

**TN**

Department of  
**Agriculture**



# Guidance for Agricultural Resources Conservation Fund (ARCF)

Manual for Completing Required Forms

Tennessee Department of Agriculture | Guidance Document | October 2018



# Introduction

The Tennessee Agricultural Resources Conservation Fund (ARCF) incentive payments program collects information from grantees in order to effectively administer the program. Various types of statistics are regularly requested by citizens, legislators, and others. This information is also used to see how effective the program is at benefitting cooperators, as well as to estimate the environmental benefits from each best management practice (BMP) installed. The correctness and completeness of the information you provide is very important for improving the ARCF program; and, it is also used to complete mandatory reports to legislature and the Environmental Protection Agency (EPA's) Section 319 Nonpoint Source Program. The guidance below is intended to assist with completing the forms required by the ARCF program.

## Report of Completed Best Management Practices and Request for Incentive Payment Reimbursement (AG-0657)

The guidance below is organized field-by-field as you view the *Report of Completed Best Management Practices and Request for Incentive Payment Reimbursement* (AG-0657). The AG-0657, as revised for fiscal year (FY) 2018, contains information regarding the amount of incentive payments granted (formerly referred to as "cost-share payments"), as well as location information that not only assists with confirming where the practice was installed, but also includes critical information needed for estimating the amount of pollution the practice helps to reduce. It is important to note that all projects receiving United States Department of Agriculture (USDA) assistance (either financial or technical), by USDA policy, must be run through the Natural Resources Conservation Service (NRCS) ToolKit interactive mapping application. This policy is in effect for all SCDs, including SCDs in counties without a local NRCS office (i.e. "Closed Counties"). The ToolKit interactive mapping application contains most of the information requested on AG-0657. Fields indicated by an asterisk (\*) below are new fields added to the revised form for FY2018.

### ***Grantee Name (SCD, RC&D, etc.)***

This field should include the name of the Soil Conservation District (SCD) or other entity receiving the funds. If you are completing the form for an SCD, please put the county name in the field. It is not sufficient to put only "SCD" in this block, as some SCDs perform work in multiple counties. Therefore, the SCD granted the funds may not be the same as the county in which the BMP has been placed. Please see the examples below:

Example 1: Soil Conservation District assisted with a practice in the same county in which it is located.

		<b>Use This Form for Agricultural Resources Conservation Fund (ARCF) Projects ONLY</b>
<b>Report of Completed Best Management Practices and Request for Incentive Payment Reimbursement</b>		
Grantee Name (SCD, RC&D, etc.) Hardin County SCD	Name of Cooperator John Doe	County Hardin County

Example 2: Soil Conservation District assisted with practices in another county.

		<b>Use This Form for Agricultural Resources Conservation Fund (ARCF) Projects ONLY</b>
<b>Report of Completed Best Management Practices and Request for Incentive Payment Reimbursement</b>		
Grantee Name (SCD, RC&D, etc.) Hardin County SCD	Name of Cooperator Jim Buck	County Wayne County
Physical Address of BMP Location 123 Lutts Rd., Lutts	Is Cooperator Also the Landowner? (check one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, Provide the Landowner's Name:	

### **Name of the Cooperator**

This field is to include the full name of the cooperator (or farm) that is benefitting from the BMP. In other words, the person or farm that will be receiving a check from the grantee should be listed in this field. The cooperator is the individual (or entity) that signed the *Application and Agreement for ARCF Incentive Payments*.

### **County**

The county field should indicate the county in which the physical BMPs are located. This may be different from the county listed as the Grantee.

### **Physical Address of BMP Location\***

The Physical Address of BMP Location should be the street address (if available) and city where the BMPs were installed. In some cases, a physical address does not exist for farmland; in these cases information such as “near 1446 Cothran Road, Columbia” or “northeast of intersection of HWY31 and SR412” can assist with verifying the location of the BMP. If verification of an address is needed, the property can be researched on the Tennessee State Comptroller’s Tennessee Property Viewer website found at: <http://tnmap.tn.gov/assessment/>. Most counties in Tennessee house their property data on this site; for counties with their own property assessment web service, click “Help” in the upper right portion of the page, and it will direct you to those counties’ websites. This information is used to verify that the coordinates indicated on the form are correct.

## ***Is the Cooperator Also the Landowner? If No, Provide the Landowner's Name\****

In the case of certain practices (e.g. cover crops), the cooperator may not own the property/parcel on which the BMP will be placed. In these instances, the “No” box should be checked, and the owner of record listed. If the BMPs that were installed are “hard” practices (e.g. heavy use areas, fences, waterers, or any practice with a functional lifespan of more than one year), and the cooperator is not the owner of the property, a lease or other agreement should be in place to ensure that the cooperator will have long-term access to the property for the maintenance and upkeep of the practices installed. Ownership information can be found through the Tennessee State Comptroller’s website (<http://tnmap.tn.gov/assessment/>).

## ***Practice, NRCS Code, No./Quantity, Unit of Measurement***

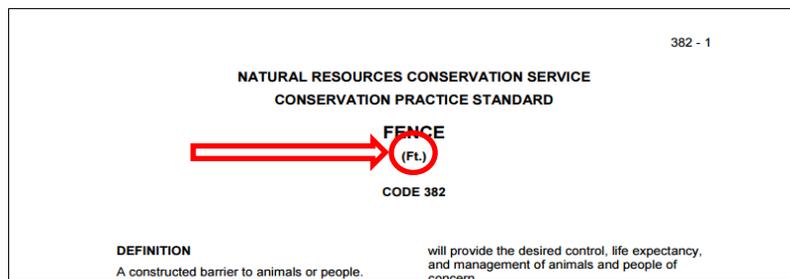
The practice field should indicate the BMP installed. Use NRCS names and description of the practice. A list of NRCS practices can be found on the NRCS’s Field Office Technical Guide (FOTG), which can be accessed at: <https://efotg.sc.egov.usda.gov/>.

For a few practices, TDA has created specific names and numbers to further define the BMP being installed. For example, NRCS uses 382 for fence – any type of fence. The ARCF program further defines fence types, such as fencing for livestock exclusion, under 382A. A list of special codes and practice descriptions can be found below:

<b>TDA-Specific Practices and Codes</b>	
<b>TDA Practice Description</b>	<b>TDA Practice Code</b>
<i>Fence / 382</i>	
Fencing for Livestock Exclusion	382A
Fencing for Rotational Grazing System	382D
<i>Forage and Biomass Planting / 512</i>	
Cropland Conversion	512A
<i>Watering Facility / 614</i>	
Alternative Watering System – Public Water Source	614A
Alternative Watering System – Spring Source	614B
Alternative Watering System – Well Source	614C
Alternative Watering System – Pond Source	614D
Alternative Watering System – Creek Source	614E

The NRCS Code is the identifying number used to reference Conservation Practice Standards. Using this code, you can find the standards for each BMP recognized by NRCS. The NRCS Code can be found on the FOTG site (address above). Please note, not all practices are supported in all counties – please consult your local NRCS office when in doubt.

The number is how much of a practice that was installed. For some practices, for example watering facilities, this field should be equal to the number of tanks installed. For other practices, such as fencing, the number would be in feet. The units should indicate the measurement of the practice (e.g. feet, acres). If you aren't sure how a BMP should be reported, check the Conservation Practice Standard. Just below the practice title, the correct units will be given (see below):



### **Total Project Cost**

The total project cost includes the TDA incentive payment, the cooperator contribution and any additional federal or non-federal sources of funding for the project. This field should be equal to the total of the remaining items on this line. All items included in the total project cost should have back-up documentation available (e.g. receipts or paid invoices, showing a zero balance). Estimates are not acceptable as back-up – the cooperator must obtain final invoices or receipts for supplies and services.

**REMEMBER:**  
Estimates and quotes are  
~NOT~ acceptable as back-  
up documentation for  
allowed expenses.

### **TDA Incentive Payment\***

Formerly referred to as cost-share assistance, this field indicates the amount of funds approved by the Grantee for the cooperator listed. In general, projects impacting unimpaired or not assessed waterways, the incentive payment is up to 75 percent of the cooperator's total cost ~or~ the agreement estimate, whichever is less. Projects impacting waterways impaired due to agricultural activities may receive incentive payment is up to 85 percent of the cooperator's total cost ~or~ the agreement estimate, whichever is less. Prior to submission, if the cooperator will be receiving 75 percent or 85 percent of their total cost, it is recommended that the percentage be verified.

## ***Funding – Other Sources***

Other sources of funding may include cost-share assistance the cooperator received through the Environmental Quality Incentives Program (EQIP), Fish and Wildlife Service – Partners for Fish and Wildlife funds, or Section 319 funds. Please note that Section 319 funds may be administered by a third-party not-for-profit organization or university – remember to ask the cooperator if he/she is receiving any outside funding for the completion of the project.

## ***Cooperator Contribution***

The cooperator contribution indicates the expenditures by the cooperator to install the practices. Please note, with few exceptions, labor and equipment supplied by the cooperator is not eligible to serve as part of the cooperator's contribution. Please refer to the *Guidelines for the Agricultural Resources Conservation Fund*, found at:

<https://www.tn.gov/content/dam/tn/agriculture/documents/landwaterstewardship/AgFarARCFguidelines.pdf>, for more information.

## ***Agreement Estimate\****

The agreement estimate is the estimated incentive payment amount as indicated on the Application and Agreement for ARCF Incentive Payments. Typically, this estimate is derived using the most recent version of the EQIP general payment schedule maintained by NRCS. The most recent EQIP schedule can be obtained at your local NRCS, or online at:

[https://www.nrcs.usda.gov/wps/portal/nrcs/detail/tn/programs/financial/eqip/?cid=nrcs141p2\\_016426](https://www.nrcs.usda.gov/wps/portal/nrcs/detail/tn/programs/financial/eqip/?cid=nrcs141p2_016426). It is also important to note that certain practices (e.g. water wells, fencing) may have additional reimbursements caps as discussed in the ARCF Guidelines (available at:

### **PLEASE NOTE:**

**Certain practices (e.g. water wells, fencing) may have additional reimbursements caps as discussed in the ARCF Guidelines, or as set by**

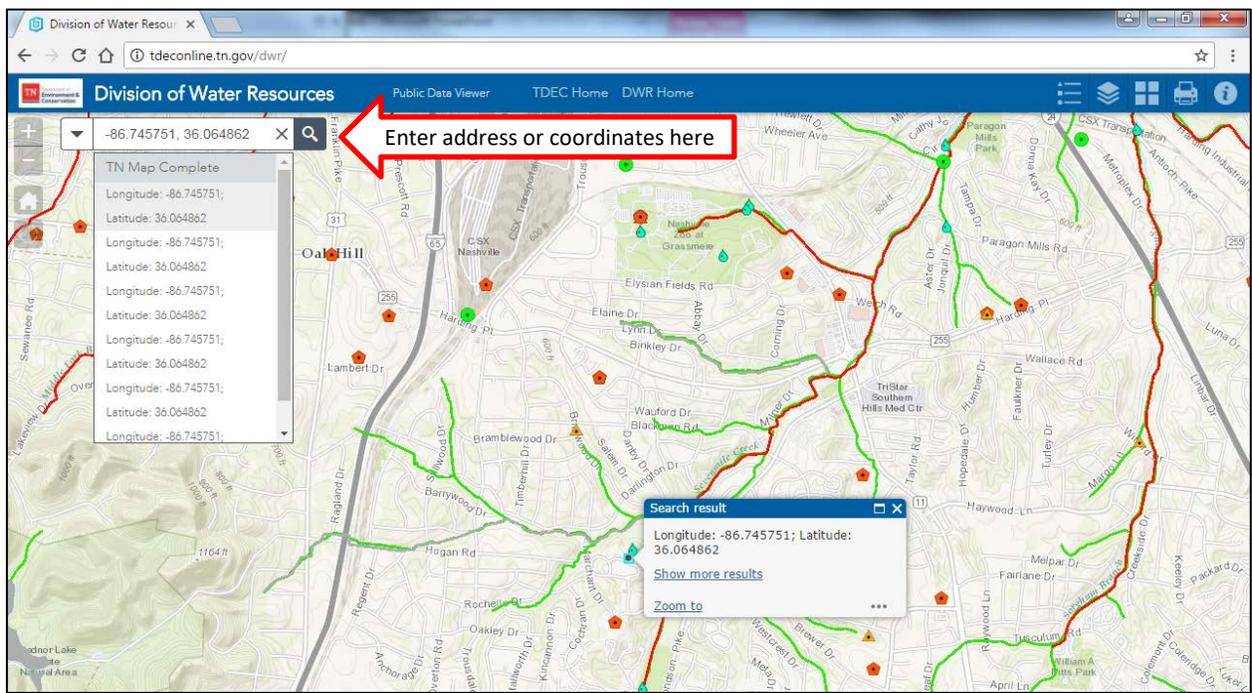
<https://www.tn.gov/content/dam/tn/agriculture/documents/landwaterstewardship/AgFarARCFguidelines.pdf>), or as set by individual SCDs.

## ***Acres Impacted by Project / Land Use (Pasture, Cropland)***

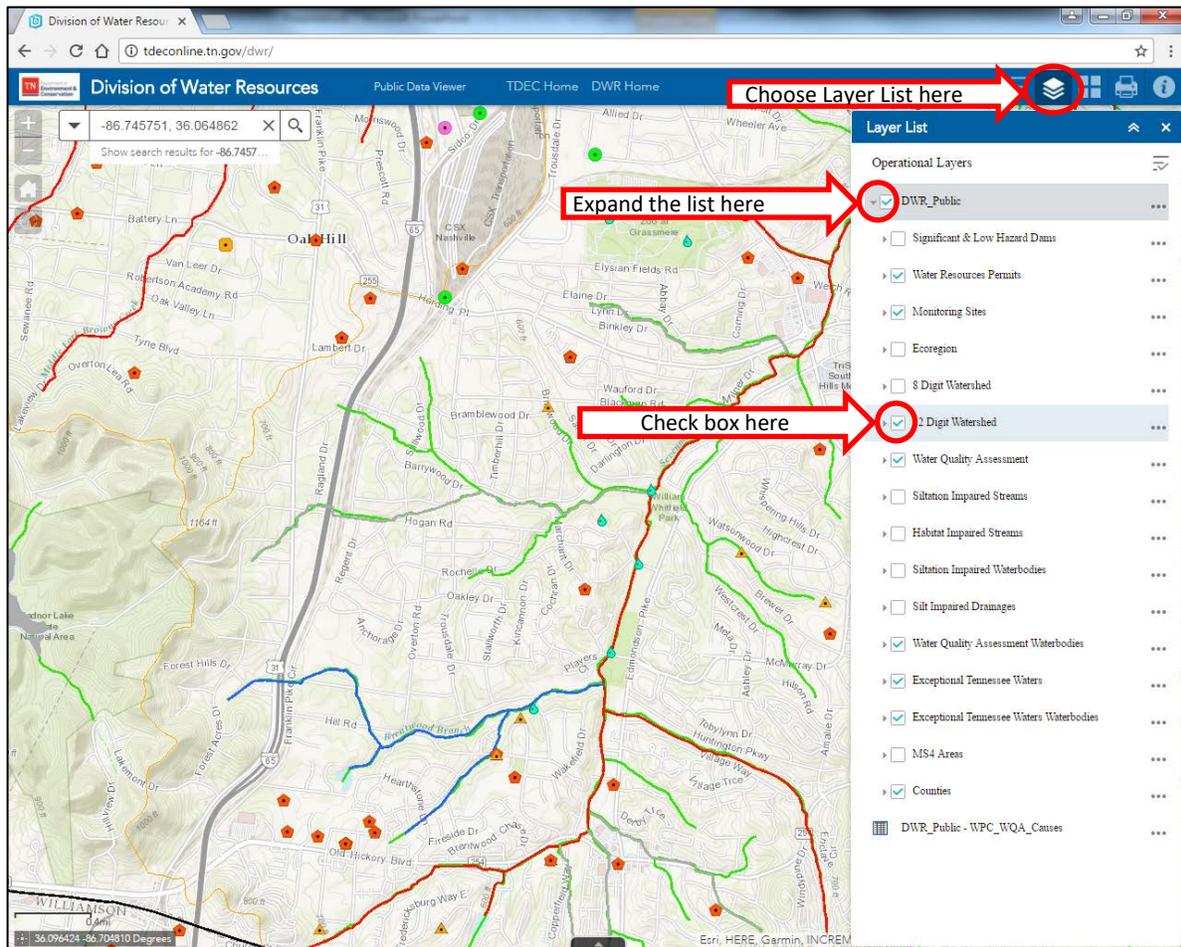
The acres impacted by a project should reflect the approximate area that is benefitting from a practice (or group of practices). Estimating the acres impacted can be simple for some practices – for instance, with winter cover crops, the number of acres treated is the acreage impacted by the BMP. For other practices, the District Technician (with assistance from TDA Watershed Coordinators) may be required to make a judgement call based on their knowledge of the cooperators' operation. For example, the installation of heavy use area and watering facility may only benefit a small portion of the cooperators' acreage, or a specific field. If the same heavy use area and watering facility are installed to assist with rotational grazing, it may impact most or all of the cooperators' pastureland. A good rule-of-thumb, when in doubt, is to consult the field/pasture acreages provided in ToolKit. Another option is to use the total parcel acreage as provided on the Tennessee Property Viewer website, while subtracting the estimated acres used by the headquarters (if applicable). Likewise, the predominant land use is required to calculate pollution load reduction. It can be difficult to differentiate cropland from pastureland on aerial maps; or, the cooperator may be changing land use during the course of the project. Land use should be noted as urban, cropland, pastureland, forest, or feedlot. A majority of ARCF projects fall into either the cropland or pastureland categories. The land use should indicate the current activities, and not the proposed land use. For example, if a cooperator is receiving an incentive payment for cropland conversion, the land use would be cropland (and not pasture), even though the field is changing from row crops to hay.

## ***12-Digit HUC Watershed Number / 12-Digit HUC Watershed Name\****

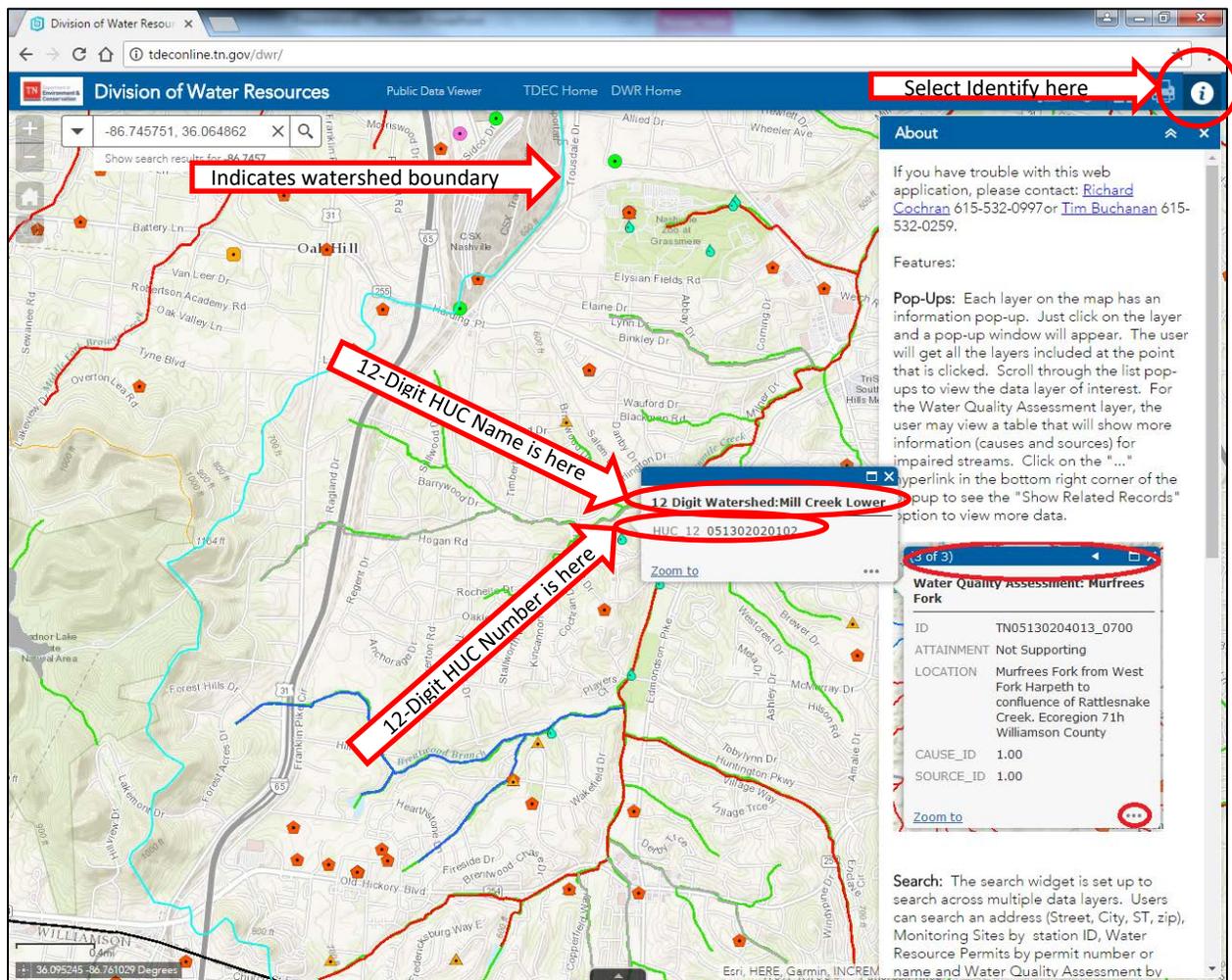
Another piece of information needed to estimate how much pollution is reduced from a specific project is the 12-digit Hydrologic Unit Code (HUC). A HUC code is a series of numbers that identifies a specific watershed. Knowing the correct 12-digit HUC is critical to successfully employing the model used to estimate load reduction. The 12-digit HUC can be obtained in ToolKit, or it can be found on the Tennessee Department of Environment and Conservation's (TDEC's) Division of Water Resources Data Viewer, available at: <http://tdeconline.tn.gov/dwr/>. In the top left corner of the Data Viewer, you can input either the property address or the coordinates in decimal degrees, and click search the  icon. When using decimal degrees, be sure to enter the longitude first such as -86.745751, 36.064862.



Next, chose the Layer List on the top right, which looks like this:  Expand the Operational Layers by clicking the small gray arrow next to DWR\_Public, which looks like this:  Check the box next to 12-digit Watershed.



Select the Identify tool from the top right that look like this:  Move the cursor to your location and click – the 12-digit HUC will pop-up (see below):



## PLEASE NOTE:

If you are using Toolkit or a GIS application to obtain the 12-digit HUC number, you may see fields labeled "HUC\_12\_DS" or "HUC\_12\_GNIS." These are TDEC-use only fields, which do NOT provide the actual 12-digit HUC number. Always use the field labeled "HUC\_12" or "HUC12."

### ***Name of Stream Where the BMP Site Drains (i.e. Receiving Stream)***

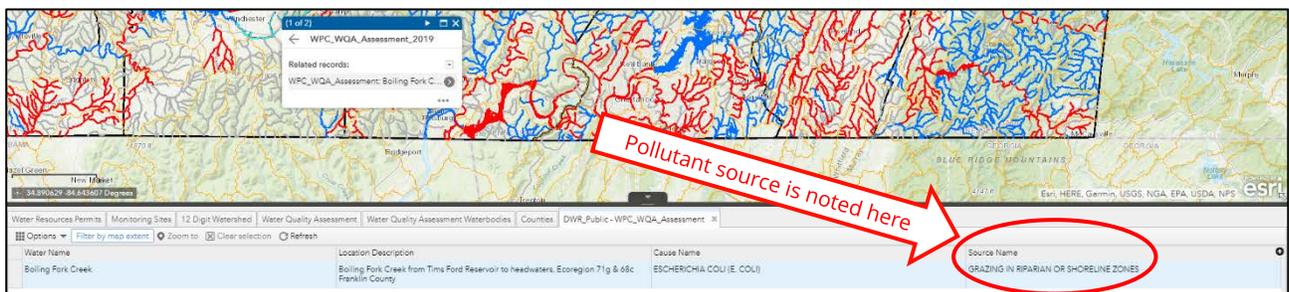
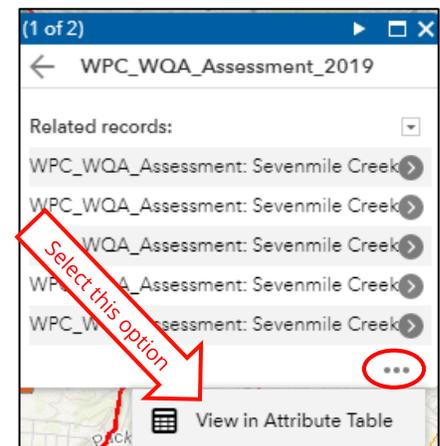
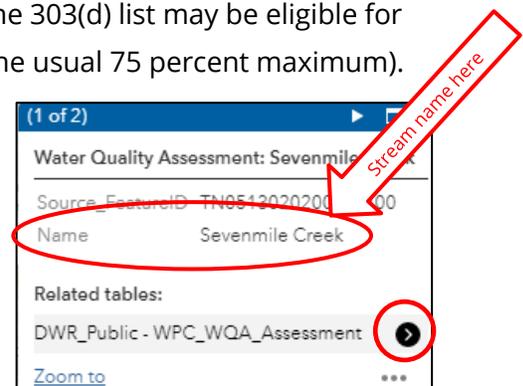
The stream closest to the BMP site indicates the nearest waterbody to which runoff from the project location would drain. It is important to note that occasionally the stream that appears closest may actually be in another watershed. To verify that the stream closest to the BMP site is in the same watershed, you can consult a topographic map, check the 12-digit HUC

watershed boundary in ToolKit, or use TDEC's Data Viewer above. In the previous example, the 12-digit HUC boundaries can be seen in turquoise. While preferable to use the name designated by TDEC for the waterbody, the stream name listed on a topographic map is also acceptable. If using the Identify tool in TDEC's Data Viewer, you can click on the stream, and the name will pop-up in a box similar to the 12-digit HUC watershed. Please note: the 12-digit watershed name should not be listed in this field.

### ***Is Receiving Stream 303(d) Listed? / Is Waterbody 303(d) Listed?***

The 303(d) status of a stream indicates whether the stream (or portion of a stream) to which the BMP project site drains meets water quality standards under the federal Clean Water Act, Section 303(d). Projects placed in locations that may benefit streams listed as impaired *for agricultural sources, that address the listed causes of pollution* on the 303(d) list may be eligible for incentive payments up to 85 percent of the project cost (above the usual 75 percent maximum).

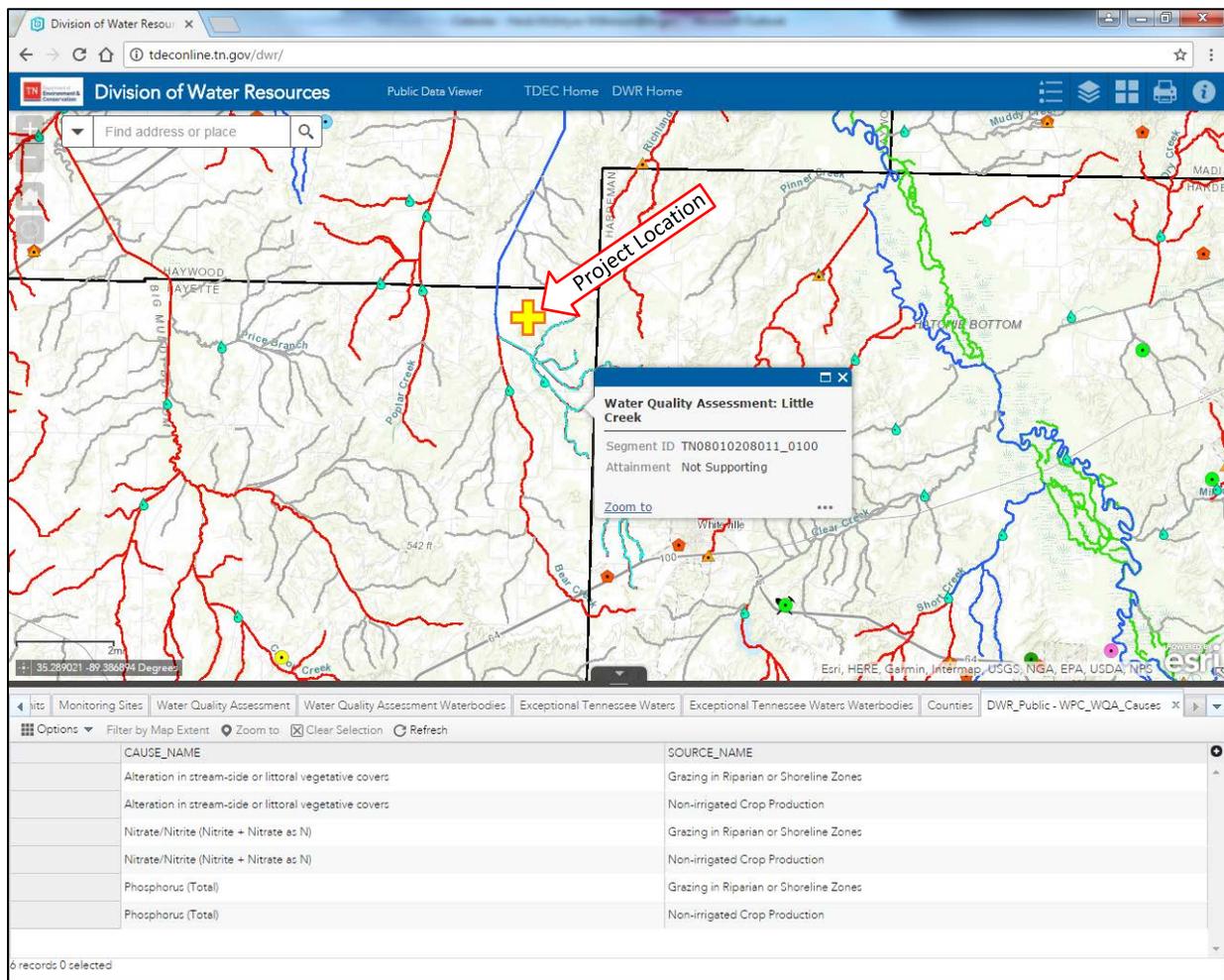
The layer showing which streams and stream segments that are listed as impaired is included in ToolKit. The Data Viewer maintained by TDEC also shows information about impairment. Use the Identify tool to select the stream of interest. The name will pop-up. The color of the line representing the stream indicates its attainment – red is “Not Supporting,” blue is “Fully Supporting,” and grey is “Not Assessed.” If the status is “Not Supporting” (i.e. the stream is red), then you can click on the right-facing arrow to expand the “Related Tables.” A list of the assessment records will pop-up, and you can then click on the three dots located in the lower right side of the box, and select “View in Attribute Table.” The “View in Attribute Table” option will open a table below that lists all the causes and sources of impairment for that segment of stream. Check the “Source Name” column to determine if the stream is impaired due to an agricultural activity (e.g. grazing in riparian or shoreline zones, crop production).



Once the stream has been identified, the 303(d) status can also be determined using the most recent, approved version of the 303(d) list for Tennessee, which can be found at TDEC's Water Quality Reports and Publications page at: <https://www.tn.gov/environment/program-areas/wr-water-resources/water-quality/water-quality-reports---publications.html>.

The waterbody's 303(d) status is verified using the same technique. The waterbody field is intended to indicate the stream, river, or lake into which the nearest stream flows, within the same 12-digit watershed. If either the nearest stream to which a project drains or the waterbody is listed as impaired for agricultural causes, and the proposed practices to be implemented address the pollution source, the cooperators may be eligible for a higher reimbursement rate. In the example provided above (Sevenmile Creek), the nearest stream is impaired, but not by agricultural sources, and the waterbody is not impaired; thus, a project in this area would NOT be eligible for the higher reimbursement rate. Some additional examples are provided below:

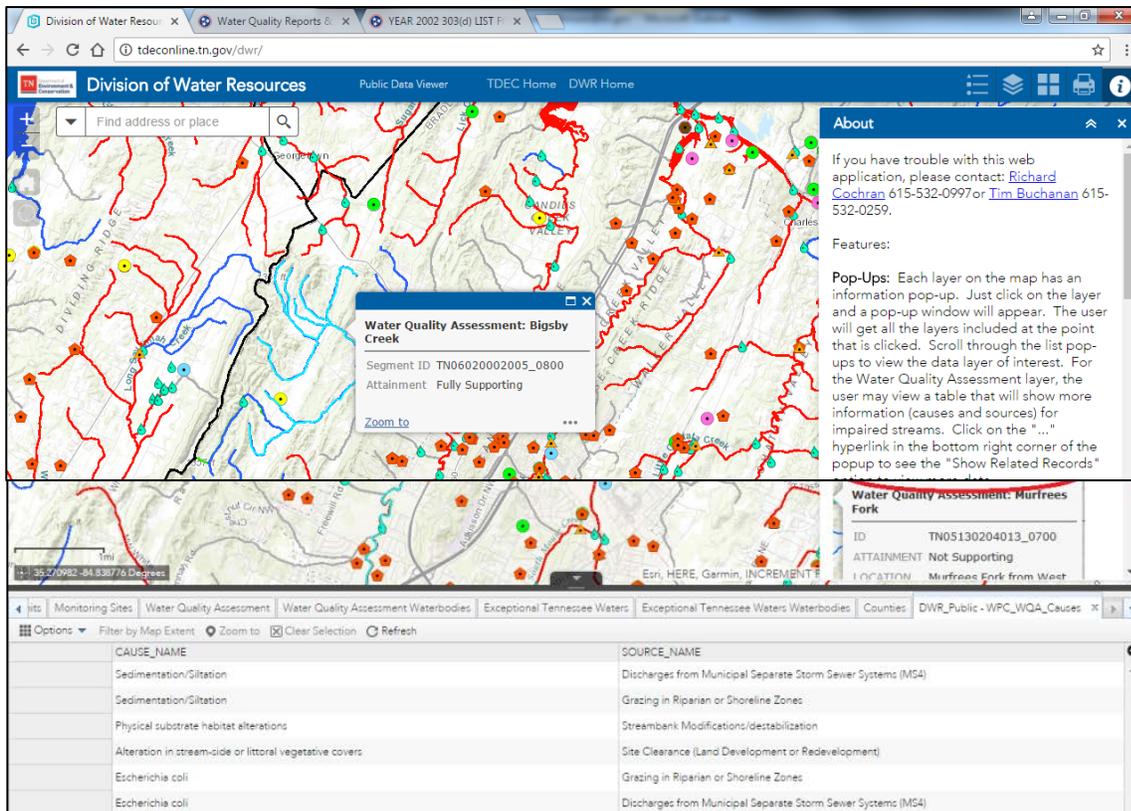
**Example 1: Cover crop project near Little Creek in Fayette County**



Scenario 1: A cooperator has been approved by his local SCD for 75 acres of winter cover crops.

Determination 1: Little Creek in Fayette County is impaired for alteration in stream-side or littoral vegetative covers, nitrate/nitrite, and phosphorus due to non-irrigated crop production. If the cooperator's total expenditure is less than the agreement estimate, he/she may be eligible for reimbursement up to 85 percent of their costs.

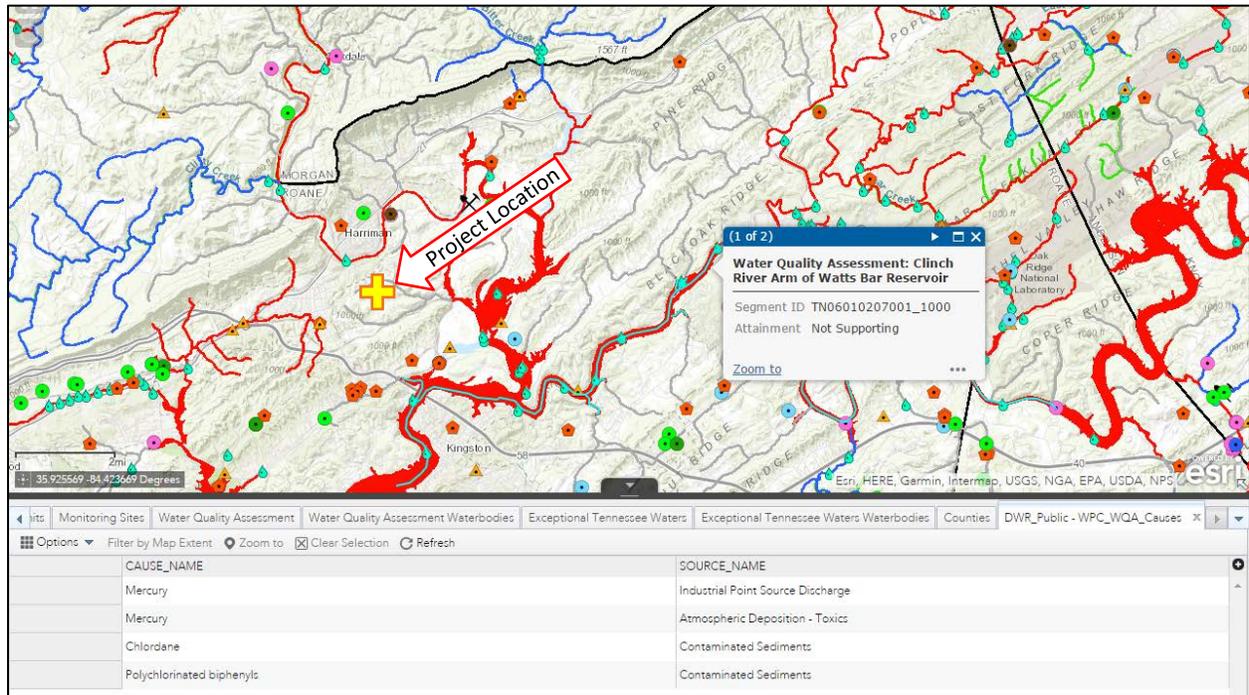
Example 2: Exclusion fencing along Bigsby Creek in Bradley County



Scenario 2: A cooperator has been approved by the Bradley SCD Board to install 1,000 feet of exclusion fencing along Bigsby Creek.

Determination 2: Bigsby Creek is listed by TDEC as being in fully supporting of all designated uses. Bigsby Creek flows southeast into Candies Creek (the waterbody), which is impaired for Escherichia coli (E. coli) and sedimentation/siltation due to grazing in riparian or shoreline areas (see below). This cooperator may be eligible for reimbursement at 85 percent of costs.

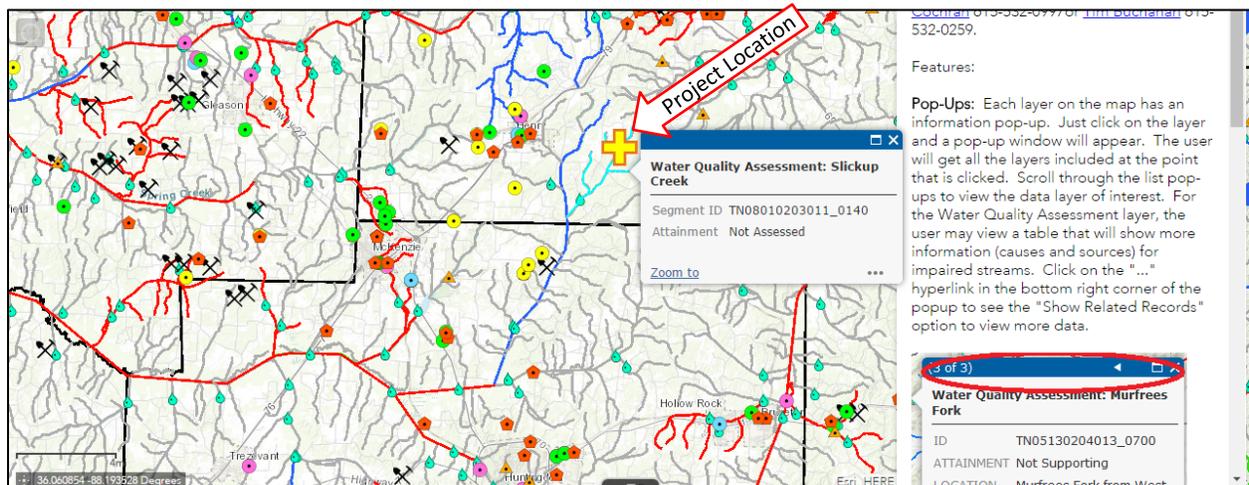
**Example 3: Rotational grazing near Brashear Creek in Roane County**



**Scenario 3:** A cooperator has been approved to install cross fencing, a heavy use area, and a waterer to improve rotational grazing along Brashear Creek in Roane County.

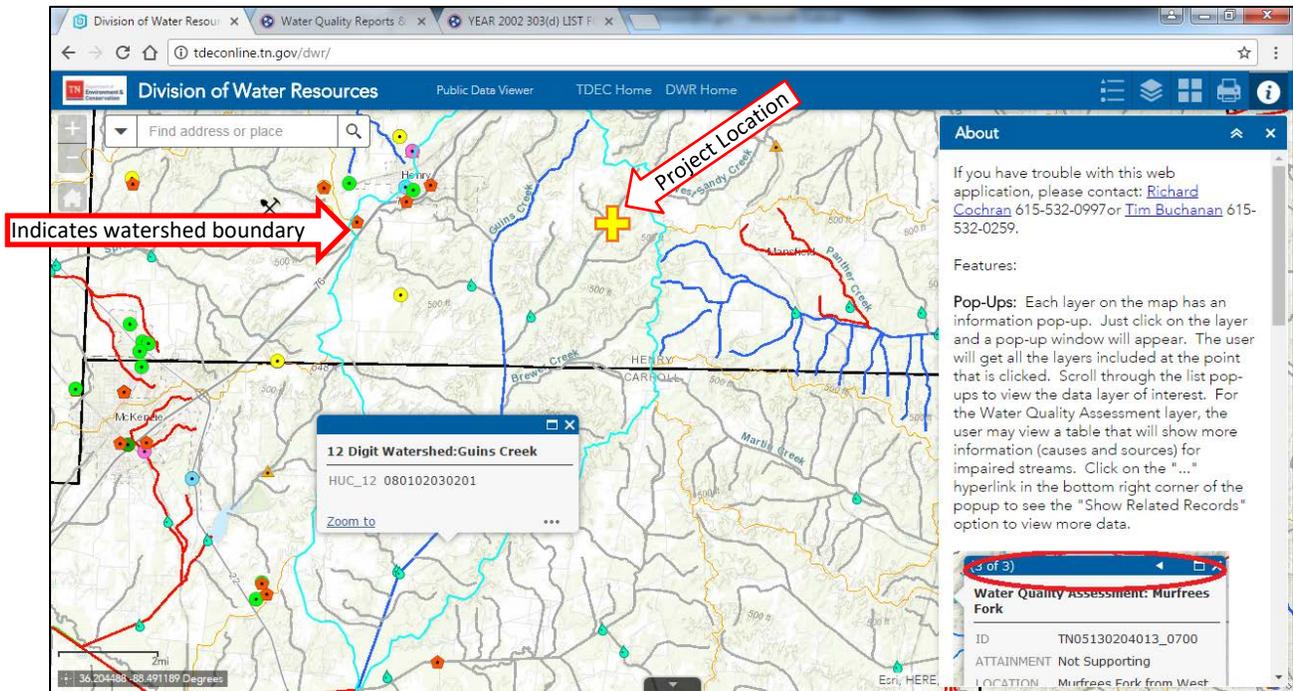
**Determination 3:** Brashear Creek has not been assessed. Brashear Creek flows southeast to the Clinch River arm of Watts Bar Reservoir, which is impaired; however, the waterbody is impaired for mercury, chlordane, and polychlorinated biphenyls (PCBs) from atmospheric deposition and industrial sources. The cooperator would not be eligible for up to 85 percent reimbursement.

**Example 4: Water and sediment control basin near Slickup Creek in Henry County.**



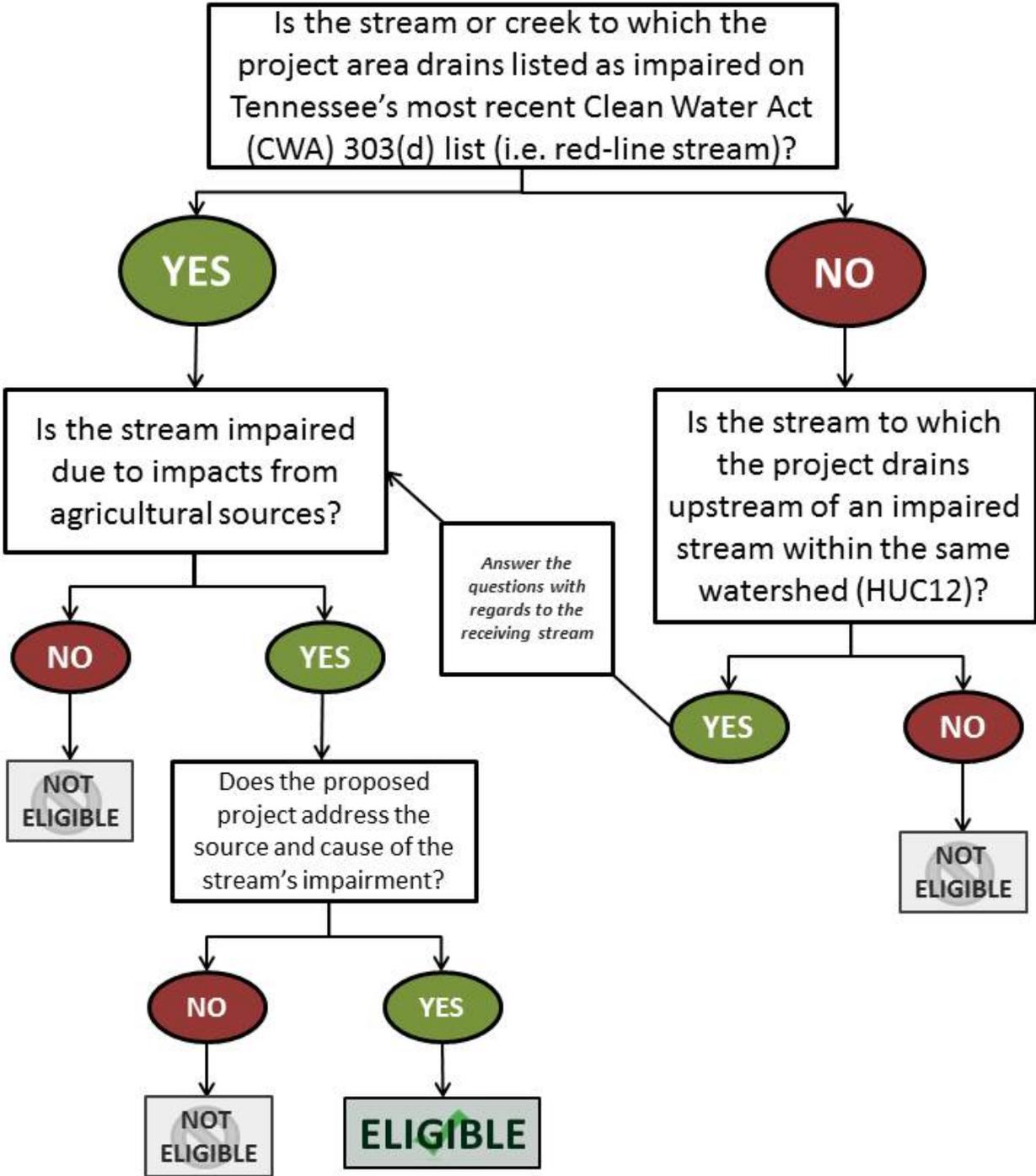
**Scenario 4:** The cooperator has been approved by the Henry County SCD to install a water and sediment control basin near some cropland along Slickup Creek in Henry County.

*Determination 4:* Slickup Creek has not been assessed. Slickup Creek flows southwest into Guins Creek, which is fully supporting. Since neither the nearest stream, nor the waterbody is 303(d) listed for agricultural sources, this cooperator would not be eligible for up to 85 percent of his/her costs. Guins Creek flows into Crooked Creek (which is impaired, but not for agricultural reasons), which in turn flows into the South Fork of the Obion River. The South Fork of the Obion River is impaired for sedimentation/siltation from non-irrigated cropland; however, it is outside the project watershed (making the project ineligible). By looking at the 12-digit HUC layer on TDEC's Data Viewer, you will also see that the impaired streams all lay outside the watershed in which the project is proposed (see below):



The form should indicate whether the closest stream and waterbody are listed for agriculture. If either are impaired, but not for agriculture, both "No" boxes should be indicated. If you are still having trouble deciding if a cooperator qualifies for the 85 percent incentive payment, the following decision tree may help:

Determining Eligibility for the 85 Percent Reimbursement Rate for the Agricultural Resources Conservation Fund (ARCF)



## ***Latitude Coordinates of the BMP Location / Longitude Coordinates of the BMP Location***

Determining the coordinates for a BMP can be accomplished in several ways – some are much more accurate than others. Described below are the two most accurate methods. Correct coordinates for a project is one of the most critical pieces of information provided on reimbursement forms, as so many other aspects (nearest stream, watershed, etc.) depend on correctly locating the BMPs. All coordinates must be provided in decimal degrees (e.g. 36.12345, -85.12345) as opposed to degrees/minutes/seconds.

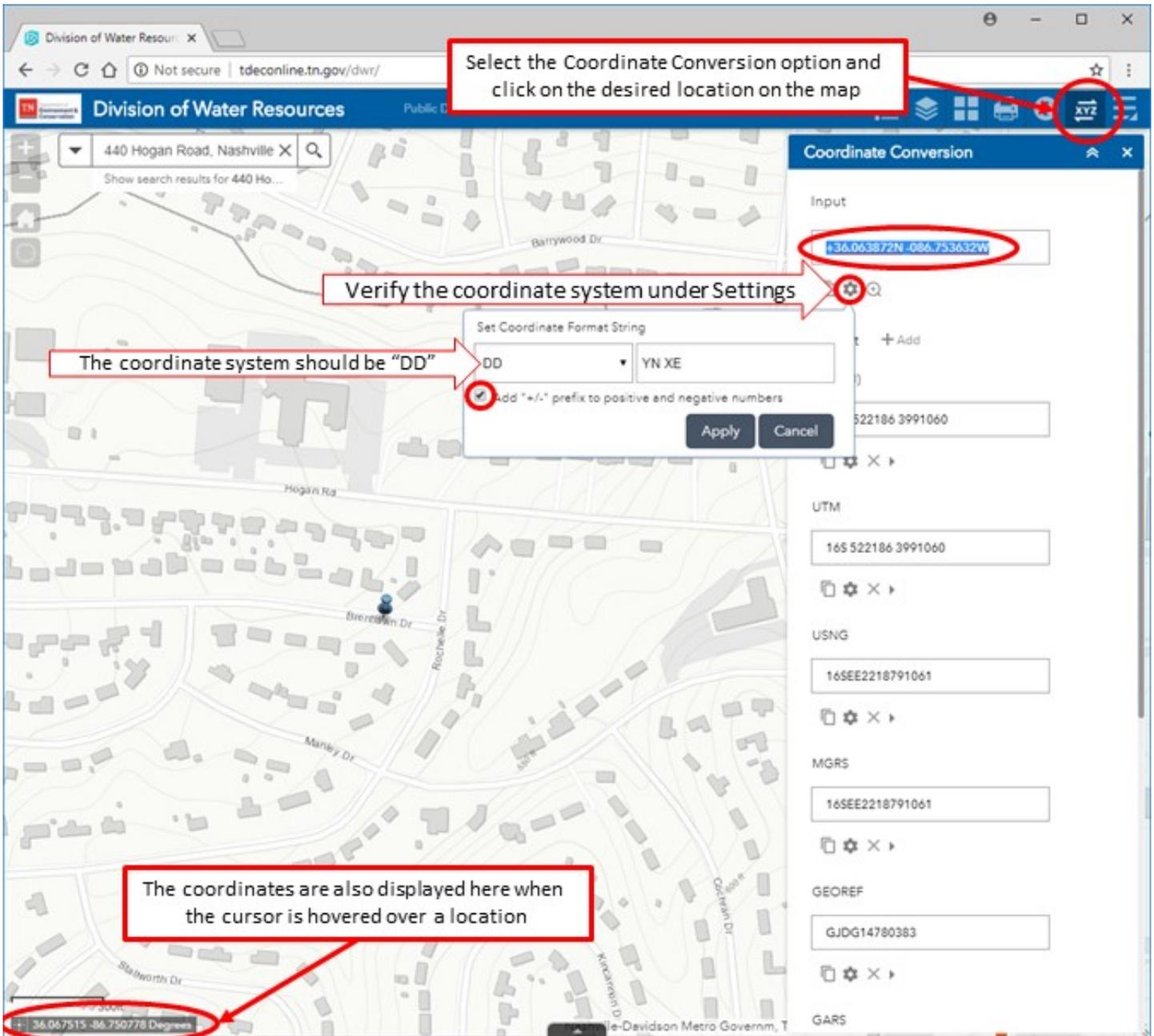
- *ToolKit*: The use of ToolKit to obtain the latitude and longitude coordinates is the preferred method of finding a project's location. As every SCD project must be entered into ToolKit, this will likely be the most convenient method, as well. ToolKit will also allow you to determine 12-digit HUCs, watershed names, etc. The coordinates selected in ToolKit can be copied and pasted directly into the fillable form in order to minimize errors. If the coordinates in ToolKit are set to degrees/minutes/seconds, you can toggle them to decimal degrees – check with your NRCS Area or State GIS Specialist for assistance.

If you are located in a “closed county,” (i.e. a county that does not have a physical NRCS office) you may have an ArcGIS product (such as ArcMap) in lieu of ToolKit. If you are in need of reference layers, please check with your NRCS Area or State GIS Specialist for assistance. In addition, some useful layers may be downloaded free of charge, if allowed by your organization's cyber security policies, at the State of Tennessee, Department of Finance & Administration STS GIS data clearinghouse at: <https://www.tn.gov/finance/sts-gis/gis/data/>.

- *Data Viewer*: TDEC's Data Viewer will provide the coordinates of any location in which you hover your cursor. These are displayed as decimal degrees on the bottom left corner of the Data Viewer map. If you are having difficulty identifying the exact location on the Data Viewer, it may help to use a different basemap, such as streets or aerial imagery. You can access different basemaps by selecting the Basemap Gallery at the upper right: 

In addition, using the Coordinate Conversion Tool  will allow you to place a pin in the desired location, and provide the correct latitude and longitude in a format that can be copied and pasted directly into the fillable form. The Input field under the Coordinate Conversion will provide the coordinates in decimal degrees; to verify that the coordinate

system is correct, check that Set Coordinate Format String under Settings is set to "DD." If you select the check box Add "+/-" prefix to positive and negative numbers, the Input field will automatically provide the "-" number for the longitude (see below):



Using the cursor, you can highlight the latitude or longitude and hit Ctrl+C to copy the text. Place your cursor in the form at the desired location, and hit Ctrl+V to paste the selected text into the form.

### ***TDA Use Only***

The remainder of the reimbursement form is completed by TDA Watershed Coordinators, reviewers, and accounting staff.

# Below is an example of correctly form:

		<b>Use This Form for Agricultural Resources Conservation Fund (ARCF) Projects ONLY</b>	
<b>Report of Completed Best Management Practices and Request for Incentive Payment Reimbursement</b>			
Grantee Name (SCD, RC&D, etc.) <b>Davidson County SCD</b>	Name of Cooperator <b>John Doe</b>	County <b>Davidson Co.</b>	
Physical Address of BMP Location <b>440 Hogan Rd., Nashville</b>	Is Cooperator Also the Landowner? (check one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If No, Provide the Landowner's Name: <b>State of Tennessee</b>		
Practice	NRCS Code	No. / Quantity	Unit of Measurement
<b>Cover Crop (Soil Health)</b>	<b>340</b>	<b>15</b>	<b>Acres</b>
<i>Note: The water &amp; sediment control basin EQIP cost estimate uses cubic yards excavated; however, the practice is reported in "number" of WASCOBs per the practice standard.</i>			<b>No.</b>
<u>Total Project Cost</u>		<u>TDA Incentive Payment</u>	
<b>\$3276.25</b>	<b>\$2457.18</b>	<u>Funding – Other Sources</u> Federal    Non-federal <b>\$0.00    \$0.00</b>	
		<u>Cooperator Contribution</u> <b>\$819.07</b>	
<u>Agreement Estimate</u> <b>\$4620.15</b>	Acres Impacted by Project <b>20</b>		12-Digit HUC Watershed Number <b>051302020102</b>
	Land Use (Pasture, Cropland) <b>Cropland</b>		12-Digit HUC Watershed Name <b>Mill Creek Lower</b>
Name of Stream Where the BMP Site Drains (i.e. Receiving Stream) <b>Briarwood Branch</b>		Is Receiving Stream 303(d) Listed? (check one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Is Waterbody 303(d) Listed? (check one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Latitude Coordinates of the BMP Location: <b>36 . 067233</b> (decimal degrees)		Longitude Coordinates of the BMP Location: <b>-86 . 743508</b> (decimal degrees)	
<b>TDA USE ONLY</b>			
I certify that a complete <u>Application and Agreement for BMP Incentive Payments Form</u> is in the project folder, calculations for the above request have been reviewed and are correct, a field check of the completed practice(s) has been performed, and the reimbursement is approved.			
TDA Watershed Coordinator _____ Date _____		Contract # _____	
Reviewed by TDA-EAC: _____		P.O.# _____	
Initial _____ Date _____	RECEIPT # _____		
Notes: _____	VOUCHER # _____		
Title VI Cooperator Self-Identification (Optional): <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other		EDISON ENTRY DATE: _____	

*Note: Although the stream/waterbody into which Briarwood Branch drains (Sevenmile Creek) is impaired, it is NOT impaired due to agricultural sources.*

# SCD Supervisor Per Diem Claim Form (AG-0670)

The following guidance is to assist with correctly completing the SCD Supervisor Per Diem Claim Form (AG-0670) in order to request the District Supervisors' payments for attending District meetings. It is important to complete the form fully to prevent delays and/or errors in the per diem payments.

## ***County Soil Conservation District***

The first field on the form should state the District applying for per diem payments. Counties may "auto-populate" this field; that is, the county can be typed into the field and printed for future use. Please note: if your District decides to auto-populate portions of the form, it is recommended that the State Soil Conservation Committee webpage (found at: <https://www.tn.gov/agriculture/farms/conservation/ag-farms-sscc.html>) is periodically consulted to verify that the form has not been updated or changed.

## ***Date of Meeting***

The Date of Meeting is the day that the District Supervisors formally met to discuss District business. The form is completed for each meeting (do not combine multiple meetings on a single form). The date can be provided in any common format (e.g. 01/01/17; January 1, 2017; 01-Jan-17).

## ***State Fiscal Year***

The State of Tennessee Fiscal Year runs from July 1<sup>st</sup> through June 30<sup>th</sup> each year. For example, State Fiscal Year 2017 ran from July 1, 2016 through June 30, 2017. The State Fiscal Year field should include only one year (e.g. 2018); a date range (such as '17-'18) is not a valid entry.

## ***Supervisor Name***

The Supervisor Name column has two rows, which include the supervisor's name and address. The column should be completed for each supervisor that attends the meeting on the date noted previously on the form. If the form is handwritten, please verify that the name is easily legible.

## ***Signature***

The Supervisor whose name and address is listed to the left signs the form in this field at the time of the meeting if present for the meeting. It is not permitted for Supervisors to sign the form and leave prior to fulfilling District duties, nor is it permitted for another Supervisor to sign

for an absent board member. No other information should be included in the signature field other than the Supervisor's signature.

### ***Per Diem Amount Requested***

The per diem amount per Supervisor, per meeting, is \$30.00 as of State Fiscal Year 2018. The per diem amount requested for each Supervisor cannot exceed \$30.00 per meeting, unless the Tennessee Code Annotated (T.C.A.) is updated in the future. Please only complete this field for those Supervisor's that attended the meeting; do not auto-populate the final column with \$30.00 for all the Supervisors, if they were not present at the meeting.

### ***Total Per Diem Request***

The Total Per Diem Request represents the sum of the Per Diem Amount Requested column. The sum will always be a multiple of 30 (as each Supervisor can only claim \$30.00 per meeting). If the entire Board was present, the total would be \$150.00 (which is the maximum amount that can be requested per meeting).

### ***Approved***

The District Chairman must approve the per diem request prior to submission by signing the form. Forms that are not signed will not be processed. Once the form is approved, it may be submitted for acceptance and payment processing.

### ***Accepted***

The Accepted field should be left blank at the District level. Once the form has been reviewed, and it is deemed correct and complete, the State Soil Conservation Committee Technical Secretary will sign the form. At this time, the form is accepted and the per diem payments will be processed by TDA.