



PATTY JUDGE  
SECRETARY OF AGRICULTURE

# IOWA DEPARTMENT OF AGRICULTURE AND LAND STEWARDSHIP

APR. 10 2001 *W*

April 10, 2001

Terry Boles  
CHR  
Clarke SWCD  
709 Furnas Dr., Suite 3, Box 425  
Osceola, IA 50213-0425

Dear Terry:

The Whitebreast Creek Watershed Project **has been approved** for Section 319 and WPF (Water Protection Fund) or WSPF (Watershed Protection Fund) funding for FY2002. Please provide a Plan of Operations (POO) and a budget to cover the fifteen month period of July 1, 2001 through September 30, 2002 to enable the Department of Natural Resources (DNR) and the Division of Soil Conservation (DSC) to develop funding agreements for that period.

DSC requests that you submit to DSC (attention: Bill Bryant) three copies of a draft project budget to include Section 319 and WPF or WSPF funding for the fifteen month July 1, 2001 - September 30, 2002 period. Additionally, provide three copies of a POO that conforms to the budget. **Please submit these documents by May 15, 2001.** DSC will provide copies of both the budget and POO to DNR.

You will need to review the project workplan (original approved application) to develop the POO in concert with the budget. The budget must reflect Section 319 and/or WPF/WSPF funding as needed for support of activities proposed in the POO, but **the budget should not designate the funding source for the line item, activity, or practice. DNR and DSC will cooperate to determine which agency will fund a specific item and the funding source to be used.** Funding requested should reflect that designated in the approved application workplan unless a modified workplan and related fund use has been approved by DNR (Section 319) and DSC (WPF/WSPF). The budget should also specify the cost share rate (percent cost-share or the amount of incentive payment per unit), number and type (i.e. acres, ft., etc.) of units proposed for each practice. Approved practices are those specified in the approved project workplan or added by DSC/DNR authorization.

An uncompleted form is included for your use in drafting a budget for Section 319 and WPF/WSPF funds to be allocated. The Section 319 funds to be allocated will be available for expenditure through September 30, 2002. The DSC will recall Section 319 funds not spent prior to October 1, 2002 unless DNR has authorized an extension. DSC will recall WPF funds not spent prior to July 1, 2002 but will reallocate, via a FY2003 agreement, funds obligated for practices but not spent prior to July 1, 2002. WSPF funding will be recalled at the end of the state fiscal year for which is allocated and probably will not be available for reallocation for following fiscal year. **Thus, if your project receives FY2002 WSPF funding for conservation practices, those practices should be completed prior to July 1, 2002. Project funding from sources other than Section 319, WPF or WSPF should also be shown in the budget and the source identified.**

BudgetPOORequest2001-2002\_319\_2002WPF-WSPF15Month.doc

Please refer to the attached completed form containing hypothetical example entries to see how the budget form should be completed.

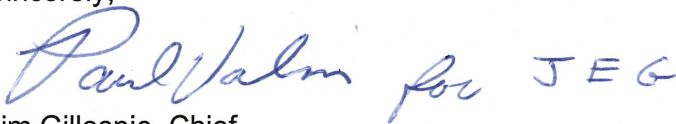
An EXCEL file having the completed example form and an uncompleted form is available from DSC for your use in developing your project's budget. Please use the form format even if you do not develop the budget in EXCEL.

Please note that DNR does not automatically allow Section 319 funds to be carried over from one fiscal year to the next. Rather, they require that at the end of the federal fiscal year, unexpended funds (the remaining balance) be recalled to the DNR. Refer to the dates provided earlier to see how this applies to your project. There are circumstances (e.g. Nutrient Pest Management administration) where DNR will allow an extension of the time period for expenditure of Section 319 funds. An extension must be requested in writing by the district and approved by DNR and DSC. For consideration, a written request with justification for carryover of Section 319 funds must be submitted to the DSC.

I have included for your reference a sheet that explains DSC policies regarding the timing of allocation, obligation, availability, and recall for Section 319 and WPF funds for DSC-administered water quality projects.

If you have questions regarding the forms or how to complete them, please call your field representative or Bill Bryant.

Sincerely,

A handwritten signature in blue ink that reads "Paul Valm for JEG". The signature is written in a cursive, flowing style.

Jim Gillespie, Chief  
Field Services Bureau  
Division of Soil Conservation

JEG/WB

cc: Cathie Graves; Ubbo Agena, IDNR; Marie Leat, IDNR; Becky Schwiete, IDNR

## **DSC Administration of Water Protection and Section 319 Funds**

### **Water Protection Funds (REAP Projects)**

**Initial Allocation** - The earliest initial allocation is in July of the state fiscal year (SFY) for which allocated (e.g., SFY2002 is from July 1, 2001 through June 30, 2002).

**Obligated Funds** - Funds allocated to SWCDs for conservation practices and that are obligated to applicants as of the end of the allocation SFY (e.g. June 30, 2002 for the FY2002 allocation) will be recalled by the Division of Soil Conservation, however, unspent obligated funds should be included in the next fiscal year's budget. For example, obligated but unspent FY2002 funds included in the FY2003 budget will be reallocated to the project for cost-share or incentive payments to the applicants upon completion of the practices in FY2003.

**Unobligated Funds** - Funds that were neither obligated for practices nor spent in the SFY for which allocated are recalled June 30 of the allocation (same) SFY. If recalled funds that were allocated to a specific line item are needed to complete the related project objective, funding equivalent to the recall for that line item may be requested in a future budget. In addition to the proposed budget, the request for reallocation of recalled funds should include an explanatory letter from the SWCD. Recalled funding included in a budget request must be identified as "recalled" and the SFY for which originally allocated indicated in the proposed budget.

### **Section 319 Funds**

**Initial Allocation** - The earliest initial allocation is in October of the federal fiscal year (FFY) for which allocated (e.g., FFY2002 is from October 1, 2001 through September 30, 2002).

**Funds Availability** - Funds must be spent in the FFY for which allocated unless an extension of availability is approved. DNR may allocate funding that extends availability across more than one FFY (e.g. part of FFY2001 plus all of FFY2002), in which case unspent funds will be recalled at the end of the last FFY included in the DNR/DSC and DSC/SWCD/NRCS agreements. Petitions for an extension of availability with an explanation of the need should be submitted to DSC by July 31 of the last funding FFY. DSC can then petition DNR for an extension. Extensions granted in the past have typically been for a three-month period (October 1 - December 31 of the following FFY) and approved for the purpose of completing practice implementation. For example, projects having a nutrient/pest management component have often needed an extension to complete critical steps necessary for certification of the practice. If recalled funds that were allocated to a specific line item are needed to complete the related project objective, funding equivalent to the recall for that line item may be requested in a future budget. In addition to the proposed budget, the request for reallocation of recalled funds should include an explanatory letter from the SWCD. Recalled funding included in a budget request must be identified as "recalled" and the FFY for which originally allocated indicated in the proposed budget.

**Recall** - Funds that are not spent in the FFY for which allocated are recalled September 30 of the FFY for which they were allocated unless approved for an extension of availability by DNR and DSC.

**PROJECT BUDGET FOR FY 2002-ALLOCATED SECTION 319 AND WPF FUNDING - EXAMPLE**

BUDGET FOR YEAR # 3 FY2002

PROJECT NAME: Lake Wobegone Water Quality Project

SWCD: Lincoln

PROJ. NO.: 101-99.1

| Component                       | Number, Acres<br>or Other Units | Total<br>Cost    | Cost Share<br>Rate   | Landowner<br>Cost | Project<br>Cost  | 319             | WPF             | WSPF       | Other<br>Source | Other<br>Source ID |
|---------------------------------|---------------------------------|------------------|----------------------|-------------------|------------------|-----------------|-----------------|------------|-----------------|--------------------|
| Salary & Benefits*              |                                 | \$37,000         |                      |                   | \$37,000         | \$37,000        |                 |            |                 |                    |
| DSC Indirect Costs**            |                                 | \$6,660          |                      |                   | \$6,660          | \$6,660         |                 |            |                 |                    |
| Travel/Training                 |                                 | \$1,200          |                      |                   | \$1,200          |                 | \$1,200         |            |                 |                    |
| Supplies                        |                                 | \$450            |                      |                   | \$450            | \$450           |                 |            |                 |                    |
| Inform./Educ.                   |                                 | \$630            |                      |                   | \$630            | \$630           |                 |            |                 |                    |
| Contractual (DSC)***            |                                 |                  |                      |                   |                  |                 |                 |            |                 |                    |
| Contractual (SWCD)****          |                                 | \$4,000          |                      |                   | \$4,000          | \$4,000         |                 |            |                 |                    |
| Equipment                       |                                 | \$350            |                      |                   | \$350            |                 | \$350           |            |                 |                    |
| Other                           |                                 |                  |                      |                   |                  |                 |                 |            |                 |                    |
| <b>Practices:</b>               |                                 |                  |                      |                   |                  |                 |                 |            |                 |                    |
| Animal Waste Systems            | 1                               | \$20,000         | 75%                  | \$5,000           | \$15,000         |                 | \$15,000        |            |                 |                    |
| Grade Stabilization Structs.    | 3                               | \$14,000         | 75%                  | \$3,500           | \$10,500         |                 | \$10,500        |            |                 |                    |
| Terraces                        | 30,000 ft.                      | \$75,000         | 75%                  | \$18,750          | \$56,250         |                 | \$56,250        |            |                 |                    |
| Water & Sed. Contr. Basins      | 3                               | \$6,000          | 75%                  | \$1,500           | \$4,500          |                 | \$4,500         |            |                 |                    |
| Contour Stripcropping (+) ***** | 150 ac.                         | \$900            | \$6/ac.              |                   | \$900            |                 |                 |            | \$900           | CFSA               |
| Streambank Protect. (rec) ***** | 150 ft.                         | \$3,750          | 75%                  | \$937             | \$2,813          | \$2,813         |                 |            |                 |                    |
| Streambank Protect.             | 400 ft.                         | \$10,000         | FWLS 50%;<br>WPF 25% | \$2,500           | \$7,500          |                 | \$2,500         |            | \$5,000         | FWLS               |
|                                 |                                 |                  |                      |                   |                  |                 |                 |            |                 |                    |
|                                 |                                 |                  |                      |                   |                  |                 |                 |            |                 |                    |
|                                 |                                 |                  |                      |                   |                  |                 |                 |            |                 |                    |
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|                                 |                                 |                  |                      |                   |                  |                 |                 |            |                 |                    |
|                                 |                                 |                  |                      |                   |                  |                 |                 |            |                 |                    |
| <b>Totals</b>                   |                                 | <b>\$179,940</b> |                      | <b>\$32,187</b>   | <b>\$147,753</b> | <b>\$51,553</b> | <b>\$90,300</b> | <b>\$0</b> | <b>\$5,900</b>  |                    |

\* Get information to enter from your field representative

\*\* DSC use only

\*\*\* DSC directly-administered contract with NRCS or ISU

\*\*\*\* SWCD directly-administered contract - describe in footnote; e.g., water monitoring - Luther College

\*\*\*\*\* Indicate new practices (not included in previous agreements with (+))

\*\*\*\*\* Indicate request for unspent funds recalled from prior year allocation with (rec)

**PROJECT BUDGET FOR FYs2001-2002-ALLOCATED SECTION 319, AND FY2002 WPF/WSPF FUNDING**

BUDGET FOR YEAR #  FYs2001-2002

PROJECT NAME: \_\_\_\_\_

SWCD: \_\_\_\_\_

PROJ. NO.:

| Component              | Number, Acres<br>or Other Units | Total<br>Cost | Cost Share<br>Rate | Landowner<br>Cost | Project<br>Cost | 319, WPF or WSPF | Other<br>Source | Other<br>Source ID |
|------------------------|---------------------------------|---------------|--------------------|-------------------|-----------------|------------------|-----------------|--------------------|
| Salary & Benefits*     |                                 |               |                    |                   |                 |                  |                 |                    |
| DSC Indirect Costs**   |                                 |               |                    |                   |                 |                  |                 |                    |
| Travel/Training        |                                 |               |                    |                   |                 |                  |                 |                    |
| Supplies               |                                 |               |                    |                   |                 |                  |                 |                    |
| Inform./Educ.          |                                 |               |                    |                   |                 |                  |                 |                    |
| Contractual (DSC)***   |                                 |               |                    |                   |                 |                  |                 |                    |
| Contractual (SWCD)**** |                                 |               |                    |                   |                 |                  |                 |                    |
| Equipment              |                                 |               |                    |                   |                 |                  |                 |                    |
| Other                  |                                 |               |                    |                   |                 |                  |                 |                    |
| Practices:             |                                 |               |                    |                   |                 |                  |                 |                    |
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|                        |                                 |               |                    |                   |                 |                  |                 |                    |
|                        |                                 |               |                    |                   |                 |                  |                 |                    |
| Totals                 |                                 | \$0           |                    | \$0               | \$0             | \$0              | \$0             |                    |

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\*\*\* DSC directly-administered contract with NRCS or ISU

\*\*\*\* SWCD directly-administered contract - describe in footnote; e.g., water monitoring - Luther College

\*\*\*\*\* Indicate new practices (not included in previous agreements) with (+)

\*\*\*\*\* Indicate request for unspent funds recalled from prior year allocation with (rec)

**PROJECT BUDGET FOR FYs2001-2002-ALLOCATED SECTION 319, AND FY2002 WPF/WSPF FUNDING**

BUDGET FOR YEAR #  FYs2001-2002

PROJECT NAME: \_\_\_\_\_

SWCD: \_\_\_\_\_

PROJ. NO.: \_\_\_\_\_

| Component              | Number, Acres<br>or Other Units | Total<br>Cost | Cost Share<br>Rate | Landowner<br>Cost | Project<br>Cost | 319, WPF or WSPF | Other<br>Source | Other<br>Source ID |
|------------------------|---------------------------------|---------------|--------------------|-------------------|-----------------|------------------|-----------------|--------------------|
| Salary & Benefits*     |                                 |               |                    |                   |                 |                  |                 |                    |
| DSC Indirect Costs**   |                                 |               |                    |                   |                 |                  |                 |                    |
| Travel/Training        |                                 |               |                    |                   |                 |                  |                 |                    |
| Supplies               |                                 |               |                    |                   |                 |                  |                 |                    |
| Inform./Educ.          |                                 |               |                    |                   |                 |                  |                 |                    |
| Contractual (DSC)***   |                                 |               |                    |                   |                 |                  |                 |                    |
| Contractual (SWCD)**** |                                 |               |                    |                   |                 |                  |                 |                    |
| Equipment              |                                 |               |                    |                   |                 |                  |                 |                    |
| Other                  |                                 |               |                    |                   |                 |                  |                 |                    |
| Practices:             |                                 |               |                    |                   |                 |                  |                 |                    |
|                        |                                 |               |                    |                   |                 |                  |                 |                    |
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|                        |                                 |               |                    |                   |                 |                  |                 |                    |
|                        |                                 |               |                    |                   |                 |                  |                 |                    |
| Totals                 |                                 | \$0           |                    | \$0               | \$0             | \$0              | \$0             |                    |

\* Get information to enter from your field representative

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\*\*\* DSC directly-administered contract with NRCS or ISU

\*\*\*\* SWCD directly-administered contract - describe in footnote; e.g., water monitoring - Luther College

\*\*\*\*\* Indicate new practices (not included in previous agreements) with (+)

\*\*\*\*\* Indicate request for unspent funds recalled from prior year allocation with (rec)

### FY2001 WPF Obligated to be Included in FY2002 WPF Allocation

[illegible]