



Natural Resources Conservation Service  
6013 Lakeside Blvd.  
Indianapolis, IN 46278

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August 29, 2007

INDIANA BULLETIN NO. 440-7-11

SUBJECT: PGM – EQIP Contribution Agreement with Indiana Department of Natural Resources Division of Forestry

Purpose: To distribute guidance to implement the fiscal year 2007 EQIP contribution agreement with the Indiana Department of Natural Resources Division of Forestry

Expiration Date: September 30, 2007.

**Action Required: Immediately**

The Indiana Natural Resources Conservation Service (NRCS) and the Indiana Department of Natural Resources (IDNR), Division of Forestry, have entered into a Contribution Agreement to implement Environmental Quality Incentives Program (EQIP) contracted forestry practices. This agreement states that we have a mutual interest in helping to bring about the conservation and wise use of land, water, wildlife, and related resources.

The NRCS District Conservationists (DC) identified which EQIP forestry practices and activities will be referred to the IDNR (attached), and the NRCS State Office provided this list to Zach Smith, IDNR Technical Liaison. Zach Smith will provide this list to the IDNR District Foresters, who will work with the District Conservationists (DC) to implement the contribution agreement.

The following process will be followed to implement this contribution agreement:

1. The **NRCS DC** will compile landowner contact information (phone and address), contract location (plat book map or equivalent with the property highlighted), conservation plans (NRCS-CPA-1155 from ProTracts), and plan maps (with practice location marked) for each contract on the attached list. Reimbursement to IDNR will be eligible as long as the service is **completed by July 31, 2008**.
  - a. **The NRCS DC will contact the appropriate IDNR District Forester and deliver this information immediately** to ensure there is sufficient time for the IDNR District Forester to work with the EQIP participants.
  - b. If additions or changes to the attached list are needed, please contact Ken Collins, Forester, at (317) 290-3200, ext. 356.
2. The **IDNR District Forester** will complete a *State and Federal Programs Referral/Review* form (Indiana State form 52695) to document the work to be performed as follows (required documentation/deliverables to be delivered to NRCS and the participant for each activity are found in the Statements of Work for each practice in Section IV of the Electronic Field Office Technical Guide (eFOTG)):

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- a. Management Plans - (i.e. – practice specifications such as Forest Stand Improvement plans and Tree Planting plans) for the specified practice(s) will be delivered to the **producer** and **NRCS**. NOTE: There will be one (1) management plan developed per practice per contract referred to the IDNR (multiple line items of the same practice in the same contract will be covered by one (1) management plan).
  - b. Installation Assistance - (i.e. – marking trees to be culled for Forest Stand Improvement, tree planting assistance, etc.) for the specified practices will be provided to the **participant** to help install the practice according to NRCS standards. NOTE: Each line item will receive its own Installation Assistance deliverable and payment.
  - c. Final Job Checkout - (i.e. – verifying that the practice was installed according to NRCS standards) for the specified practices will be provided by the District Forester to certify that the completed work meets applicable NRCS standards, specifications, and program requirements. NOTE: Each line item will receive its own Final Job Checkout deliverable and payment.
    - i. The District Forester will inform the participant that an appointment needs to be set up with the DC to complete any additional paperwork, and that all bills related to the installation of the practice need to be submitted at that time.
      1. The District Conservationist will verify the bills and certify the practice in ProTracts. The DC will have the participant sign all other paperwork and verify the participant’s vendor information on the AD-1199A.
3. The **District Forester** will sign and document that the Management Plan, Installation Assistance, and/or Final Job Checkout was completed on the referral form, and submit it to **Zach Smith** and the **NRCS District Conservationist**.
- a. NOTE: one *State and Federal Programs Referral/Review* form should be submitted per EQIP participant, but multiple services may be documented on a single form.
4. EQIP Practices that will not be installed by the end of the contribution agreement:
- a. If the EQIP practice will not be installed prior to the end of the contribution agreement (July 31, 2008), the **District Forester** will complete the “NRCS Contract Review” section of the *State and Federal Programs Referral/Review* form.
    - i. The **District Forester** will sign the form, and submit it to **Zach Smith** and the **NRCS District Conservationist**.
      1. NOTE: For Contract Reviews, an individual *State and Federal Programs Referral/Review* form should be submitted per practice and EQIP participant.
      2. ***The NRCS DC will work with the participant to update the contract as needed (modify the schedule, cancel the practice, etc.).***

I am excited about this partnership with IDNR and look forward to the great conservation that will be accomplished in Indiana through this agreement.

Please contact Jim Dunaway, Soil Conservationist, for questions regarding programs at (317) 290-3200, ext. 334, and Ken Collins, Forester, for all technical questions at (317) 290-3200, ext. 356.

/s/

JANE E. HARDISTY  
State Conservationist

Enclosures

DIST: District Conservationists, Area Conservationists, Area Program Specialists,  
Resource Management Specialists, Harold Thompson, Elana Cass, Shannon Zezula,  
Roger Kult, Jim Dunaway, Ken Collins

cc without Enclosure: Dan Ernst, IDNR, Division of Forestry, Indianapolis, IN  
Zach Smith, IDNR, Division of Forestry, Indianapolis, IN  
John Siefert, IDNR, Division of Forestry, Indianapolis, IN