United States Department of Agriculture

NRCS
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

November 16, 2011

IOWA INSTRUCTION 440-388 – WETLANDS RESERVE PROGRAM (WRP) WETLAND EASEMENT RESTORATION PLAN

IA388.0 PURPOSE

This Iowa Instruction replaces Iowa Instruction 180-382 Wetland Easement Restoration Plan dated April 20, 2011. This Iowa Instruction provides the steps to be followed when planning the wetland easement restoration plan for WRP.

IA388.1 SCOPE

These instructions will be followed by all NRCS employees when planning of the wetland restoration for WRP.

IA388.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at http://www.ia.nrcs.usda.gov/intranet/ under the Iowa NRCS eDirectives System section.

IA388.3 EXHIBITS

See the attachments.

Richard Sims

Richard Sims
State Conservationist

Attachments

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1. PURPOSE:

This Iowa Instruction provides the steps to be followed when planning the wetland easement restoration plan for WRP.

2. EXPLANATION:

The attachments: Wetlands Reserve Program (WRP) Easement Restoration Plan Instructions, Supporting Toolkit Instructions for WRP Plans, Hydric Soils, Map Unit Description, and Example 657 WRP Narrative, summarize the procedures to be used when making wetland easement restoration plans. These procedures must be followed to ensure consistent plans are made and implemented.

Approved By: Richard Sims Date: November 18, 2011

Richard Sims
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
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The foundation for Wetlands Reserve Program (WRP) easement acquisition, restoration, and management is the WRP Conservation Plan. Effective planning between the landowner and NRCS, including other partners, will determine what activities will be carried out to meet both program requirements and landowner objectives, as appropriate.

Planners will determine the vegetative and hydrological (engineering) components of the restoration plan. The plan will be completed with the landowner and documented in Customer Service Toolkit (Toolkit) with ArcMap generated plan map(s). This plan will be done at the time of program application. The data in the conservation plan and CPA-1155 will be used to estimate restoration costs for use in the ranking process. It is understood that planned acres, extents, and locations of practices may change slightly after survey, final design, and more detailed analysis is completed when/if the landowner accepts an actual easement enrollment offer.

WRP easement sites will be restored by utilizing federal cooperative agreement(s) and formal federal contracting procedures, except in limited situations. ***A standard group of documents including restoration plan maps, engineering and seeding specifications, engineering cost estimates, construction drawings and construction specifications are needed to complete WRP restoration on enrolled land.*** Land enrolled in 30-year easements or 10-year restoration cost-share agreements will the use the Conservation Program Contract (CPC) to facilitate restoration cost-share payments.

Area and Field Office Staff Roles

WRP Restoration Plan

The WRP restoration plan map, soils map, conservation plan map, and related resource inventory maps will be created following the "Supporting Toolkit Instructions for WRP Plans." See **Attachment #1**. Documents submitted as part of the restoration plan must include the Iowa NRCS official easement number or contract number, as applicable.

Boundaries of the new tract will be inclusive of only the intended acres offered into the WRP by the landowner. Access to the easement will be shown on the conservation plan and may be outside of easement boundaries.

WRP restoration sites will be planned under the umbrella of three (3) conservation practices as follows:

- 644 –Wetland Wildlife Habitat Management (acres will include only hydric areas of existing wetlands that do not need restoration)
- 645 – Upland Wildlife Habitat Management (acreage consisting of all acres that are not hydric)
- 657 – Wetland Restoration (acres will include only hydric areas of degraded restorable wetland)

The sum acreage of these three (3) umbrella conservation practices will total the easement area. All fields labeled as one of the above practices may have one or more practices or restoration items planned.

Most restoration activities needed to restore the hydrology of the WRP site, such as tile breaks, non-perforated tile installation, surface intake removal, drainage ditch plugs, drainage tube removal, etc., will not be included as practices in the plan. However, they will be scheduled in the Toolkit Contract Wizard which will be used to generate the CPA-1155. Also, specific narratives will be outlined in the plan for each of the three (3) umbrella conservation practices. See **Appendix A** for an example Conservation Plan with customized narratives. Restoration, in general, is perceived as not including the construction of dikes, levees, or water control structures. It is expected that sometimes conduit (pipe) installation will be necessary. Shallow water excavation (a/k/a: de-leveling, scrapes, chili dipping) can be considered a valid and necessary restoration practice, on a limited basis, to restore oxbow remnants, scours, depressions, and other landscape micro-topographic features that have been lost due to farming operations. (WRP ranking worksheets reduce the ranking score if highly engineered restoration components are included, such as dikes, levees, fabricated, or structural water control structures, etc.) Restorations planned above the minimum program requirements may be allowed through the Compatible Use Authorization process and may potentially not be funded by NRCS.

The Assistant State Conservationist for Programs (ASTC-P) will annually develop a spreadsheet for the cost of common conservation practices and items that may be used in the restorations of the WRP easements. This cost list spreadsheet will be placed in the electronic Field Office Technical Guide (eFOTG) and will be used by all planners. A CPA-1155 may then be generated from Toolkit by using the Contract Wizard and will list all required items, number, and quantities, estimated cost, and a schedule for implementation. The planned location of all restoration requirements will be shown on the restoration plan map.

A separate restoration seeding plan map will be generated as needed.

Vegetative treatment of WRP Easement areas

Individual conservation practices such as 327 Conservation Cover, 612 Tree/Shrub Establishment, 315 Herbaceous Weed Control, 382 Fence, and others will be planned as standalone practices. These planned practices will meet current conservation practice standards criteria. The current conservation practice standards are located in the eFOTG.

Most permanent vegetative treatment will be planned as 327 Conservation Cover and/or 612 Tree/Shrub establishment practice standard. There will be a few exceptions to this and other vegetative practices may be used such as 342 Critical Area Planting. Temporary cover may be required in some cases and will follow recommendations in the 327 Conservation Cover Iowa Job Sheet; Table 3 contains seeding recommendations or a different NRCS-approved mix may be used. Associated establishment practices, such as 315 Herbaceous Weed Control, shall be planned as needed based on conditions at the time of planning.

Conservation Practice 327 Conservation Cover will be planned for every WRP easement. The easement specialist or planner will utilize the Iowa NRCS Native Plant Community Query on the Iowa NRCS website at http://www.ia.nrcs.usda.gov/technical/RestorationTools.html to determine the appropriate native plant community. The planner will conduct the Native Plant Community Query, inputting soil texture, drainage class, and soil parent material. The results of the Native Plant Community Query along with guidance within NRCS Technical Note 27 will determine the appropriate plant community and seeding recommendations for the site. The appropriate CPA-4 Seeding Plan(s) will then be downloaded from the Iowa NRCS website. If existing vegetation is adequate, the area will be planned as 327 Conservation Cover no treatment.

WRP Toolkit 327 narratives have been loaded for 20 plant communities for planning 327 for WRP. They are as follows:

- Arrowhead - Rice Cutgrass Marsh (PDF, 108 KB)
- Bluejoint - Woolly Sedge Wet Meadow (PDF, 131 KB)
- Bulrush-Cattail-Bur-Reed Shallow Marsh (PDF, 122 KB)
- Central Cordgrass Wet Prairie (PDF, 147 KB)
- Central Mesic Tallgrass Prairie (PDF, 121 KB)
- Central Midwest Sedge Meadow (PDF, 131 KB)
- Central Wet-Mesic Tallgrass Prairie (PDF, 119 KB)
- Freshwater Bulrush Marsh (PDF, 115 KB)
- Midwest Cattail Deep Marsh (PDF, 109 KB)
- Midwest Dry Sand Prairie (PDF, 141 KB)
- Midwest Dry-Mesic Prairie (PDF, 122 KB)
- Midwest Ephemeral Pond (PDF. 138 KB)
- Midwest Mixed Emergent Deep Marsh (PDF, 386 KB)
- Northern Cordgrass Wet Prairie (PDF, 158 KB)
- Northern Mesic Tallgrass Prairie (PDF, 101 KB)
- Northern Wet-Mesic Tallgrass Prairie (PDF, 127 KB)
- Site specific unique native plant community to be developed as needed
- Native Critical Areas: limited use for engineered structural practices, firebreaks, etc.
- Temporary: limited use for temporary cover situations
- No Treatment

Critical Area Planting (342) seeding sites vegetation recommendations will be the responsibility of the planning engineer and will be a component of the engineering construction drawings and specifications. All seeding specifications will consist of no fertilizer or lime application. All critical area seeding specifications will follow seeding mix specified in the Critical Area Planting Iowa Job Sheet (Table 3) or will be of the Native Critical Area mix found in **Appendix B** or other approved NRCS native mix.

See 514.42 of the WRP Manual for program restoration requirements. All hydrology restorations and management for wetland types different from what likely existed prior to degradation of the site will not involve more than 30 percent of the wetland restoration. Furthermore, no more than 30 percent of the project area may be established to a naturally occurring alternative community. These alternative communities must be naturally occurring and may consist of open water or planned vegetative communities that differ from the Nature Serve recommended native communities. An example of this alternative community may be a Northern Mesic Tallgrass Prairie being replaced with a Bur Oak Savannah on 30 percent or less of the easement area. Another example may be a sedge meadow being replaced with 30 percent or less of the hydrology restoration area managed for open shallow water manipulated for waterfowl and shorebird habitat.

Narratives for three (3) umbrella conservation practices will be created in Toolkit. Engineers working on WRP shall use the same narratives and components for restoration as the planners. If additions to the restoration components (found in the WRP Cost List) are needed, notify the Easement Program Team (EPT) in the State Office. The narratives will be selected by the planner and should be customized within the Toolkit text box to meet the site specific restoration needs. However, do not save the customized narrative text to the Toolkit narratives database. This will eliminate multiple narratives for the same generic restoration technique.

Soils map and brief soil map unit description is required. These may be obtained from the soils data mart website http://soildatamart.nrcs.usda.gov/ under reports, Map Unit Description (Brief, Generated) See **Appendix C.**

The following completed planning documents will be printed and a hard copy with necessary signatures and dates will be submitted to the State Office with the complete 6-part folder for the WRP application:

- Toolkit generated conservation plan (signed by landowner and district conservationist [DC]).
- Conservation plan map.
- Soils map w/ brief description.
- Seeding map .pdf with all necessary completed CPA-4(s).
- Restoration plan map .pdf; may have multiple restoration maps.
- Other resource layers i.e. T&E species, Cultural Resources, etc.
- CPA-1155 schedule of operations, cost estimate (signed by the DC and signed by landowner only if 30-year easement or l0-year restoration cost share agreement).
- CPA- 52, including the Fish and Wildlife Service (FWS) and Iowa Department of Natural Resources (IDNR) T&E Consultations.

Engineering Design

In accordance with NRCS National Engineering Policy, engineering practices, including the Wetland Restoration Practice Standard 657, must be approved by an individual with the proper delegated engineering job approval authority. Any individual may design and prepare construction plans. However, these plans must be approved by an individual with proper job approval authority prior to their release for construction. It is also prudent that the designer and approving individual be familiar with the project including the native plant community habitat objectives, T&E species present and protection measures needed during construction, special conditions, etc. If the respective area engineer is not the approving official for the design, a courtesy copy of the design with specifications shall be provided to the area engineer by the designer.

The area easement specialist (AES) will notify the appropriate area engineer when the option to purchase has been signed by the program participant and initiate final plan development. The goal is to have the final plan completed and ready for contracting no later than the anticipated closing date (usually about 12 months).

The necessary field work including surveys and design shall be scheduled by the AES and be completed after the option to purchase has been signed and the final easement boundary survey has been completed. Engineers working on WRP shall use the WRP Toolkit narratives. The engineers will also use the WRP Toolkit Cost List of the hydrology restoration components. The engineer will complete the final hydrologic design based on the WRP Toolkit restoration plan and WRP program requirements. Technical concerns about the planned practices are to be brought to the attention of the DC and AES for re-planning, if necessary.

The final engineering construction design, specifications, and engineering cost estimate will be uploaded to the Iowa NRCS Statewide Shared Drive (S:\Service_Center\NRCS_statewide_shared\440_PGM_Programs\WRP\Restoration) with an electronic mail notification to the EPT.

Final Restoration Packet

Actions that will occur when the final plan is developed:

- All easement fields will be labeled as wildlife land in Toolkit.
- If the official easement surveyed acres vary significantly from the planned acres the conservation plan map and acres will be adjusted. This should be uncommon.
- See 514.54 of the WRP Program Manual for guidance on out of scope and in scope modifications to restoration designs. If major changes have been made between the preliminary design and the final design the final restoration plan will be updated. Major (out of scope) changes could be defined as significant increase in the design scope or a 20 percent or greater in overall restoration cost. Out of scope changes between the preliminary and final restoration plan must be approved in advance by the ASTC-P.

The field and area employees will ensure the final restoration planning documents have been submitted hard copy to the State Office prior to, and no later than, the anticipated closing date (usually 12 months after the option is signed). Previously submitted restoration planning items, if final, do not need to be resubmitted. The final restoration packet will include the following:

Complete Final Toolkit Conservation Plan:

- Complete Conservation Plan with all practices, narratives, and correct acres present
  - DC Signature
  - Landowner Signature
- Complete CPA-1155 with all restoration activities noted and signatures
  - DC Signature
  - Landowner Signature (30-year easement and 10-year restoration agreement only)
- Overview map of site to be restored, access to site noted
- Seeding Plan Map (type, location and quantity)
- Restoration Plan Map (type of activity, location, quantity)
- Complete Seeding Plan w/species, cost & quantities (all complete CPA 4(s))

Engineering Plans, Spec's, Bid Sheets, Cost Estimates:

- Complete engineering plans and construction specification with location and plan maps, plans and sections, quantities, waypoints and other relevant information
  - Engineering Job Approval Authority Required
- Cost estimate and bid sheet consistent with CPA-1155 planned activities
- Complete construction specifications for all planned activities
- Additional photos/sheets as necessary

Additional Information:

- Plat/location (county) Map
- Current landowner contact information (phone and email if possible)
- Date range for completion of work
- Special Conditions for Construction
- T&E Concurrence from FWS and IDNR
- Completed Cultural Resource Flowchart

An electronic final restoration packet shall be uploaded by field and area employees to the Iowa NRCS Statewide Shared Drive (S:\Service_Center\NRCS_statewide_shared\440_PGM_Programs\WRP\Restoration) and will include the following documents in this order:

- Plat/location (county) Map
- Current landowner contact information (phone and email if possible)
- Date range for completion of work
- Special Conditions for Construction
- Complete Conservation Plan with all practices, narratives, and correct acres present
  - DC Signature
  - Landowner Signature
- Overview map of site to be restored, access to site noted
- Seeding Plan Map (type, location and quantity)
- Restoration Plan Map (type of activity, location, quantity)
- Complete Seeding Plan w/species, cost and quantities (all complete CPA-4(s))
- Entire Engineering Restoration Packet (see above)

Restoration Construction

After easement closing, when the restoration construction is ready to commence, at the direction of the assistant state conservationist for field operations (ASTC-FO), the NRCS will complete the layout of restoration practices. The vendor will provide progress reports via e-mail to NRCS Agreement Liaisons twice a month as a minimum after the project start date to advise the NRCS about the progress on the site(s). The NRCS Agreement Liaisons may require more frequent reports if construction problems/issues are identified on a project. NRCS field staff will verify that restoration work has been completed in a satisfactory manner and will approve work for payment. NRCS will conduct quality assurance reviews to verify applied practices meet NRCS standards and specifications.

Restoration activities on WRP easements require a collaborative effort between NRCS staff and the third party vendors hired to fulfill construction services. The specific roles and responsibilities during design, staking/layout, and construction phases for NRCS staff and vendors alike are defined in Appendix D.

Attachment 1 - Supporting Toolkit Instructions for WRP Plans

Getting Started:

Make sure you have Toolkit permission for the counties in which you will be working. Your supervisor will need to submit an AD-1143 to the area resource conservationist (ARC) if you don't have permissions for Toolkit. Check to make sure you have F:\geodata permissions to the counties that you will be assisting. You and your supervisor will need to fill out an IRM-03 requesting access to the servers and printers.

Readying your Computer:

Helpful steps to ready your computer for completing WRP plans and 1155s in Toolkit. Copy the latest WRP cost list from the FOTG Section I on the F drive to the FOTG Section I on your C drive. Copy the field offices ArcGIS template (ToolkitGIS_Template_Jefferson.mxd) from the F drive to your C drive C:\Program Files\USDA\Toolkit5\Templates. You will at some point have all the templates from your counties stored here. You will have to update these when new photo layers are added from time to time. Copy the latest Toolkit Symbology from the F:\Symbology (Iowa_Symbology_11.style) to C:\Documents and Settings\Your.Name\Application Data\ESRI\ArcMap (See symbology.pdf for instructions).

Working in another county:

To keep things running as quickly as possible you will need to disconnect your F drive and reconnect to the F drive of where you are working. To disconnect a drive go into Windows Explorer and click on Tools, Disconnect Network Drives, select your F drive and click ok. Now you will need to click on Tools, Map Network Drive. Pick the letter F and type in the server location of where you are working that day. Example -\\iafairfie2c001\data

Open toolkit and click on File, Reload Domain Data, this will get your narratives up to date.

WRP Customer Folders:

1. WRP Plans will be filed in a separate Toolkit Customer file for the proposed easement area regardless of tract boundaries or the number of tracts included in the easement area.

   Check out the appropriate customer folder in Toolkit or create a new folder as outlined below. If a customer folder for this tract has not yet been created then do so at this time. When entering a new or maintaining an existing WRP Easement, the folder name will use the last name of the company or business, an underscore; followed by the first name, an underscore; and the middle initial (if applicable). There must not be any spaces or punctuation in the folder name and should look like this "Doe_Jane_R". When the identifier is entered, it should be entered as "WRP" and then the tract number as such "WRP#####". The resulting customer folder name will be:

   Doe_Jane_R------WRP#####

   Once the easement is filed then the folder will be renamed to match the last five (5) of the easement number.

It is necessary that the name that appears on the Conservation Plan and map are an exact match to the name as it appears on the Option Agreement to Purchase or Easement if those documents exist, if not use your best judgement.

2. All the WRP Plan work is to be done in the Consplan-WRP#####.mxd file, if this layer does not exist in the customer folder, create one using the New Toolkit Layer tool.

3. Add the statewide easement data layer file to the map, it is located on the local server in the following location. By adding the layer file instead of the shapefile, the symbology that is required for this layer will be automatically applied.

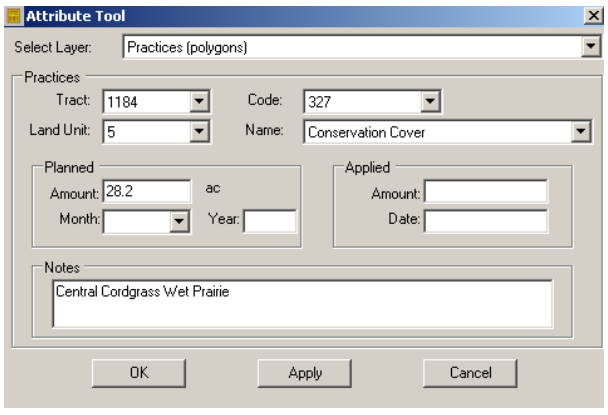
   F:\geodata\environmental_easements\nrcs\Iowa_NRCS_Easement.lyr

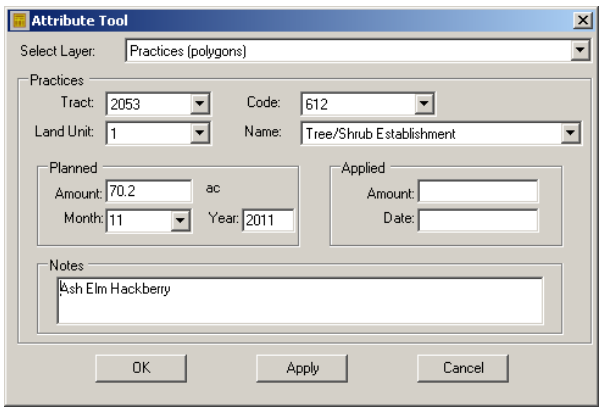
   Missing Easement Boundary: If your easement boundary has been surveyed and is not appearing in the Iowa_NRCS_Easement.lyr then contact the GIS staff or the EPT staff at the State Office. If the easement has not yet been surveyed you will need to draw it in the Consplan-WRP##### layer and enter the boundary as accurately as possible (be sure this layer has the same symbology as the Iowa_NRCS_Easement.lyr).

4. Use the "Select A Plan" button or using the New Toolkit Layer button create the Consplan-WRP##### layer of the map. Copy and paste the easement boundary for this tract from the statewide data layer Iowa_NRCS_Easement to the Consplan layer, OR add all of the tracts within the planned easement boundary and edit/delete those that fall outside of the boundary.

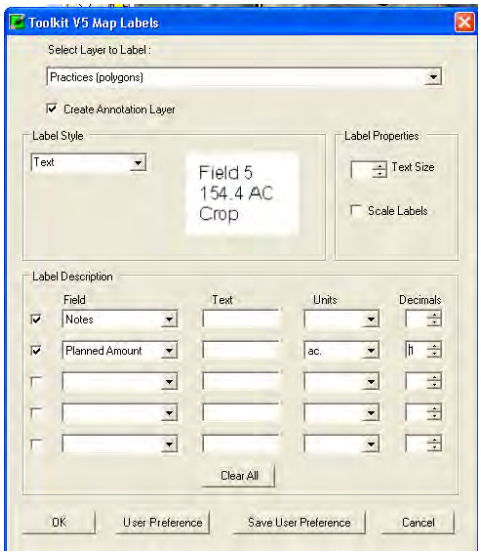
5. Attribute the land use as wildlife.

6. Add or create the appropriate Practice layers (point, line, and/or polygon). The practice layers will be attributed using the Iowa symbology file. For WRP, we will map the vegetative practices such as 327 and 612 in the practice polygon layer. Split this polygon into the specific vegetative/seeding mixtures that will be utilized during the restoration. The 327 Conservation Cover will be split according to the Nature Serve Community type that will be seeded on the easement.





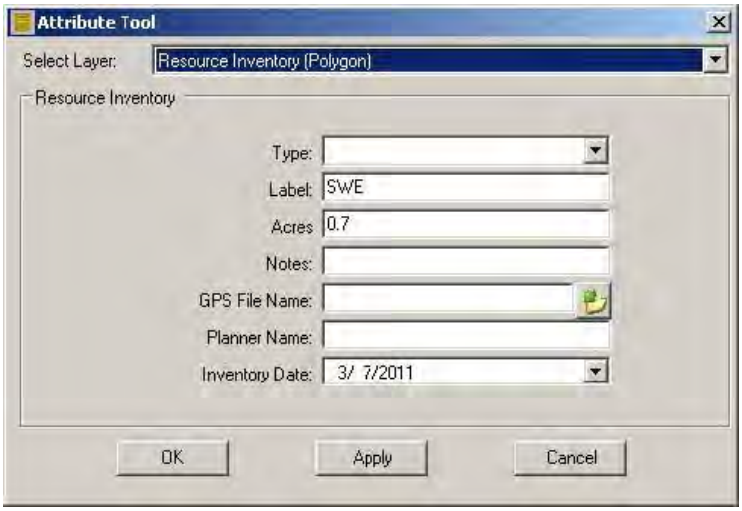
7. Attribute the Practice layer; be sure that in the Notes field you enter the appropriate vegetative type like above. Create a label annotation for the seeding plan using the Map Labels tool. In the first line check pick Notes, in the second line pick Planned Amount this will label each seeding type and how many acres.



8. Management practices such as 644, 645, 657, 315, 314, 338, etc. will be put into the practice schedule only.

9. Restoration components such as, Breaking Tile, Shallow Water Excavations, Water Control Structures, etc. will be put in a Resource Inventory Layer. Ditch Plug would be entered in the Resource Inventory Point Layer. Fence removal and dikes would be entered in a Resource Inventory Line Layer. Shallow Water Excavations would be entered in a Resource Inventory Polygon Layer. See legend for list of possible components.

10. When attributing be sure to put the restoration detail in the Label portion of the attribute window, as shown in this screen shot. It is important that you use these descriptions in the Label attribution so the symbology applies correctly. **Potential problem: if you call one SWE and one S.W.E. you will get two different labels. Make sure you are consistent with labeling.** If you find the need for additional or different restoration details, please enter them, but know that there will be no symbology for them. Create your own symbol for this new restoration detail and then submit that to the Toolkit Cadre member for incorporation into the statewide symbology.



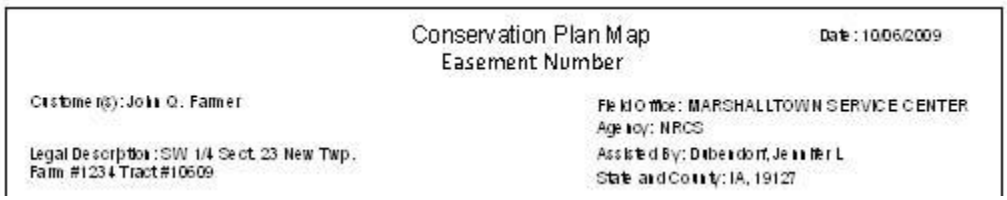
Creating Map Products:

There are four maps required for each WRP. From this point there are directions for each printed map the Conservation Plan Map, Soils Map, Restoration Plan Map, and Seeding Plan Map. Each of these maps needs to be printed and saved as .pdf as noted in the following instructions. Maps will not be accepted that are not at the 1" = 660' scale, use the Iowa Symbology, have a legend on it, and have the header accurately completed, especially the customer name, it should be an exact match to at least one of the names as it appears on the Option Agreement to Purchase or Easement. All documents submitted as a part of the restoration plan will include the IA NRCS official easement number when applicable.

Conservation Plan Map

1. This map should show the Consplan easement boundary, access point, field labels and acres.

2. Print the Conservation Plan Map.



3. Export a .pdf copy of the map. It should be named as Consplan-WRP#####.pdf and should be saved in the Resource_Maps folder in the Toolkit customer folder. Remember to save the Consplan-WRP#####.mxd file.

Soils Map

1. If there is not already a soils map then use the Soils Map/Inventory button on the Toolkit Toolbar to create the soils layer.

2. Print the Soil Report.

3. The soils will need to be labeled. Right click on the new clipped soils layer in the table of contents and click on Properties. On the Label tab, select the musym for the field to label and put a check mark in the box to draw labels. Close the properties box.

4. Create and print the Soils Map. **The Practice Layers and Iowa_NRCS_Easement layer should not be visible on this map.**

5. Export a PDF copy of the map. It should be named as Soils-WRP#####.pdf and should be saved in the Resource_Maps folder in the Toolkit customer folder. Remember to save the Consplan-WRP#####.mxd file.

6. Print out a brief technical soils description for each soil type in the easement using the following instructions.

Instructions for Downloading Soil Map Unit Descriptions to Accompany Conservation Plans (Created July 1, 2010, by J. McMichael)

- Open the web-site http://soils.usda.gov/
- On the left, quick access menu, click on Soil Data Mart (this will open the website http://soildatamart.nrcs.usda.gov/
- Once the website opens, click on the gray bar that says Select State
- This will take you to a list of states, click on Iowa and then the gray bar that says Select Survey Area
- This will take you to a page with a list of counties on it. Click on your county name and then the gray bar that says Generate Reports
- This will take you to a list of all the soils for your county. Here you can do several things.
  1) Click on a single soil to select only one soil type
  2) Click on the gray bar that says Select All to select all soils for your county
  3) To select a few soils but not all: click on a single soil. Then if you hold the ctrl button down, you will be able to select the remaining soils in your conservation plan. This will likely be the option that you would want to use.
- After you select soils, there is a drop down menu with all the reports available in Soil Data Mart
- Click on the arrow on the drop down menu and click the report „Map Unit Description (Brief, Generated)' and then click on the gray bar that says Generate Reports
- A new window will pop up in a few moments with a brief map unit description for all the soils you selected.
- This document can now be saved to be saved in the „Resource Maps' folder in the Toolkit customer folder and printed to accompany your conservation plan.

Restoration Plan Map

1. Turn off the soils layer and the soils labels.

2. Turn on the Iowa_NRCS_Easement.lyr data so that it is always visible and at the bottom of the legend so it draws under the other data.

3. Turn on all restoration components in the resource inventory layers.

4. Create and print the Restoration Plan Map.

5. Export a PDF copy of the map. It should be named as Restoration-WRP#####.pdf and should be saved in the Resource_Maps folder in the Toolkit customer folder. Remember to save the Consplan-WRP#####.mxd file.

Seeding Plan Map

1. Turn off the restoration component resource inventory layers.

2. Turn on the vegetative practices Practice polygon layer.

3. Create and print the Seeding Plan Map.

4. Export a PDF copy of the map. It should be named as Seeding-WRP#####.pdf and should be saved in the Resource_Maps folder in the Toolkit customer folder. Remember to save and close the Consplan-WRP#####.mxd file.

Creating Plan and Contract:

Conservation Plan

1. Open the Practice Schedule tab. Pick the appropriate system guide and conservation system. Schedule the management practices, such as 314, 644, 645, and 657. Make sure all applicable practices are scheduled, have the correct narratives and have the appropriate program codes entered.

2. Using the Plan Wizard open the conservation plan document. Conservation Plans will not be accepted that do not have the appropriate narratives or the correct customer name. Enter the easement number in the Objectives in the wizard. All documents submitted as a part of the restoration plan will should include the IA NRCS official easement number when applicable.

3. Print the WRP Conservation Plan.

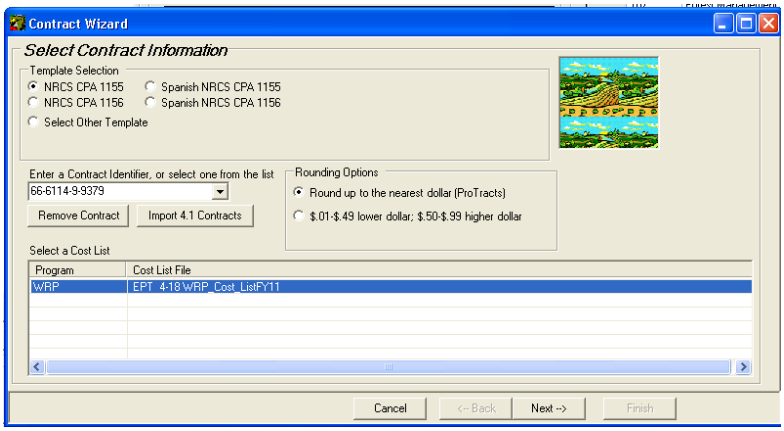
4. Save the WRP Conservation Plan file. It should be named as Plan-WRP#####.xlsx and should be saved in the Plan_Reports folder in the Toolkit customer folder.

Conservation Plan or Schedule of Operations (CPA-1155)

1. Open the Practice Schedule tab. Make sure that all the practices that are a part of the WRP Plan are scheduled, have the correct narratives and have the appropriate program codes entered.

2. Using the Contract Wizard select the NRCS CPA-1155 template.

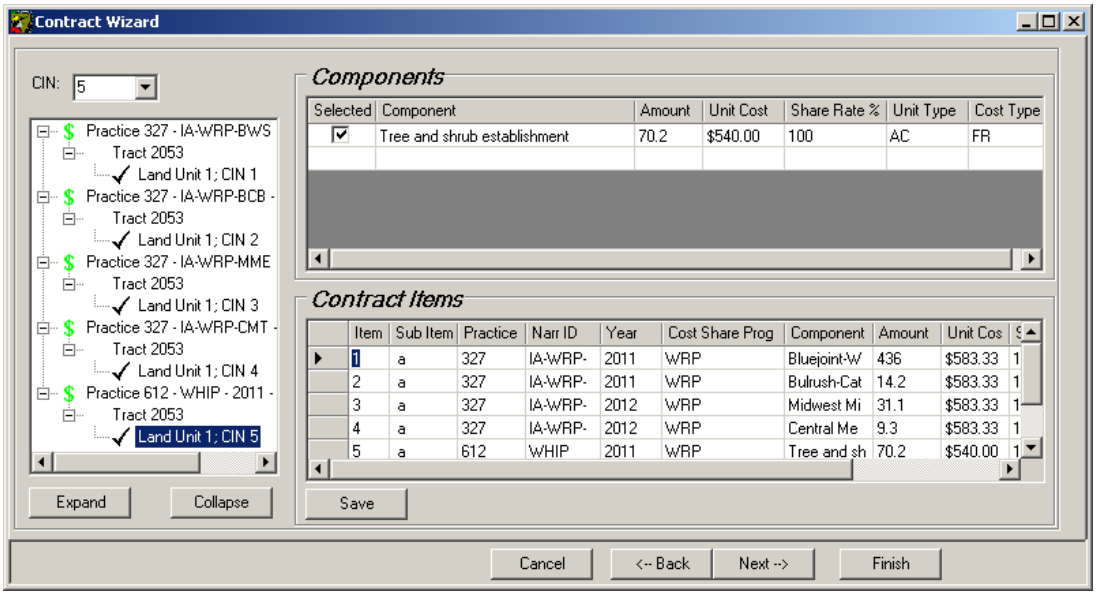
3. Enter easement number if known. Click Round up to nearest dollar (ProTracts) option.



4. Select the latest WRP cost list on your C drive FOTG Section I and then click next.

5. You will need to pick the appropriate component from the list and adjust the unit cost accordingly for each practice that you want included.

6. Click next and save contract and select participant, click next and fill out preferences as needed then click “Finish.”



7. Print out CPA-1155 and double check that it is correct.

8. Save the CPA-1155 in the Contract_Reports folder in the Tookit customer folder.

9. Check Customer folder back into NCPDB.

10. Assemble WRP packet and send to the EPT in State Office.

NRCS Natural Resources Conservation Service

WASHINGTON SERVICE CENTER
1621 E. WASHINGTON ST. SUITE 3
WASHINGTON, IA 52353-2157
(319) 653-6654

DC NAME
DISTRICT CONSERVATIONIST

Conservation Plan

Landowner Name
Address
City, IA 12345

OBJECTIVE(S)

Easement # 66-6114-9-9999

This land has been enrolled in the Wetlands Reserve Program with a permanent easement that consists of 240 acres. The main purpose of the easement is to restore habitat and manage it for state-threatened Blanding's Turtle. The land will be restored to Central Wet-Mesic Tallgrass Prairie on 200 acres and Central Mesic Tallgrass Prairie on 30 acres. Trees and shrubs cover less than 10% of this plant community and are maintained by a minimum 4-5 year fire regime. There are 10 acres of existing Bur Oak-Swamp White Oak Mixed Bottomland Forest that will be protected and maintained with a minimum 10 year fire regime. The restoration construction will be completed ensuring protection of Blanding's Turtles. Specific details of management and long term maintenance of the habitat and restoration structures will be found in the easement management plan and corresponding compatible use authorizations.

Wildlife

No Tract

Conservation Cover

This field(s) has been enrolled in the Wetland Reserve Program (WRP) and will be seeded to the following seed mix - Central Wet-Mesic Tallgrass Prairie. This seeding will control erosion, provide wildlife habitat, & restore native plant community. Refer to seeding plan for specific species and rates.

Field	Planned Amount	Month	Year	Applied Amount	Date
1	200 ac	5	2012		
1	30 ac	5	2012		
Total:	230 ac				

Conservation Cover

This field(s) has been enrolled in the Wetland Reserve Program (WRP) and will be seeded to the "shallow excavation area" mix. See the Restoration Plan for the location of the shallow excavation areas. This seeding will control erosion, provide wildlife habitat, & restore native plant community.

Field	Planned Amount	Month	Year	Applied Amount	Date
UN	18.6 ac	5	2012		
Total:	18.6 ac				

11/16/2011

Page 1 of 4

Herbaceous Weed Control

Mowing of new seeding - 1st year. Mowing will be completed to control weeds and promote growth of new seeding. Mow twice per year as needed.

Field	Planned Amount	Month	Year	Applied Amount	Date
1	230 ac	4	2013		
Total:	230 ac				

Herbaceous Weed Control

Mowing of new seeding - 2nd year. Mowing will be completed to control weeds and promote growth of the new seeding. Mow twice per year as needed.

Field	Planned Amount	Month	Year	Applied Amount	Date
1	230 ac	4	2014		
Total:	230 ac				

Herbaceous Weed Control

Seedbed preparation for 1 mowing and 1 herbicide application prior to seeding.

Field	Planned Amount	Month	Year	Applied Amount	Date
1	230 ac	10	2011		
Total:	230 ac				

Prescribed Burning

Applying fire to predetermined areas under conditions that the intensity and spread of the fire are controlled. To control undesirable vegetation, to reduce excessive accumulation of plant residues, to reduce hazard from wildfires by preventing buildup of excessive fuel, to encourage desired changes in plant composition, and to improve habitat for select wildlife species.

Field	Planned Amount	Month	Year	Applied Amount	Date
1	240 ac	5	2017		
Total:	240 ac				

Upland Wildlife Habitat Management

WRP 645 Upland Wildlife Management. Areas of non-hydric soils within the WRP easement boundary will be restored to upland habitat. These non-wetland areas are important to the ecological function of the restored wetland. These upland areas will be planted to Central Mesic Tallgrass Prairie. Trees and shrubs cover less than 10% of this plant community and are maintained by a minimum 4-5 year fire regime.

Field	Planned Amount	Month	Year	Applied Amount	Date
1	30 ac	3	2012		
Total:	30 ac				

Wetland Restoration

WRP 657 Wetland Restoration. Areas of hydric soils within the WRP easement boundary will be restored to functioning wetlands. Restoration of hydrology, vegetation and soil function is needed to meet the plan objective. Hydrology restoration will create fluctuating hydrologic conditions of semi-permanent to seasonal water in the shallow water areas and seasonal to temporary water. Water depths will range from saturated soil to less than 36 inches. Hydrology of the site will be restored by installing ditch plugs, completing tile breaks, completing Shallow Water Excavations, and installing a water control structure. Refer to engineering plans and CPA-115 for specific details and quantities.

Site will be managed for Blanding's Turtles and according to an easement management plan (or other detailed site specific management plan).

Field	Planned Amount	Month	Year	Applied Amount	Date
1	200 ac	3	2012		
Total:	200 ac				

Wetland Wildlife Habitat Management

WRP 644 Wetland Wildlife Management. These hydric areas of existing wetlands within the WRP easement boundary do not require restoration. There is 10 acres of existing Bur Oak-Swamp White Oak Mixed Bottomland Forest that will be protected and requires no restoration treatment. This plant community is maintained by a minimum 10 year fire regime.

Field	Planned Amount	Month	Year	Applied Amount	Date
1	10 ac	3	2012		
Total:	10 ac				

CERTIFICATION OF PARTICIPANTS

LANDOWNER NAME _____ DATE _____

CERTIFICATION OF:

DISTRICT CONSERVATIONIST

DC NAME _____ DATE _____

PUBLIC BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collections is 0578-0013. The time required to complete this information collection is estimated to average 45/0.75 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection information.

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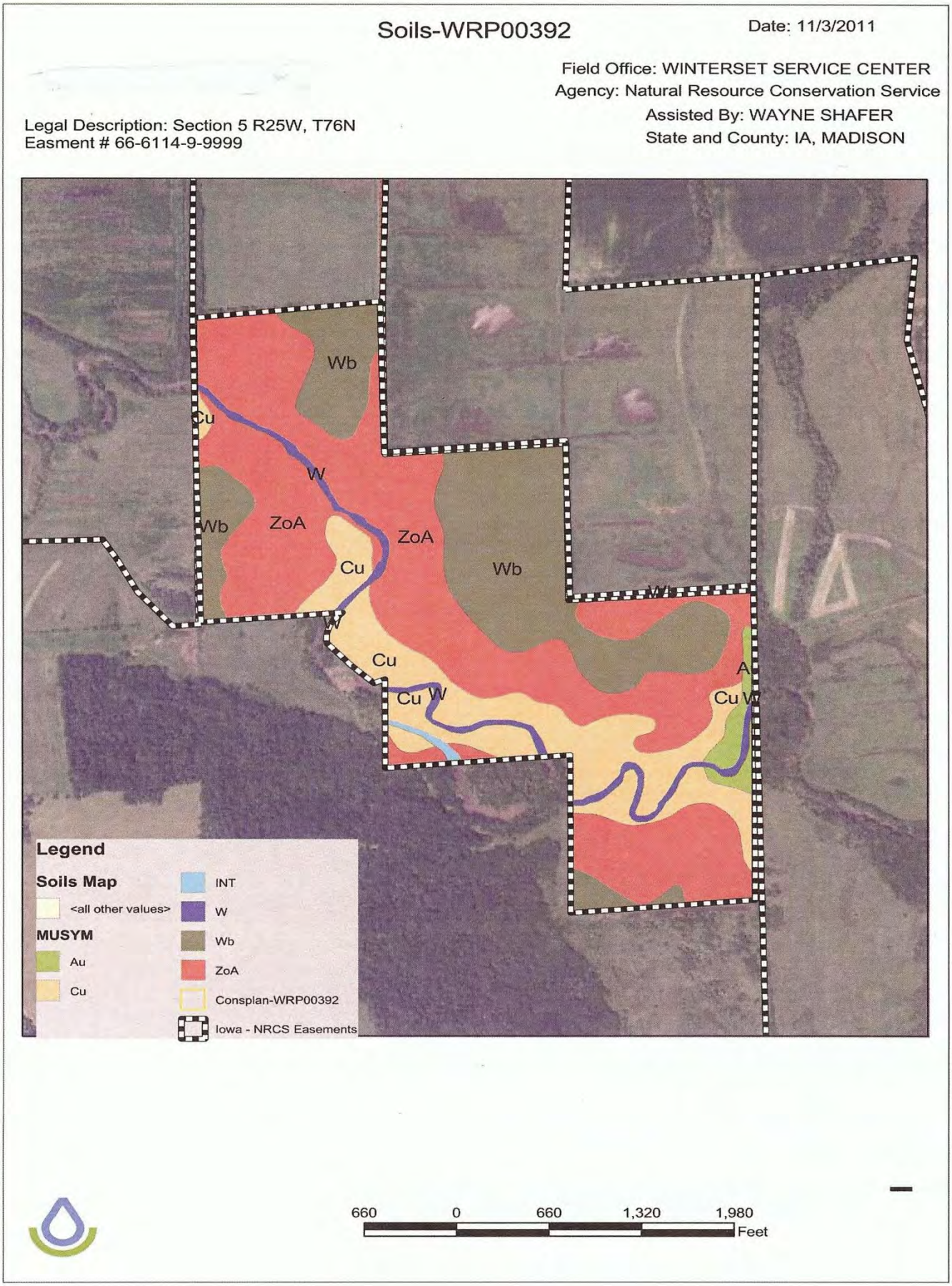
Conservation Plan Map
Date: 11/3/2011
Field Office: WINTERSET SERVICE CENTER
Agency: Natural Resource Conservation Service
Legal Description: Section 5 R25W, T76N
Easment # 66-6114-9-9999
Assisted By: WAYNE SHAFER
State and County: IA, MADISON
1
240.3 ac.
Legend
LABEL
Access Lane
Consplan-WRP00392
Iowa - NRCS Easements
Madison Co - Legal Townships
660 0 660 1,320 1,980
Feet

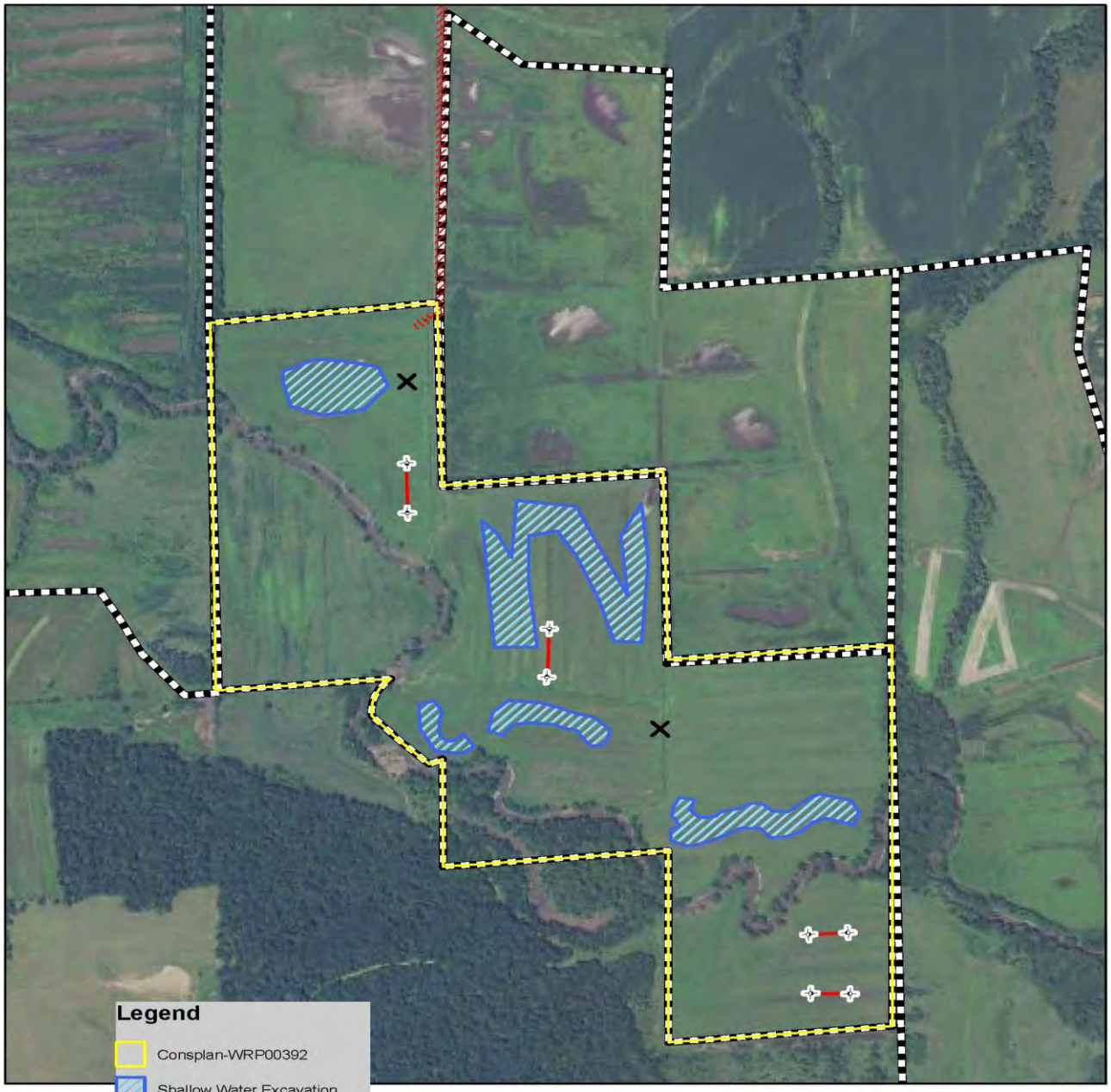

Soils-WRP00392
Date: 11/3/2011
Field Office: WINTERSET SERVICE CENTER
Agency: Natural Resource Conservation Service
Assisted By: WAYNE SHAFER
State and County: IA, MADISON
Legal Description: Section 5 R25W, T76N
Easment # 66-6114-9-9999
Wb
Cu
W
ZoA
Legend
Soils Map
<all other values>
MUSYM
Au
Cu
INT
W
Wb
ZoA
Consplan-WRP00392
Iowa - NRCS Easements
660
0
660
1,320
1,980
Feet

Restoration Plan Map

Date: 11/3/2011

Legal Description: Section 5, R25W, T76N
Madison Co. Iowa
Easement # 66-6114-9-9999

Field Office: WINTERSET SERVICE CENTER
Agency: Natural Resource Conservation Service
Assisted By: WAYNE SHAFER

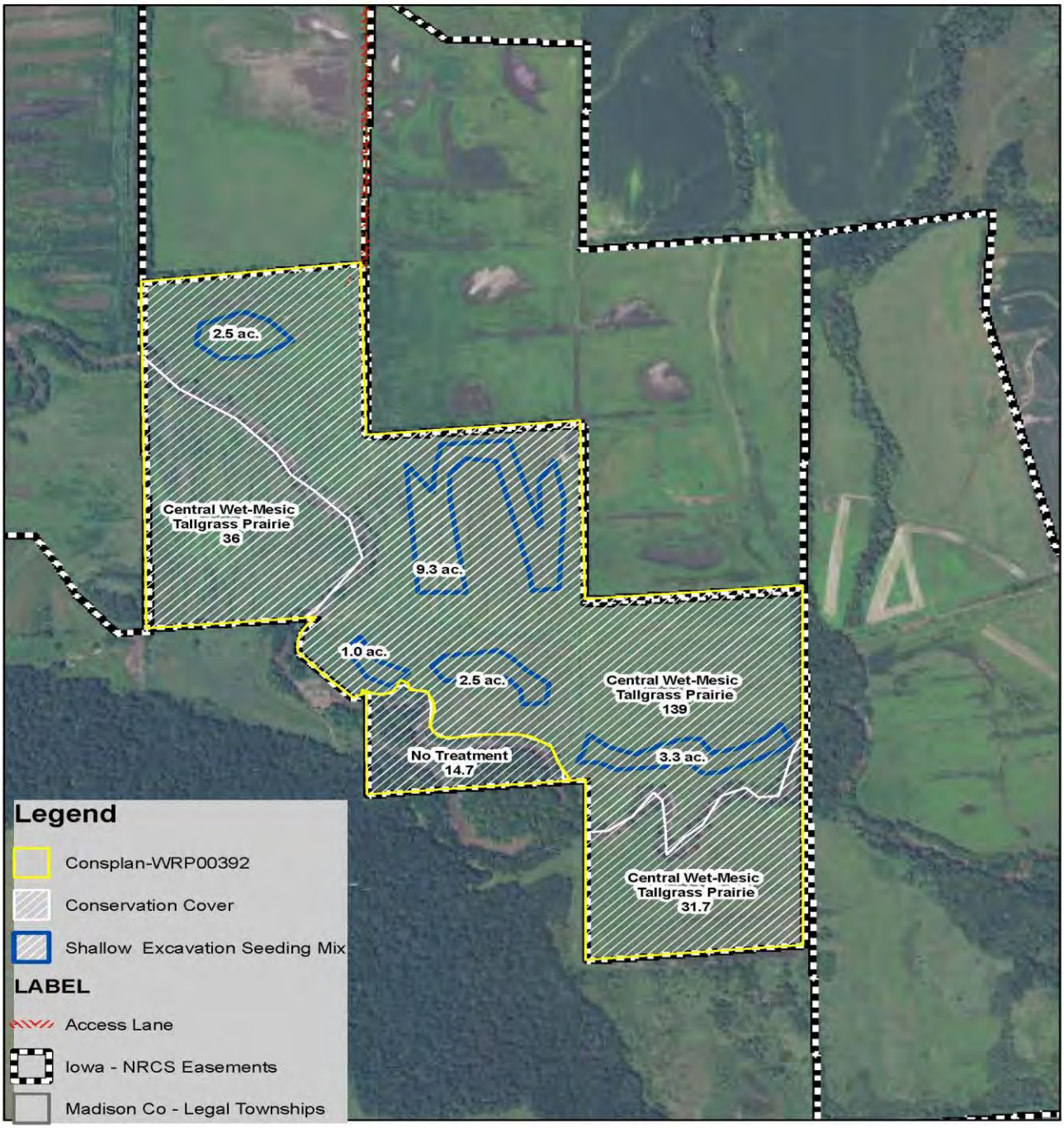


Seeding Plan Map

Date: 11/3/2011

Legal Description: Section 5, R25W, T76N
Madison Co. Iowa
Easement # 66-6114-9-9999

Field Office: WINTERSET SERVICE CENTER
Agency: Natural Resource Conservation Service
Assisted By: WAYNE SHAFER



USDA NRCS
Natural Resources Conservation Service

IA - CPA - 4 REV.
February-98
(File Code 180-12-12)

Seeding Plan

Name: **Native Berm Mix**
Prepared by: **State Office-Ecological Sciences**
Date: **11/4/2011**
Tract No.:
Field No.:
Type of Seeding:
Field Area (acres): 1.000
Contract No.:

Seeding Mix Summary

Grasses	Scientific Name	Common Name	PLS Lbs/Acre	PLS Lbs	Estimated Cost
1	*Juncus dudleyi*	Dudley's Rush	0.0060	0.0060	$1.79
2	*Bouteloua curtipendula*	Sideoats Grama	0.91	0.91	$8.17
3	*Elymus canadensis*	Canada Wildrye	1.05	1.05	$2.09
4	*Elymus trachycaulus*	Slender Wheatgrass	0.79	0.79	$6.31
5	*Elymus virginicus*	Virginia Wildrye	0.97	0.97	$7.78
6	*Poa palustris*	Fowl Bluegrass	0.27	0.27	$4.36
7	*Schizachyrium scoparium*	Little Bluestem	0.73	0.73	$8.71
8	*Eragrostis spectabilis*	Purple Lovegrass	0.0097	0.0097	$7.78
9	*Carex molesta*	Troublesome Sedge	0.038	0.038	$8.58
10	*Carex normalis*	Greater Straw Sedge	0.016	0.016	$7.84
11	*Carex vulpinoidea*	Fox Sedge	0.068	0.068	$8.17
12	*Glyceria striata*	Fowl Mannagrass	0.017	0.017	$7.66
13	*Calamagrostis canadensis*	Bluejoint	0.022	0.022	$8.20
14	*Eleocharis obtusa*	Blunt Spikerush	0.020	0.020	$9.80
15	*Leersia oryzoides*	Rice Cutgrass	0.040	0.040	$9.61
		SUBTOTAL GRASSES	**4.95**	**4.95**	**$106.84**

Forbs/Legumes	Scientific Name	Common Name	PLS Lbs/Acre	PLS Lbs	Estimated Cost
1	*Dalea purpurea*	Purple Prairie Clover	0.15	0.15	$6.81
2	*Heliopsis helianthoides*	Ox-eye	0.13	0.13	$7.78
3	*Monarda fistulosa*	Wild Bergamot	0.058	0.058	$8.75
4	*Rudbeckia hirta*	Black-eyed Susan	0.18	0.18	$7.90
5	*Verbena hastata*	Blue Vervain	0.015	0.015	$9.37
6	*Symphyotrichum novae-angliae*	New England Aster	0.021	0.021	$6.19
7	*Lobelia cardinalis*	Cardinal Flower	0.0068	0.0068	$8.17
8	*Pycnanthemum virginianum*	Common Mountain Mint	0.019	0.019	$8.35
9	*Penthorum sedoides*	Ditch Stonecrop	0.0042	0.0042	$1.26
10	*Ratibida pinnata*	Gray-headed Coneflower	0.13	0.13	$7.78
11	*Lobelia siphilitica*	Great Lobelia	0.011	0.011	$6.53
12	*Vernonia fasciculata*	Ironweed	0.028	0.028	$6.38
13	*Bidens cernua*	Nodding Beggartick	0.065	0.065	$7.78
14	*Chamaecrista fasciculata*	Partridge Pea	0.25	0.25	$6.30
15	*Symphyotrichum ericoides*	White Heath Aster	0.0041	0.0041	$6.53
16	*Lycopus americanus*	Water Horehound	0.042	0.042	$9.42
17	*Helianthus grosseserratus*	Saw-tooth Sunflower	0.018	0.018	$8.17
18	*Solidago gigantea*	Smooth Goldenrod	0.0087	0.0087	$7.84

19	*Symphyotrichum puniceum*	Swamp Aster	0.017	0.017	$7.66
20	*Eupatorium altissimum*	Tall Thoroughwort	0.054	0.054	$8.17
		SUBTOTAL FORBS	**1.21**	**1.21**	**$147**
Woody	**Scientific Name**	**Common Name**	**PLS Lbs / Acre**	**PLS Lbs**	**Estimated Cost**
			0.00	**0.00**	**$0**
TOTAL			**6.16**	**6.16**	**$254**

	General ☑ Soil Test ☐	Total Needed lbs
Lime (ECCE) (Actual Lime)		
Nitrogen		
Phosphate (P205)		
Potash (K20)		

Seeding Dates: _____

Additional Seeding Criteria: Oats should be seeded as a nurse crop at 3 bushels per acre for spring and fall plantings according to NRCS Standard 342 Critical Area Seeding.

Seeding was completed by _____ (Date) **according to the above requirements.**

_____ (Producer's Signature)

_____ (Date)

Field Office _____ **Certified by** _____ (NRCS Representative)

When seeding is completed, return seeding plan to the Natural Resources Conservation Services.
For state cost-share projects, attach receipts for seed, fertilizer, lime and mulch.
For Federal cost-share, return receipts to Farm Service Agency.

Appendix C

Map Unit Description (Brief, Generated)

Cedar County, Iowa

[Minor map unit components are excluded from this report]

Map unit: 133 - Colo silty clay loam, 0 to 2 percent slopes, occasionally flooded

Component: Colo, occasionally flooded (85%)

The Colo, occasionally flooded component makes up 85 percent of the map unit. Slopes are 0 to 2 percent. This component is on flood plains on river valleys. The parent material consists of silty alluvium. Depth to a root restrictive layer is greater than 60 inches. The natural drainage class is poorly drained. Water movement in the most restrictive layer is moderately high. Available water to a depth of 60 inches is high. Shrink-swell potential is moderate. This soil is occasionally flooded. It is not ponded. A seasonal zone of water saturation is at 0 inches during April. Organic matter content in the surface horizon is about 6 percent. Nonirrigated land capability classification is 2w. This soil meets hydric criteria.

Map unit: 212 - Kennebec silt loam, 0 to 2 percent slopes, occasionally flooded

Component: Kennebec, occasionally flooded (90%)

The Kennebec, occasionally flooded component makes up 90 percent of the map unit. Slopes are 0 to 2 percent. This component is on flood plains on river valleys. The parent material consists of silty alluvium. Depth to a root restrictive layer is greater than 60 inches. The natural drainage class is moderately well drained. Water movement in the most restrictive layer is moderately high. Available water to a depth of 60 inches is very high. Shrink-swell potential is moderate. This soil is occasionally flooded. It is not ponded. A seasonal zone of water saturation is at 48 inches during April. Organic matter content in the surface horizon is about 3 percent. Nonirrigated land capability classification is 1. This soil does not meet hydric criteria.

Map unit: 221 - Klossner muck, 1 to 3 percent slopes

Component: Klossner (100%)

The Klossner component makes up 100 percent of the map unit. Slopes are 1 to 3 percent. This component is on fens on uplands. The parent material consists of organic material overlying loamy deposits. Depth to a root restrictive layer is greater than 60 inches. The natural drainage class is very poorly drained. Water movement in the most restrictive layer is moderately high. Available water to a depth of 60 inches is very high. Shrink-swell potential is low. This soil is not flooded. It is not ponded. A seasonal zone of water saturation is at 0 inches during April. Organic matter content in the surface horizon is about 35 percent. Nonirrigated land capability classification is 3w. This soil meets hydric criteria. The calcium carbonate equivalent within 40 inches, typically, does not exceed 13 percent.

APPENDIX D

ROLES AND RESPONSIBILITIES FOR WRP PROJECTS WHERE A THIRD PARTY VENDOR HAS BEEN HIRED TO FULFILL CONSTRUCTION SERVICES

THE ROLE OF THE VENDOR

CONSTRUCTION INSPECTION and CHECKOUT

Conduct preconstruction meeting with NRCS. Topics of discussion shall include but are not limited to:

a) Ingress and egress routes. Locations of contractor's staging areas.
b) Ensure construction contractor will maintain a clean site during and after construction. All vestiges are cleaned up.
c) Ensure construction contractor leaves all ingress and egress routes in equivalent or better condition than what was there prior to construction.
d) Adequacy of construction layout and staking.
e) Critical inspection items.
f) Stopping construction if an issue arises that requires NRCS input (i.e.: cultural resources, unforeseen construction limitations, utilities, etc.).
g) Checkout and certification documentation.
h) Miscellaneous

Performs construction inspection (quality control) duties, maintains construction documentation and conducts checkout surveys.

Prepares and submits "As-Built" drawings and appropriate checkout documentation for the practices/components applied.

Provides all inspection, checkout, and certification documentation to the NRCS field office.

Works with Contractor to ensure corrective measures are taken if deficiencies are noted during quality assurance reviews performed by NRCS.

Upon completion of construction, the vendor shall certify the project has been successfully completed by submitting the exact certification statement on company letter head:

To the best of my professional knowledge, judgment, and belief, the

_____

(List name of project as stated on the construction plans)

is installed in accordance with the plans and specifications and meets NRCS Practice Standards.

_____ _____

Vendor Representative *Date*

THE ROLE OF NRCS FIELD / AREA OFFICE STAFF [1/]

DESIGN

NRCS has prepared and submitted construction plans and specifications which have been checked and approved by an individual with proper Engineering Job Approval Authority.

CONSTRUCTION STAKING/LAYOUT

NRCS shall prepare an inspection plan describing the inspection items, minimum documentation requirements, and final submittal documentation requirements. Contact information for critical NRCS staff may be included.

NRCS shall stake the construction site. "Ideally" staking of the site should occur in advance of the NRCS Management Service Division (MSD) issuing the plans to the vendor for bid preparation purposes. However, if site limitations restrict layout prior to issuance, the NRCS and Vendor shall discuss and agree upon a layout/staking plan that will be completed prior to the start of any construction activities.

Staking/Layout shall be adequate to clearly define the expectations of the designer and directly correlate to the construction plans and specifications.

A benchmark or benchmarks shall be clearly defined on the construction plans and marked in the field.

CONSTRUCTION (In Progress)

NRCS may visit/view the construction site during construction for Quality Assurance purposes only.

NRCS has a contractual relationship with the Vendor, not the construction contractor.

Construction questions (whether from the Vendor or construction contractor) must be routed through the appropriate chains of command. Never try to interpret something that is not defined on the construction plans or within the construction specifications.

NRCS shall refrain from any interference or involvement with construction contractor.

NRCS shall not direct, accept, pass judgment, or reject any work completed by the construction contractor.

If an issue or concern arises contact either the NRCS MSD Staff at 515/284-4506 or the WRP Staff at 515/284-4222.

1/ The respective ASTC-FO and area engineer shall determine who is competent and qualified to fulfill the "NRCS" duties and roles as generically listed above. It is recommended that the NRCS individual(s) fulfilling these duties and roles have experience and engineering job approval authority with the practices being applied.