

AG NPS GRANT PROGRAM PROJECT COMPLETION REPORT

Name of Project \_\_\_\_\_ SWCD \_\_\_\_\_

Type of Grant \_\_\_\_\_ Planning (fill out sections 1 & 3) \_\_\_\_\_ Implementation (fill out sections 2 & 3)
\_\_\_\_\_ Both (fill out sections 1, 2 & 3)

Round \_\_\_\_\_ Contract # \_\_\_\_\_

(Note: Appropriate sections must be completed by a NYSSWCC representative for a SWCD to receive their final 10% payment)

SECTION 1
WATERSHED AND FARMLEVEL ASSESSMENT & PLANNING

Number of farms in the watershed? \_\_\_\_\_

\*Number of farms addressed by this grant? \_\_\_\_\_

\*Were all the deliverables in the plan of work for assessment and planning met? \_\_\_\_\_ yes \_\_\_\_\_ no

If not, why not? \_\_\_\_\_

\*Were subcontracts utilized by the SWCD when planning services were provided by other agencies or consultants? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ n/a

If yes, name agencies or consultants. \_\_\_\_\_

\*Did watershed and farmlevel assessment and planning activities follow procedures outlined in the AEM Guide? \_\_\_\_\_ yes \_\_\_\_\_ no

Number of tier 1 questionnaires completed \_\_\_\_\_ and estimated cost of completing per farm? \_\_\_\_\_

Number of tier 2 farm assessments completed \_\_\_\_\_ and estimated cost per farm? \_\_\_\_\_

Number of tier 3A plans prepared \_\_\_\_\_ and estimated cost per farm? \_\_\_\_\_

Number of tier 3B plans prepared \_\_\_\_\_ and estimated cost per farm? \_\_\_\_\_

Number of tier 3C plans prepared \_\_\_\_\_ and estimated cost per farm? \_\_\_\_\_

SECTION 2
BMP IMPLEMENTATION

\*Number of farms BMP's were installed on: \_\_\_\_\_

\*Did a NYSSWCC representative visit the farm(s) to view the BMPs installed? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, who participated in the site review? \_\_\_\_\_

Date(s) of site visit \_\_\_\_\_

Is the Farm and BMP GPS Form completed and attached? \_\_\_\_\_ yes \_\_\_\_\_ no

- \*If BMPs were installed on rented land and they have a life span of 5 years or more, was a written lease obtained?  yes  no  n/a
- \* If components of a waste management system were installed (Agricultural Waste Storage, Barnyard Runoff Management System, Milking Center Disposal System, Nutrient Management Plan/Waste Utilization Plan, Silage Leachate Collection System, Runoff control/erosion control related to waste utilization was a complete CNMP prepared that meets NRCS requirements (not applicable for contracts after Round IX)?  yes  no  n/a
- \*If an Agricultural Waste Storage was installed, was a complete CNMP prepared that meets NRCS requirements?  yes  no  n/a
- \*Was a CNMP prepared, reviewed with and agreed to by the farmer prior to the design of a manure storage structure?  yes  no
- \*Is the BMP Procurement Record filled out and attached to the final report?  yes  no
- \*Were the necessary BMP design approvals obtained?  yes  no
- \*Were all the required environmental permits obtained?  yes  no  n/a
- \*Were all the BMPs identified as deliverables in the plan of work installed?  yes  no
- If not, why not? \_\_\_\_\_
- \*Were all BMPs installed to NRCS specs?  yes  no
- If not, what specs were used? \_\_\_\_\_
- \*Were photographs taken of the work site before and after construction?  yes  no
- \*If a consultant engineer was used to approve the design and/or the construction of the BMP was there a sign off by the consultant?  yes  no  n/a  
(e.g. Consultant Engineer Certification Form)
- Are there non-funded components of the project?  yes  no  
If yes, were they also completed?  yes  no
- If not, why not? \_\_\_\_\_
- \*Was capital equipment leased?  yes  no  n/a
- If not, why not? \_\_\_\_\_
- \*Was capital equipment, that was purchased, available on site for inspection?  yes  no  n/a
- \*Were subcontracts with the landowner/operator utilized by the SWCD?  yes  no  
(e.g. BMP Funding Agreement)
- \*Does the BMP Funding Agreement contain O&M provisions?  yes  no  n/a
- \*Was the landowner provided copies of O&M requirements for each BMP?  yes  no
- \*Were subcontracts utilized by the landowner/operator for installation of BMPs?  yes  no  n/a
- \*Did the landowner/operator utilize a competitive process for hiring a contractor?  yes  no  n/a

\*Was a Minority and Women Owned Business Utilization Plan (for contracts and subcontracts of \$25,000 or more, not applicable after Round IX) implemented or was an exemption granted? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_ n/a

If not, why not? \_\_\_\_\_

\*Do service subcontracts specify a per hour or per day rate? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_ n/a

\*If the landowner/operator did the installation of the BMPs themselves, was a contract for owner installed BMPs utilized by the SWCD? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_ n/a

\*Did the landowner maintain a daily log of work performed including equipment used? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_ n/a

**SECTION 3  
FINAL REPORT**

\*Are the final voucher, budget report form and final progress report complete? \_\_\_\_\_ yes \_\_\_\_\_ no

Is the landowner(s)/operator(s) satisfied with the BMPs installed? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_ n/a

If not, why not? \_\_\_\_\_

\*For the budget report were contingency funds needed? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_ n/a  
If so, was the sponsor/landowner match requirement met? \_\_\_\_\_ yes \_\_\_\_\_ no

\*Were there cost overruns on any of the Budget categories? \_\_\_\_\_ yes \_\_\_\_\_ no  
Were they preapproved by a AEA or Water Quality Specialist? \_\_\_\_\_ yes \_\_\_\_\_ no  
Were there any of the cost overruns in excess of 15% that required a contract amendment? \_\_\_\_\_ yes \_\_\_\_\_ no

\*Are BMP implementation costs reasonable based on average county costs? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_ n/a

\*Has the required match of both the sponsor and the landowner/operator been documented and are the rates used consistent with average county costs? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_ n/a

Initial budget

Final expenditures

*Percent of landowner match	_____	_____
*Percent of sponsor match	_____	_____
*Percent of state match	_____	_____

\*Is there adequate documentation of the match, including both cash and inkind services provided? (e.g. Does documentation include date the work was performed, hours, cost/hour, type of equipment, charge for equipment type and cost of materials and other applicable information?) \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_ n/a

\*Were all landowner contributions and expenditures utilized as matching funds incurred after the contract start date? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_ n/a

\*Are all the bills dated prior to the contract end date? \_\_\_\_\_ yes \_\_\_\_\_ no

\*Are the consultants services provided documented and itemized? (for CNMP projects, please see CNMP Documentation Guidelines) \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_ n/a

\*On the final voucher is the accrued interest deducted from the final payment request? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_ n/a

***Please Note***

*A 1099-MISC IRS form should be issued to everyone receiving grant payments in excess of \$600.*

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Environmental Analyst/Water Quality Specialist comments  
(optional)

**I certify and agree with the findings of this review and that this completion report is accurate to the best of my knowledge.**

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**SWCD Representative**

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**Date**

**I certify, based on my review of this project that it has been completed in accordance with the terms of the Ag & Markets contract with the SWCD, thus final payment should be made.**

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**NYSSWCC Representative**

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**Date**