to all of the provisions of this agreement and all of the regulations issued by the Illinois Department of Agriculture governing the program, which are hereby made a part of this agreement. The undersigned hereby agree to:

1. Carry out on the land unit as above (ESC-1), all land adjustments, conservation projects, and cropping or management projects in conformity with and as shown in the attached plan/schedule of operations, which is hereby made a part of this agreement, and according to the time schedule of conservation treatment outlined;
2. Plan, install, maintain the erosion control capabilities for all cost-shared and non-cost-shared land adjustments, conservation projects, and cropping or management projects and implement all other land adjustments, conservation projects, and cropping or management projects herein named in accordance with the technical specifications and in compliance with USDA Natural Resources Conservation Service maintenance requirement for a period of **10** years, after the date of completing the program project;
3. Take no action by the undersigned, or successors, agents, assignees and transfers to remove, alter or modify land adjustments, soil conservation projects, and cropping or management projects for **10** years after the date of completing the program project unless prior written authorization is obtained from the SWCD and incorporated into this agreement;
4. Refund to the SWCD the entire cost-share payment amount if a soil conservation project agreed upon herein is not properly maintained if a land adjustment, soil conservation project, or cropping or management project agreed upon herein is not performed, or if any unauthorized removal, alteration or modification of a land adjustment, soil conservation project, or cropping or management project herein named occurs, in the event that this agreement is canceled, or in the event that the land is transferred without the new party assuming all obligations of this agreement and accepting the terms and conditions of this agreement within the entire **10**-year period of this agreement after the date of completing the program project; and
5. Notify any prospective purchaser or assignee of the property herein described of the obligations and responsibilities agreed to by the undersigned, before legal or equitable title to any portion of the property is transferred;

This Agreement is made and entered into this **12th** day of **January, 2020**, by and between the Macoupin County Soil and Water Conservation District, herein called District, and **Billy Bob**, herein called recipient. The District hereby agrees to provide up to **\$4,830.43** (the cost-share amount paid will be based on a percentage of the actual cost of installing the projects, not to exceed a percentage of the average cost established)\* in Fiscal Year **2020** to the recipient for sharing the cost of the soil conservation projects so indicated in this Agreement.

Land user agrees to allow free access to the property where they agreed to land adjustment, soil conservation project, or cropping or management project is to be constructed, installed or implemented for the purpose of planning, constructing, implementing, installing, monitoring, performing follow up and spot checking said works for the entire time period agreed to in paragraph 6 above. Neither the District or its representatives, nor the landowner or operator will be liable for any damage to the other's property in carrying out the provisions of this agreement, unless such damage is caused by negligence or misconduct. Liability to the Department and the Soil and Water Conservation District Directors and staff is limited to the amount of cost-share provided to construct the project.

Land user agrees that all expenses incurred in the implementation or installation of the planned project(s) for which the land user is to receive cost-share payment will be provided to the district within thirty (30) days of the completion of the project. Land user further agrees that failure to comply with this provision may result in partial or complete loss of rights to payment for the project(s). Land user agrees to provide all requested information to IDOA and District necessary to carry out the functions of the State of Illinois Cost-Share Program.

I understand that if funding becomes unavailable for any reason, this agreement becomes void.

**Billy Bob**

**1/12/20**

Signature of Landowner

Date

**Ms. Chairperson**

**1/12/20**

Signature of District Chairman/Designee

Date

\*The Cost-Share percentage and average cost is set by SWCD for individual conservation projects.

**AMENDMENT REVIEW**

The amendments described on Form ESC-1 have been approved [] denied [] by the Macoupin County Soil and Water Conservation District, at the [August 23, 2020](#) board meeting.

The Agreement is amended for the following reasons:

The project completion date is changed from \_\_\_\_\_ to \_\_\_\_\_.

The number of units estimated to complete the project must be revised as indicated on Form ESC-1.

The program project(s) included in the conservation plan is amended as indicated on Form ESC-1.

The agreement is hereby canceled and any cost-share assistance obligated is hereby released.

The agreement is hereby amended to allow for a new maximum cost share amount which shall not exceed \$ [4916.09](#).

Other \_\_\_\_\_

All provisions and conditions of the original agreement shall remain in effect, except for those approved changes made by the amendment.

*Billy Bob*                      8/21/20  
Signature of Landowner                      Date

*Ms. Chairperson*                      8/23/20  
Signature of District Chairman/Designee                      Date

<b>abc</b> = application stage <b>abc</b> = amendment stage <b>abc</b> = payment stage	<b>PFC-1</b> <b>Partners For Conservation</b> <b>Application/Payment Form</b> VERSION 11.0	Fiscal Year	2020	Approval Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
		PFC	X	Date Approved: 1/12/2020	
		SPECIAL		Start/End Date: 7/15/20 - 1/15/21	
		BOND		Amendment Date: 8/23/2020	
		INTEREST			

SWCD: **Macoupin** Application No. **117 00356** Application Date: **8/23/2019**

<b>APPLICANT</b> <input checked="" type="checkbox"/> Check box of person to be paid	<b>LANDOWNER</b> <input type="checkbox"/>
Name: <b>Billy Bob</b>	Name: <b>same</b>
Address: <b>123 Easy Street</b>	Address: <b>same</b>
City, State, Zip: <b>Anytown, IL 61616</b>	City, State, Zip: <b>same</b>
Phone: <b>217-555-9999</b>	Phone: <b>same</b>

Project ID	GPS Coord. (dec./ deg.) Latitude / Longitude	Watershed Name	12-digit HUC	1/4 Sec.	Sec.	TWP N or S	Range E or W	P.M.
1	39.413724 / -89.927067	Otter Creek	71300120205	NE	12	11N	8W	3rd
2	39.471701 / -89.926440	Nassa Creek	71300120203	SW	24	12N	8W	3rd
		#N/A						

Application/Section						Payment Section		
(A) Project ID	(B) Practice Code	(C) Practice Components	(D) Estimated Units	(E) Average Cost/Unit	(F) Estimated Cost Dx=E=F	(G) Installed Units	(H) Total Avg. Cost ExG=H	(I) Actual Cost
1	638	Water & Sediment Control Basin - Narrow Bas	550	2.59	1,424.50	550	1,424.50	1,438.00
1		Water & Sediment Control Basin - Farmable	275	6.35	1,746.25	275	1,746.25	1,728.00
1		Underground Outlet 6 in Diameter Pipe with R	100	3.80	380.00	110	418.00	410.00
1		Underground Outlet 8 in Diameter Pipe with R	200	6.47	1,294.00	225	1,455.75	1,475.00
1		Critical Area Planting	0.1	183.52	18.35	0.1	18.35	25.00
1		Mulching (Natural Materials, Veg. Establishme	0.1	241.07	24.11	0.1	24.11	36.00
1		Maintain soil loss below T.	5.6	0.00	0.00	5.6	-	-
2	340	Cover Crops - Scenario #1 Basic	22.7	68.43	1,553.36	22.7	1,553.36	1,467.83
2		Mulch-till- Residue + Tillage Management, Rec	22.7	0.00	0.00	22.7	-	-
				0.00	0.00		-	-
				0.00	0.00		-	-
<b>Totals</b>					<b>6,440.57</b>		<b>\$ 6,640.32</b>	<b>\$ 6,579.83</b>

Project ID 01	\$ 4,887.21	75%	\$ 3,665.41	\$ 5,086.96	75%	\$ 3,815.22
	Estimated Cost	X Cost-Share %	= Estimated Payment	Average Cost or Actual Cost	X Cost-Share%	Payment Amount
Project ID 02	\$ 1,553.36	75%	\$ 1,165.02	\$ 1,467.83	75%	\$ 1,100.87
	Estimated Cost	X Cost-Share %	= Estimated Payment	Average Cost or Actual Cost	X Cost-Share %	Payment Amount
Project ID 03	\$ -	75%	\$ -	\$ -	75%	\$ -
	Estimated Cost	X Cost-Share %	= Estimated Payment	Average Cost or Actual Cost	X Cost-Share %	Payment Amount

Total Estimated Payment \$ 4,830.43	Total Payment \$ 4,916.09
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I hereby certify that the materials, labor and equipment listed above were used in installing the above-referenced conservation projects and no items or costs listed above have been included on another claim for payment under this agreement or as a claim under any other cost-share program. I understand the payment amount is based upon the actual cost not to exceed the average cost on a per project basis, and that I am entitled to no more than the stated percentage of the lesser amount.

Check Here if Maximum Payment

Check Payable to (Please Print)	Cost-Share Payment	Landowner Contribution	Participants Completion Certification	Date
<b>Billy Bob</b>	\$ 4,916.09	\$1,663.74	<b>Billy Bob</b>	8/21/20

<b>SWCD CERTIFICATION</b> The Directors of the <u>Macoupin</u> County SWCD, certify that the receipts and costs incurred are correct and that all items listed were necessary and authorized.  <b>Ms. Chairperson</b> 8/23/20 SWCD Board Chairman/Designee (Date)	<b>TECHNICAL CERTIFICATION</b> I hereby certify that the claimant did apply all agreed upon projects and they are installed properly and adequately according to technical specifications required.  <b>Tommy Technician</b> 8/18/20 Technician's Signature/Title (Date)
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## BENEFITS REPORT

PFC-1B

**Step 1 Applicant Name:**

**SWCD:**

**3-digit code i-digit number**

**Application Number:**

<b>ID #01</b>	<b>ID #02</b>	<b>ID #03</b>
638	340	

**Project ID#:**

**NRCS Practice Code:**

**Practice:**

<b># Practice Units:</b>	3	22.7	
<b># Acres Maintained &lt; T</b>	5.6	22.7	

**Step 2 Watershed Information**

**12-digit HUC**  **total HU acres**

**Step 3 Soil Textural Class**

**T-Level**

**Soil series (e.g., 152)**

**Step 4 Project Parameters**

**ID #01: WASCOB (#)**

RUSLE Factors	Area 1	Area 2	Area 3	Gully Dimensions	Area 1	Area 2	Area 3
Rainfall-Runoff (R)	185	185	185	Avg. width (ft)	2	2	2
Soil Erodibility (K)	0.37	0.37	0.37	Depth (ft)	1.5	1.5	1.5
Length-Slope (LS)	0.765	0.765	0.765	Length (ft)	75	100	125
Cover Mngmt (C)	0.11	0.11	0.11	No. of Years (>0)	3	3	3
Support Practice (P)	1	1	1	Soil N Conc (lb/lb soil)*	0.001	0.001	0.001
<b>Other</b>				Soil P Conc (lb/lb soil)*	0.0005	0.0005	0.0005
Drainage area (ac)	1.3	1.5	2.8	<i>* indicates default value</i>			

**ID #02: Cover crops (ac)**

RUSLE Factors	Constant	Before	After
Rainfall-Runoff (R)	185		
Soil Erodibility (K)	0.37		
Length-Slope (LS)	0.765		
Cover Mngmt (C)		0.11	0.056
Support Practice (P)	1		

**RESULTS**

Benefit	ID #01	ID #02	ID #03
	WASCOB (#)	over crops (a)	
Acres reduced below T	22.7	22.7	
Acres w/reduced sediment	5.6	0.0	
T-Level (t/ac/yr)	3.0	3.0	
Gully loss before (t/yr)	12.8	0.0	
Gully loss after (t/yr)	0.0	0.0	
Sheet & rill before (t/ac/yr)	5.8	5.8	
Sheet & rill after (t/ac/yr)	5.8	2.9	
Soil saved (t/yr)	12.8	64.2	
Practice units	3.0	22.7	
Sed. load reduction (t/yr)	8.3	17.0	
N load reduction (lb/yr)	26	42	
P load reduction (lb/yr)	13	21	



## Miscellaneous Items

### Let your IDoA Regional Rep. know if you need a copy of the FY20 Partners For Conservation Fund Program: Guidelines and Application Forms or any of the following ESC forms.

PFC-1 Application/Payment Form – used for application and when applicant requests their cost-share payment

PFC-1A Agreement Terms and Conditions – District & land user agreement used when applications are approved

PFC-1B Benefits Report – used to report application accomplishments when a cost-share project is completed

PFC-3 Prioritization/Selection – used to prioritize the District's applications for the fiscal year

PFC-4 Ledger Sheet – used to record the District's ESC financial transactions for the fiscal year

PFC-6 Payment Transfer Agreement – used to authorize District to pay cost-share to a designated individual

PFC-7 Transfer Agreement – used to transfer responsibilities and obligations of an agreement to a new landowner

PFC-8 Agreement Violation Notice – used to notify a land user of agreement issues or violations

PFC-9 Agreement Violation Action – used to terminate an uncorrected violation & request cost-share repayment

PFC-10 Cost-share Progress Report – used to report committed and uncommitted funds to IDoA


PFC-11 Fiscal Year Funding Request – used at beginning of FY to request ESC funds from IDoA

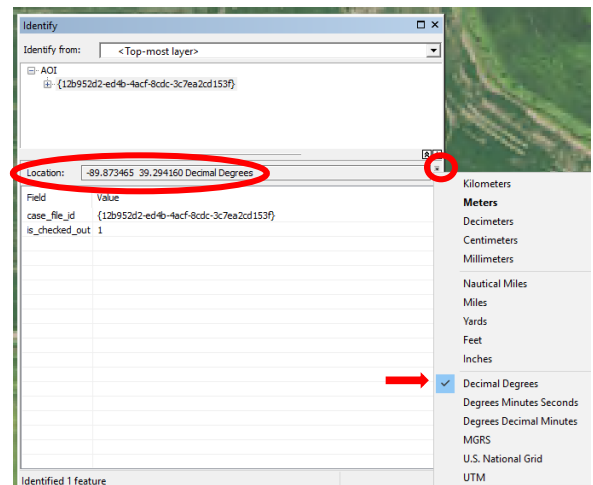
PFC-12 Payment Authorization – used for IDoA to notify District they have authority to pay a cost-share request

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### Finding GPS Coordinates (Latitude & Longitude) for PFC-1 form

There are a couple of ways you can get the Lat. & Long. GPS coordinates for your PFC-1 forms.

1. From the GPS website: <https://www.latlong.net/>
2. Toolkit maps:
  - a. With the ArcGIS map open, locate the spot you need coordinates for and click the location in the field.
  - b. Click on the IDENTIFY icon → 
  - c. When the IDENTIFY window opens, make sure the LOCATION properties are set to DECIMAL DEGREES by clicking on the LOCATION drop-down menu and selecting DECIMAL DEGREES
  - d. The number in the LOCATION display will be your latitude and longitude coordinates.



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### Securely Sending Files

You can use Illinois' File Transfer system to send your files to your IDoA Regional Representatives or other SWCDs in a more secure manner. Note that the system is probably rated as a medium-high security system and files can also be encrypted before uploading them to the system to further protect them.

The system is for official business only and documents are subject to being monitored. The website address is:

<https://filet.illinois.gov/filet/PIMupload.asp>