

## Practice Implementation Reimbursement Request (PIRR): Form Guidance

### About the PIRR Form

The Board of Water and Soil Resources (BWSR) provides funding to implement conservation practices on Reinvest in Minnesota (RIM) conservation easement lands. The technical assistance provider – the Soil and Water Conservation District (SWCD) or another Local Government Unit (LGU) associated with the conservation easement – completes the Practice Implementation Reimbursement Request (Reimbursement Request or PIRR). This form replaces the Cost Share Voucher.

The Reimbursement Request may be submitted after practice implementation work is completed and paid for by the conservation easement landowner/Payee.

Conservation practice funding must be approved by BWSR prior to the Payee spending any funds on implementation. For newer easements (within three years of recording) BWSR funding approval occurs via the easement's conservation plan. If additional funding is required, or if the reimbursement is related to an older easement, BWSR must review and approve a Practice Implementation Request for Funding (PIRF) prior to submittal of the Reimbursement Request.

Upon completion of practice implementation, the SWCD/LGU must **A**) coordinate with the Payee to obtain invoices and/or receipts for all practice costs (supporting documentation), **B**) complete the Reimbursement Request form, and **C**) coordinate with the Payee to obtain Payee and SWCD/LGU signatures at the bottom of the form. The *BWSR Technical Review Signature* and *Date* fields will be completed by BWSR upon approval.

Combine the form and all supporting documentation into one PDF and email it to the BWSR RIM Inbox at [bwsr.rim@state.mn.us](mailto:bwsr.rim@state.mn.us). BWSR will review the form for technical and fiscal purposes and then submit it for payment, which is typically issued to the Payee within 30 calendar days of receiving the complete request.

Only submit one Reimbursement Request per conservation practice, per easement. If the landowner completed multiple practices, prepare a separate form for each practice. If reimbursing a project that is associated with other easements (e.g., a group wetland restoration), divide the requested funding amount among the easements based on the number/percent of acres treated on each.

Partial reimbursement requests are encouraged; as a guideline, submit reimbursement requests within six months of contractor payment. To ensure that the funding source is not expired, submit Reimbursement Requests within three years of RIM practice funding approval (easement recording date or PIRF approval date, whichever applies).

### Payee

**Payee Name and Payee Address:** Identify the person who paid for the activities and materials described in this Reimbursement Request; enter their name and address in these fields.

If the Payee is the landowner who signed the original conservation easement, the *Payee Name, Co-Payee Name, if applicable*, and *Payee Address* must match the name and address of the Conservation Plan Payee identified on the original Agreement for Conservation Easement.

**Co-Payee Name:** If the landowner or Payee would like the payment to be made to both them and an additional party, enter the additional party's name in this field. If there is a Co-Payee:

- The payment would be in a check form (payments with co-payees associated with them are not eligible for electronic payments).
- Both parties' names would be on the check and both parties would need to endorse the check when deposited.

**Is Payee interested in electronic payment?** Electronic payments are a fast, convenient, and safe alternative to paper checks. Encouraging Payees to opt for direct deposit will allow them to receive payments faster, even when they are not always at their primary residences. An electronic payment may only be issued to a single bank account/payee.

[More information on electronic payments](#)

Check *Yes* if the Payee is interested in an electronic payment. BWSR will then establish whether the Payee is eligible for electronic payment and reach out to the SWCD/LGU to inform them either way and, as needed, provide more information on how to enroll.

Check *No* if the Payee would prefer a paper check. This is the only option when there is a Co-Payee or if a landowner/Payee has a more complicated ownership situation such as a group of siblings. If *No* is checked, BWSR will not reach out to the SWCD/LGU to provide more information on how to enroll.

**Additional Payee Documentation Sometimes Required:** Depending on the Payee, one or more of the following additional financial and/or ownership documents may be required:

- IRS W-9 Form: If the Payee has not been paid by the State within the last two years, or has changed addresses since initial payment, they must complete an [IRS W-9 Form](#) to be submitted prior to payment.

If a W-9 is required but not yet submitted, upon receipt of the Reimbursement Request BWSR Easement Section staff will reach out to the SWCD/LGU to request one. Payment cannot occur until after the W-9 is processed.

***Note: Due to the Personal Identifiable Information on the W-9, the form can only be submitted via the mail or an encrypted email.***

- Ownership Change Form: If the Payee is the current landowner of the conservation easement area, but is not the original conservation easement grantor, an [Ownership Change Form](#) and a copy of the current deed should have been submitted to BWSR. If not already submitted, include these documents with the Reimbursement Request. Enter their information in *Payee Name, Co-Payee Name, if applicable*, and *Payee Address*. Current ownership information must be submitted prior to BWSR's review and approval of the PIRR.
- Request to Pay a Non-Landowner: In rare cases, and with BWSR approval, someone other than the current landowner may be the Payee. BWSR approval of a non-landowner Payee may be requested with an email or letter from the current landowner identifying their designated Payee's Name and Address. Submit this request with the Reimbursement Request. Enter the designated non-landowner Payee's information in *Payee Name, Co-Payee Name, if Applicable*, and *Payee Address* fields.

## [Project](#)

**Practice Type:** Select one practice from the dropdown menu. One form should be completed for each practice type installed on the easement.

**Practice Areas:** Identify the practice area(s) where the implementation occurred and enter the information in this field. Use the Conservation Plan to identify the correct practice area number(s). The entry may be “all,” indicating that all practice areas of this practice type are identified in this request.

**Acres Treated:** Enter the number of acres treated. *Acres Treated* will generally match the practice area acres from the Conservation Plan. “All” is ok to enter if all acres within the above practice areas have been treated.

**Completed activity/item(s) purchased for this practice:** While three rows are provided, one row per attached invoice/proof of payment is sufficient. If more than three rows are needed, include an attached summary outlining each activity/cost. Invoices outlining the cost of the labor, materials, and quantities for the work must also be provided and must correlate with the cost amounts entered on the PIRR. If the landowner performed the work themselves, they must create a simple signed invoice showing the rate(s) they used to calculate the cost/reimbursement. The most recent Iowa Farm Custom Rate Survey may be used for this purpose.

## Funding

### **RIM Funding for this Practice:**

#### **1. Maximum funding available from Conservation Plan for this practice:**

- **Newer easements:** For easements within the establishment period (three years from easement recording) this *Amount* should match the maximum practice funds available from the BWSR approved conservation plan worksheet. If the conservation plan has been amended, use the most current version of the plan.
- **For older easements:** For easements outside of the establishment period (three years from easement recording) RIM practice funds must be approved via a PIRF prior to implementation. Enter \$0.00 in this *Amount* field and enter the approved PIRF funding in the row 2 (see below).

#### **2. Additional funding from approved PIRF for this practice, if applicable:** If there is a PIRF associated with this Reimbursement Request, identify the amount approved by BWSR on the approved PIRF's cover sheet and enter it in this *Amount* field.

#### **3. Previous RIM reimbursements for this practice:** If BWSR has already made a partial payment for this practice, enter the total amount of previous payments for this practice in this *Amount* field.

This entry is used to determine 7. *Landowner obligation – cost not covered by other funding or RIM funding remaining available for this practice.*

**Non-RIM funding for this practice:** This amount is equal to the sum of rows 4, 5, 6, and 7.

**Blank rows 4, 5, and 6:** Some practices are partially funded by other non-RIM program funding, such as the conservation reserve enhancement program (CREP). In these cases, use the dropdown menu in each row to select applicable non-RIM funding sources and amounts paid for this practice on this easement.

For CREP, the per-practice cost share from USDA, Practice Incentive Payment (PIP), plus any cost share payments from other sources combined, may not exceed 100% of the cost of establishing the practice. Therefore, the cost share and PIP received from USDA must be included under the Non-RIM funding source(s) for this practice section, if applicable.

**Row 7. Landowner obligation – cost not covered by other funding:** Displays any project cost over the available funding and may be used by the SWCD/LGU and the landowner to discuss these costs prior to

submitting the request. However, BWSR staff will confirm this information prior to payment and inform the SWCD/LGU of any changes.

**RIM Reimbursement Request for this practice:** This is the total amount being requested of BWSR for this practice. This amount is auto calculated using cost and funding amounts.

**Remaining RIM funding available for this practice following reimbursement:** Displays any RIM funding remaining available after this Reimbursement Request has been paid. If there will be future practice implementation costs, this is the amount remaining to work with.

**Is this the final reimbursement request for this practice?** Check “Yes” if the practice installation is complete and no additional Reimbursement Requests are anticipated for this practice on this easement. Check “No” if submitting a partial Reimbursement Request or if additional reimbursement is desired for future establishment activities. Note that some programs do not pay for establishment activities following the initial practice installation.

**Note: To ensure funding availability, submit Reimbursement Requests within 3 years of easement recording or PIRF approval (whichever is applicable):**

- **Newer easements, easement recording date:** For easements within the establishment period (three years from easement recording) BWSR approves practice funds via the conservation plan and any PIRFs. The approval date is the easement recording date. The final Reimbursement Request must be submitted within three years of easement recording and before the end of the establishment period.
- **Older easements, PIRF approval:** For easements outside of the establishment period (three years from easement recording) BWSR approves practice funds via a PIRF. The final Reimbursement Request for the practice must be submitted by the funding expiration date identified on the PIRF’s approval cover sheet.

## Certification

**Payee Certification:** The Payee must sign and date this field to certify that the activities occurred on the conservation easement and that the form accurately represents the activities and items for which they paid. If any supporting documentation does not match the Reimbursement Request form, the Payee and the SWCD/LGU should correct them prior to submittal to identify the costs for this practice on this easement only.

**Soil and Water Conservation District/Local Government Unit Certification:** An authorized representative of the organization providing technical assistance must sign and date this field. The signer should be the field staff member who provided technical assistance to the landowner, or someone who has communicated with the field staff member. The signer should be able to confirm that the activities occurred, the materials were purchased at the costs listed in the form, and that the implementation meets RIM program technical requirements. Review the [RIM Handbook](#) and other program standards, guidance, and specifications in order to confirm this.

Documentation supporting the Reimbursement Request is required; this may include invoices and/or receipts for costs from contractors, vendors, or landowners (if they completed work), BWSR engineering certification forms, or other information.

**Combine all documents into a single PDF and submit it to the BWSR RIM Inbox at [bwsr.rim@state.mn.us](mailto:bwsr.rim@state.mn.us).**

**BWSR Technical Certification:** Upon review and approval of the Reimbursement Request, a designated BWSR staff person will sign and date this field. The SWCD will receive an email notice of payment when issued.