

Steps for Submitting Soil & Water Conservation Supervisor and Commission Member Contracts

1. The supervisor or SWCC member application is ranked with all other applicants in the batching period. No special consideration is permitted on the district's ranking form for the applicant being a supervisor or SWCC member.
2. The application is voted on by the board with the applicant (supervisor) abstaining from discussion and voting on their application. This abstention must be noted in the board meeting minutes.
3. If the application is denied by the board, then no further action is required. The denial should be recorded in the minutes.
4. Once the application is approved by the board, a contract is created in CS2. The "District Supervisor" checkbox must be marked when entering the cooperator in CS2.
5. Additional forms and commission approval are required for supervisor contracts. The following items must be submitted before the contract may be presented to the commission for approval:
 - a. If supervisor is a member of the commission, then the **1A Commission Member Contract Addendum** ([Form NC-CSPs 1A](#)) should be filled out and attached to the contract's Reference Material section in CS2.
 - or
 - b. The **1B Supervisor Contract Addendum** ([Form NC-CSPs 1B](#)) is completed for non-commission board members and uploaded to the contract's Reference Material section in CS2.
 - and
 - c. Additionally, the Supervisor and Commission Member Online [Formsite form](#) must be completed and submitted. The 1A or 1B form will need to be uploaded in this entry as well.
6. The 1A and 1B forms must have all blanks filled in and include the official state cost share practice titles for all BMPs in the contract. The name of the supervisor should be printed above their signature and the form dated.
7. To provide adequate time for review, these items should be completed before the District Item due date for Commission items. The meeting information and deadlines can be found on the [Commission Meeting webpage](#).
8. Once the contract is submitted, division staff will review the contract for completion and make sure all required documentation is in CS2. All required contract information must

be in place before the contract is presented to the commission. If items need to be addressed, the division will contact district staff regarding corrections before the contract is added to the commission agenda.

9. When the supervisor contract is approved by the commission, division staff will complete the 1B Supervisor Contract Addendum and upload it to the Reference Material section of the contract in CS2.
10. SWCC Member contracts require final approval by the Commissioner of Agriculture. Division staff will coordinate with the Commissioner's office for completion of the 1A form and upload the finalized form to the Reference Material section of the contract in CS2 and approve the contract.
11. Division staff will notify the district of the supervisor or commission member contract approval via email provided all other pended items are complete, including final design.