

Instructions for Filling out ANPSACP (FORM SW -2)

A narrative attachment must be included to describe the facilities (i.e., testing laboratories, etc.), equipment and supplies and other direct expenses, if any, required to complete the proposed project. Items to be purchased with program funds should be minimal and fully described and justified. Wherever possible, it is most desirable that capital equipment for which funds are requested be leased.

(1) Identify "cash"(C) and "in-kind" (IK) matches separately and in the same column. Delineate source of cash (e.g. EQIP, etc.) other than farmer's own resource and source of in-kind (e.g. SWCD, NRCS, etc.). Please use either actual rates (salary + fringe) or the Round 14 *Recommended Ag. NPS Hourly Rates*. The \$5.00/hour overhead match should be put in Line G under Sponsors Contribution, Personal Services(IK).

(2) If the total amount in the Sponsors or Landowners Contribution is attributable to more than one source, e.g. SWCD/NRCS, indicate the proportionate shares in the Source column.

(3) Sponsor expenses for planning individual BMPs, contract administration, preparing information/education materials, assisting landowner in implementing agronomic BMPs, etc.

(4) Expenses for services which are contracted for such as private consultants, cooperative extension agents, etc. When using the Round 14 *Recommended Ag. NPS Hourly Rates*, the \$5.00 overhead should be put in Line G under Sponsors Contribution (IK).

(5) Sponsor expenses related to survey, design, layout and construction inspection of structural BMPs. When using the Round 14 *Recommended Ag. NPS Hourly Rates*, the \$5.00 overhead match should be included in Line G under Sponsors Contribution (IK).

(6) Supplies - State funds may only be requested if you are using actual rates for Personal Services. Itemize all supplies on a separate sheet (e.g. paper - \$100, photocopying - \$50, etc.). If you are using the Round 14 *Recommended Ag. NPS Hourly Rates*, supplies are to be included in the \$5.00/hour overhead in Line G under Sponsors Contribution(IK).

(7) Expenses related to project construction such as soil investigations performed with backhoe, or portable equipment purchased such as pump agitator and spreader to empty a manure storage structure. If you are using the Round XIII *Recommended Ag. NPS Hourly Rates*, you may also request State funds for expenses related to completing planning projects such as costs associated with CNMP development (binders, aerial photos), or costs associated with developing educational materials, etc.. These costs are separate from overhead expenses and will be reviewed and approved on an individual basis. Itemize them on a separate sheet.

(8) When using the Round 14 *Recommended Ag. NPS Hourly Rates*, this is where you include the \$5.00 overhead match for Personal Services, Contractual Services, and/ or Engineering Services. Eligible overhead expenses include but are not limited to: lease or purchase of equipment; all insurance; rental of office space; costs associated with transportation including mileage, fuel, vehicle maintenance; utilities; supplies used for daily office operation such as envelopes and stamps; use of office equipment/machines etc. These expenses are not eligible for state assistance payments.

(9) When using the actual rates, use this line to show overhead expenses. They include the same items listed in #8 above. These expenses are not eligible for state assistance payments.

(10) The totals in Line I in columns I-IV should be the same as the cumulative totals in columns 3-6 of the BMP IMPLEMENTATION LIST (SW-3).

(11) 10 % of line I under columns I – IV. Contingency funds are to be used only to cover cost overruns. Contingency funds may only be used when justified, only on an as needed basis. Use of these funds should be discussed with your regional Environmental Analyst or Water Quality Specialist first.

(12) The Excel program will automatically calculate these percentages for you, and allow you to be sure you meet match requirements.

The BUDGET ANPSACP (FORM SW - 2)* has been formatted to automatically calculate the following:

- 1) Line K (Rows I - IV) - Totals
- 2) Line J (Rows I - IV) - 10 % contingency for each column.
- 3) Column IV - Totals for Lines A - K, columns I - IV.
- 4) Line L - Cost Share Percentages for Columns I - IV.

* This spreadsheet is protected, and you will be unable to manipulate cells that contain formulas.