

**STATEMENT OF WORK**  
**Building Envelope Improvement (672)**  
**Kentucky**

**These deliverables apply to this individual practice. For other planned practice deliverables refer to those specific Statements of Work.**

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**DESIGN****Deliverables:**

1. Design documents that demonstrate criteria in NRCS practice standard have been met and are compatible with planned and applied practices
  - a. Practice purpose(s) as identified in the conservation plan.
  - b. List of required permits to be obtained by the client and regulations to be met
  - c. List of facilitating practices
  - d. Practice standard criteria-related computations and analyses to develop plans and specifications including but not limited to:
    - i. Insulation R-value,
    - ii. Building U-value
    - iii. Energy star rating of doors or windows
    - iv. Additional performance rating values for all installed components
    - v. Emission reductions requirements, if needed
2. Written plans and specifications including sketches and drawings shall be provided to the client that adequately describes the requirements to install the practice and obtain necessary permits.
3. Operation and maintenance plan
4. Certification that the design meets practice standard criteria and comply with applicable laws and regulations
5. Design modifications during installation as required

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**INSTALLATION****Deliverables**

1. Pre-installation conference with client
2. Verification that client has obtained required permits
3. Installation guidance as needed
4. Facilitate and implement required design modifications with client and original designer
5. Advise client/NRCS on compliance issues with all federal, state, tribal, and local laws, regulations and NRCS policies during installation
6. Certification that the installation process and materials meets design and permit requirements

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**CHECK OUT****Deliverables**

1. Records of application
  - a. Extent of practice units applied
  - b. Actual materials used
2. Certification that the application meets NRCS standards and specifications and is in compliance with permits
3. Progress reporting
4. Photo documentation recommended

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**SPECIAL REQUIREMENTS FOR COST SHARED PRACTICES**

As noted in GM KY Supplement 450-407.12: Certifying Performance for Cost Sharing (June 2008)

A. All practices will be located and identified using Global Positioning Systems (GPS) unit. (See GM KY 450-407.12 for additional guidance.)

B. Practices receiving cost share assistance will be photo identified with no less than one before picture and no less than one after picture. (See GM KY 450-407.12 for additional guidance)

A quick link to the policy is: [ftp://ftp-fc.sc.egov.usda.gov/KY/GM\\_Supplement\\_450.pdf](ftp://ftp-fc.sc.egov.usda.gov/KY/GM_Supplement_450.pdf)

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**SUPPORTING DATA AND DOCUMENTATION**

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1. Documentation of site visits on CPA-6 assistance notes. Include dates of site visits, name or initials of the person who made the visit, specifics as to what was inspected, all alternatives discussed, decisions made, and by whom;
2. Plan map locating the existing system;
3. Description of existing system and components;
4. Information and installation details for building envelope improvements;
5. Documentation of energy usage of old system and potential savings of new system;
6. Detailed drawings of measures and appurtenances needed to install new system;
7. Certification that the replacement system was installed to specifications.

**REFERENCES**

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- NRCS Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard Farmstead Energy Improvement - 374
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook