STATEMENT OF WORK
Conservation Planning
Issued September 29, 2004
Contact: Resource Conservationist at 701-530-2078

These deliverables apply to this individual plan. For other planning or practice deliverables refer to those specific Statements of Work.

PLANNING

NOTE: NRCS retains responsibility for all decision-making, findings, and consultation required of Federal agencies related to compliance with several resources protection laws, including but not limited to the National Historic Preservation Act (NHPA), the Endangered Species Act (ESA), and the National Environmental Policy Act (NEPA). Technical Service Providers shall work with the program participants to ensure that all approvals, authorities, rights, permits, and easements necessary for conduct of this planning have been obtained prior to implementation of the work.

NOTE: NRCS policy requires that technical assistance provided for conservation planning follow the guidance and processes in the NRCS National Planning Procedures Handbook (NPPH). For the purposes of providing conservation planning technical assistance, Technical Service Providers are to complete the actions required in the first seven Steps of the NPPH planning process. All deliverables below are based on that requirement. For detailed guidance, planners should refer to the appropriate section of the NRCS NPPH.

Deliverables:

1. Identify Problems and Opportunities
   a. Identification and documentation of resource problems, opportunities, and concerns in the case file assistance notes
   b. Record of Communications with the client

2. Determine Objectives
   a. A list of the client's objectives recorded in the case file

3. Inventory Resources
   a. Detailed resource inventories of the conservation management units, as well as related off-site information
   b. Information on human considerations
   c. Identification of other ecological concerns, such as threatened and endangered species
   d. Identification of cultural resources
   e. Land units, locations, determinations, and client/land relationships described
   f. Identification of infrastructure physical features such as roads, houses, fences, power lines and other utilities
   g. Identification of how the client manages resources, including kinds, amounts, and timing of management activities
   h. Document resource concerns using assessment tools as referenced in eFOTG, section III
   i. Benchmark data for the planning area
   j. Assistance notes for technical services provided to the client

4. Analyze Resource Data
   a. A complete analysis of all resources inventoried
   b. Clear statements of the benchmark condition of the conservation management units as well as related off-site information
   c. Environmental evaluation data
   d. Cultural resources identification and evaluation data
   e. Other program and legal evaluations data

f. Identification of the causes or conditions that resulted in the resource problems
g. A complete definition of problems, opportunities, and concerns (planning step 1 is completed to the extent that the client and planner reach agreement)
h. A complete statement of objectives (planning step 2 is completed to the extent that the client and planner reach agreement)

5. Formulate Alternatives
    a. A description of the alternatives available to the client
    b. Provide client with a list of applicable permits and certifications that have to be complied with for each alternative

6. Evaluate Alternatives
    a. A set of practical alternatives that meet NRCS Field Office Technical Guide quality criteria and are compatible with the client's objectives
    b. An evaluation, for each alternative, displaying the effects and impacts for the client to consider and use as a basis for decision making for the conservation plan
    c. Technical assistance notes reflecting discussions between the planner and the client

7. Make Decisions
    a. The plan document (in accordance with NRCS National Planning Procedures Handbook) with the selected alternative(s), including potential program or implementation opportunities, and operation and maintenance
    b. Schedule of conservation system(s) and practice(s) implementation in the Customer Service Toolkit in the Customer Service Toolkit
    c. Documentation of Environmental Compliance (all NEPA, Cultural Resources, and other environmental laws and regulations are complied with)
    d. Certify and report planning acres in progress reporting system.

The format for a hard-copy North Dakota conservation plan shall be a six-part folder with contents arranged as follows:

Cover 1 *(reserved for contract documents)*

Cover 2

- Conservation assistance notes that provide a clear understanding of the unit. Decision-maker's objectives, history of resource use, follow-up discussion, etc. should be included. Notes should enable a "newcomer" to understand what the current status is – opportunities, limitations, alternatives discussed, and decision-maker's perspective.
- Correspondence
- Environmental evaluation, form ND-CPA-52

Cover 3

- Unit location map (portion of NRCS county road map works well)
- Conservation plan map, including:
    - Legal description, scale, and north arrow
    - Relevant features shown, using standard NRCS map symbols or labels
    - Each field identified by # number and clearly delineated
    - Land use identified on each field and its acreage
- Soils map
- Soils legend
- Soils reports useful to the decision maker, e.g., non-technical descriptions, interpretations

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Cover 4

- Conservation Plan of Operations, including:
  - Field numbers
  - Names of planned conservation practices and their code number
  - Extent of each practice planned
  - Month and year of planned installation or application
  - For each conservation practice planned, a narrative that explains how the practice will be installed and maintained to meet NRCS standards and specifications. Refer to applicable documents and practice documentation forms (on fifth cover). Together, practice narrative and referred-to documents must provide all information needed to achieve success.
  - Signature sheet for decision-maker’s and planner’s signatures

Cover 5

- Practice design, installation, and checkout data such as:
  - Soil loss calculations
  - Grass/legume seeding plan
  - Grass/legume stand evaluation
  - Seed tags and germination tests
  - Tree/shrub planting plan
  - Range inventory data sheets
  - Grazing rotation schedule
  - Engineering design packages
  - Soil test data (salinity, O.M. content, pH, etc)
  - Manure nutrient analysis
  - Nutrient and Pest Management data
  - Operation & Maintenance plans
  - Applicable job sheets, Extension publications, etc

Cover 6 *(reserved for contract payment data)*

REFERENCES

- NRCS National Planning Procedures Handbook
- NRCS Field Office Technical Guide (eFOTG), All Sections
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook