



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

April 19, 2011

## IOWA INSTRUCTION 180 - 382 – WETLAND EASEMENT RESTORATION PLAN

### IA 382.0 PURPOSE

This Iowa Instruction provides the steps to be followed when planning the wetland easement restoration plan. These instructions take effect October 1, 2011. However, immediate voluntary implementation is strongly encouraged.

### IA 382.1 SCOPE

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

### IA 382.2 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.

### IA 382.3 EXHIBITS

See the attachment.

/s/Richard Sims  
State Conservationist

Attachment

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(IA Instruction 180.382 First Edition – April 2011)

*Helping People Help the Land*

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### 1. PURPOSE:

This Iowa Instruction provides the steps to be followed when planning the wetland easement restoration plan. These instructions take effect October 1, 2011. However, immediate voluntary implementation is strongly encouraged.

### 2. EXPLANATION:

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

Approved By:  
/s/Richard Sims  
State Conservationist  
Natural Resources Conservation Service  
210 Walnut Street, Room 693  
Des Moines, IA 50309-2180

Date: April 20, 2011

# **Wetlands Reserve Program Easement Restoration Plan Instructions**

Effective date - October 01, 2011. However immediate voluntary implementation is strongly encouraged.

The foundation for the Wetlands Reserve Program (WRP) easement acquisition, restoration and management is a WRP conservation plan. Therefore it is extremely important that effective planning with the landowner and NRCS staff such as District Conservationist, Soil Conservation Technicians, Engineers and others be completed to determine precisely what actions are required to insure that the program and landowner's objectives are met. The 9 step planning process must be utilized throughout the planning of the wetland restoration to insure the landowner is aware of and agrees to the conservation practices planned, expected time schedules, and final wetland restoration outcome.

Planners (easement specialist, others or teams) will be planning 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 an Arc Map generated restoration plan map. The plan, quantities and locations of practices and map must be completed as accurately as possible. The data in the conservation plan will be used to estimate cost for the ranking process. It will not be unusual that the planned acres, amounts and locations of the practices change slightly after more detail information is gathered during detailed on site investigations after the landowner accepts the easement offer.

The WRP easement sites will be restored by utilizing federal cooperative agreement(s) and federal contracting procedures. Negotiation with the cooperating vendor(s) will be completed by Management Services Division (MSD). A standard group of high quality documents including restoration plan maps, engineering and seeding specs, engineering cost estimates, construction drawings, construction specs, etc. is required for all planned restoration work to effectively negotiate with the vendor(s) for the wetland restoration.

When restoration is through a cooperative agreement, the Easement Program Team (EPT) will be responsible for providing to MSD these plans and specifications of each restoration easement.

## Area and Field Office Staff Roles

### The Restoration Plan

The WRP restoration plan maps, soils map, Conservation plan map and any resource inventory maps will be created following the **“Supporting Toolkit Instructions for WRP (Wetland Reserve Program) Plans” see Attachment #1.** Documents submitted

as part of the restoration plan will include the IA NRCS official easement number when 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 the easement boundaries.

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

- 657- Wetland Restoration
- 644 -Wetland Wildlife Habitat Management or
- 645- Upland Wildlife Habitat Management

These three (3) practices will comprise the conservation plan.

The sum acreage of these three practices will total the easement area. The 657 acres will include only the acres of degraded wetland restored. Therefore, only areas of hydric soils may be reported and planned as “restored” wetlands. 645 will consist of all acres within the easement boundary that are not hydric soils, and 644 will be areas of existing wetlands that need no restorations that are included in the easement area. All fields labeled as one of the above practices may have one or more practices or restoration items planned in the field.

Hydric soils for the eligibility, ranking and the reporting of restored wetlands will be calculated by % hydric in the soil map unit as per the soils data mart reports <http://soildatamart.nrcs.usda.gov/>. See **Appendix A**. If the planner suspects that the on-site conditions are not reflected accurately in the report a soil scientist may change the hydric/non-hydric % after a site investigation. This change will be documented and recorded on the CPA- 15 Conservation notes.

Restorations practices needed to restore the hydrology of the WRP site i.e. dikes, water control structures shallow water excavations, de-leveling, etc will not be included as a practice in the plan. However they will be described in the 657 narrative in the plan. See **Appendix C** for an example WRP narrative

The ASTC-P will annually develop a spread sheet for the cost of common conservation practices and items that may be used in the restorations of the WRP easements. This cost list spread sheet will be placed in the FOTG. An AD-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 a resource layer map. All seeding specifications for temporary or critical area seeding will be provided in the in the final construction specifications provided by the area engineer.

## **Vegetative treatment of WRP Easement areas**

Individual conservation practices such as 327 Conservation Cover, 612 Tree/Shrub Establishment, 595 Pest Management, 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 FOTG.

Most permanent vegetative treatment will be planned as 327 Conservation Cover and/or 612 Tree/Shrub establishment practice standard. There will be exceptions to this and other vegetative practices may be used such as critical area treatment, Windbreak/Shelterbelt Establishments etc. Temporary cover may be required in some cases and will follow recommendations in *Table 4. Temporary Seeding Recommendations* in the Critical Area Treatment job sheet.

327 Conservation cover will be planned for every WRP easement. The easement specialist or planner will utilize the Plant Community Query Tool on the Iowa NRCS website at <http://www.ia.nrcs.usda.gov/technical/RestorationTools.html>. The planner will conduct a NatureServe Query, inputting soil texture, drainage class, and soil parent material. The results of the Query 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.

WRP Toolkit 327 narratives have been loaded for 19 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 Note: developed as needed
- Non native Note: limited use primarily for critical areas, firebreaks etc.
- Temporary

Non-native and temporary seeding recommendations will meet the 512 Forage and Biomass Planting conservation practice standard or the 342 Critical Area Seeding conservation practice standard respectively. Critical area seeding sites vegetation recommendations will be the responsibility of the planning engineer and will be a component of the engineering construction drawings and specifications.

The WRP program manual allows up to 30% alternative communities. These alternative communities 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 with 30% canopy cover planned at maturity. Another example is a sedge meadow being replaced with 30% of the area managed open shallow water manipulated for waterfowl habitat and shorebird management

Narratives for WRP practices will be created in Toolkit. The narratives will be selected by the planner and should be modified within the Toolkit text box to meet your site specific restoration needs. However, do not save your modified 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 B.**

The following planning documents will be printed and a hard copy with necessary signatures and dates will be mailed (double envelopes) to the NRCS state office c/o EPT. The documents must include as a minimum the following:

- Toolkit generated Conservation plan
- Conservation plan map
- Soils map w/ brief description
- Seeding map pdf. with all necessary completed CPA 4(s)
- Restoration map pdf. May have multiple restoration maps.
- Other resource layers i.e. T&E species, Cultural Resources, etc.
- AD-1155 schedule of operations, cost estimate
- CPA- 52

## **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 approving individual be familiar with the project.

The Area Easement Specialist will notify the appropriate area engineer when the option to purchase has been signed by the program participant and the approximate date of closing (usually about one year).

The necessary field work including surveys and design shall be scheduled by the individual as stated above and be completed after the option to purchase has been signed and prior to the estimated closing date.

The final engineering construction design, specifications and engineering cost estimate will be uploaded to the Iowa share point with an Email notification to the EPT.

After the easement is perfected and at the direction of the ASTC-FO, layout of the restoration work will be completed and an inspector will be designated to insure that the contractor completes the work according to the contract conditions and specifications.

Actions that will occur when the easement closes:

- NRCS will notify FSA, in writing, that the WRP easement has been perfected.
- FSA will reclassify WRP easement areas in their data base. However NRCS will maintain a record, in Toolkit of lands in USDA programs for our use.
- All fields will be labeled as wildlife land.
- If the official easement surveyed acres vary significantly from the planned acres the conservation plan map will be adjusted. This should be very uncommon.

## **Supporting Toolkit Instructions for WRP (Wetland Reserve Program) Plans**

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### **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 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 WRP costlist from the FOTG on the F drive to the EFOTG 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.

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 and click ok.

Now you will need to click on Tools, Map Network Drive. Pick letter F and type in the server location of where you are working that day. Example - <\\iafairfie2c001\data>

Now open toolkit and click on Tools , Reload Domain Data, this will get your narratives up to date.

### **WRP Customer Folders:**

1. WRP Plans will be filed in a separated 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 "Campbell\_Roy\_R". When the identifier is entered, it should be entered as "WRP" and then the tract number as such "WRP1".The "1" is to be a sequential number tracked by the Easement Specialist. The resulting customer folder name will be:

## Supporting Toolkit Instructions for WRP (Wetland Reserve Program) Plans

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### Campbell\_Roy\_R-----WRP1

Once the easement is filed then the folder will be renamed to match the last 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 file does not yet exist in the customer folder then create it using the existing Iowa Policy for Conservation Planning.

<ftp://ftp-fc.sc.egov.usda.gov/IA/intranet/GMIA180-409Amend15.pdf>

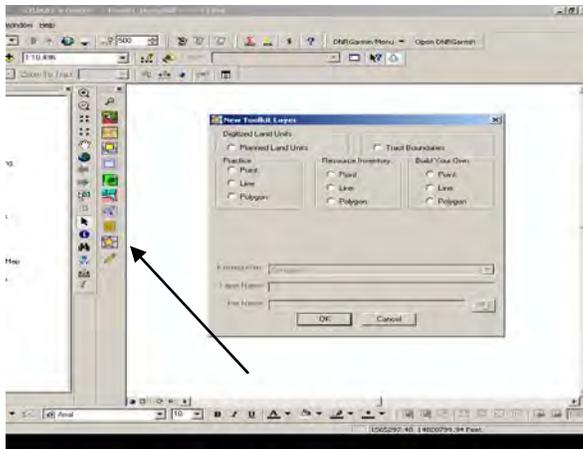
3. Add the statewide easement data layer file to the map, it is located on the local server in the following location, by adding the layer file instead of the shapefile the symbology that is required for this layer will be automatically applied.

F:\geodata\environmental\_easements\nrcs\iowa\_NRCS\_Easement.lyr

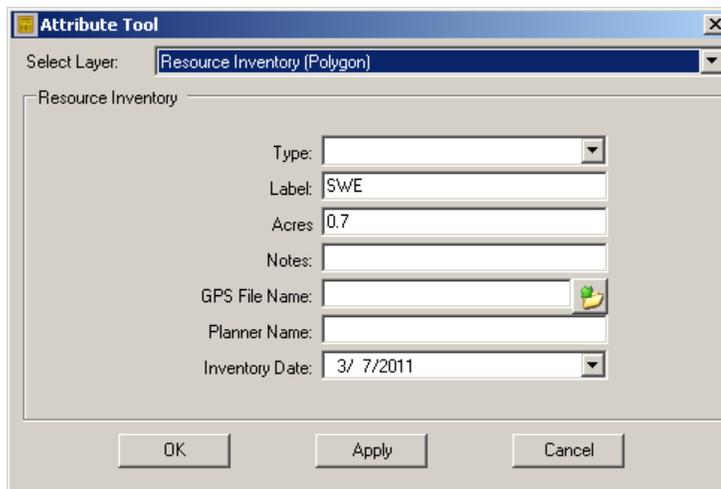
*Missing Easement Boundary: If your easement boundary has been surveyed and is not appearing in the iowa\_NRCS\_Easement.lyr then contact the GIS Staff or the Easement Team Staff at the State Office. If the easement has not yet been surveyed you will need to create it in the Practice Polygon layer and enter the boundary as accurately as possible these instructions begin at step 8 (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.

## Supporting Toolkit Instructions for WRP (Wetland Reserve Program) Plans



5. The Consplan layer must follow existing National and Iowa policy, including attributing and labels. Attribute the land use as wildlife.
6. Add or Create the appropriate Practice layers (point, line, and/or polygon). The practice layers must follow existing National and Iowa policy, including existing Iowa symbology. For WRP we will map the vegetative practices such as 327 and 612 in the practice polygon layer.
7. Management practices such as 657, 315, 314, 338, etc. will be put into the plan schedule only.
8. Restoration components such as, Breaking Tile or Shallow Water Excavations, Water Control Structures, etc. will be put in a Resource Inventory Layer. Ditch Plug would be entered and attributed 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.
9. When attributing be sure to put the restoration detail in the 'Label' portion of the attribute window, as shown in this screen shot.



## Supporting Toolkit Instructions for WRP (Wetland Reserve Program) Plans

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10. 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.
- 

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 need to be printed and exported as a PDF as noted in the following instructions.

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### Conservation Plan Map

11. Be sure that you are labeling them according to Iowa Policy for Conservation Planning (tract number, field number, acres, HEL/NHEL). This map should show the consplan fields, access point, consplan annotation.
12. Print the Conservation Plan Map. Maps will use the Iowa Symbology, have a legend with it or 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 1200. All documents submitted as a part of the restoration plan will should include the IA NRCS official easement number when applicable.

	Conservation Plan Map	Date: 10/06/2009
	Easement Number	
Customer (s): John O. Farmer	Field Office: MARSHALLTOWN SERVICE CENTER	
	Agency: NRCS	
Legal Description: SW 1/4 Sect. 23 New Twp. Farm #1234 Tract #10609	Assisted By: Dibeendorf, Jennifer L	
	State and County: IA, 19127	

13. Save a PDF copy of the map. It should be named as 'WRP-consplan-t####.pdf' and should be saved in the 'Resource\_Maps' folder in the Toolkit customer folder.
14. Remember to save the Consplan\_wrp####.mxd file.

### Soils Map

15. If there is not already a soils map then use the 'Soils Map/Inventory' button on the Toolkit Toolbar to create the soils layer. In the Soils Map and Inventory wizard, be sure to check mark the 'summarized by tract and land unit number'.
16. Print the Soil Report.

## Supporting Toolkit Instructions for WRP (Wetland Reserve Program) Plans

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17. 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.
18. Create and print the Soils Map. Maps will not be accepted that are not at the 1" = 660' scale using the appropriate map header. **The Practice Layers and Iowa\_NRCS\_Easement layer should not be visible on this map.** The map should show the consplan field boundaries, consplan labels, the clipped soils layer, and the soils labels. All documents submitted as a part of the restoration plan will should include the IA NRCS official easement number when applicable.
19. Export a PDF copy of the map. It should be named as 'soils.pdf' and should be saved in the 'Resource Maps' folder in the Toolkit customer folder. Remember to save the Consplan\_wrp#####.mxd file.
20. 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 the 'Resource Maps' folder in the Toolkit customer folder and printed to accompany your conservation plan.

## Supporting Toolkit Instructions for WRP (Wetland Reserve Program) Plans

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### Restoration Plan Map

21. Turn off the soils layer and the soils labels.
22. Turn on the Iowa\_NRCS\_Easement.lyr data is always visible and is at the bottom of the legend so it draws under the other data, as shown on the supporting maps.
23. When labeling the different resource inventory layers use the option to match to a style and use the 'label' from the Resource Inventory Layers name and the practice note fields when applying the symbology. 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 Coordinator at the State Office for incorporation into the statewide symbology.
24. Create and print the Restoration Plan Map. Maps will not be accepted that are not at the 1" = 660' scale, use the 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 1200, as shown below. All documents submitted as a part of the restoration plan will should include the IA NRCS official easement number when applicable.

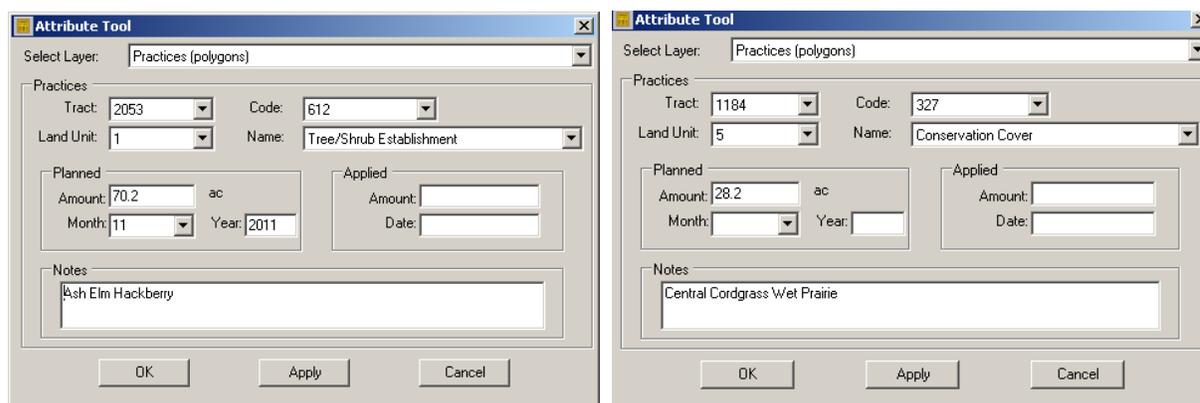
Restoration Plan Map Easement Number		Date: 10/06/2009
Customer(s): John O. Farmer		Field Office: MARSHALLTOWN SERVICE CENTER
		Agency: NRCS
Legal Description: SW 1/4 Sect. 23 New Twp. Farm #1234 Tract#10609		Assisted By: Dibeardorf, Jennifer L.
		State and County: IA, 19127

25. Export a PDF copy of the map. It should be named as 'WRP-retoration-wrp####.pdf' and should be saved in the 'Resource\_Maps' folder in the Toolkit customer folder.
26. Remember to save the Consplan\_wrp####.mxd file.

### Seeding Plan Map

27. Turn off the Iowa\_NRCS\_Easement layer, the practice layers and the consplan annotation.
28. Enter vegetative practices into Practice polygon layer, split this polygon into the specific vegetative/seeding mixtures that will be utilized during the restoration . 327 Conservation Cover will be split according to the Nature Serve Community type that will be seeded on the easement. Remember to save edits often and save the Consplan\_wrp####.mxd file.

## Supporting Toolkit Instructions for WRP (Wetland Reserve Program) Plans



29. Attribute the Practic layer; be sure that in the 'Notes' field you enter the appropriate vegetative type like above.
30. Create a label annotation for the seeding plan using the label tool. In the first line check pick 'note', in the second line pick 'planned amount' this will label each seeding type and how many acres.
31. Create and print the Seeding Plan Map. Maps will not be accepted that are not at the 1" = 660' scale or some multiple of 660, use the 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 1200, as shown here. All documents submitted as a part of the restoration plan will should include the IA NRCS official easement number when applicable.

Seeding Plan Map		Date: 10/06/2009
Easement Number		
Customer(s): John O. Farmer	Field Office: MARSHALLTOWN SERVICE CENTER	
Legal Description: SW 1/4 Sect. 23 New Twp. Farm #1234 Tract #10509	Agency: NRCS	Assisted By: Dibeardont, Jennifer L.
	State and County: IA, 19127	

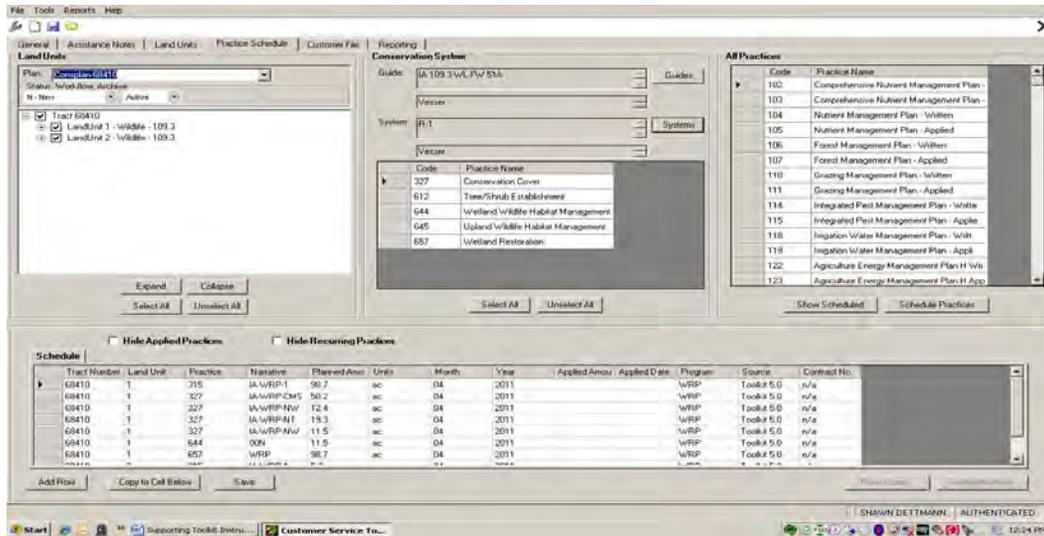
32. Export a PDF copy of the map. It should be named as 'WRP-seeding-wrp####.pdf' and should be saved in the 'Resource\_Maps' folder in the Toolkit customer folder.
33. Remember to save and close the Consplan\_wrp####.mxd file.

### **Conservation Plan**

34. Open the 'Practice Schedule' tab. Pick the appropriate system guide and conservation system. Schedule the management practices, such as 314 644, 645, 657. Make sure all practices that are scheduled, have the correct narratives and have the appropriate

# Supporting Toolkit Instructions for WRP (Wetland Reserve Program) Plans

program codes entered.



35. Using the 'Plan Wizard' open the conservation plan document. An example is attached. Conservation Plans will not be accepted that do not have the appropriate narratives or the correct customer name it should be an exact match to 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 or the 1200. 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.
36. Print the WRP Conservation Plan using the .
37. Save the WRP Conservation Plan file. It should be named as shown here 'WRP\_plan-####.xls' and should be saved in the 'Plan\_Reports' folder in the Toolkit customer folder.

## **Conservation Plan or Schedule of Operations (1155)**

38. Open the 'Practice Schedule' tab. Make sure that all the practices are scheduled that are a part of the WRP Plan are scheduled, have the correct narratives and have the appropriate program codes entered.
39. Using the 'contract wizard' select the NRCS CPA-1155 template.
40. Enter easement number if known. Click Round up to nearest dollar (ProTracts) option.
41. Select the WRP2011 cost list on your F drive FOTG section II and then click next.

## Supporting Toolkit Instructions for WRP (Wetland Reserve Program) Plans

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

The screenshot shows the 'Contract Wizard' software interface. On the left, a tree view displays a hierarchy of practices and land units. The 'CIN' dropdown is set to '5'. The 'Components' table shows 'Tree and shrub establishment' selected. The 'Contract Items' table lists five items with their respective amounts and unit costs.

Selected	Component	Amount	Unit Cost	Share Rate %	Unit Type	Cost Type
<input checked="" type="checkbox"/>	Tree and shrub establishment	70.2	\$540.00	100	AC	FR

Item	Sub Item	Practice	Narr ID	Year	Cost Share Prog	Component	Amount	Unit Cos	\$
1	a	327	IA-WRP-	2011	WRP	Bluejoint-W	436	\$583.33	1
2	a	327	IA-WRP-	2011	WRP	Bulrush-Cat	14.2	\$583.33	1
3	a	327	IA-WRP-	2012	WRP	Midwest Mi	31.1	\$583.33	1
4	a	327	IA-WRP-	2012	WRP	Central Me	9.3	\$583.33	1
5	a	612	WHIP	2011	WRP	Tree and sh	70.2	\$540.00	1

43. Click next and save contract and select participant, click next and fill out preferences as needed then click "Finish".
44. Make sure you save the 1155 into the Contract Reports folder of the Customer Folder just as you did with the Conservation Plan and click open.
45. Print out 1155 and double check that it is correct. Check Customer folder back into NCPDB.
46. Assemble WRP packet and send to Easement Team in State Office.

# APPENDIX A

## Hydric Soils

Cedar County, Iowa

Map symbol and map unit name	Component	Percent of map unit	Landform	Hydric rating	Hydric criteria
133: Colo silty clay loam, 0 to 2 percent slopes, occasionally flooded	Colo, occasionally flooded	85	Flood plains	Yes	2B3
	Colo, occasionally flooded, overwash	5	Flood plains	Yes	2B3
212: Kennebec silt loam, 0 to 2 percent slopes, occasionally flooded	Colo, occasionally flooded	10	Flood plains	Yes	2B3
221: Klossner muck, 1 to 3 percent slopes	Klossner	100	Fens	Yes	1

Explanation of hydric criteria codes:

1. All Histels except for Folistels, and Histosols except for Folists.
2. Soils in Aquic suborders, great groups, or subgroups, Albolls suborder, Historthels great group, Histoturbels great group, Pachic subgroups, or Cumulic subgroups that:
  - A. are somewhat poorly drained and have a water table at the surface (0.0 feet) during the growing season, or
  - B. are poorly drained or very poorly drained and have either:
    - 1.) a water table at the surface (0.0 feet) during the growing season if textures are coarse sand, sand, or fine sand in all layers within a depth of 20 inches, or
    - 2.) a water table at a depth of 0.5 foot or less during the growing season if permeability is equal to or greater than 6.0 in/hr in all layers within a depth of 20 inches, or
    - 3.) a water table at a depth of 1.0 foot or less during the growing season if permeability is less than 6.0 in/hr in any layer within a depth of 20 inches.
3. Soils that are frequently ponded for long or very long duration during the growing season.
4. Soils that are frequently flooded for long or very long duration during the growing season.

# 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.*

# Example 657 WRP Narrative

## Generic Narrative loaded into toolkit

Areas of hydric soils within the WRP easement boundaries will be restored to functioning wetlands. There are many components associated with successful restoration and include restoring hydrology, vegetation, and soil function. The functions and values to be restored in this wetland include: (Fill in here) Hydrology of this site will be restored by (fill in here, List What, Number, size etc ) Extended management is often required to assure complete restoration.

## Site specific narrative will be developed by the planner to reflect work necessary to complete restoration. Do not save this narrative in the narrative database

Areas of hydric soils within the WRP easement boundaries will be restored to functioning wetlands. There are many components associated with successful restoration and include restoring hydrology, vegetation, and soil function. The functions and values to be restored in this wetland include: **wildlife habitat, reduce flooding, groundwater recharge, aesthesis, biodiversity of plants and animals and personal enjoyment.**

Hydrology of this site will be restored by :

- *Install 2 ditch plugs as indicated on the restoration maps*
- *Block tile in 6 locations as indicated on the restoration map*
- *De-level 18 ac in field 1 depth of de-leveling should not be greater than 8” in depth and create irregular micro topography*
- *Install a 24” water control structure and dike in the locations indicated on the plan map.*
- *The dike will be 1200 ft long and average 15 inches in height with 8:1 side slopes and 6 foot top Material to build the dike will not be excavated within 30 feet of the toe of the dike slope.*

Extended management is often required to assure complete restoration