

## **Monarch Butterfly Program Processing Procedures Information Sheet for SWCDs**

1. TSSWCB makes request form available to eligible participants (TSSWCB will email the application to SWCDs, and make it available for download by the general public at [www.tsswcb.texas.gov/monarch](http://www.tsswcb.texas.gov/monarch) on May 2, 2016).
2. Participant completes request form and submits it to the SWCD.
3. SWCD date and time stamps request form and then submits it to TSSWCB by any of the following means:
  - Email: [lparker@tsswcb.texas.gov](mailto:lparker@tsswcb.texas.gov)
  - Fax: (254) 773-3311
  - Mail: PO Box 658  
Temple, TX 76503
4. TSSWCB will contact SWCD to arrange for technical assistance for selected participants. This could be either TSSWCB regional staff, or a district technician, depending on the circumstances that work best for the situation.
5. TSSWCB or district technician contacts the participant to schedule technical assistance.
6. TSSWCB staff or district technician meets with participant to develop a conservation plan. Technical specifications for required elements of a conservation plan have been provided by NRCS and will be made available at this website: [www.tsswcb.texas.gov/monarch](http://www.tsswcb.texas.gov/monarch)
7. SWCD approves the conservation plan at a regularly scheduled meeting; this must happen prior to any implementation and payment. It ensures the confidentiality of the conservation plan under Agriculture Code §201.006.
8. SWCD provides the TSSWCB with the signed certification page from the approved conservation plan.
9. TSSWCB approves the conservation plan.

10. TSSWCB sends a contract form specifying the number of acres and reimbursement amount to the participant. TSSWCB will also contact the participant to establish reimbursement information and direct deposit authorization.
11. Participant signs the contract and submits it to the TSSWCB. TSSWCB will approve or deny the contract; if approved, the TSSWCB will send a signed copy to the participant and the SWCD.
12. Participant will then implement the plan by purchasing materials and plant mixtures and planting according to the conservation plan.
13. Participant provides a signed form certifying that the implementation occurred in accordance with the conservation plan to the SWCD, along with all invoices relating to seed/labor expenses.
14. SWCD submits certification form and all invoices to TSSWCB for reimbursement.
15. TSSWCB receives and reviews the certification form and invoices, and if satisfactory, will initiate reimbursement to the participant.
16. TSSWCB will reimburse SWCD an administrative payment equal to 5% of the reimbursement amount to the participant.
17. After adequate germination time the SWCD will conduct a site visit to characterize the quality of seed mixture germination. This will consist of a simple (1) Good, (2) Moderate, or (3) Poor evaluation at the discretion of the SWCD.
18. SWCD will submit the evaluation to the TSSWCB for the agency's reporting requirements to NFWF and NRCS.