



August 1, 2016

IOWA INSTRUCTION 330-381 SECOND EDITION – HANDLING REQUESTS FOR  
NRCS ASSISTANCE FOR SPECIAL PROJECTS  
SPONSORED BY OTHER PARTNER AGENCIES

IA381.0 PURPOSE

This Iowa Instruction provides direction on handling requests for NRCS assistance for special projects sponsored by other partner agencies.

IA381.1 SCOPE

This will be followed by all Iowa NRCS employees.

IA381.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed under the Topics/People/NRCS Employees/Iowa NRCS eDirective, or at this link [Iowa NRCS eDirectives website](#).

IA381.3 EXHIBITS

See attachments.

Kurt Simon  
State Conservationist

Attachments

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(IA Instruction 330-381 Second Edition – August 2016)

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NRCS ASSISTANCE FOR SPECIAL PROJECTS SPONSORED BY  
OTHER PARTNER AGENCIES

1. PURPOSE:

This Iowa Instruction provides direction on handling requests for NRCS assistance for special projects sponsored by other partner agencies.

2. EXPLANATION:

The Natural Resources Conservation Service (NRCS) has historically provided a broad range of assistance to other partner agencies for implementing water quality and other projects. This instruction provides direction for NRCS employees to help ensure that resources are available prior to the commitment of those resources through agreements with other partner agencies.

3. PROCESS:

**Introduction**

Federal appropriations law and NRCS policy governs how NRCS financial and technical resources may be managed. The Conservation Technical Assistance (CTA) Program provides for a broad range of NRCS activities. CTA time has traditionally been utilized to provide planning, design and construction assistance to soil erosion, water quality and other projects undertaken by other partner agencies in Iowa to implement projects funded through state and other federal sources.

However, CTA funds are also relied upon for other core NRCS functions including conservation planning and Farm Bill Wetland and Highly Erodible Land Compliance. In addition, the specific assistance being requested by others is often very technical in nature, requiring help from engineers and/or other technical specialists that are few in number. Finally, the ability for the NRCS to provide office space, computers and vehicles is limited.

**Commitment of NRCS Resources**

The State Conservationist will agree to the commitment of NRCS personnel or other resources prior to the submission of project proposals that include a commitment of NRCS resources. The State Conservationist may sign letters of support for proposals that include commitments of NRCS assistance.

The attached Project Support Worksheet will be provided to the State Conservationist by the district conservationist (DC) and the assistant state conservationist for field operations (ASTC-FOs) for a management unit assisting other partner agencies that are requesting NRCS resources for the implementation of a proposed project being funded from sources other than NRCS.

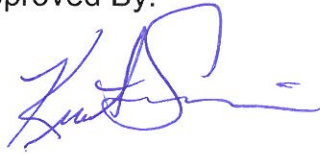
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This Project Support Worksheet will be completed and signed by both the DC and  
ASTC-FO prior to project agreements being signed by the State Conservationist for a  
proposal.

Questions regarding this instruction will be directed to the Assistant State  
Conservationist for Management and Strategy at (515) 284-6655.

Approved By:

Date: 8/2/2016



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State Conservationist  
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Attachments: Project Support Worksheet  
EXAMPLE – Project Support Worksheet