

Procedure for District approval of RMP-1 and RMP-2 practices:

The following instructions should be used to process applications for the RMP-1 and RMP-2 cost-share practices.

Some funding for RMP-1 and RMP-2 practices will be available in FY15 from set-aside VACS funds (\$60,000 in CB and \$100,000 OCB). RMP-1 and RMP-2 can be funded using these set-aside funds or with regular allocated VACS funds. The following applies only in those situations in which the practices will be funded with RMP set-aside funds.

Use of RMP set-aside funds will require a different approval process compared to regular allocated VACS funds. Because Districts will not have an individual allocation for set-aside funds, prior to District approval, the District should confirm with DCR as to whether RMP set aside funds remain available.

The following funding availability confirmation process should be utilized to ensure that Districts do not over-allocate RMP set-aside funds.

- When a District receives an RMP-1 or RMP-2 application, the District should enter the application into the Tracking Program. On the Contract Forms tab, enter the Application Date for the Part I-Application for Program form. This is the date which will be used to capture when the application was submitted for determining in which order contracts receive funding. On the Programs tab, select either CB RMP or OCB RMP as the funding source and then select the application status "Unapproved".
- Once that application has been entered with the status "Unapproved", DCR will notify that SWCD whether funding is available. Note that DCR will not be choosing which applications will be funded, simply informing the District whether funding is still available.
- Fund availability confirmation will be provided to a District via e-mail correspondence. At that time, DCR staff will change the practice status to "funding availability confirmed" in the BMP Tracking Program and an allocation for RMP funding will be entered into the Tracking Program for that District. The allocation will contain a memo in the comments section such as "funding availability confirmed by \_\_\_\_\_ (DCR staff) on \_\_\_\_\_ (date) for contract # \_\_\_\_\_".
- After the District has received notification of available funding, the application may be taken to their District Board for approval. Upon District Board approval of the application, District staff should change the practice status to "Approved" in the BMP Tracking Program. District staff should notify the applicant of District Board approval.
- Once the RMP-1 or RMP-2 practice has been completed and paid, the District should change the practice status to "Complete."
- Should an RMP-1 or RMP-2 application be cancelled, the District should change the practice status to "Cancelled" so that these funds may be utilized for other applications.
- In the event that a District(s) has been notified that set-aside funds are depleted, Districts should continue to accept and enter RMP applications into the BMP Tracking Program and select the

application status “Unapproved”. Doing so will allow DCR to be aware of funding needs. A District may choose to fund an RMP-1 or RMP-2 using VACS funds. If so, District staff should change the funding source on the Programs tab to the appropriate VACS funding source and process this application as any other VACS application.

This process does not apply to any other BMPs, including allocating VACS to those set out in an RMP.