

# State Cost Share in 10 easy steps

*\*Do not begin work or incur expenses prior to HSWCD Board approval (step 5)*

1. Complete an Application, W-9, and Legal Entity form (if necessary). For the Water Quality Initiative (WQI), also complete the Practice Maintenance Agreement and Eligibility Certification Form.

2. Technician meets with you and then prepares an estimate, design, map, seeding plan, conservation plan.

3. You will receive the above items along with an Assistance Request Letter. Sign and return the letter. Do NOT begin work or incur expenses until you receive an Approval letter.

4. HSWCD Board reviews the application during a regular monthly meeting.

5. Upon approval, you will receive an Approval Letter. *\*Now you can begin work and incur expenses. Please take note the completion date on your letter.  
A list of Contactors/Vendors is available from our office and online if you need it.*

6. When your project is complete, notify our office and turn in your invoices. *A valid invoice MUST include: your name and address, the contractor/vendor name and address, itemization of the services or goods, date the services were provided or the goods were received, cost of the services or goods.*

7. Technician reviews the invoices and completes a field check to certify the project meets our specifications.

8. Sign and return the Certification Page, Maintenance Agreement, Job Sheet, Seeding Plan.

9. HSWCD Board reviews completed project and expenses at a regular monthly meeting, and the cost share payment request is sent to the Iowa Department of Agriculture and Land Stewardship (IDALS).

10. IDALS approves the cost share and a check will be mailed to you. *(\*You are responsible for paying your contractor/vendor in a timely manner- their bill may be due before you receive the cost share check.)*

