

Steps to

CONTRACTING & COMPLETING PROJECTS

Conservation projects can feel overwhelming, but it doesn't have to be! Here is a timeline of responsibilities and steps in the process.

Landowner

Contacts the SWCD for a consult on a concern they have with their land.

SWCD

Conducts site visit to evaluate resource concern and if project is available for current funding assistance. Client objectives are discussed. There may be a wait due to funding grant cycles.

Technical Service Provider (TSP)

Engineers conduct a site visit with the landowner and SWCD staff.

Technical Service Provider

Completes site assessment or preliminary project plan with estimated cost.

Landowner

Review assessment and cost estimate to verify proceeding with project.

SWCD

Verifies funds are available and creates funding contract. Usually 75% of cost estimate is eligible for funding. 25% is landowner responsibility.

Landowner

Signs contract along with TSP signature.

SWCD

Signed contract is approved by SWCD Board or Snake River water management Board (SRWMB).

Technical Service Provider

Conducts survey and evaluates watershed as weather and landscape conditions allow. Completes engineering design for project.

SWCD

Creates planting/seeding plan as needed.

Landowner

Re-evaluate final design costs and contract may be amended if needed. Given copies of design to seek bids from contractors. This is the sole responsibility of the landowner to find contractors. Hires contractor (usually with lowest bid) and informs SWCD of decision.

Landowner

Pre-construction meeting with SWCD, TSP, & contractor to review details of design and assure everyone understands the project. Acquire permits as needed.

Technical Service Provider

Stakes the project for construction including stakes, hubs, flags, and benchmarks. please make sure these are not destroyed.

Landowner

Ensure contractor has contacted Gopher State One prior to construction to locate utilities.

Technical Service Provider

Oversees construction to ensure the completed project meets design plans & specifications. Checks off all earthwork before planting or seeding takes place. Project is not complete until plantings are finished.

Landowner

Receive itemized bill from contractor. Must show paid receipt in order to be reimbursed.

Technical Service Provider

Provides as-built documentation once project is completed.

SWCD

Processes payment for landowner. May take 4-6 weeks.

Landowner

Periodically check project for erosion. Operation and Maintenance is landowner's responsibility over the next 10 years. Re-seed/plant as necessary.

