• 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.

• 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).

• 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