

## WRP Business Process – Restoration Cost-Share Agreement Action Details

The action details listed are provided to outline the basic procedures used for WRP Restoration Cost-Share Agreement (RCSA) enrollment. Where a discrepancy exists between the WRP manual and the business process action details, the provisions of the WRP manual prevail.

### **RCSA-Preenrollment Process (PRE-RCSA)**

#### **PRE-RCSA-Action 1 – Landowner Application**

NRCS provides the landowner with a list of items that must be provided in order for the application to move forward. (See **RCSA-Action 2.**)

#### **PRE-RCSA-Action 2 – Determine Landowner Eligibility**

1. Landowner provides the necessary information for NRCS to determine if the landowner is eligible to participate, including—
  - (i) Copy of the deed.
  - (ii) Proof of highly erodible land (HEL) and wetland conservation (WC) compliance (Form AD-1026) and AGI eligible (Form CCC-926)
  - (iii) If an entity—
    - Member’s Information (Form CCC-901 or CCC-902).
    - Proof that entity is a legal and valid entity in the State, usually a certificate of good standing from the secretary of state.
    - Documents indicating who has the authority to sign contractual arrangements for the entity.
2. Enter landowner into Service Center Information Management System (SCIMS).

#### **PRE-RCSA-Action 3 – Determine Land Eligibility**

This action item is conducted through an onsite visit by the appropriate team of NRCS and partner specialists. Items to complete during the onsite investigations include the following:

1. Determine if the land meets one or more of the requirements to be eligible for enrollment as listed in the WRP statute, rule, and manual.
2. Complete the environmental ranking worksheet. Complete preliminary planning activities such determining that a cost estimate can be derived for the ranking and ensuring that the landowner agrees with the proposed restoration.
3. Complete the assessments required by the National Environmental Policy Act (NEPA), Endangered Species Act (ESA), and National Historic Preservation Act (NHPA).

#### **PRE-RCSA-Action 4 – Make Tentative Funding Decisions**

Application, eligibility, and ranking materials are provided to State office. The application is entered into the easement tracking database and assigned a database number. Select for tentative approval the applications that would be funded given the State’s historic financial assistance (FA) allocation levels. Select sufficient additional applicants to cover the State’s historic dropout rate.

#### **PRE-RCSA-Action 5 – Unfunded Eligible Applicants Receive Deferral Letter**

All eligible applicants not selected for funding initially will be deferred. It is possible, depending on the acceptance rate of selected applicants, that some of these could be selected for funding later. Unfunded applicants will be notified that their application will be deferred unless the applicant notifies NRCS in writing that their application should be cancelled.

### **Restoration Cost Share Agreement Process (RCSA)**

#### **RCSA-Action 1 – Provide Offer of Enrollment Letter and Attachments to Landowner**

Based upon enrollment type, provide the landowner an offer of enrollment letter indicating land has been selected for enrollment provided that the landowner contacts NRCS to confirm their intent to continue with the process and schedule time to finalize the Wetlands Reserve Plan of Operations (WRPO). The letter must explain that property will be considered enrolled when a final Conservation Program Contract (CPC) has been executed and funds obligated. Include a copy of a blank CPC, appendix, and other appropriate attachments.

#### **RCSA-Action 2 – Complete Final WRPO and Conservation Program Contract**

The final WRPO is completed to identify conservation practices and activities extents, locations, purposes, costs, and implementation schedule and will address a management, operations and maintenance based on habitat, wildlife, and restoration objectives and practice or activity O&M requirements. Costs for implementation will be based contractor bids, if available, or a cost estimate based on final restoration plans and design. The final WRPO is signed by both NRCS and the landowner.

The CPC with the landowner is developed based on the final restoration plan and the practice components and extents from the final engineering plans and designs. The landowner signs the contract. If the landowner refuses to sign the plan, stop the enrollment process.

#### **RCSA-Action 3 – State Conservationist Signs Contract**

The State Conservationist signs the CPC, and the funds for restoration are obligated to this contract. At this point, the acres are considered enrolled in WRP. The application is promoted to an agreement in the easement tracking database.

#### **RCSA-Action 4 – Implement the Restoration Plan**

The following activities are included in this action:

1. Practice layout, installation, checkout, and certification.
2. Practice payment.
3. Conduct onsite complex NHPA and ESA activities as required.

#### **RCSA-Action 5 – Conduct Contract Management, Monitoring, and Enforcement**

NRCS will conduct annual onsite contract reviews during restoration. Once initial restoration is completed, monitoring and enforcement will be conducted annually; onsite monitoring will be conducted at least once in a 3-year period, with offsite monitoring conducted the other 2 years. Restoration completion dates will be entered into the easement tracking database.