



## Urban Soil Health Working Group Financial Processes

### PAYMENT & REIMBURSEMENT AMOUNTS

Activity Code	Activity / Service	Payment/Reimbursement amount*
1a	Site visit	\$100.00
1b	Technical assistance	\$150.00
2a	Educational event	~\$1,000.00
2b	Educational material	~\$200.00

\*Payments for site visits (1a) and follow-up technical assistance (1b) will be paid directly to the group with a fee-for-service structure. The costs of educational events (2a) and the costs to develop materials (2b) will be reimbursed after completion. Average costs are estimated per occurrence as listed above. These reimbursements require a 25% match (non-federal); match examples are listed below. The “USH Speaker Agreement Template” will be signed for event speaker fees and other honorariums.

### FORMS SUBMISSION

Local Working Groups submit invoices for their activities quarterly to their Regional Urban Soil Health Specialist. Invoices should be submitted by the 15<sup>th</sup> of the month that follows the end of each quarter (see below). This is considered a “soft” due date. The Working Group may invoice more frequently for reimbursement if needed. Forms are located on our USH Box Account: [Working Group Forms](https://bit.ly/ush-working-groups) ([bit.ly/ush-working-groups](https://bit.ly/ush-working-groups)).

Quarter	Due Date
January, February, March	April 15
April, May, June	July 15
July, August, September	October 15
October, November, December	January 15

Items to turn in to USH Specialist:

<b>1a/1b (site visit, technical assistance)</b> <ul style="list-style-type: none"> <li>• Invoice/Match Tracking Form</li> <li>• Completed Site Visit and/or Technical Assistance Form</li> </ul>	<b>2a/2b (event, material)</b> <ul style="list-style-type: none"> <li>• Invoice/Match Tracking Form</li> <li>• Itemization of Materials</li> <li>• Receipts for Reimbursement</li> </ul>
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### USH Specialists

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### **MATCH TRACKING**

Working Groups are required to provide 25% match (in-kind and/or cash) for any events and materials. Individual group members (non-federal employees) also track and submit **any additional direct or indirect match** for other support of the Urban Soil Health Program and activities. This can include quarterly meetings, planning calls, promotion of the group, and administration. Any volunteered time towards the goal of assisting urban and small farms on soil health count, even time spent as a paid employee of a conservation agency. This match goes towards the Urban Soil Health Program's statewide required match of 25%.

Activity	Cost of Activity	Approx. Match Required
Event	\$1,000.00	10 hours volunteered time
Material	\$200.00	2 hours volunteered time

Federal employees who contribute time toward urban and small farm activities should also count and report their time, provided they explicitly acknowledge they are federal employees. While these hours do not count officially toward the 25% match requirement, they are important to tell the story of the value of the Working Groups and the Program as a whole.

#### **Examples:**

- Working Groups hold quarterly meetings, and an SWCD employee contributes their time to administer the financials. They submit invoices, track site visits, purchase new supplies, and issue payments for materials. They attend initial training and regular meetings with USH. All non-federal individuals' admin and training time with USH Specialists counts as match.
- An SWCD employee attends a board meeting to request approval of a payment for a Working Group event. All board members' time devoted solely to that discussion counts as match. Example: 15 minutes x 6 board members = 1.5 hours.
- Working Group members design T-shirts, and put together soil sampling kits. The design time and prep to order and organize the kits counts as match.
- A Working Group sets up an outreach booth at a Farmers Market. The market donates the space free of charge. The booth space and individuals' time doing outreach counts as match.
- Soil health signage for a demonstration plot is designed and printed. The hours spent to design and produce the sign count as in-kind match.
- A field day at a farm is planned, promoted, and performed. All non-federal individuals who spent time on these activities can count their time spent as match. The grower's time to prepare for the event counts as match.
- A presentation is given by a local grower on mechanical cover crop termination in vegetable production. They print and distribute handouts during their presentation. Their time preparing for the presentation, their printing costs, and mileage to the event counts as match.
- A local cover crop seed company donates seed for a demo plot. The dollar value of the seed counts as match.
- An event space is donated free-of-charge for a workshop. The cost it would have been to rent the space counts as match.
- A District Conservationist's time toward an event is counted separately as federal match.