

**REVISED Attachment 5 - Statement of Work
Sauk County**

USDA-NRCS Regional Conservation Partnership Program (project ID # 2791)
Advancing Farmer-Led Incentives in the Midwest

Deliver technical assistance (TA) and financial assistance (FA) to farmers within the Sauk Soil & Water Improvement Group, resulting in NRCS-recognized conservation practices being applied on approximately 4,300 acres directly benefiting at least 30 farmers.

Assign a Project Communication Lead person to serve as the primary point of contact with SCF staff. They will be responsible for timely delivery of information and reporting necessary to complete the project. This person shall be named as the “Principal Investigator” on Attachment 3B of the Subaward Agreement.

Assign a Project Technical Lead person to ensure all conservation practice planning, design, and verification documentation meets NRCS practice standards. The technical lead will communicate as needed with SCF staff to ensure timely delivery of these products. NRCS pre-approval of qualifications for this person will be necessary if Job Approval Authority or Technical Service Provider status has not already been granted.

Assign a Project Financial Lead person to ensure necessary financial information (Financial Capacity Form; W-9 form; bill.com direct deposit information; invoices; and partner contribution tracking) is correct and provided to SCF in a timely manner. The Financial Lead must be a staff member of the Subawardee (fiscal agent). This person shall be named as the “Financial Contact Name” on Attachment 3B of the Subaward Agreement.

Provide program participant information (Farm entity name, FSA farm and track numbers) to SCF as needed for the NRCS to confirm USDA program eligibility. All participating farmers and properties must pass NRCS eligibility prior to practice implementation and again upon invoicing SCF for FA payment.

Before practices are applied, complete NRCS CPA-52 Environmental Evaluation Worksheets, Job Sheets, Implementation Requirement forms, or other NRCS documents required for each conservation practice.

Ensure all necessary conservation practice and farm/field data are entered into the ArcGIS application and dashboard. SCF will provide free software access for the Sauk Soil & Water Improvement Group and Sauk County.

After practices are applied, verify and report the extent of applied practices to SCF via the ArcGIS dashboard. Assist NRCS staff as needed to complete spot checks of installed practices.

For Technical Assistance (TA) expenses, invoice SCF only for actual realized direct costs in accordance with the Valuation Methodology table associated with Supplemental Agreement

2971-A-1586 or amendments thereto as approved by the NRCS. Technical assistance will total no more than \$12,000. Document these costs using the Subawardee TA Payment Request template provided by SCF. Provide SCF with an invoice for TA expenses quarterly.

For Financial Assistance (FA) expenses, invoice SCF only for actual realized direct costs in accordance with Supplemental Agreement 2971-A-1639 or amendments thereto as approved by the NRCS. Financial Assistance will not exceed \$188,000. Document practice implementation and expenses via the ArcGIS dashboard. Provide SCF with an invoice for FA expenses upon completion by NRCS of practice spot checks and producer eligibility checks. Subawardee is responsible for ensuring passage of these checks before issuing an invoice. SCF will process payment to the subawardee no later than five days after NRCS issues payment to SCF. NRCS payments to SCF are subject to delays.

Document at least \$33,973 in cash or in-kind contributions directly related to Farmer-Led Fund activities. Retain records of all partner contributions as necessary to provide to SCF in the event of a project audit by the NRCS.

Provide an annual report of RCPP-supported activities and outcomes within 60 days following the end of each calendar year. Reports will identify all farms/beneficiaries assisted, financial assistance funds expended, conservation practices applied (if not already provided via the ArcGIS dashboard), relevant outreach and education activities delivered and valuation of partner contributions.

Maintain records of all TA and FA expenses for at least three years after completion of the subaward.

Maintain confidentiality of any personally identifiable information about RCPP program participants, in accordance with Section 1619 requirements of the Farm Bill.

Acknowledge SCF and NRCS assistance in project outreach, media, communications materials, and events supported by RCPP project funds.

Make available in all program outreach a link to SCF's Farmer-Led Fund webpage to ensure all potentially eligible farmers within the farmer-led group's geographic boundary may become aware of the opportunity to request use of RCPP funding. SCF will host the webpage including the name, contact info, available practices, and geospatial boundary for each group involved in an active Farmer-Led Fund subaward.

SCF and Sauk County will review work plans each year and reserve the right to modify tasks based on project performance and goals.