



Howard Soil & Water Conservation District (HSWCD)
311 7th Street SW, Suite #2 • Cresco, IA 52136
Phone: 563-547-3040, ext #3 • www.howardswcd.org
An Equal Opportunity Provider And Employer

Application Process

Iowa Financial Incentives Program (IFIP) & Resource Enhancement and Protection (REAP)

1. **Applicant** completes and signs Application, W-9 form, and Legal Entity form (if necessary).
* For Water Quality Initiative practices, also complete the “Eligibility Certification Form and Practice Maintenance Agreement.”
2. **Technician** meets with Applicant and completes estimate, design, map, conservation plan.
3. **Applicant** receives and reviews above information and signs the Assistance Request Letter.
* **Applicant must not begin work or incur expenses prior to board approval.**
4. **HSWCD Board** reviews the application.
5. Upon receipt of an Assistance Approval Letter, **Applicant** can begin work and incur expenses. A list of Contractors who do work or Vendors who sell products for conservation practices is available from our office and online.
* **Applicant must complete the project within one year of HSWCD Board Approval.**
6. **Applicant** notifies HSWCD when project is complete and turns in bills. It is the Applicant’s responsibility to present valid invoices showing services or goods provided in order to be eligible to receive funds from the Iowa Department of Agriculture and Land Stewardship (IDALS) programs. Valid invoices must be received by the HSWCD prior to funds being disbursed.

*A valid invoice must include the following items:
 - Applicant name and address
 - Contractor or Vendor name and address
 - Itemization of the services or goods
 - Date the services were provided or date the goods were received
 - Cost of the services or goods

If any of these items are missing from the invoice, Applicant should ask the Contractor or Vendor to make notations on the invoice documenting the needed information and sign and date the invoice.
7. **Technician** certifies project meets specifications and reviews bills.
8. **Applicant** signs Certification Page and Maintenance Agreement.
9. **HSWCD Board** reviews completed project and expenses.
10. **IDALS** approves cost share and check is mailed to Applicant.