

### Conservation Plan Development Process Step Table

**PURPOSE:** Provide technical assistance so clients make sound resource management decisions.

**SCOPE:** Certified Conservation Planner assisting clients develop technically sound resource management system plan.

<b>Step</b> Action – a verb sentence	<b>Responsibility</b>	<b>Inputs</b>	<b>Control</b>	<b>Output</b>
	Any position that is accountable for the completion of this step.	Items needed to complete the step (forms, tools, people, etc)	Practice Standard, Policy, Regulations, etc.	Completed object, form, reviewable product, or demonstrated knowledge.
Initial contact leading to conservation planning, gathering of personal information, and determination of others to include on the Planning Team.	<ul style="list-style-type: none"> <li>• Client</li> <li>• Technical Service Provider (TSP)</li> <li>• Certified Conservation Planner (CCP)</li> </ul>	<ul style="list-style-type: none"> <li>• Address, phone, e-mail, fax, cell phone, and contact times</li> <li>• SCIMS database</li> </ul>	<ul style="list-style-type: none"> <li>• General Manual (GM) 180 and the Iowa Amendments</li> <li>• National Planning Procedures Handbook (NPPH) 600.13</li> <li>• GM 130, IA Amendment 4</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment made to begin conservation planning process</li> <li>• Client identity and record in database in Toolkit</li> </ul>
Review of complexity of resources in the planning area and expected enterprise type. Assemble resource data pertaining to planning area.	<ul style="list-style-type: none"> <li>• CCP</li> </ul>	<ul style="list-style-type: none"> <li>• Files, Toolkit, GIS, Soil Data Mart, Field Office Technical Guide (FOTG)</li> <li>• Biosecurity Kit</li> </ul>	<ul style="list-style-type: none"> <li>• GM 180 and the Iowa Amendments</li> <li>• NPPH 600.6</li> </ul>	<ul style="list-style-type: none"> <li>• Planning map</li> <li>• Soil map with legend</li> <li>• Information layer(s)</li> <li>• Initiated or updated Conservation Assistance Notes IA-CPA-15</li> </ul>
<b>PHASE 1 - Collection and Analysis</b>				
1. Identify resource problems, opportunities, and concerns during an in-field visit.	<ul style="list-style-type: none"> <li>• CCP</li> <li>• Client</li> </ul>	<ul style="list-style-type: none"> <li>• IA-CPA-15</li> <li>• Environmental Evaluation IA-CPA-52</li> <li>• Planning map, soil map with legend, data, and information layers</li> </ul>	<ul style="list-style-type: none"> <li>• GM 180</li> <li>• NPPH 600.21; 600.6</li> <li>• GM 190 Parts 310 and 420</li> <li>• Field Office Technical Guide (FOTG) Sections I-V</li> <li>• Discipline manuals and handbooks</li> <li>• EPA 404(B)(1) 230.3</li> <li>• Utility companies</li> <li>• Client information</li> </ul>	<ul style="list-style-type: none"> <li>• List of resource problems and concerns</li> <li>• Environmental evaluation process begun with IA-CPA-52 initiated</li> </ul>
2. Determine client objectives with in-field visit with client.	<ul style="list-style-type: none"> <li>• CCP</li> <li>• Client</li> </ul>	<ul style="list-style-type: none"> <li>• List of identified resource concerns from Step 1</li> </ul>	<ul style="list-style-type: none"> <li>• GM 180</li> <li>• NPPH 600.22</li> </ul>	Client's objectives listed in Toolkit and IA-CPA-15
3. Inventory resources in-field.	<ul style="list-style-type: none"> <li>• CCP</li> <li>• Team Leader</li> <li>• Technical Specialists</li> <li>• Client</li> </ul>	<ul style="list-style-type: none"> <li>• Measurements and model runs</li> <li>• FOTG Section III, Quality Criteria</li> <li>• Planning Team</li> </ul>	<ul style="list-style-type: none"> <li>• GM 180</li> <li>• NPPH 600.23</li> </ul>	Benchmarks determined for each resource concern. Notes on IA-CPA-52 and any additional worksheets/forms

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4. Analyze resource data.	<ul style="list-style-type: none"> <li>• CCP</li> </ul>	<ul style="list-style-type: none"> <li>• Client’s objectives; identified problems; opportunities and concerns; resource inventory data; RUSLE2; WinPST; WEQ, and FOTG</li> <li>• Local and/or state regulations and policies</li> <li>• Agronomist; archeologist; forester; nutrient management specialist; other specialists, and tools/models as needed</li> </ul>	<ul style="list-style-type: none"> <li>• GM 180</li> <li>• NPPH 600.24</li> </ul>	<ul style="list-style-type: none"> <li>• Completed analysis of all resources inventoried</li> <li>• A clear statement of the benchmark condition</li> <li>• Environmental evaluation data</li> <li>• Cultural resources evaluation data</li> <li>• Notes on IA-CPA-52 and any additional worksheets/forms</li> </ul>
<b>PHASE 2 Decision Support</b>				
5. Formulate conservation practice alternatives.	<ul style="list-style-type: none"> <li>• CCP</li> <li>• Team</li> <li>• Client</li> </ul>	<ul style="list-style-type: none"> <li>• Client's objectives; physical, cultural, social, economic and ecological resource information</li> <li>• List of resource problems, opportunities and concerns; FOTG III Conservation System Guide(s) (CSGs) and Conservation System(s)</li> <li>• FOTG IV</li> <li>• Economic tools.</li> <li>• Energy calculators – Fuel and Nitrogen</li> </ul>	<ul style="list-style-type: none"> <li>• GM 180</li> <li>• NPPH 600.25</li> <li>• Statements of Work (SOWs)</li> </ul>	<ul style="list-style-type: none"> <li>• Alternatives available to client. At least one alternative must meet Resource Management System criteria</li> </ul>

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6. Evaluate conservation practice alternatives.	<ul style="list-style-type: none"> <li>• CCP</li> <li>• Client</li> </ul>	Alternatives available to client: <ul style="list-style-type: none"> <li>• Environmental and cultural resource evaluation;</li> <li>• Program information and requirements;</li> <li>• Benchmark data;</li> <li>• Technical Notes, and</li> <li>• Program Manuals</li> </ul>	<ul style="list-style-type: none"> <li>• GM 180; NPPH 600.26</li> <li>• FOTG Section IV SOWs</li> <li>• FOTG I, II, III, CSGs, and Conservation Systems</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss with client alternatives compatible with client and NRCS objectives</li> <li>• Effects and impact evaluation for client of alternatives; notes to document discussion and decision and/or lack of decision – documented on IA-CPA-15</li> <li>• Notes on IA-CPA-52 and any additional worksheets/forms</li> </ul>
7. Client makes decisions.	<ul style="list-style-type: none"> <li>• CCP</li> <li>• Client</li> <li>• District Conservationist (DC)</li> <li>• SWCD</li> </ul>	<ul style="list-style-type: none"> <li>• Resource Inventory data; Evaluated alternatives; CSG(s); Conservation System(s); conservation effects and impacts information; SOWs</li> <li>• RMS alternatives compatible with client and NRCS objectives; effects and impact evaluation for client of alternatives; notes to document discussion and decision and/or lack of decision - follow-up data</li> <li>• GM 190</li> <li>• FOTG V</li> <li>• Planning Team</li> <li>• Planners Time</li> </ul>	<ul style="list-style-type: none"> <li>• GM 180</li> <li>• NPPH 600.27</li> <li>• GM 190 Toolkit</li> <li>• Performance Results System (PRS)</li> </ul>	<ul style="list-style-type: none"> <li>• IA-CPA-15 - documents client's decision</li> <li>• Conservation plan with alternative selected with program alternatives listed for implementation</li> <li>• NEPA documentation form (IA-CPA-52)</li> <li>• Toolkit documentation</li> <li>• Conservation Plan signed by client/SWCD/DC</li> <li>• PRS populated</li> </ul>

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<b>PHASE 3 Application and Evaluation</b>				
8. Plan Implementation.	<ul style="list-style-type: none"> <li>• Client</li> <li>• CCP</li> <li>• Contractor</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation Plan; Toolkit, Agronomic and Engineering Practice Process Step Tables; Landowner decisions, Technical Notes; SOW's; Job Sheets, Standard Drawings, and Specifications.</li> </ul>	<ul style="list-style-type: none"> <li>• GM 180</li> <li>• GM 190</li> <li>• NPPH 600.28</li> <li>• FOTG IV - Standard, SOWs</li> </ul>	<ul style="list-style-type: none"> <li>• Plan implemented and documentation completed as required by the Agronomic and Engineering Practice Process Step Tables</li> <li>• PRS populated</li> </ul>
9. Plan Evaluation.	<ul style="list-style-type: none"> <li>• Client</li> <li>• CCP</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation Plan, PRS, Case File, Agronomic and Engineering Practice Process Step Tables, and in-field</li> <li>• Check out notes and other background/design information</li> <li>• FOTG Section IV</li> </ul>	<ul style="list-style-type: none"> <li>• GM 180</li> <li>• GM 190</li> <li>• NPPH 600.29</li> <li>• NEH</li> <li>• NEM</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation on IA-CPA-15 that the plan met the objectives of NRCS and the client</li> <li>• If plan revision needed return to appropriate conservation planning step</li> <li>• Spot check form(s) filled out</li> </ul>

Field Checked: May 15, 2006

Approved: /s/Richard Van Klaveren  
Richard Van Klaveren, State Conservationist

Date Approved: August 28, 2006