



- Conservation Commissioners, Conservation Commission staff, conservation district employees or the spouses of any of these people shall not be eligible to participate in the Program.
- Only two board members per program year can make application.
- The cost share rate can't exceed 75%.
- The maximum payment amount per participant can't exceed \$5,000.
- Only one performance agreement per participant is allowed.
- The application period is April 1 – September 30, 2019.
- All Performance Agreements (even alternates) must be signed by both parties prior to September 30, 2019.
- A consent form must be attached to the application of a lease.
- Cost share claim required back-up documents are: copy of all invoices, signed performance agreement, signed conservation plan, certificate of completion and acceptance, payment calculation and consent (if applicable).

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- Not taking proper board action on items
  - Not documenting properly the board actions taken
  - Allowing participants to start before they have an effective agreement
  - Not completing all blanks on the agreement prior to having participants and board sign
  - Overspending your allocation
  - Not enforcing completion dates
  - Not sending the required documents with claims
  - Claim calculation mistakes

