• 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).

• 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