

DISTRICT CONSERVATION TECHNICIAN PROGRAM 2008 APPLICATION FORM

NEWLY Applying Districts

Fill out the form electronically by typing in the expandable yellow blank fields after each question. If you do not want to submit the form electronically, you may either send a printed hard copy or answer the questions on separate sheets of paper.

DEADLINE: SEPTEMBER 30TH 2007

1. **Describe the current workload** of your district and the field office for technical conservation planning and practice implementation. List number of existing contracts for EQIP, number of acres in CRP, CSP, WHIP, CTA practices etc. List the field office positions you have (District, NRCS or other) and the number of hours they work per year. Explain if you have reason to expect a significantly different workload next year or a change in field office staffing levels.

Total points possible – 20

2. **Describe why you are applying for these funds** - explain the reason and need.

Total points possible – 10

3. **Describe the technician’s main job duties** and what percentage of their time will be spent on each. Indicate how the duties relate to the purpose of this funding – technical assistance for on-the-ground conservation planning and practice implementation.

Total points possible – 10

4. **Describe your view** on the way(s) the technician position would benefit the district.

Total points possible - 4

5. **A minimum of non-federal 25% hard cash match is needed** to obtain these funds. (Example: a \$22,500 request would require a \$7,500 match for an overall budget of \$30,000). List the source(s) of hard cash and the dollar amount of hard cash match from each source. Indicate whether each source is a secured source, and the commitment status of any unsecured match. List dollars and number of hours for any projected administrative match. Give total dollar amount of all match (this figure will go in your budget as “district match”) See application guidelines for definition of valid cash match contributions – including administrative and technician office space.

Total points possible - 2

6. **Describe the past experience** of the district in the hiring and management of staff, particularly for similar positions for which the funds are being requested. Outline general district staff management practices such as supervisory oversight, performance reviews, staff training and development.

Total points possible - 2

7. **If this is a joint application**, identify which other districts are partnering with you and indicate whether they are housed in the same or different field offices.

Total points possible - 2

8. **Does the district have in place the administrative support** for technician payroll processing

and program reports necessary for this program?
 If no, please describe who will be responsible for these administrative duties.

Required

9. If the district uses reimbursement option for unemployment insurance for their employees, are they willing to pay out any unemployment insurance claim from funds other than those connected in any way with this application?

Required

10. **Budget:** submit a proposed budget as laid out below for expenditure between January 1st and December 31st 2008. Fill in categories as appropriate – “Other” or “Miscellaneous” are not valid categories.

Total points possible - 10

Award requested	\$
District Match	\$
Total Budget Amount	
Technician Gross Salary	
Employer social sec/Medicare/PERA	\$
Employer Health/Retire Benefits Contribution	\$
Workers Compensation	\$
Unemployment Insurance	\$
Technician General Liability Insurance	\$
Hiring Advertising	\$
Technician Training	\$
Administration (must equal district admin match offer in question 5)	\$
Tech Office (must equal district office match offer in question 5)	\$
	\$
	\$
Total Expenditures	\$
Total Technician Hours Jan 1– Dec 31 2008*	hrs

*Please note that there is no “ideal” hourly rate we are favoring - it will depend of level/quality of expertise being recruited and local job market availability and expectations.

Notes:

