

Checklist for Owner

Before Construction

Have you:

- Reviewed the construction plans and specifications?
- Obtained bids from contractors?
- Ensured the contractor obtained needed construction related permits, including a permit from Florida Department of Environmental Protection for National Pollution Discharge Elimination System (NPDES)?
- Hired a qualified contractor?
- Hosted a pre-construction conference?
- Contacted utilities? Before you dig, notify Sunshine One-Call by dialing 811.
- Notified NRCS prior to beginning work?

During Construction

Have you:

- Overseen contractor's work?
- Started/stopped work as needed?
- Provided safe working environment (OSHA)?
- Used only specified, new materials?
- Seen that every component has been completed?

After Construction

Have you:

- Contacted contractor for rework

In Summary:

The Landowner:

Provides input for plan and design alternatives. Follows federal, state, and local laws, rules and regulations.
Hires a competent contractor. Meets plans and specifications. Make payments to contractor.

The Contractor:

Is hired by the landowner. Supervises construction. Contacts utilities. Purchases and/or processes specified materials. Follows plan drawings and specifications. Is responsible for quality control and safety. Verifies compliance with construction requirements. Trains employees on job safety and health. Ensures safe and healthy conditions prevail at the construction site.

NRCS:

Explains conservation practices and alternatives. Develops WRPO and makes decisions. Prepares and approves construction plans and specifications prior to construction. Prepares and approves QAP. Certifies practice meets NRCS standards and specifications.

The Wetland Restoration System:

Is a combination of conservation practices used to restore, protect, and enhance the functions and values of wetlands while maximizing wildlife habitat benefits.
Is based on the resource needs and WRP objectives.

For more information contact:

Crenel Francis
Wetland Reserve Program Coordinator
P.O. Box 141510
Gainesville, FL 32614-1510

To the extent possible, NRCS will work with landowners and other partners who can contribute resources to the WRP project. However, NRCS is ultimately responsible for ensuring that WRP objectives are fully met and is the final authority regarding the use of WRP funds and the practices and activities prescribed on WRP lands.

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Landowner's Partnering For Wetland Reserve Program (WRP) Project Implementation



My WRP Project is:

My NRCS Contact is:

My Contractors are:

Responsibilities of:

	Landowner	Contractor	NRCS
<p>During Development of Wetland Reserve Plan of Operations (WRPO)</p>	<ul style="list-style-type: none"> – Identifies goals and objectives. – Assists with survey and site investigation, as needed. – Provides input on conservation practice alternatives. – Decides participation level in implementation. 		<ul style="list-style-type: none"> – Inventories and analyzes resources to address resource concerns. – Alerts landowner to apparent wetlands, threatened and endangered species, archeological sites, and utilities. – Considers landowner’s goals and objectives. – Evaluates conservation practice alternatives to meet WRP goals. – Makes decisions based on alternatives and landowner considerations. – Develops plan for selected alternative.
	<p>During Design</p> <ul style="list-style-type: none"> – Is available for consultation and input. – Reviews design. – Concurs in Operation and Maintenance Plan. 		<ul style="list-style-type: none"> – Surveys site, if needed. – Designs system based on WRPO. – Reviews design and specifications with landowner. – Prepares cost estimates for construction. – Develops operation and maintenance plan. – Develops Construction Quality Assurance Plan (QAP) which includes staking, inspection, documentation, and certification. – Approves construction plans and specifications. – Obtains permits, such as Environmental Resource Permit, Section 404 and applicable county permits. – Informs landowner of environmental protection and safety responsibilities.
<p>During Construction (Landowner Agreement)</p>	<ul style="list-style-type: none"> – Obtains bids from potential contractors. – Informs NRCS if modifications are needed to Conservation Plan Schedule of Operations prior to beginning work. ^{1/} – Is available for consultation and decisions. – Provides construction schedule to NRCS. – Ensures all construction related permits are obtained, such as NPDES, traffic, etc. – Ensures all permits are followed. – Hires contractor and hosts pre-construction conference. – Ensures Sunshine One-call is notified and utilities are located prior to beginning work. – Notifies agency before starting construction. – Authorizes contractor to begin work. – Implements landowner part of Quality Assurance Plan – Assures compliance with design. – Provides documentation of costs to agency. – Makes payment to contractor. 	<ul style="list-style-type: none"> – Participates in pre-construction conference. – Notifies Sunshine One-Call for utility locations prior to beginning work. – Adheres to all pertinent laws, licensing requirements, etc., related to work performed for the landowner. – Obtains all construction related permits, including NPDES. – Works safely in accordance with OSHA requirements. – Informs landowner of planned construction schedule. – Obtains materials, equipment, and appropriately skilled people onsite as scheduled. – Develops and Implements Quality Control Plan. – Provides layout and construction check surveys. – Uses materials specified in construction plans. – Builds according to engineering plans. – Furnishes as-built drawings and other needed information for certification of completion. 	<ul style="list-style-type: none"> – Approves construction plans and specifications prior to starting construction. – Assists landowner with pre-construction conference. – Implements appropriate part of Construction QAP. – Informs landowner and contractor of results of inspections. – Informs landowner of presence of unexpected conditions or unexpected cultural and/or historical resources. – Assesses need for design changes and provides design modifications. – Certifies proper completion of the conservation practices. – Makes payment to landowner based on actual cost and in accordance with Conservation Plan Schedule of Operations.
	<p>Operation Maintenance Management Monitoring</p> <ul style="list-style-type: none"> – Participates in Operation, Maintenance, Management, and Monitoring. – Contacts agency for assistance, if needed. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> The landowner is ultimately responsible for the proper construction of conservation practices. </div>	<ul style="list-style-type: none"> – Provides warranties to landowner as agreed. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> The contractor is responsible for constructing the conservation practices according to the design and specifications, quality control, and safety. </div>	<ul style="list-style-type: none"> – Ensures Operation, Maintenance, Management, and Monitoring are performed in accordance with WRPO. <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> NRCS is responsible for certifying the conservation practices installed meet NRCS standards and specifications. Agency staff cannot train or serve as foreman for contractors. </div>

The purpose of this guide is to help you, the landowner, understand your responsibility in all phases of construction, from planning and design, through construction and operation and maintenance.

By understanding your role in the project and providing adequate time for each phase of the job, you can avoid inconvenient and costly delays.

“Landowner” as used here is the person responsible for making decisions for the property. In most cases, that is the owner, but it may be the operator or manager.

The technical agency is the Natural Resources Conservation Service.

^{1/} Conservation Schedule Plan of Operations will be based on actual contractor’s bids, if available, or engineer’s cost estimate developed by NRCS.