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## **KANSAS BULLETIN NO. KS300-13-4**

### **SUBJECT: LTP–Procedure for Maintenance, Management, and Enhancement Activity Implementation on Wetlands Reserve Program Lands**

**Purpose.** Provide guidance for the implementation of maintenance, management, and enhancement activities on Wetlands Reserve Program (WRP) lands

**Expiration Date.** September 30, 2014

On occasion, there can be a need to complete maintenance, management, or enhancement activities on WRP easements. Below is a description of what constitutes maintenance, management, or enhancement activities.

“Maintenance” is defined as work performed to keep the enrolled land functioning for program purposes for the duration of the enrollment period. Maintenance includes work performed to: (1) keep the applied conservation practice functioning for the intended purpose during its life span, (2) prevent deterioration of the practice, (3) repair damage, and (4) replace the practice to its original condition if one or more components fail.

“Management” includes those activities or measures necessary to properly manage the wetland functions and values (especially wildlife habitat) for which the land was enrolled in WRP for the duration of the enrollment.

“Enhancement” is a new practice that was not included in the original restoration of the enrolled lands but, if applied, would add to wetland and wildlife benefits for the duration of the enrollment.

#### **Enrollment Type:**

**Restoration Cost-Share Agreement**–The landowner is responsible for all maintenance and management activities on the enrolled lands. Enhancement practices, if determined needed by the Natural Resources Conservation Service (NRCS), will be implemented through a Conservation Program Contract (CPC) at a cost-share rate of 75 percent of the actual cost not-to-exceed a specified maximum (AM) of the established rate as specified on the [WRP practice cost list](#).

**Easements**–Landowners may implement maintenance, management, and enhancement activities at their expense through compatible use authorizations (CUAs) approved by NRCS. This option is preferred by NRCS and will be presented to landowners. Other options available for implementation of maintenance, management, and enhancement activities on WRP easement lands in Kansas are a CPC with the landowner or a federal contract. CUAs are required for landowner implementation of maintenance, management, and enhancement activities that receive cost-share assistance.

(more)

DIST: A, F, S, Thurlow

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Payment rates for CPCs are based on AM. AM is established by using current WRP practice cost list **OR** by landowner obtaining actual contractor bids (minimum of 3 preferred). Landowner would have to solicit bids from contractors prior to development of CPC. Bid sheets will be required as part of the CPC packet sent to the state office (SO).

For 30-year easements acquired by NRCS prior to the amendments made by the Food, Conservation, and Energy Act of 2008 (2008 Farm Bill), NRCS may pay up to 100 percent of the maintenance and management practice costs.

For 30-year easements acquired pursuant to the 2008 Farm Bill, NRCS may pay up to 75 percent of the maintenance and management practice costs. Maintenance and management practices will be implemented by a CPC and may receive up to 75 percent of the AM of the established rate as specified on the WRP practice cost list.

Enhancement practices on all 30-year easements will be implemented by a CPC and may receive up to 75 percent of the AM of the established rate as specified on the WRP practice cost list.

For permanent easements, NRCS may pay up to 100 percent of the maintenance, management, and enhancement costs.

#### **Procedure:**

In order to implement maintenance, management, or enhancement activities on WRP where financial assistance is necessary, the following items will need to be submitted to the state office through the area office.

- (1) Cover letter from the field office addressed to the assistant state conservationist for water resources (ASTC-WR) that includes documentation and justification for the maintenance, management, or enhancement practice(s) implementation on the WRP acres.
  - (2) Concurrence from the assistant state conservationist for field operations (ASTC-FO) to the ASTC-WR indicating support of the request and that the documents being submitted have been reviewed and are complete.
  - (3) Conservation plan developed in Customer Service Toolkit indicating maintenance, management, or enhancement practice to be implemented and signed by the landowner and district conservationist or supervisory district conservationist.
  - (4) Conservation Plan Map indicating where the activity(ies) will be implemented.
  - (5) Copies of job sheets with proper signatures.
  - (6) Copy of engineering design sheets, location map, and specifications (as applicable).
- A. For landowner implementation of any maintenance, management, or enhancement activity, Form AD-1160, Compatible Use Authorization (CUA), including a map of where the work is to be done, effected acres, easement management guidelines sheet, and Form NRCS-CPA-52, Environmental Evaluation Worksheet, will be submitted to the state office through the area office.
- i. For landowner implementation of maintenance, management, or enhancement work that will receive cost-share assistance, a completed CPC packet as listed below is to be submitted with the CUA.
- Form [NRCS-CPA-1202, Conservation Program Contract](#)
  - Form [NRCS-CPA-1202 CPC Appendix for Wetlands Reserve Program](#)
  - Form NRCS-CPA-1155, Conservation Plan Schedule of Operations and signature page (developed using Customer Service Toolkit)
  - Standard Form (SF)-1199, Direct Deposit, needed for obligation of funds
  - Farm Service Agency Subsidiary Print Report for current fiscal year on all individuals listed on the CPC to indicate compliance with adjusted gross income and highly erodible land and wetland conservation

- B. For federal contract implementation of maintenance, management, or enhancement practices as allowed, the following documents need to be submitted to the ASTC-WR via the area office.
  - i. Engineering design sheets, location map, and construction specifications
  - ii. Engineering Cost Estimate and Performance Time Estimate worksheets
  - iii. Job bid sheet
  - iv. Quality Assurance Plan signed by ASTC-FO
  - v. Form KS-AD-700, Procurement Request signed by ASTC-FO

The state office will review the documents, evaluate the request, and approve the work as funds are available.

To expedite the implementation of maintenance and management activities for non-routine services at or below the micro-purchase threshold of \$2,500 and PAYABLE by Government Credit Card, requisitions may be submitted by email following the attached email format. The email should contain the information needed to properly document the requisition. Send the email to the ASTC-WR for concurrence with a "cc" to the ASTC-FO and Lynn E. Thurlow, Soil Conservationist. Forward the email approval to the purchaser/cardholder. Work is not to begin until the email approval has been provided from the state office. Once the work has been completed the invoice will need to be signed by the person who approves the work and accepts it as meeting specifications. Send signed invoice to purchaser/cardholder.

Cardholders must maintain thorough documentation for purchases requisitioned by this email process. Documentation should include: (1) a copy of the requisition email which includes unit prices and extensions, supplier's name and address and (2) an invoice or sales instrument to include the supplier's name and address, kind and quantity work, unit price and extension, any cash discounts, and date of actual delivery. Cardholders typically already retain these documents.

**Contact:** Jeffrey L. Gross, Assistant State Conservationist for Water Resources at 785-823-4550, or Lynn E. Thurlow, Soil Conservationist at 785-823-4548.

*(Signed)*

ERIC B. BANKS  
State Conservationist

Attachment