



- 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 **85%**.
 - The maximum payment amount per participant can't exceed **\$7,500**.
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- Only one performance agreement per participant is allowed.
 - The application period is **February 18 – August 31, 2020**.
 - All Performance and Maintenance Agreements (even alternates) must be signed by both parties prior to **August 31, 2020**.
 - A consent form must be attached to the application of a lease.
 - Cost share claim required back-up documents are: copy of all invoices, in-kind documentation, signed Performance and Maintenance Agreement, signed conservation plan, certificate of completion and acceptance, payment calculation and consent (if applicable).

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- Not reading and understanding cost-share guidelines
 - Not taking proper board action on items
 - Not properly documenting board actions
 - Not asking questions
 - Not enforcing completion dates
 - 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 sending the required documents with claims
 - Claim calculation mistakes

