



Design and Implementation Activity

Pollinator Habitat Design

DIA 148

Definition

Design the conservation practices needed to address a pollinator habitat resource concern by improving, protecting, restoring, enhancing, or expanding flower-rich habitat that supports native and/or managed pollinators.

REQUIREMENTS

General Requirements

A Design and Implementation Activity (DIA) assists a participant with implementing their conservation plan by providing site-specific instructions, requirements, plans, or specifications for putting conservation practices and enhancements on the land.

A DIA may involve providing assistance for a single conservation practice or a combination of structural, vegetative, or land management conservation practices, enhancements, and management activities.

Prior to initiation of the DIA, the Technical Service Provider (TSP) will schedule a conference with the participant and Natural Resources Conservation Service (NRCS) field office staff to ensure an understanding of the participant objectives (including practices to be covered by the DIA), required deliverables, and characteristics of the DIA tasks. The meeting between all parties may take place in person or electronically.

The participant and conservation planner have determined which practices a TSP will provide DIA assistance for. The TSP must have certification in NRCS Registry for each practice they will provide assistance for through this DIA. If not certified for a practice(s), a TSP can use a subcontractor who is a certified TSP for the practice(s). If there are no available certified TSPs, then that practice shall be removed from the scope of the participant's DIA.

DIA assistance is based on the participant's conservation plan and applicable conservation practice standards and related technical guidance provided in the NRCS Field Office Technical Guide (FOTG). Each NRCS State Office publishes appropriate technical guidance and reference information in the state's version of the FOTG. DIA assistance must conform with the conservation practice standards included in FOTG, Section 4 for the state where the practice(s) are to be implemented. A TSP may use conservation practice supporting documents found in the applicable state's FOTG, Section 4 to facilitate delivery of appropriate information to the participant. Examples of conservation practice supporting documents include statements of work (SOW), implementation requirements (IR), practice specifications (PS), standard drawings (SD), General Specifications (GS), Construction Specifications (CS), Material Specifications (MS), and design support tools. The FOTG homepage hyperlink is: <https://efotg.sc.egov.usda.gov/#/>.

The DIA will meet one or more conservation practices included in the participant's conservation plan. Some of the practices commonly used to address pollinator habitat

conservation include:

Code	Practice Name
327	Conservation Cover
340	Cover Crop
342	Critical Area Planting
386	Field Border
390	Riparian Herbaceous Cover
391	Riparian Forest Buffer
393	Filter Strip
420	Wildlife Habitat Planting
422	Hedgerow Planting
595	Pest Management Conservation System
643	Restoration of Rare or Declining Natural Communities
645	Upland Wildlife Habitat Management
647	Early Successional Habitat Development/Management

DELIVERABLES

The TSP prepares all the following items to fulfill this DIA's requirements:

Cover Page

The cover page must include the following:

- 1) DIA name and number.
- 2) Participant information: Name, farm bill program name, contract number (TSP obtains contract number from participant), land identification (e.g., state, county, farm, and tract number).
- 3) TSP name, TSP number, TSP expiration date, mailing address, phone number, email address.
- 4) Farm identification:
 - a) Farm name, owner name, street address, and county/state.
 - b) Primary phone number of the participant.
- 5) A statement by the TSP that services meet the DIA requirements, such as:

I certify the work completed and delivered for this DIA:

- *Complies with all applicable Federal, State, Tribal, and local laws and regulations.*
- *Meets the General and Technical Requirements for this DIA.*
- *The planned practices are based on NRCS Conservation Practice Standards in the state Field Office Technical Guide where the practices are to be implemented.*
- *Is consistent with and meets the conservation goals and objectives for which the program contract was entered into by the participant.*
- *Incorporates alternatives that are both cost effective and appropriate to address the resource issue(s) and participant's objective(s).*

TSP Signature _____ Date _____

- 6) Participant's acceptance statement indicating:

I accept the completed DIA deliverables as thorough and satisfying my objectives.

Participant Signature _____ *Date* _____

- 7) A designated space for an NRCS reviewer to certify the agency's acceptance of the completed DIA.

NRCS administrative review completion by:

Signature _____ *Title* _____ *Date* _____

Notes and Correspondence

- 1) Provide notes, in date-order that:
 - a) Document each interaction with the participant, results of that interaction, and the date of the interaction.
 - b) Document each site visit, its participants, the activity completed in the field, and results of each site visit.
 - c) Provide initials of the note-maker, if more than one person provides the assistance.
- 2) Provide copies of correspondence between the TSP and the participant relating to decision-making and completion of this DIA. For example, description of alternatives presented for evaluation and decision-making.

Design or Implementation Details

- 1) Develop site-specific written instructions for implementing each planned conservation practice or activity included in the participant's DIA. Those instructions must:
 - a) Include, as a minimum, all items listed in each CPS "Plans and Specifications" section and the applicable PS.
 - b) Include all items listed in the "Operations and Maintenance" section.
 - c) Document the following:
 - i) The estimated flowering season for each of the pollinator-friendly forage plant species.
 - ii) Pesticides used that may pose a hazard to pollinators.
 - iii) If providing crop pollination services, record the crops to be pollinated.
 - iv) [Optional] Identify the expected or targeted pollinators and time-frame (date range) of visits.
 - d) Provide a habitat monitoring plan - Identify dates and data to be recorded.
- 2) SOW documents in a state's FOTG Section 4, include a Design section that lists deliverables needed for the participant's successful implementation.
- 3) Implementation Requirement documents in a state's FOTG Section 4 may be used to prepare and deliver site-specific conservation practice instructions, but are not required to be used.

Implementation Maps

Maps for a DIA must include these features:

- 1) Map title.
- 2) Participant's name.

- 3) Assisted By [TSP planner's name].
- 4) Name of applicable conservation district, county, and State.
- 5) Date prepared.
- 6) Map scale.
- 7) Information needed to locate the planning area, such as geographic coordinates, public land survey coordinates, etc.
 - a) Location map of the implementation areas showing access roads to the location.
 - b) Conservation Plan map (this may consist of several maps to account for the entire implementation area). This map may be obtained from the participant.
 - c) Other maps, as needed, with appropriate interpretations.
- 8) North arrow.
- 9) Appropriate map symbols and a map symbol legend on the map or as an attachment.

Deliver Completed Work

The TSP must:

- 1) Prepare and provide their participant two sets of the items listed in Deliverables.
 - a) One set is for the participant to keep. The participant's copy must include the implementation requirements or plans, specifications, operation and maintenance, and quality assurance plan, unless the participant requests other documents from this section.
 - b) The other set is for sharing with the local NRCS Office.
 - c) The TSP may transmit a set of the Deliverables to the local NRCS Office, if their participant has authorized it. It is recommended to provide NRCS field office an opportunity to review the DIA deliverables, prior to asking for its acceptance.
- 2) Upload electronic copies of all the Deliverables on NRCS Registry.

References

USDA Natural Resources Conservation Service. Field Office Technical Guide.
<https://efotg.sc.egov.usda.gov/#/>

USDA Natural Resources Conservation Service. National TSP Resources.
<https://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/technical/tsp/?cid=nrcseprd1417414>

USDA Natural Resources Conservation Service. National TSP Website.
<https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/programs/technical/tsp/>