

CHECKLIST OF BOARD ACTION REQUIRED

After current program year guidelines are approved and distributed by OCC and prior to advertising the current program year locally your district board must discuss and vote on items 1-9 listed below. The action taken must be recorded in the board meeting minutes and on this form.

| BOARD ACTION ITEM | DATE | ACTION TAKEN |
|--|------|--------------|
| 1 Is your district participating in the current program year? You do not need to send a letter to OCC, simply take action in your board meeting. | | |
| 2 Are local board members allowed to make application in the local program? Complete the Director Participation form and return it to OCC. Any board member making application <u>must immediately</u> remove themselves from discussions and votes on program items at this time. | | |
| 3 Designate the authorized district representative. <u>Must</u> be a district board member. Any board member making application in the local program is <u>not</u> eligible to serve as the district representative. | | |
| 4 Designate the technical representative. <u>Must</u> meet the requirements stated in the Rules. | | |
| 5 Review the conservation practices listed in the Program Year Guidelines and approve practices your district will offer locally. | | |
| 6 Review and approve the average costs listed in the Program Year Guidelines for the practices your district will offer locally | | |
| 7 Establish your district's local cost-share rate (percentage) and maximum cost-share payment amount. Your cost-share rate can't exceed <u>75%</u> and the maximum cost-share payment amount can't exceed <u>\$5,000</u> per participant. | | |
| 8 Establish specific local eligibility and selection criteria/priority system that will be used to select successful applicants. | | |
| 9 Establish your district's application period and how the program will be advertised locally. | | |
| <i>STOP STOP After the application period has closed your district can proceed to item 10. STOP STOP</i> | | |
| 10 Review, rank and approve applications using the eligibility and selection criteria/priority system approved under item 8 above. Board meeting minutes <u>must</u> include the following for <u>each</u> approved participant: agreement number, participant name, practice(s), completion date, cost-share rate, and maximum amount. | | |