



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

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# Application Process

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

1. **Applicant** completes and signs application and W-9 form
  - \* Applicant provides POA/Corporation/Trust/etc. papers if necessary
2. **Technician** meets with Applicant and completes estimate, design, map, conservation plan
3. **Applicant** receives and reviews above information and signs Assistance Request Letter
  - \* **Applicant must not** begin work or incur expenses prior to board approval
4. **HSWCD Board** reviews the application
5. **Applicant** can begin work and incur expenses upon receipt of an Assistance Approval Letter. For example: hire a contractor, make purchases. A list of contractors who do work or provide sales in Howard County for conservation practices is available from our office and online.
  - \* Applicant must complete 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 a valid invoice 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/Vendor name and address
    - Itemization of the services/goods
    - Date the services were provided or date the goods were received
    - Cost of the services/goods
    - *If some of these items are not included on the invoice, Applicant should ask the Contractor/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
10. **IDALS** approves cost share and check is mailed to Applicant