



Soil & Water Conservation District Quarterly Training – 2nd QTR FY23

December 8, 2022

Agenda

- Forms
 - Version Control
 - AgBMP Reimbursement Form Changes for Cover Crops
 - Bookmarks/Favorites
- Election & Appointment Processes
- Unique Entity Identification Numbers
 - First time applicants
 - Renewals
- Other / Miscellaneous



Forms



75%

TN Agriculture
Report of Completed Best Management Practices and Request for Incentive Payment Reimbursement

Use This Form for Agricultural Resource Conservation Fund (ARCF) Projects ONLY

Name of Grantor (i.e. Anderson SWCD) Anderson County SWCD
Name of Cooperator Anderson
County Where Practice is Installed Anderson

Physical Address of BMP Location
1928 E. Main St. Anderson, TN 37015
Is Cooperator Also the Landowner? (check one) Yes No

Practice: **Hydrology Pipeline**
Henry Use Area
Waterbury Facility

Practice	NRCS Code	No. / Quantity	Unit of Measurement
Hydrology Pipeline	511a	172	ft
Henry Use Area	51a	1	Ac
Waterbury Facility	614	1	No.

Total Project Cost: \$5,351.73
TDA Incentive Payment: \$4,014
Cooperator Contribution: \$1,342.73

Acres Impacted by Project: 4
12-Digit HUC Watershed Number: 0610000202

Name of Stream Where BMP Site Drains (i.e. Reservoir, Stream): **TOLENE**
Is Relationship 303(b) Listed? (check one) Yes No

Latitude Coordinate of the BMP Location: 36.038759
Longitude Coordinate of the BMP Location (negative #): -84.156322

I certify that a complete Application and Agreement for BMP Incentive Payments Form in the project folder, calculations pertaining to the above request have been reviewed and are correct, a final check of the completed practices has been performed, and payment of the reimbursement is approved.

TDA Watershed Coordinator: **W. J. [Signature]** Date: **8/19/2022**

Reviewed by TDA-EAC: **M. [Signature]** Date: **2/16/23**

Contract # _____
P.O. # _____
RECEIPT # _____
VOUCHER # _____
EDISON ENTRY DATE: _____

TDA Voucher Self-identification (Optional): Blank Hazard Aisle Other

AG-687 (Rev. 06/08/20) 5901



- New forms have been added in February 2022, June 2022, and December 2022.



TN Agriculture
Report of Completed Best Management Practices and Request for Incentive Payment Reimbursement

Use This Form for Agricultural Resource Conservation Fund (ARCF) Projects ONLY

Name of Grantor (i.e. Anderson SWCD) _____
Name of Cooperator _____
County Where Practice is Installed _____

Physical Address of BMP Location _____
Is Cooperator Also the Landowner? (check one) Yes No

Practice: _____
NRCS Code _____ No. / Quantity _____ Unit of Measurement _____

TDA Incentive Payment: _____
Acres Impacted by Project: _____
12-Digit HUC Watershed Number: _____
13-Digit HUC Watershed Name: _____

Latitude Coordinate of the BMP Location: _____
Longitude Coordinate of the BMP Location (negative #): _____

I certify that a complete Application and Agreement for BMP Incentive Payments Form in the project folder, calculations pertaining to the above request have been reviewed and are correct, a final check of the completed practices has been performed, and payment of the reimbursement is approved.

TDA Watershed Coordinator: _____ Date: _____

Reviewed by TDA-EAC: _____

Contract # _____
P.O. # _____
RECEIPT # _____
VOUCHER # _____
EDISON ENTRY DATE: _____

TDA Voucher Self-identification (Optional): Blank Hazard Aisle Other

AG-687.2 (Rev. 06/08/20) 5901

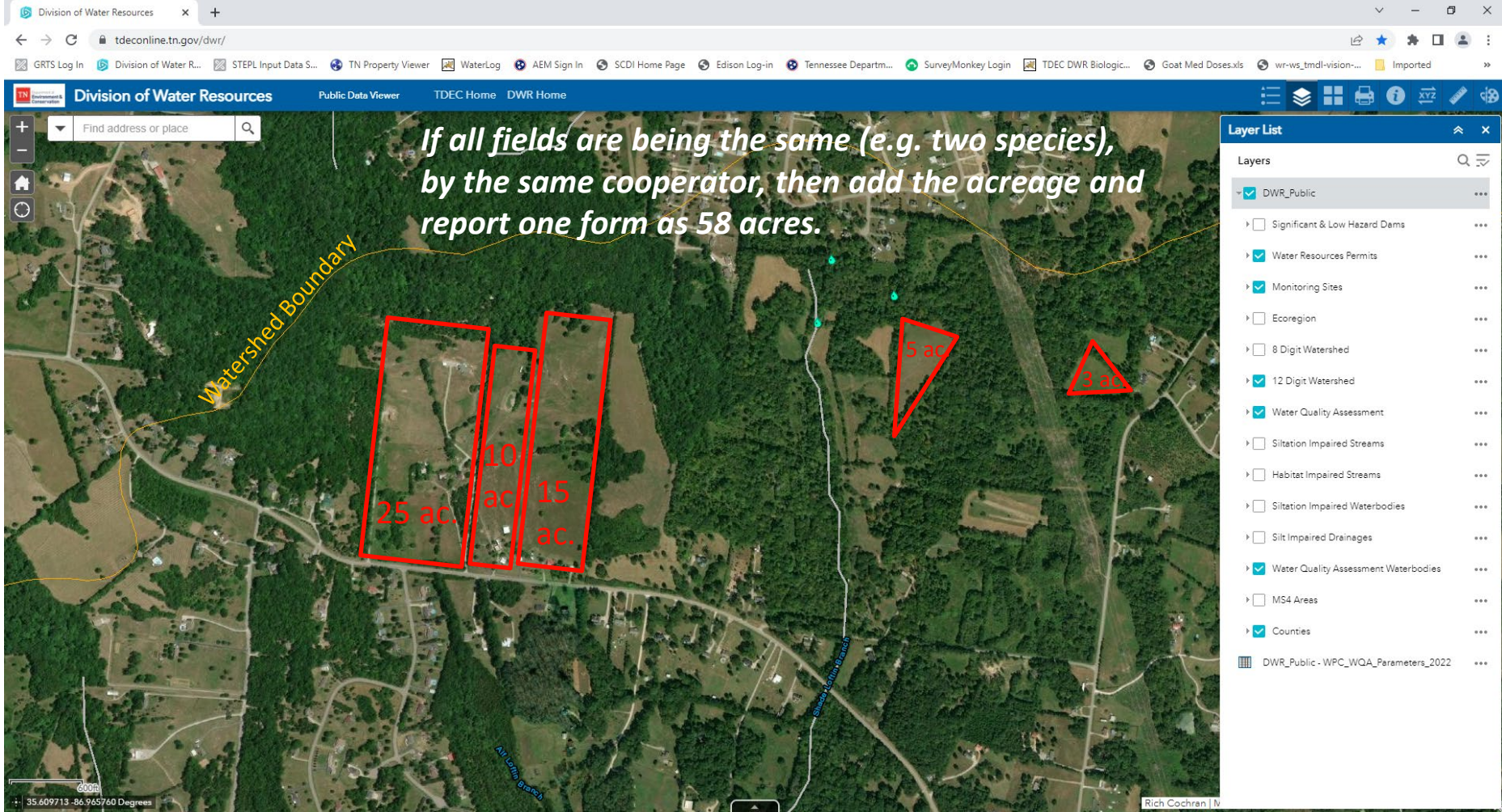


- Make sure you have the most up-to-date version of the forms by going to our website and navigating to the forms directly.

AgBMP Reimbursement Form Changes for Cover Crops

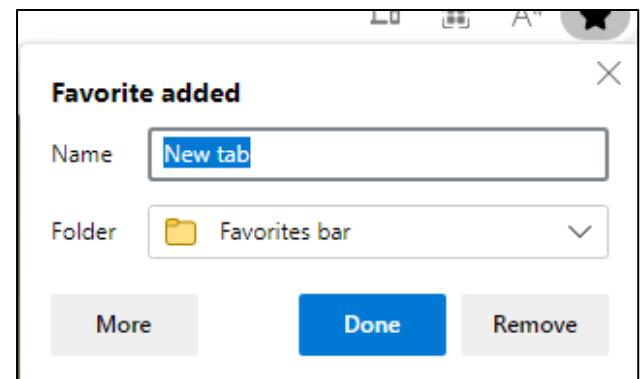
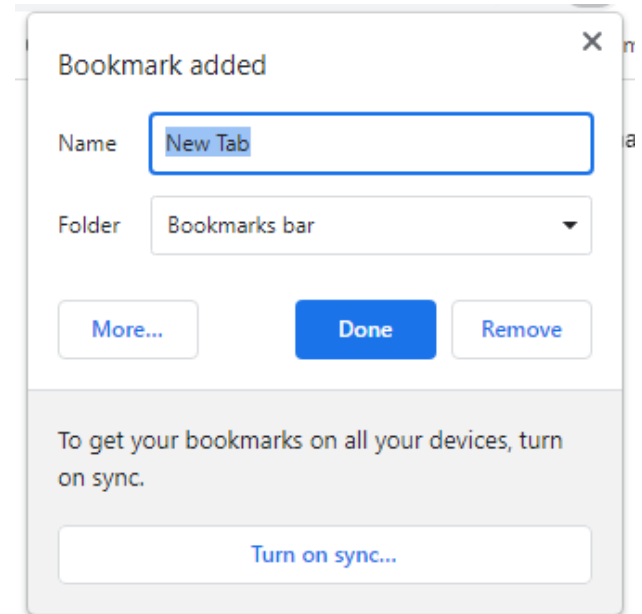
- Since we are no longer basing reimbursement rates on whether a field drains to an impaired or unimpaired stream, individual fields/tracts do not need to be separated on different forms.
- Add all the acreage for a single cooperators in a single HUC-12 watershed together, and report on one form (as long as the type of cover crop – two species vs. soil health mix – is the same throughout).
- Provide one set of coordinates that is consistent with the address and owner noted on the form.

Combined Acreage – Cover Crop Example



Bookmarks / Favorites

- The State recently reorganized the “Assets” (basically documents and forms) on the TDA website.
- If you have bookmarked items on our website, those links may now be invalid, and give you an error.
- Navigate directly to our website and click on the desired document or form to access, then you can update your bookmarks.



SWCD Training

Save the Dates!

Additional Virtual Trainings have been scheduled for 2023

The plan is to hold an hour-long training every other month

February 8, 2023

April 12, 2023

June 7, 2023

Dates for August, October and December 2023 TBD.

SWCD Training

Reimbursement Request Submittals

TDA requests that all reimbursement requests be submitted via email and **not** sent straight from your scanner, with the file name of:

“Scanned from a Xerox MultifunctionPrinter.pdf”

Please scan the document to yourself, rename it by the following procedure, then email it to Katherine.E.McBride@tn.gov

Cannon Co SWCD FY 23 IP (or BMP, AgBMP) JSmith date

Cannon Co SWCD FY 23 TA for Jsmith

Cannon Co SWCD FY 23 CA Jsmith **month**

Also, make sure to include your county name in the email subject line, so we can quickly search and find any email if needed.

Reimbursement Request Submittals

- TDA requests that all reimbursement requests be submitted via email—
- IF you are emailing multiple forms, please scan them all into one file and email them once to Kay McBride.
- If you are taking a photo of the document, your computer should let you “print to PDF” and save the image as a pdf file to email.

SWCD Training

Election and Appointment Season

On or about December 15 (next week) an email will go out to each of the UT Extension county directors with a cc to each SWCD primary point of contact.

This email will contain the names of the SWCD supervisors whose terms are expiring in 2023. – and a request for the UT county director to convene the nominating committee. The email will come from Land.WaterStewardship@tn.gov

Please review this email carefully, and if your records differ from the memo, please contact Katie Gibby immediately

Katie.Gibby@tn.gov or 615-837-5225

Deadline for submitting the appointment forms is February 10, 2023

Election and Appointment Season

- New for this cycle—
- The appointment form that is signed by the nominating committee now contains a statement that affirms the persons listed have the necessary knowledge, skills, etc. to do the job of an appointed supervisor.

SWCD Training

ID Numbers

- Each SWCD needs its' own FEIN— we will be reaching out to those Districts that share a number with your county
- Tax Exempt Registry- TN Department of Revenue will issue this number
- Microsoft Word - Nonprofit Exemption Application TR3 -12192017 Revised (tn.gov)
- TCA 67-3-329(a)(4) “all sales made to the state or any county or municipality within the state”

SWCD Training

ID Numbers

- Unique Entity Identifier (UEI) through SAM.gov
- As of April 4, 2022, DUNS numbers were discontinued as a means of identification.
- Required for all awards and sub-awards of federal funds over \$30k in any contract.
- 40 SWCDs have or are in the process of obtaining a UEI now
- TDA encourages all SWCDs to obtain a UEI—because having this number established will make you eligible to receive federal funds in the future.

ARCF Topics

Receipts

- In the new ARCF guidance, there are a handful of conservation practices that still require the cooperator to submit receipts to confirm certain quantities of materials used.
- When the reimbursement request is submitted for these practices, you do not need to scan and email the receipts to TDA just the reimbursement request form.

ARCF Topics

Conservation Practice Specifics

- **Fencing**
- Per our current guidance, we reimburse on three types of fencing.
 - Exclusion Fence (382E)
 - Prescribed Grazing Fencing (382P) and
 - Temporary Fencing (382T)
- **Seeding**
- The seeding practice standard is “Forage and Biomass Planting” in the Field Office Tech Guide
- TDA will pay on “cropland conversion” 512A
- Please use these terms and numbers on the reimbursement request forms

ARCF Topics

Prescribed Rate system

for 2023, there is a new list of distressed counties

- Bledsoe
- Clay
- Cocke
- Grundy
- Hancock
- Hardeman
- Lake
- Morgan
- Perry
- Scott

Questions?