



**STATE OF MARYLAND DEPARTMENT OF AGRICULTURE  
Office of Resource Conservation  
AUTHORIZED SIGNATURES FOR  
MARYLAND AGRICULTURAL WATER QUALITY COST-SHARE PROGRAM**

These Authorized Signatures made on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_ Soil Conservation District

**District Representative and Alternate District Representative**

*Authorized Signature (SCD Representative)* - Only the SCD Chairman or Designated SCD Representative may sign a MACS Application, Agreement, or Claim for Payment Form. The SCD Representative shall be the District Manager or an interim District Manager. The District Manager shall **not** delegate signatory authority to anyone else. The District Manager shall not sign documents for SCD Board members participating in MACS programs. An Alternate District Representative may be named upon approval by the Soil Conservation District Board of Supervisors.

By signing a MACS Application, Agreement, or Claim for Payment Form, the SCD Chairman, SCD Representative, or Alternate District Representative, is certifying that the Application, Agreement, or Claim for Payment Form:

- 1) Has been filled out correctly;
- 2) Includes the required/necessary attachments;
- 3) Does not exceed farm funding limits; and
- 4) The practice(s) meets all MACS Program regulations and guidelines.

**Authorized District Representative** (District Manager or interim District Manager):

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Legal Name Printed	Title	Signature
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**Alternate District Representative:**

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Legal Name Printed	Title	Signature
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**Designated Technician and Alternate Designated Technician**

*Authorized Signature (Designated Technician) – Only the NRCS District Conservationist or a NRCS Designated Technician\* may sign a MACS Application or Claim for Payment Form.*

*Only under extenuating circumstances by authorization of the MACS Administrator, may signature authority be granted on a temporary basis to an Alternate Designated Technician\*\*. Such authority may only be granted when the USDA-NRCS representatives will be unavailable for an extended or undefined period of time, such as during a government shutdown. The Alternate Designated Technician may then be a MDA Soil Conservation Engineering Technician or a District employee working at the level of a Soil Conservation Engineering Technician whose qualifications and job approval authority have been verified in advance by the NRCS District Conservationist and the District Manager.*

By signing a MACS Application or Claim for Payment Form, the NRCS District Conservationist or the NRCS Designated Technician (or the Alternate Designated Technician if authorized under extenuating circumstances) is certifying that:

- 1) The practice is appropriate to address the water quality problem;
- 2) The practice design and construction meet NRCS Standards and Specifications;
- 3) The components and quantities listed on an Application Form or Claim for Payment Form are appropriate and consistent with the ‘as-built’ design; and
- 4) The payment information accurately reflects USDA funding.

**NRCS District Conservationist:**

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Legal Name Printed	Title	Signature
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**NRCS Designated Technician (\*):**

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Legal Name Printed	Title	Signature
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**Alternate Designated Technician (\*\*):**

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Legal Name Printed	Title	Signature
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**Signatures Required for District Board and Employee Participation**

If a district supervisor, chairman, or employee (SCD, MDA, NRCS, or grant funded) is an applicant (individual, operation, or pooling agreement), he/she **must not sign** his/her own MACS documents in any capacity except as an applicant. SCD signatures in such a case must be furnished by an authorized SCD supervisor (other than the program participant) or an approved SCD representative with verified credentials or authority as follows:

- 1) If a district supervisor is the applicant, the district chairman shall sign instead of the district manager.
- 2) If the district chairman is the applicant, either the district vice-chairman or treasurer shall sign instead of the district manager.
- 3) If a district employee with signature authority is the applicant, the district chairman shall sign.

**Board Approval**

The Soil Conservation District board members have reviewed the above designation of individuals who are authorized to sign Applications, Agreements and Claims for Payment on behalf of the District under the Maryland Agricultural Water Quality Cost-Share Program. **The Board members indicate their approval of the above designees by signing below.**

District Chairman \_\_\_\_\_  
Name (Printed) (Signature)

Vice-Chairman \_\_\_\_\_  
Name (Printed) (Signature)

Treasurer \_\_\_\_\_  
Name (Printed) (Signature)

Member \_\_\_\_\_  
Name (Printed) (Signature)

Member \_\_\_\_\_  
Name (Printed) (Signature)