

Frequently Asked Questions

AISWCD has distributed the Sub-Agreement for the CDSI-Client Gateway and CRP contract work to SWCDs. The deadlines to participate are listed below. Also listed below are numerous questions AISWCD has received from SWCDs over the past week. We hope to address all of the issues that arise and any questions your District may have regarding the Sub-Agreement.

Sub-Agreement Deadline Dates

- June 1 – Districts must notify AISWCD of their participation in the Sub-Agreement
- June 8 – Districts must submit the Attachment-C Plan of Work for the portion of the Sub-Agreement they intend to complete.
- June 15 – Districts must complete the following items and submit to AISWCD by COB:
 - Sub-Agreement – update text to specify your District name and signed
 - Attachment C-Plan of Work (only if changes were made between the 8th and 15th)
 - Attachment C1 – SWCD Employee Match Requirement
 - Attachment F – Certificate of Election Regarding Funding and Payment Procedures – check option and sign

CDSI-Client Gateway F.A.Q.

Q: *How frequently will my District be paid for the Administrative Assistance agreement?*

A: The District will be paid monthly, provided you submit your reimbursement invoices on time to AISWCD. The amount you will receive is approximately \$386.66 per month.

Q: *Will Training be provided for District staff to complete the CDSI-Client Gateway option?*

A: Yes, training has been set by NRCS. The first training will take place on Thursday, April 30th – each district should have received two emails regarding this training. The next training will take place in early June. The details are still being decided upon.

Q: *How do I fill out the Attachment C – Plan of Work Administrative Assistance spreadsheet?*

A: For the Administrative Assistance spreadsheet POW you will be making an educated guess on how many contracts and applications your District will handle throughout the

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year. The dollar amount your District receives will remain the same (\$4640.00) regardless of the amount of contracts and applications your District is working on for 12 months.

Q: *What if my District meets the 50% match requirement within the first month of work, or before the terms of the Sub-Agreement concludes?*

A: AISWCD will notify your District if you meet your match requirement. Your District will still need to provide Administrative Assistance for the duration of the terms listed in the Sub-Agreement – 12 months.

Q: *Is there a Plan of Work for the Administrative Assistance? If so, where is it located?*

A: The Attachment C – Plan of Work, Administrative Assistance is located within the Attachment C excel file. I have created two tabs, located at the bottom of the document. One tab is for the POW – Technical Assistance and the other POW – Administrative Assistance.

CRP Contribution Agreements

Q: *Why does technical work need to be completed by December 31, 2015?*

A: This statement was listed in the AISWCD/NRCS agreement and is required by NRCS. Work must be completed by that date but billing can still take place into the next calendar year, 2016. Please refer to Attachment A if your District plans to bill on a quarterly basis for the CRP work.

Q: *Is there a minimum dollar amount required in order to participate in the CRP agreement?*

A: No, the minimum amount has been removed to allow Districts who do not have a high workload to enter into an agreement.

Q: *I am listed as an AC/RC in my District and have approval to complete the technical duties. How do I go about stating I have approval to complete this work?*

A: AISWCD has an updated statement that will need to be added to the Attachment C – Plan of Work, Technical Assistance. Please email Kelly for this language.

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Q: *What qualifies me to participate in the CRP agreement, Technical duties?*

A: You as a District employee need to have completed or be working on the NRCS training as outlined in the Training Needs Inventory and have the appropriate Engineering Job Approval Authority (EJAA) for the type of practice you are surveying or designing.

Q: *Can we amend the Plan of Work (CRP Only) once it has been signed and submitted to AISWCD?*

A: The Plan of Work can be amended in the form of a decrease only. Please contact AISWCD for an amendment. If AISWCD has numerous amendments thus leaving a surplus in CRP dollars, AISWCD will issue an IL.ALL email stating Districts who have a higher workload can amend their Plan of Work to increase the dollar amount. The later will only occur if AISWCD has numerous decreases in the Plan of Work.

General Questions

Q: *Has money been appropriated or issued by NRCS to AISWCD for this agreement?*

A: The funds have been appropriated for this agreement. AISWCD has a signed agreement with NRCS. AISWCD will not receive funds until invoices are billed.

Q: *When will my District expect to receive the first payment?*

A: The District will be issued a check 30 days AISWCD receives a reimbursement invoice for services completed. If your District elects to receive payments quarterly for the CRP work then a check will be issued 30 days after receiving your quarterly reimbursement invoice.

Q: *What if my District withdraws from either portion of the agreement?*

A: The District will need to notify AISWCD in writing that they are withdrawing from the Sub-Agreement. The District will not receive payment from that date forward. Any work previously conducted needs to be submitted on the appropriate forms and submitted to

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AISWCD immediately. AISWCD will then issue a final payment within 30 days of receiving all required reimbursement forms, if applicable.

Q: *My District is interested in a second Sub-Agreement. What are the procedures for signing an additional Sub-Agreement?*

A: If a District elects to not participate in the Sub-Agreement, AISWCD will notify the surrounding SWCDs on or before June 11th. At that time the SWCD who responds first will receive the additional Sub-Agreement. *Please note, the CRP agreement will require travel to a neighboring District to complete the work.* If neighboring districts are not interested in a second Sub-Agreement then AISWCD will notify all SWCDs via IL.ALL. Again, whichever District responds to the email first will receive the Sub-Agreement.

Q: *My District Board does not meet until after the required deadlines. Can I still participate in the Sub-Agreement?*

A: Please contact AISWCD for special instructions.

Q: *Can anyone other than my Chairman sign the Sub-Agreement and associated attachments?*

A: Please contact AISWCD for special instructions.

Q: *In the Sub-Agreement, do we need to update the text or will AISWCD do the updating?*

A: Districts need to update the text and place their SWCD name where applicable. AISWCD will not sign a Sub-Agreement unless it has been updated.

Q: *Are both Attachment C and Attachment G the same document?*

A: Both Attachment C & G contain the same information. Attachment C is used for the Plan of Work to estimate the number of contracts, applications and other duties you will fulfill for the contract period. Attachment G is for reimbursement of the work completed.

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Q: *Why does AISWCD need the SWCD employee hourly rate of pay?*

A: The Attachment C1 is a required document which provides documentation on how the District is calculating their match requirement. This form is used only for that purpose and will not be shared with anyone other than the Sub-Agreement's administering organization, AISWCD. Match is a requirement of this Sub-Agreement and therefore Attachment C1 is also required.

Q: *My District does not have access to the NRCS network. Can the District still participate in the Sub-Agreement?*

A: This question is still waiting to be answered by the NRCS point of contact. As soon as AISWCD receives an answer we will notify those Districts without an NRCS seat/office. If the answer comes after the June 8th deadline we will address that issue on a case-by-case basis.

I hope the above information is helpful. Should you have any additional questions please notify AISWCD. We will attempt to provide a quick response should you email us. Please note we are receiving numerous emails on a daily basis and still trying to keep up with daily AISWCD duties and tasks.

We appreciate your feedback and look forward to working with each SWCD as we move forward!

- Kelly Thompson, Executive Director
- Gina Bean, Administrative Coordinator