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IDAPA 60
TITLE 05
CHAPTER 04

60.05.04 - RULES FOR ALLOCATION OF FUNDS TO CONSERVATION DISTRICTS

000. LEGAL AUTHORITY.
This chapter is adopted by the Idaho State Soil and Water Conservation Commission under the legal authority of Sections 22-2718 and 22-2727, Idaho Code. (3-29-12)

001. TITLE AND SCOPE.

01. Title. These rules shall be known and cited as IDAPA 60.05.04, "Rules for Allocation of Funds to Conservation Districts." (3-29-12)

02. Scope. These rules establish the procedures to be followed by the Commission and the conservation districts in the implementation of Section 22-2727, Idaho Code, providing for the allocation of state funds appropriated for distribution to conservation districts. (3-29-12)

002. WRITTEN INTERPRETATIONS.
There are no written interpretations of these rules. (3-29-12)

003. ADMINISTRATIVE APPEAL.
There is no provision for administrative appeals before the Commission under this chapter. Persons may be entitled to appeal final agency actions authorized under this chapter pursuant to Section 67-5270, Idaho Code. (3-29-12)

004. INCORPORATION BY REFERENCE.
There are no documents that have been incorporated by reference into this rule. (3-29-12)

005. IDAHO PUBLIC RECORDS ACT.
These rules are public records available for inspection and copying at the department. (3-29-12)

006. ADDRESS, OFFICE HOURS, TELEPHONE, AND FAX NUMBERS.

01. Physical Address. The central office of the Idaho State Soil and Water Conservation Commission, 650 W State Street, Room 145, Boise, Idaho, 83702. (3-29-12)

02. Office Hours. Office hours are 8 a.m. to 5 p.m., Mountain Time, Monday through Friday, except holidays designated by the state of Idaho. (3-29-12)

03. Telephone Number. The telephone number of the Idaho State Soil and Water Conservation Commission at the central office is (208) 332-1790. (3-29-12)

04. Fax Number. The fax number of the Idaho State Soil and Water Conservation Commission at the central office is (208) 332-1799. (3-29-12)

05. Website. The Commission's website address is http://www.swc.idaho.gov/. (3-29-12)

007. -- 009. (RESERVED)

010. DEFINITIONS.
For the purpose of the rules contained in this chapter, the following definitions apply: (3-29-12)

01. Base Funding. Funds appropriated to the Commission to be allocated equally to the various soil conservation districts in a sum not to exceed eight thousand five hundred dollars ($8,500) per district per year. (3-29-12)

02. Board of Supervisors. Governing body of a district as provided in Section 22-2717(25), Idaho

Code. (3-29-12)

03. **Certify**. To confirm formally as true, accurate, or genuine. (3-29-12)

04. **Commission**. The Idaho State Soil and Water Conservation Commission as defined in Section 22-2718, Idaho Code. (3-29-12)

05. **Conservation District or District**. A soil (and water) conservation district as defined in Section 22-2717, Idaho Code. (3-29-12)

06. **Financial and Match Report**. Documentation certified by the Board of Supervisors that: (3-29-12)

a. Itemizes local funds and services received by a district during the previous fiscal year; and (3-29-12)

b. Describes how state base and match funds were utilized during the previous fiscal year. (3-29-12)

07. **Fiscal Year**. As set forth in Section 67-2201, Idaho Code, the fiscal year will begin on July 1 and close on June 30 of the following year. (3-29-12)

08. **Five (5) Year Plan**. The plan prepared by each district as defined in Section 025 of IDAPA 60.05.02, "Rules of the Antidegradation Plan for Agriculture for the Idaho Soil Conservation Commission and Soil Conservation Districts." (3-29-12)

09. **Funding Criteria**. Criteria considered by the Commission to determine the amount of base and match funding to be allocated to the conservation districts. Criteria may include district budgets, district budget requests, district programs and work plans, and district work load analysis. The following documents may be required on an annual basis in order to consistently apply the criteria to all districts: (3-29-12)

a. Five (5) year plans; (3-29-12)

b. Financial and match reports; and (3-29-12)

c. Performance reports. (3-29-12)

10. **Local Funds**. Monies received in the previous fiscal year from local units of government and organizations for the general purposes of a conservation district. Funds received for special projects, used as required match for specific grants or projects, or on a fee-for-service basis will not be used to calculate match funding. (3-29-12)

11. **Local Services**. Non-cash contributions received in the previous fiscal year from local units of government and organizations for the general purposes of a conservation district. Services received for special projects, used as required match for specific grants or projects, or on a fee-for-service basis will not be used to calculate match funding. (3-29-12)

12. **Local Units of Government**. Any general or special purpose political subdivision of the state which has the power to levy taxes and/or appropriate and spend funds. (3-29-12)

13. **Match Funding**. Funds appropriated to the Commission for distribution to conservation districts in excess of base funding not to exceed twice the amount of local funds and services received by each district in the previous fiscal year. (3-29-12)

14. **Maximum Allocation**. The total of base funding and match funding allocated to any one (1) conservation district shall not exceed fifty eight thousand and five hundred dollars ($58,500) in a fiscal year. (3-29-12)

15. Organizations. A group of two (2) or more persons structured and managed to pursue a collective goal on a continuing basis. (3-29-12)

16. Performance Report. Documentation summarizing conservation activities, projects, and programs implemented by a conservation district during the previous fiscal year. (3-29-12)

011. ALLOCATION OF FUNDS TO DISTRICTS.

01. Base Funding. The Commission shall determine the dollar amount to allocate equally to conservation districts on an annual basis. As soon as practicable after the start of the fiscal year, the Commission shall immediately distribute base funding to the districts that submitted the required documents during the previous fiscal year. (3-29-12)

02. Match Funding. Following determination of base funding, the Commission shall review and approve the additional amount of state appropriations available for proportional allocation to each district in match funding. The amount of match funding allocated will be based upon local funds and services received in the previous fiscal year by each conservation district for the general purposes of the district. Funds received for special projects, used as required match for specific grants or projects, or on a fee-for-service basis will not be used to calculate match funding. Once the required documents for match funding are submitted and determined to be complete, the Commission shall distribute match funding to each district as soon as practicable. (3-29-12)

03. Required Documents. The Commission may require submission of certain documents prior to allocation of base and match funding to districts. These documents may include five (5) year plans, financial and match reports, and performance reports. (3-29-12)

a. The Board of Supervisors shall certify in writing that the district has examined all documentation submitted and that the statements and representations in the documents are true and accurate. (3-29-12)

b. The district shall submit any required documents by a date established by the Commission. (3-29-12)

04. State Budget Requests. The Commission shall conduct a public hearing to consider the needs of the conservation districts on or before June 15th of each year, giving twenty (20) days' written notice of the hearing to each conservation district and to all other persons requesting notice of the hearing. The Commission shall hear and consider testimony at the hearing and all information submitted by the districts prior to submission of the annual budget request to the legislature and governor based upon the criteria of Subsection 010.09 of this rule. (3-29-12)

012. -- 999. (RESERVED)

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