



Conservation Plans, Vouchers, & PIRFs

Outline

- Conservation Plan Preparation
- Voucher Preparation
- PIRFs vs. Revision Requests
- Violations & Veg Guidelines

Outline

- Conservation Plan Preparation
 - Benefits of cons plan development
 - Components and when to submit docs
 - General rules/tips
 - Making RIM-WRP plans mesh
 - FAQs
 - Conservation Plan example

Why is RIM's Conservation Plan & Voucher System the Way It Is?

- Considerations

- Accountability
- Accounting
- Accuracy of vegetation type, boundaries
- Efficiency

Benefits of Conservation Plan Development Process



- Starts the conversation between landowner and SWCD rep on desired goals.
- Identification of onsite or adjacent resources
- Identification of areas that can be improved (planting native vegetation or wetland restoration)
- Confirms plan for site
 - Estimates timeline for completion of restoration activities
 - Documents landowner confirmation of their responsibilities

Conservation Plans

- Documents that make up the Conservation Plan
 - **Conservation Plan signature page (COPY to BWSR)**
 - **Conservation Practice Plan**
 - **Conservation Easement Practice Payment Worksheet (CEPPW)**
 - **Conservation Plan Map**
 - Construction Plans (if necessary)
 - Seeding/Planting Plans (if necessary)
 - Operation and Maintenance Requirements
 - Supplementary Information (as needed)
- ❖ **Documents in yellow need to be sent to BWSR**

Conservation Plans

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❖ Documents in yellow need to be submitted

October 08

**CONSERVATION PLAN
FOR STATE OF MINNESOTA
CONSERVATION EASEMENTS**

Conservation Easement I.D.:	SWCD/County:	Easement Acres:	
Principal Land Owner Name:	Easement Duration: <input checked="" type="checkbox"/> Perpetual <input type="checkbox"/> Limited (exp. date:)		
Address:	City:	State:	Zip Code:

This Conservation Plan is part of the Conservation Easement which is recorded on the land title. Any willful action not in compliance with this Conservation Plan is a direct violation of the Conservation Easement which is enforceable by State Law.

The Grantors, all successors, assigns, and heirs, as identified in the Conservation Easement and herein collectively referred to as "Landowners", are required to establish and maintain the conservation practices described in this Conservation Plan for the duration of the Conservation Easement. The Landowners shall establish all conservation practices described in this Conservation Plan in accordance with the easement program Conservation Practice Specifications and within the schedule provided in the attached Conservation Practice Plan.

The Landowners shall appoint a "Principal Landowner" to serve as the primary contact for implementing and distributing information pertaining to the conservation practices identified in this Conservation Plan.

The local soil and water conservation district (SWCD) will provide the Principal Landowner with the following information which is considered as "attachments" to this Conservation Plan.

- A) Conservation Practice Plan
- B) Conservation Plan Map
- C) Construction Plans (if necessary)
- D) Seeding/Planting Plans (if necessary)
- E) Operation and Maintenance Requirements
- F) Supplementary Information (as needed)

The State will reimburse the landowner for the establishment of the conservation practices identified in the Conservation Plan documents up to the payment limits provided in Minnesota Statutes section 103F.515. A State Cost-Share Voucher certifying completion of the practice establishment is required from the SWCD before any eligible cost-share payments can be made by the State. No payments for establishing conservation practices will be made until the Conservation Easement is recorded and accepted by the state.

I hereby agree to and acknowledge my obligations associated with this Conservation Plan.

(Principal Landowner) (Date)

(Authorized SWCD Representative) (Date)

Conservation Plans

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02/2018

CONSERVATION EASEMENT PRACTICE PAYMENT WORKSHEET (CEPPW)

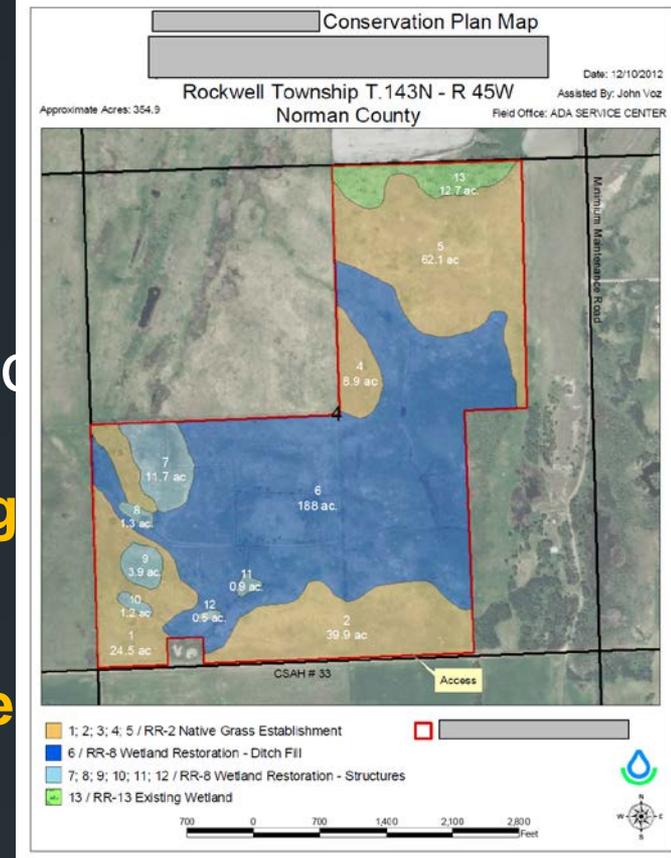
Easement ID No.:	Landowner Name:	Prepared By:	Date Prepared:
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PRACTICE CODE & SUBCODE	PRACTICE AREA(s)	PRACTICE ACRES			PRACTICE DOLLARS	
		A	B	C = (A+B)	D	E = (CxD)
		Primary	Supporting	Total	Max. Allowed Per Acre *	Max. Available
RR-1 Introduced Grasses	a. To Be Established				\$150	
	b. Already Established					
RR-2 Native Grasses	a. To Be Established				\$300	
	b. Already Established					
RR-3 Trees/Shrubs	a. To Be Established				\$400	
	b. Already Established					
RR-4 Field Windbreak	a. To Be Established				\$400	
	b. Already Established					
RR-5 Diversion						
RR-6 Erosion Control Structure						
RR-7 Grass Waterway						
RR-8 Wetland Restoration					\$600	
RR-11 Highway Windbreak					\$400	
RR-12 Wetland Creation						
RR-13 Existing Wetland						
RR-14 Existing Watercourse/Ditch						
RR-FP Wildlife Food Plot						
		= TOTAL EASEMENT ACRES				

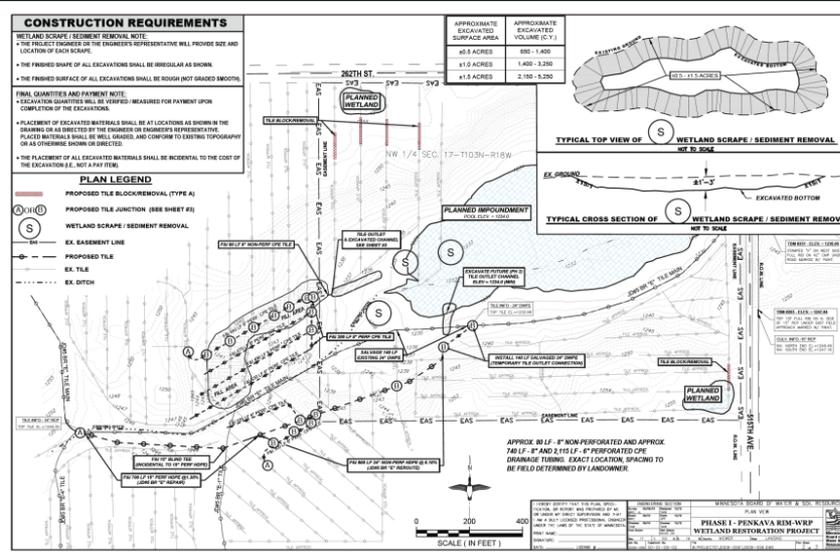
* The dollar values in this column represent the maximum amount payable per acre that will be allowed for the identified practice. In no case will payments be made that are in excess of actual costs, less other partner contributions. Custom farm rate data will be taken into consideration when reviewing total amounts submitted for reimbursement.

Conservation Plans

- Documents that make up the Conservation Plan
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 - Seeding/Planting Plans (if necessary)
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Conservation Plans



Clipboard		Font		Alignment		Number		Styles		Cells		Edit	
A3													
A		B											
C		D											
E		F											
G		H											
I													
1	Seeding Mixture:												
2	Species Number	Species	PLS Lbs/Ac	Certified Cost/Lb	Certified Cost/Ac	Common Cost/Lb	Common Cost/Ac	PLS/Sq Ft					
3													
4													
5													
6													
7													
8													
9													
10	TOTALS												
11													
12													
13	Seeding Mixture:												
14	Species Number	Species	PLS Lbs/Ac	Certified Cost/Lb	Certified Cost/Ac	Common Cost/Lb	Common Cost/Ac	PLS/Sq Ft					
15													
16													
17													
18													
19													
20													
21													
22													
23	TOTALS												
24													
25	Seeding Mixture:												
26	Species Number	Species	PLS Lbs/Ac	Certified Cost/Lb	Certified Cost/Ac	Common Cost/Lb	Common Cost/Ac	PLS/Sq Ft					

Worksheet (CEPPW)

- Conservation Plan Map
 - ➔ Construction Plans (if necessary)
 - ➔ Seeding/Planting Plans (if necessary)
 - Operation and Maintenance Requirements
 - Supplementary Information (as needed)
- ❖ Documents in yellow need to be sent to BWSR

Conservation Plans

I OPERATION AND MAINTENANCE PLAN

Perpetual Conservation Easement Program

Landowner name: Arnette Sandbo-Hirman

Program: RIM 42.4 acres Easement # 34-15-09-02

You, as Principal Landowner, are responsible for the care and maintenance of the permanently established structure(s) and/or components identified in the Conservation Plan as part of the Perpetual Conservation Easement.

CONSERVATION PRACTICE CODES AND DESCRIPTIONS

Initial date

<u>RR-2a</u>	<u>Native Grasses & Flowers to be Established</u>
<u>RR-8</u>	<u>Wetland Restoration</u>
<u>RR-WS</u>	<u>Wildlife Structures</u>

Although not all problems can be foreseen and some may not be controllable, the following are some guidelines to help insure the successful management of the practices. None of the following guidelines prohibit the landowner from low impact recreation activities. Recreational activities that do not degrade the quality of the vegetation nor harm the constructed areas are allowed at any time. The Technical Agency referred to in the following guidelines is the Kandiyohi County Soil & Water Conservation District (SWCD).

Operation and Maintenance – The landowner (sponsor) will, for the life of the easement:

RR-1, RR-2a, RR-5, RR-6, RR-7, RR-9: Maintain the practice to provide adequate erosion control and provide wildlife habitat. Control noxious weeds by spot mowing or other method approved by the Technical Agency. Not harvest for consumptive or non-consumptive use or allow grazing by animals in a controlled setting.

RR-3, RR-4, RR-10, RR-11: Maintain the practice to provide adequate erosion control and provide wildlife habitat. Control noxious weeds by spot mowing or other method approved by the Technical Agency. Not prune, shear, or harvest woody vegetation unless approved by the Technical Agency. A separate RR-10 Woodlot Management Plan is available from the Technical Agency and MN Department of Natural Resources and must be incorporated in the Conservation Plan.

RR-5, RR-6, RR-7, RR-8, RR-12, RR-13: Maintain the practice as designed by the Technical Agency and/or an assigned certified engineer (where applicable). Not allow woody vegetation to grow on constructed practices. Make periodic inspections for damage caused by vandalism, and any other activity caused by humans, animals, insects, or act of nature that may negatively impact the practice components.

RR-FP: Maintain this practice to provide food and cover for wildlife. Not harvest the food plot for any reason. Control noxious weeds. Re-establish the area, at landowner's expense, to a Technical Agency approved cover if the food plot area is discontinued for any reason. Size and location of the food plot shall be pre-approved by the Technical Agency.

RR-WS: Wildlife Structures. Placement and use of structures such as deer stands, waterfowl blinds, and/or wildlife observation. These structures shall be pre-approved by the Technical Agency. Landowner shall maintain these structures for safety reasons and assume all liability related to their design, placement, and use. Landowner must follow all State and Federal laws, rules, and regulations relating to structures used for hunting. The Technical Agency requires that the structures not exceed 40 square feet in size. In addition, no roof windows are allowed but sidewalls are acceptable. Total numbers of structures shall be approved by the Technical Agency. Wildlife Structures are allowed on any practice area.

In addition to the specific practice maintenance guidelines, the landowner shall:

Make periodic inspections of all practices and report all problems to the Technical Agency.

Allow Technical Agency personnel to make periodic inspections and shall follow recommendations if required.

Re-establish, at landowner/sponsor expense, any and all practices damaged or destroyed by fault of the landowner/operator.

Not allow cropping, haying, grazing, buildings, or any other activity that is not consistent to the intent of the conservation easement. If in question, consult with technical agency.

I, the landowner, will for the life of the Conservation Easement, care for and maintain to the best of my abilities as required. I am aware of each of the Conservation Practice areas identified in the Conservation Plan. I understand the maintenance guidelines as listed above.

Landowner (sponsor) _____ Date _____

I have discussed the above listed maintenance guidelines with the landowner (sponsor).

Authorized Technical Agency Representative _____ Date _____

Conservation

page (COPY to

ice Payment

ary)

- Seeding/Planting Plans (if necessary)
- ➔ Operation and Maintenance Requirements
- Supplementary Information (as needed)

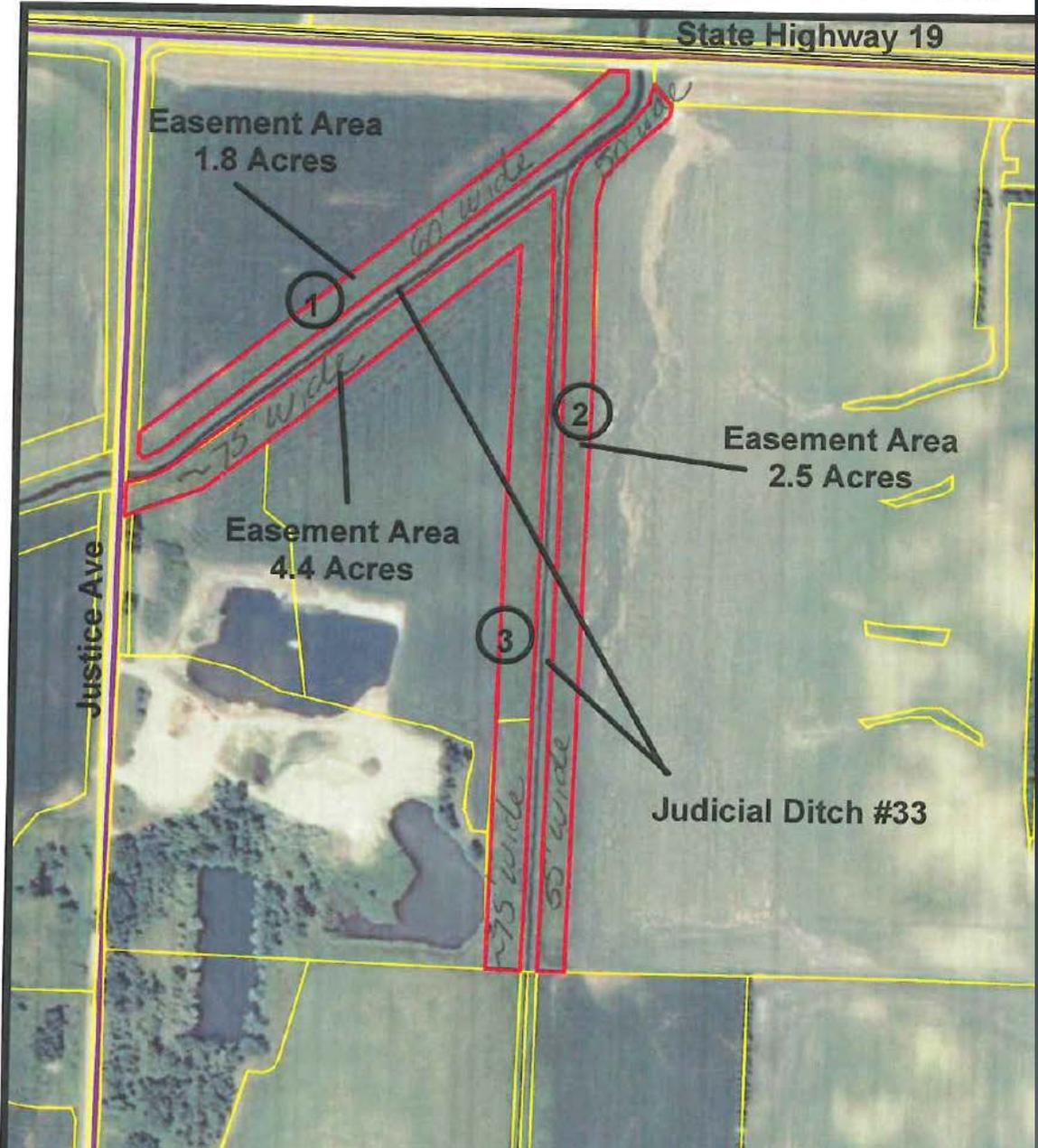
❖ Documents in yellow need to be sent to BWSR

Conservation Plans

- When do I submit these documents?
 - With application
 - Conservation Easement Financial Worksheet (payment calc sheet)
 - Conservation Easement Practice Payment Worksheet (CEPPW)
 - With title commitment
 - Conservation Practice Plan
 - Conservation Plan Map
 - After RIM easement is signed
 - Conservation Plan signature page (COPY to BWSR)
- Every easement needs a conservation plan created before the easement is signed

Conservation Plans

- Look in the handbook for general topics
- General Rules
 - Similar Practice Areas (P.A.s) should not be adjacent (ex. no RR-2a next to RR-2a)
 - Practice areas cannot extend over a stream
 - 'Already Established' P.A.s, such as RR-1b, RR-2b, and RR-3b
 - match whatever vegetation is there at time of cons plan development



Conservation Plans

- General Rules (cont.)
 - If there is any hydric soil on the easement area, and there is construction or vegetative work planned it should be claimed as RR-8
 - If there is hydric soil on the easement area, and a restored wetland is evident, claim it as RR-13
 - If just a hydric soil and there is no standing water, it can be claimed as an ecological practice code (RR-1b, RR-2a, etc.)
 - RR-8 should have RR-2a supporting practice if vegetative work is planned
- We prefer the conservation plan map to be an aerial photo with practice areas digitized (through ArcMap)

Conservation Plans

- Making RIM & WRP plans match
 - Group NRCS practice areas together to make RIM practice areas
 - OR
 - We can be flexible on typical RIM cons plan rules (allow RR-8's to be split into two separate practice areas despite being adjacent).

WRP Plan



-  1 / 643 Native Grass Establishment
-  2; 3; 4; 5 / 657 Wetland Restoration - Embankment
-  6 657 Wetland Restoration - Crop Cessation
-  7; 8; 9 / 657 Wetland Restoration - Crop Cessation & Burn

RIM Plan



- 1 / 643 Native Grass Establishment
- 2; 3; 4; 5 / 657 Wetland Restoration - Embankment
- 6 / 657 Wetland Restoration - Crop Cessation
- 7; 8; 9 / 657 Wetland Restoration - Crop Cessation & Burn

RIM Plan



- 1 / 643 Native Grass Establishment
- 2; 3; 4; 5 / 657 Wetland Restoration - Embankment
- 6 / 657 Wetland Restoration - Crop Cessation
- 7; 8; 9 / 657 Wetland Restoration - Crop Cessation & Burn

Conservation Plans

- If you ever need to make a change to the conservation plan, please submit:
 - Revision Request if the change is being made before we get the first voucher in.
 - Practice Implementation Request Form (PIRF) if the change is being made after the first voucher comes in.

Why do we need to fill THAT out?

- Documentation for file
 - What is planned to occur on site
 - \$ amounts, \$ requests prior to payments
 - Track approval (landowner, SWCD, BWSR)
- Accounting
 - Set up vendor (payee) or ensure proper address

Conservation Plan FAQs

- Can BWSR pay for a prescribed burn or tree removal, when there is no seeding planned for that area?
 - Upland sites?
 - No
 - RR-8 sites?
 - Yes. Include as site prep on the RR-8 voucher when submitting for reimbursement for wetland construction costs.

Conservation Plan FAQs

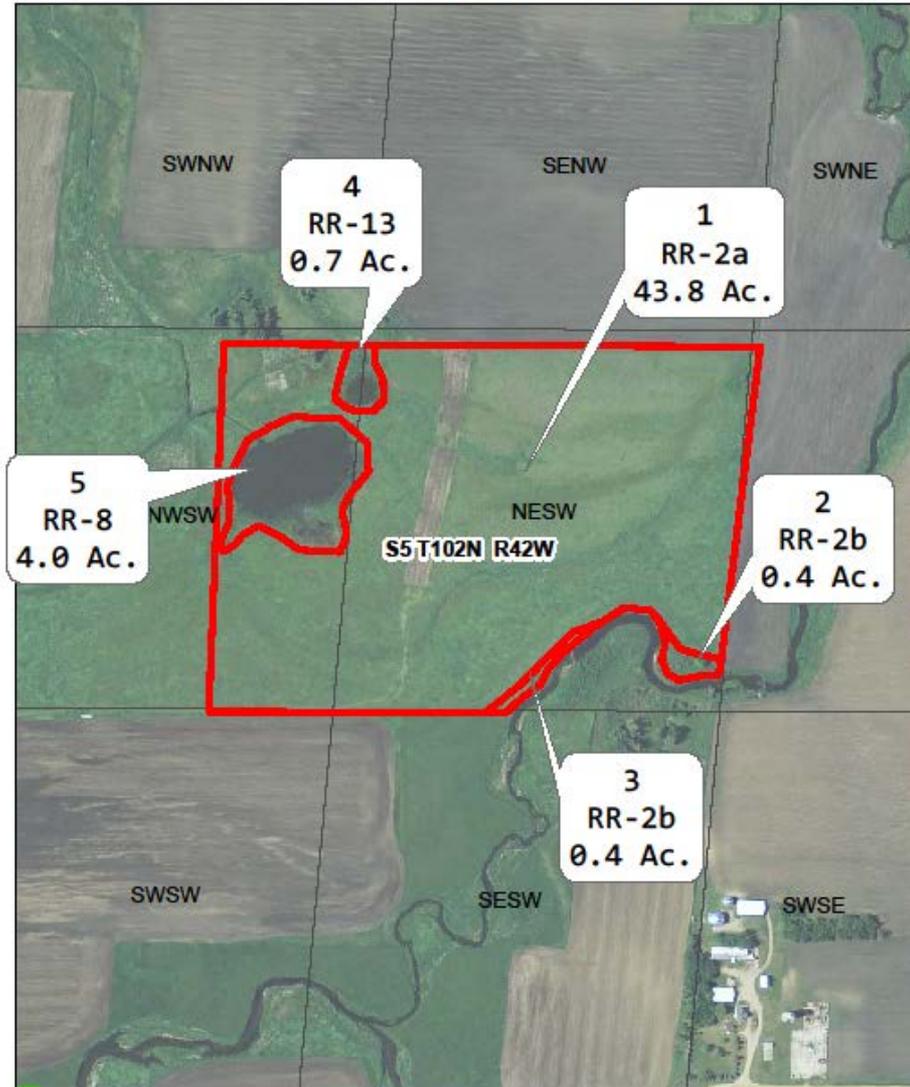
- When can the landowner/contractor begin installation?
 - Before the RIM Agreement is signed by all parties? They can't receive any payment for work done pre-Agreement.
 - After the Agreement has been approved? Yes, all eligible activities can be reimbursed. However, BWSR cannot reimburse until after the easement has been recorded.

Conservation Plan Example

- **Landowner name: Tommy Callahan**
- **Property owned: 76.0 Acres**
- **Property enrolling in RIM: 49.3 Acres**
- Landowner wants natives and SWCD determined stand is in poor condition and seeding is warranted.

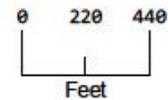
Tommy Callahan Conservation Plan Map

Nobles Co., Lismore TWP, T102N, R42W, Section 5



Legend

-  1/4 1/4s
-  Easement Area



CONSERVATION EASEMENT PRACTICE PAYMENT WORKSHEET (CEPPW)

Easement ID No.:	Landowner Name:	Prepared By:	Date Prepared:
53-10-13-09	Tommy Callahan	DLR	October 15, 2013

PRACTICE CODE & SUBCODE		PRACTICE AREA(s)	PRACTICE ACRES			PRACTICE DOLLARS		
			A Primary	B Supporting	C = (A+B) Total	D Max. Allowed Per Acre ¹	E = (CxD) Max. Available	
RR-1	Introduced Grasses	a. To Be Established				\$150		
		b. Already Established						
RR-2	Native Grasses	a. To Be Established	1,5	43.8	4.0	47.8	\$300	\$14,340
		b. Already Established	2,3	0.8		0.8		
RR-3	Tress/Shrubs	a. To Be Established				\$400		
		b. Already Established						
RR-4	Field Windbreak	a. To Be Established				\$400		
		b. Already Established						
RR-5	Diversion							
RR-6	Erosion Control Structure							
RR-7	Grass Waterway							
RR-8	Wetland Restoration		5	4.0		4.0	\$600	\$2,400
RR-11	Highway Windbreak					\$400		
RR-12	Wetland Creation							
RR-13	Existing Wetland		4	0.7		0.7		
RR-14	Existing Watercourse/Ditch							
RR-FP	Wildlife Food Plot							

49.3 = TOTAL EASEMENT ACRES

¹ The dollar values in this column represent the maximum amount payable per acre that will be allowed for the identified practice. In no case will payments be made that are in excess of actual costs, less other partner contributions. Custom farm rate data will be taken into consideration when reviewing total amounts submitted for reimbursement.

Outline

- Voucher Preparation
- Example of Voucher Prep

Voucher Preparation

(5/05)	
COST-SHARE VOUCHER & PRACTICE	
A. PAYEE INFORMATION	(Check if name and address change)
Name:	
Address:	
City, State, & Zip	

- Name & address should match Agreement
- If the L/O wants to add a co-payee, or there was an address change:
 - We will need a signed letter from L/O stating the requested change.
 - Landowner could add contractor, SWCD, or any other person/entity as copayee

Voucher Preparation

B. PROJECT INFORMATION		
I.D. Number		
BWSR Program:		
<input type="checkbox"/> Easement	<input type="checkbox"/> Cost-Share	<input type="checkbox"/> Other
Practice Type (one only)	Practice Area(s)	Acres Completed:

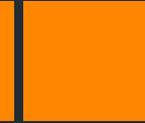
- Make sure the right easement number is entered
- Check Easement box only
- Practice Type: only one type (RR-8, RR-2, RR-3)
- Practice Areas: list all areas the work occurred on
- Acres Completed: if only a portion of those practice areas had work completed, then:
 - Use only those **acres impacted** if **supporting practice** (assumes this is a supporting RR2 supporting practice with an RR8 primary)

Voucher Preparation

C.	COST	Basis of Request		
	INFORMATION	Installation	Establishment	Reinstallation

- Installation:
 - Site prep up until seeding
 - Seed
 - Seeding
 - All wetland work
- Establishment:
 - Any establishment activity after installation (spot spraying, clippings)
 - **NOTE: we no longer require a PIRF for establishment activities after the original installation was completed. Establishment shall occur within a reasonable time frame (2 years max)**
- Reinstallation (PIRF always needed):
 - Typically only checked for seeding failure or structure failure
 - Also will be checked for updating vegetation on older easements

Voucher Preparation



Type of Request		Completion Date:
<input type="checkbox"/> Partial	<input type="checkbox"/> Final	
QTY	UNIT	UNIT PRICE
		COST

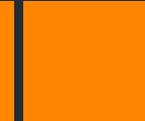
- Type of Request
 - Final only for:
 - 1) final seeding of entire project area
 - 2) final clipping of entire project area
 - 2) final wetland structure completion
 - Partial: Everything else
- Completion Date:
 - Only filled in with Month/Day/Year when voucher is marked "Final"

Voucher Preparation

R/I	ITEM	QUANTITY	UNIT	UNIT PRICE	COST
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
R - Receipted item / Invoiced Item I - In-Kind Contribution (attach additional sheets as necessary)					Total: \$0.00
I certify that this is an accurate and true summation of the actual costs and quantities of material, labor, and equipment used on the above project. In cases where the receipts included items not used on the project, I have corrected them accordingly.					
(Payee Signature)			(Date)		

- Itemized list doesn't need to be extremely detailed
 - Can include all items on one line with total cost.
 - Receipts are not needed for ecological work.
 - SWCD certification
 - Any work associated with RR-8 will need receipts and as-built included.
 - L/O signs & dates voucher

Voucher Preparation



D. PAYMENT INFORMATION		EASEMENT PROGRAMS {(c) cannot exceed (a) - (b)}	
TOTAL COST OF PRACTICE	\$0.00	(a) Maximum Payment Allowed	
		(b) Total of Previous Payments	
OTHER FUNDING SOURCES (please identify source)		(c) Balance Available	\$0.00
	-	COST-SHARE PROGRAM ONLY {(b) + (c) cannot exceed 75% of (a)} <i>(DO NOT USE THIS SECTION FOR EASEMENT PROGRAMS)</i>	
	-		
	-		
	-		
	-		
Cost-Share Reimbursement Requested	0.00	(a) Total Cost Approved:	
		(b) Other public funds	%
		(c) District Share	%
LANDOWNER / LAND OCCUPIER COST:	0.00	(c) District Share	%

- Left columns:
 - Make sure to include all funding sources
- Right columns:
 - Max payment allowed should account for only those practice areas the voucher is claiming
 - Total of Previous Payments should account for only those practice areas the voucher is claiming
 - Figuring out this amount can take some time

Voucher Preparation

- General Items:

- Once received at BWSR St. Paul, we have 30 days to issue payment. We try to process it within a week or two. During busiest months (July-October) we may need the full 30 days.
 - Do allow an additional 10 business days for LO to receive check
- Common errors we find:
 - SWCDs hesitant to mark practices as final due to likely future clipping costs
 - For recent easements (funded in 2007 or newer), we keep \$ available for maintenance, so final seeding should be marked “final.” Just make sure to mark final clipping as “final.”
 - Also helpful to put note on voucher (ex. *1 more clipping estimated)
 - Maximum payment & previous payment fields not filled out
 - Don't use the cost-share program voucher; correct form is in Easements section of website

Voucher Preparation



- Do I need to send in any other documents?
 - Receipts and as-built (only for RR-8)
 - W-9
- Include W-9 if:
 - No payments have been made on the easement for over 2 years
 - However, if a W-9 has already been submitted, we keep it on file for any future payments
 - Payee info changes (must be done in writing by landowner)

Voucher FAQs

- The limits for each practice are capped (ex. \$300/ac for RR-2 & \$600/ac for RR-8). The costs came in higher than allowed for the practice area and I'm freaking out!
 - If a project will come in higher than our rate caps, you can either:
 - 1) explore alternatives to see if practice installation can be completed more cost effectively
 - 2) approach practice installation reimbursement differently (combine practice areas on one voucher to spread the cost out)
 - Example: cost for P.A. 1 (RR-2a, 1 acre) is \$600 due to extensive site prep, but cost for P.A. 2 (RR-2a, 10 acres) was only \$2500. Total cost for both areas is then \$3,100, which is less than the \$3,300 cap.
 - 3) submit a PIRF, justifying why costs will be higher. Under special cases, we may approve of paying a higher amount.

Voucher FAQs

- I don't want to check "final" on the voucher. Won't they release the remaining money for the project if I do that?
 - No. Marking final just helps us with identifying if there will be any more seeding work or wetland restoration work. We figure that there will be clippings or other establishment work after the seeding occurs anyway.
- I have a group project (multiple easements that have wetland restorations spanning across boundaries). Do I need to split up costs accordingly for each landowner, or can I have one landowner manage the contractor/project?
 - You can do either.
 - Ok. Then what do I need to do if I want to just have one landowner manage the project?
 - Confirm other landowner(s) are in agreement. Then you can utilize the combination of funds available from each conservation plan. Just make sure you identify which practice areas of which easements are being impacted when submitting vouchers. BWSR Engineers will be checking costs meet expectations.

Voucher Example

- Site prep & seeding occurred on all 43.8 acres of P.A. 1 and on 1.2 acres of P.A. 5
 - 45.0 Acres
- Total cost is \$13,000
 - Burn \$1000
 - Spray 2x \$2500
 - Seed \$9000
 - Seeding \$500

D. PAYMENT INFORMATION

TOTAL COST OF PRACTICE

\$13,000.00

OTHER FUNDING SOURCES (please identify source)

	-	
	-	
	-	
	-	
	-	

Cost-Share Reimbursement Requested

13,000.00

LANDOWNER / LAND OCCUPIER COST:

0.00

EASEMENT PROGRAMS {(c) cannot exceed (a) - (b)}

(a) Maximum Payment Allowed

13,500.00

(b) Total of Previous Payments

\$0.00

(c) Balance Available

\$13,500.00

COST-SHARE PROGRAM ONLY {(b) + (c) cannot exceed 75% of (a)}

(DO NOT USE THIS SECTION FOR EASEMENT PROGRAMS)

(a) Total Cost Approved:

(b) Other public funds

 %

(c) District Share

 %

(c) District Share

 %

PIRFs vs. Revision Requests

WR-01104-01 (10-99)

PRACTICE IMPLEMENTATION/AMENDMENT REQUEST FORM

LINE	FY	FUND	AGENCY	ORG/SUB	APPR UNIT	OBJECT/SUB
AMOUNT			DESCRIPTION			
Vendor #		PO #		PI#		

PAYEE INFORMATION

Easement I.D. Number: _____ Landowner Name: _____ Address: _____

INSTALLATION REQUEST Reinstallation or Conservation Plan Amendment

Has Practice Failed Before? (Applies to Reinstallations Only) Y or N Proposed Date of (Re)installation (Month/Year)

Practice Type	Practice Area(s)	Acres to be treated	Max. CS Payment Rate	Max. CS \$'s Available	Total CS \$'s Requested	Est. Total Cost
Explain Reason for Failure or Conservation Plan Amendment (attach additional sheets if necessary):						

ESTABLISHMENT REQUEST

Practice Type	Practice Area(s)	Total Practice Acres	Max. CS Payment Rate	Max. CS \$'s Available	Total CS \$'s paid to date	
CS \$'s per acre paid to date						
Per Acre CS \$'s Remaining						
Acres to be treated						
Total CS \$'s Available						
Total CS \$'s Requested						
Est. Total Cost						
Describe Activity (attach additional sheets if necessary):						

SIGNATURES

I hereby certify that to the best of my knowledge, the information in this form is accurate and in accordance with the terms of the conservation easement program. I also agree to and acknowledge my obligations associated with this request.

(Landowner Signature) (Date) (Authorized SWCD Representative) (Date)

—For BWSR Use Only—

Request Approved
 Request Not Approved
 Comments Attached

(BWSR Easement Coordinator) (Date)

05/05

CONSERVATION EASEMENT REVISION REQUEST FORM

A. EASEMENT APPLICATION INFORMATION

Name of Applicant: _____ Name of SWCD: _____ Easement Application No.: _____

B. REVISION INFORMATION

	PREVIOUS REQUEST	REVISED REQUEST (N/C No Change)
TOTAL EASEMENT ACRES (1/10)	_____	_____
TOTAL EASEMENT PAYMENT	_____	_____
TOTAL CONSERVATION PLAN COST-SHARE FUNDS REQUESTED	_____	_____
TOTAL NON-COST-SHARE FUNDS REQUIRED	_____	_____

* Include a revised copy of the CREP calc sheet (if applicable), CEFW & CEPPW with each revision request
 * Include aerial photo accurately showing any revisions to the easement area (if applicable)

C. SWCD ACKNOWLEDGMENT

I certify that the landowner(s) are aware of, and in agreement with, the proposed financial changes to the easement and/or conservation practice payments and any associated changes to the easement area, as indicated in item B above. I also certify that the landowner(s) understand the effect these proposed changes will have on their financial obligations for establishing the conservation practices identified in the conservation plan.

(SWCD Representative) (Date)

D. BWSR AUTHORIZATION

I have reviewed and I approve this request for revising the previously agreed to easement area and/or financial terms for this conservation easement.

(BWSR Authorization) (Date)

■ When to use PIRF

OR

Revision Request Form

PIRFs vs. Revision Requests

05/05

**CONSERVATION EASEMENT
REVISION REQUEST FORM**

A. EASEMENT APPLICATION INFORMATION

Name of Applicant:	Name of SWCD	Easement Application No.:

B. REVISION INFORMATION

	PREVIOUS REQUEST	REVISED REQUEST (N/C: No Change)
TOTAL EASEMENT ACRES (1/10)		
TOTAL EASEMENT PAYMENT		
TOTAL CONSERVATION PLAN COST-SHARE FUNDS REQUESTED		
TOTAL NON-COST-SHARE FUNDS REQUIRED		

* Include a revised copy of the CREP calc sheet (if applicable), CEFW & CEPWW with each revision request

* Include aerial photo accurately showing any revisions to the easement area (if applicable)

C. SWCD ACKNOWLEDGMENT

I certify that the landowner(s) are aware of, and in agreement with, the proposed financial changes to the easement and/or conservation practice payments and any associated changes to the easement area, as indicated in item B above. I also certify that the landowner(s) understand the effect these proposed changes will have on their financial obligations for establishing the conservation practices identified in the conservation plan.

(SWCD Representative)	(Date)

D. BWSR AUTHORIZATION

I have reviewed and I approve this request for revising the previously agreed to easement area and/or financial terms for this conservation easement.

(BWSR Authorization)	(Date)

- Use Revision Request when:
 - Conservation Plan has changed (before first voucher submitted)
 - Changing easement acres, easement payment rates prior to easement being recorded
 - Simple form that requires only SWCD signature

PIRFs vs. Revision Requests

- Use PIRF when:
 - Modifying cons plan after first voucher
 - WRP plan changed & needs to be reflected in RIM plan
 - L/O wants to change a practice area (ex. RR-2b to RR-2a)
 - Reinstallation of failed practice
 - Cost for comes in higher than our limits & more \$ is requested to complete project

WR-01104-01 (10-99)
PRACTICE IMPLEMENTATION/AMENDMENT REQUEST FORM

LINE	FY	FUND	AGENCY	ORG-SUB	APPR UNIT	OBJECT/SUB
AMOUNT			DESCRIPTION			
Vendor # _____		PO# _____		PI# _____		

PAYEE INFORMATION

Easement I.D. Number: _____ Landowner Name: _____ Address: _____

INSTALLATION REQUEST Reinstallation or Conservation Plan Amendment

Has Practice Failed Before? (Applies to Reinstallations Only) Y or N Proposed Date of (Re)Installation (Month/Year)

Practice Type	Practice Area(s)	Acres to be Treated	Max. CS Payment Rate	Max. CS \$'s Available	Total CS \$'s Requested	Est. Total Cost
Explain Reason for Failure or Conservation Plan Amendment (attach additional sheets if necessary):						

ESTABLISHMENT REQUEST

Practice Type	Practice Area(s)	Total Practice Acres	Max. CS Payment Rate	Max. CS \$'s Available	Total CS \$'s paid to date
CS \$'s per acre paid to date	Per Acre CS \$'s Remaining	Acres to be Treated	Total CS \$'s Available	Total CS \$'s Requested	Est. Total Cost
Describe Activity (attach additional sheets if necessary):					

SIGNATURES

I hereby certify that to the best of my knowledge, the information in this form is accurate and in accordance with the terms of the conservation easement program. I also agree to and acknowledge my obligations associated with this request.

_____ (Landowner Signature)	_____ (Date)	_____ (Authorized SWCD Representative)	_____ (Date)
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—For BWSR Use Only—

<input type="checkbox"/> Request Approved	_____ (BWSR Easement Coordinator)	_____ (Date)
<input type="checkbox"/> Request Not Approved		
<input type="checkbox"/> Comments Attached		

PIRFs vs. Revision Requests

INSTALLATION REQUEST Reinstallation <input type="checkbox"/> or Conservation Plan Amendment <input type="checkbox"/>						
Has Practice Failed Before? (Applies to Reinstallations Only) <input type="checkbox"/> Y or <input type="checkbox"/> N				Proposed Date of (Re)installation (Month/Year) <input type="text"/>		
Practice Type <input type="text"/>	Practice Area(S) <input type="text"/>	Acres to be Treated; <input type="text"/>	Max. C/S Payment Rate <input type="text"/>	Max. C/S \$'s Available <input type="text"/>	Total C/S \$'s Requested <input type="text"/>	Est. Total Cost: <input type="text"/>
Explain Reason for Failure or Conservation Plan Amendment (attach additional sheets if necessary): <input type="text"/>						
ESTABLISHMENT REQUEST						
Practice Type: <input type="text"/>	Practice Area(s): <input type="text"/>	Total Practice Acres: <input type="text"/>	Max. C/S Payment Rate: <input type="text"/>	Max. C/S \$'s Available: <input type="text"/>	Total C/S \$'s paid to date: <input type="text"/>	
C/S \$'s per acre paid to date: <input type="text"/>	Per Acre C/S \$'s Remaining: <input type="text"/>	Acres to be Treated: <input type="text"/>	Total C/S \$'s Available: <input type="text"/>	Total C/S \$'s Requested: <input type="text"/>	Est. Total Cost: <input type="text"/>	
Describe Activity (attach additional sheets if necessary): <input type="text"/>						

- Only one practice type (RR-2, RR-8, etc.) per PIRF
- Use correct rate/acre (look at CEPPW form in your file)
- Make sure to fully explain proposed activity

PIRF Example

- Construction work on RR-8 site will cost more than the \$2,400 available (P.A. 5 has 4.0 acres x \$600/ac)
- A PIRF will need to be approved to raise the amount to the planned cost of \$4,500. We will request \$5,000 to allow for any unforeseen cost increases.
 - If there are cost increases for construction work, change orders need to be submitted to BWSR Engineers if change from what was originally planned on:
 - Engineer's cost estimate
 - Contractor's bid

PAYEE INFORMATION

Easement I.D. Number:
53-10-13-09

Landowner Name:
Tommy Callahan

Address:
In a van down by the river

INSTALLATION REQUEST Reinstallation or Conservation Plan Amendment

Has Practice Failed Before? (Applies to Reinstallations Only)
 Y or N

Proposed Date of (Re)installation (Month/Year)
6/2015

Practice Type	Practice Area(S)	Acres to be Treated;	Max. C/S Payment Rate	Max. C/S \$'s Available	Total C/S \$'s Requested	Est. Total Cost:
RR-8	5	4.0	\$1,250.00/ac	\$5,000.00	\$5,000.00	\$4,500.00

Explain Reason for Failure or Conservation Plan Amendment (attach additional sheets if necessary):

Cost for wetland restoration will exceed typical cap of \$600/ac. Additional funds needed to ensure structure is built to specifications.

Violations

- Site Inspection Form
 - If violations are identified
 - SWCD resolve informally
 - SWCD resolve formally (documents on BWSR website)
 - Escalate to BWSR Board Conservationist or BWSR Easement Staff
- Examples of Violations
 - Cropping
 - Noxious weed problem
 - Unauthorized grazing or mowing
 - Storage/dumping on easement area