

## **CONTRIBUTION AGREEMENT**

**BETWEEN THE**

**Xxx Agency**

**AND THE**

**UNITED STATES DEPARTMENT OF AGRICULTURE  
NATURAL RESOURCES CONSERVATION SERVICE**

**FOR**

**Environmental Quality Incentives Program Technical Assistance,  
Integrated Pest Management,**

**THIS AGREEMENT** is made and entered into on or about March 1<sup>st</sup>, 2006, by the xxx Agency (hereinafter referred to as the "Agency") and the United States Department of Agriculture, Natural Resources Conservation Service (hereinafter referred to as "NRCS").

### **AUTHORITY**

NRCS authority to enter into this agreement is the Food Security Act of 1985, Title XII, P.L. 99-198, as amended (section 1242); Farm Security and Rural Investment Act of 2002, (2002 Farm Bill), P.L. 107-171 and P.L. 106-387, Section 714. Food, Agriculture, Conservation and Trade Act of 1990, Title XIV, Section 1237, P.L. 1-101-624, 104Stat. 3584, 7 U.S.C. 3837, as amended; Omnibus Budget Reconciliation Act of 1993; Federal Agriculture Improvement and Reform Act of 1996; Agricultural Appropriations Act of 1997;

### **PURPOSE AND BENEFITS**

The purpose of this agreement is to provide technical assistance to applicants and participants of the Environmental Quality Incentives Program (EQIP), or other programs administered by NRCS. This assistance is limited to integrated pest and nutrient management planning. Integrated pest management planning involves a system-based decision-making approach that uses biological, cultural, physical, regulatory, and chemical tactics to manage disease, weeds, insects, and other pest problems in the production and maintenance of plants and their health and does so in a way that minimizes risks to human health and the environment. Nutrient management planning is provided for field corn, hay and forage crops and sweet corn when appropriate and/or necessary depending on crop and needs. NRCS is required to provide technical assistance to applicants and participants in EQIP, but does not have sufficient resources or expertise to complete this responsibility.

The Agency is qualified and has the necessary resources and program staff to provide the technical assistance services required to plan and implement integrated pest management and nutrient management practices on the lands of participants in NRCS administered programs. This agreement is made pursuant to an MOU with the Agency establishing the basis for such

cooperation. Authority to enter into this MOU was established in the Technical Service Provider (TSP) Final Rule, 7 CFR Part 652 published in the Federal Register (vol. 69, No. 228) dated November 29<sup>th</sup>, 2004.

**WHEREAS**, the Agency and NRCS both have a mutual interest in providing this assistance; and **WHEREAS**, each party will contribute to the program as hereafter set forth, **NOW THEREFORE**, the Agency and NRCS deem it mutually advantageous to cooperate in this undertaking and hereby agree as follows:

## **RESPONSIBILITIES**

### **A. THE Agency AGREES TO:**

As described in the 'Plan of Work', (Attachment "C"), Addendum I and 'Budget', (Attachment "B") and to the limits of its funding and staff availability, provide technical assistance to selected EQIP and other program participants for implementing integrated pest management plans and nutrient management practices.

1. Design documents that demonstrate criteria in NRCS practice standard have been met and are compatible with planned and applied practices.
  - a. Practice purpose(s) as identified in the conservation plan
  - b. List of required permits to be obtained by the client
  - c. Practice standard criteria-related computations and analyses to develop plans and specifications including but not limited to:
    - i. Identification of targeted species
    - ii. Control methods (e.g. biological, cultural, chemical, mechanical)
    - iii. Environmental risk assessment of planned control method
    - iv. Mitigation techniques, if necessary
2. Records of application
  - a. Extent of practice units applied
  - b. Actual materials/control method/mitigation techniques used
  - c. Application rate, method and timing
3. Certification that the application meets NRCS standards and specifications and is in compliance with permits.
4. Provide documentation necessary for NRCS Progress Reporting. (see Addendum I.)
5. Written plans and specifications including sketches and drawings shall be provided to the client that adequately describes the requirements to install the practice and obtain necessary permits. Plans and specifications shall be developed in accordance with the requirements of conservation practice standard Pest Management (Code 595).
6. Documentation of needed operation and maintenance.
7. Design modifications during installation as required
9. Coordinates with NRCS staff to evaluate procedures.
10. Coordinate and review with NRCS staff information regarding adequacy of record keeping systems.

11. Coordinate with and assists program participants on use of the tests, interpretations of results, and record keeping.
12. Complete and submit quarterly but not less than annually, form SF-270, Request for Advance or Reimbursement, and documentation to support reimbursement for completed work; signed by appropriate official of the Agency. Include a summary statement or costs detail sheet to support the minimum 50% cost contribution requirement. Form SF-270 should be sent to the administrative contact listed below.

Name  
Grants and Agreements Specialist  
USDA, NRCS  
Address  
Telephone:

Advance payments may be made available for anticipated costs limited to those expected for the next 30-calendar day period. In the event an advance of funds is requested, submit a completed Form SF-270 with a certification that the funds requested are necessary to meet planned activities, will be utilized within 30-calendar days, and a plan of anticipated expenditures or outlays for that period. Also certify that the Agency has an adequate system in place to track the use of advanced funds.

Payments will be made by Electronic Funds Transfer (EFT).

13. Submit annual progress summaries and a final report to the NRCS principal contact identified in this agreement. The final report shall be due at the time of final billing. If there is no final billing, the final report shall be due no later than thirty calendar days following the completion of activities covered by the approved Implementation Plan and Budget.
14. The primary technical contact for the Agency is:

Person Name  
Agency  
Address  
Telephone

**B. NRCS AGREES TO:**

1. Pay to the Agency, to the limits of its funding, 50% of allocable and allowable costs incurred in carrying out their responsibilities under the terms of this agreement. Invoices shall be submitted on a properly executed form SF-270 with supporting documentation attached and approved by the state conservationist (STC). For FY 2006, NRCS agrees to pay 50% of allowable costs. Payments to the Agency will not exceed \$xxx in NRCS funding.

2. Provide staff support, data, policy and program based information to assist in accomplishment of the purpose of this agreement.
3. Provide technical information as needed and coordination with the Agency as approved by the STC and as resources allow, including reviews and approvals, meeting participation, and data.
4. Upon receipt of progress reports from the Agency, the NRCS shall promptly review the reports to assure that the requirements of this agreement are being met.
5. The primary program contact for NRCS is:

Person Name  
NRCS  
Address  
Telephone:

**C. IT IS MUTUALLY AGREED THAT:**

1. All persons employed by the Agency for purposes of accomplishing the goals of this agreement shall remain as the Agency's employees while carrying out their duties under this agreement and shall not be considered Federal employees for any purpose. These employees shall not have the protection of the Federal Tort Claims Act if they negligently cause injury or damage to others and will not be covered by the Federal Employees' Compensation Act if they are injured on the job.
2. This agreement is effective the date It is signed by both parties and shall continue in effect for obligation purposes through September 30, year.
3. Nothing shall be construed as obligating the parties to expend or as involving the United States in any contact or other obligation for future payment of money in excess of funds authorized by law and administratively made available. The furnishing of financial and other assistance by NRCS is contingent upon funds appropriated by Congress, made administratively available, or authorized by law.
4. This agreement may be amended at any time as mutually agreed in writing. Modifications within the scope of this agreement shall be by mutual consent of both parties, by the issuance of a written modification, signed by both parties. All modifications, extension, or amendments shall be made prior to the expiration date of this agreement.
5. This agreement may be terminated by either party upon thirty days written notice to the other party. Neither party shall incur further obligations past the date of termination. If the termination is for noncompliance, the Agency may be required to refund any payments made under this agreement by NRCS. If the termination is for the convenience of NRCS, the Agency will be entitled to reimbursement to expenses incurred prior to termination by NRCS. If the Agency elects to terminate this agreement, the Agency will be responsible to refund the NRCS any payments made under this agreement.

6. This agreement may be temporarily suspended by either party if it is determined that corrective action is needed to meet the provisions of this agreement. Further, either party may suspend this agreement when it is evident that a termination is pending.
7. By signing this agreement, the Agency assures the Department of Agriculture that the program or activities provided under this agreement will be conducted in compliance with all Federal civil rights laws, rules, regulations, and policies.
8. Privacy of personal information relating to natural resources conservation programs will be in accordance with Section 1244 Title II of the Farm Security and Rural Investment Act of 2002 (Public Law 107-171, 116 Stat. 235).

Signatories:

**Agency**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**U. S. DEPARTMENT OF AGRICULTURE  
NATURAL RESOURCES CONSERVATION SERVICE**

By: \_\_\_\_\_  
Name

Title: \_\_\_\_\_  
State Conservationist

Date: \_\_\_\_\_

**FUNDS AVAILABLE**

By: \_\_\_\_\_  
Name,

Title: \_\_\_\_\_  
Budget Officer

Date: \_\_\_\_\_

**ATTACHMENT C\* - Plan of Work**  
**Integrated Pest Management Program**  
**Agency Name**

Integrated Pest Management (IPM) is the judicious use and integration of various pest control tactics in the context of the associated environment of the pest in ways that compliment and facilitate the biological and other natural controls of pests to meet economic, public health, and environmental goals. Wherever applicable, IPM uses scouting, pest trapping, pest resistant plant varieties, sanitation, various cultural control methods, physical and mechanical controls, biological controls, and precise timing and application of any needed pesticides. With IPM, the decision to use pesticides is made when an action threshold for a pest is reached and no other alternative management methods are available that will provide effective control. When pesticides are needed, the safest and most effective materials should be selected for use. The goals of IPM are to achieve the effective management of pests in the safest manner. **\*See also Addendum I**

The Agency will provide the following services to Connecticut farmers/growers participating in the Environmental Quality Incentives Program (EQIP):

1. An Agency staff member will initially meet with farmers selected by The Natural Resources Conservation Service (NRCS) to participate in the IPM program of the Environmental Quality Incentives Program (EQIP). During this initial meeting, Agency staff will discuss with the farmer past disease, weed, insect, and other pest problems. Also, notes will be taken about soil practices, crops and varieties that will be grown, and the site locations of the crops. Farmers will be asked to provide past pesticide records.
2. Agency staff will present and discuss with the farmer a set of IPM standards that would need to be implemented. Agency staff will explain the various IPM standards and together with the farmer will produce a plan suitable for the farmer's situation. Agency staff will request that the farmers keep accurate pesticide use records.
3. The Agency will begin IPM training services once the grower and Agency staff agree on a plan. Training services will include education on the identification and monitoring techniques for insect, disease, weed and other pest problems. Appropriate management tools (e.g. biological control, cultural control, physical/mechanical controls, host plant resistance and chemical controls) will be explained to the farmer. When appropriate, instruction on taking soil tests will be included. Agency staff will provide to the farmers educational materials and monitoring tools needed to implement an IPM plan.
4. Agency staff will make timely visits to the farm and provide the following:
  - a. Training in monitoring techniques for disease, weed, insect, and other pest problems and methods of control.
  - b. Instruction on record-keeping of pest abundance, use of pesticides, presence of beneficial organisms, cultural practices, and mechanical procedures.
  - c. Assistance in evaluating control practices.
  - d. Assistance in selection of fences for control of deer, when a crop damage evaluation demonstrates the need.
  - e. Assistance in completing the final report to NRCS.

The Agency will coordinate with NRCS staff on evaluating procedures, record keeping, and interpretation of results. The Agency will complete form SF-270 and submit this form annually to NRCS.

## ATTACHMENT A - SPECIAL PROVISIONS

The Agency agrees to comply with the following special provisions.

### I. Drug-Free Workplace.

By signing this agreement, the Agency is providing the certification set out below. If it is later determined that the Agency knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the NRCS, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFS 1308.11 through 1308.15);

Conviction means a finding of (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacturing, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (I) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirements; consultants or independent contractors not on the grantees' payroll; or employees of sub-recipients or subcontractors in covered workplaces).

Certification:

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an ongoing drug-free awareness program to inform employees about --
    - (1) The danger of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

- (d) Notifying the employee in the statement required by paragraph 9a) that, as a condition of employment under the grant, the employee will --
    - (1) Abide by the terms of the statement; and
    - (2) Notifying the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such a conviction;
  - (e) Notifying NRCS in writing, within ten calendar days after receiving notice under paragraph 9(d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
  - (h) Agencies shall keep the original of all disclosure reports in the official files of the agency.
- B. The Agency may provide a list of the site(s) for the performance of work done in connection with a specific project or other agreement.

**II. Certification Regarding Lobbying (7 CFR 3018) (Applicable if agreement exceeds \$100,000)**

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Agency, to any person for influencing or attempting to influence an officer or employee of an agency, Member of Congress, and officer or employer of Congress, or a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement,



the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- (3) The Agency shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**III. Certification Regarding Debarment, Suspension, and Other Responsibility matters - Primary Covered Transactions, (7 CFR 3017)**

- (1) The Agency certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal has one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the Agency is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this agreement.

**IV. Clean Air and Water Certification (Applicable if agreement exceeds \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA, or is not otherwise exempt.)**

The Agency signatory to this agreement certifies as follows:

- (a) Any facility to be utilized in the performance of this proposed agreement is \_\_\_\_\_, is not \_\_\_\_\_, listed on the Environmental Protection Agency List of Violating Facilities.
- (b) To promptly notify the State or Regional Conservationist prior to the signing of this agreement by NRCS, of the receipt of any communication from the Director, Office of

Federal Activities, U. S. Environmental Protection Agency, indicating that any facility which he/she proposes to use for the performance of the agreement is under consideration to be listed on the Environmental Protection Agency List of Violating Facilities.

- (c) To include substantially this certification, including this subparagraph (c), in every nonexempt sub-agreement.

#### Clean Air and Water Clause

(Applicable only if the agreement exceeds \$100,000, or a facility to be used has been the subject of a conviction under the Clean Air Act (42 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act (33 U.S.C. 1319(c)) and is listed by EPA or the agreement is not otherwise exempt.)

A. The Agency agrees as follows:

- (1) To comply with all the requirements of section 114 of the Clean Air Act as amended (42 U.S.C. 1857, et seq., as amended by Public Law 91-604) and section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251 et. sq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in section 114 and section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued there under before the signing of this agreement by NRCS.
- (2) That no portion of the work required by this agreement will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this agreement was signed by NRCS unless and until the EPA eliminates the name of such facility or facilities from such listing.
- (3) To use their best efforts to comply with clean air standards and clean water standards at the facilities in which the agreement is being performed.
- (4) To insert the substance of the provisions of this clause in any nonexempt sub-agreement, including this subparagraph A. (4).

B. The terms used in this clause have the following meanings:

- (1) The term "Air Act" means the Clean Air Act, as amended (42 U.S.C. 1857 et seq., as amended by Public Law 91-604).
- (2) The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-55).
- (3) The term "clean air standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1857c-5(d)), and approved implementation procedure or plan under section 111(c) or section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-

6(c) or (d)), or an approved implementation procedure under section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

- (4) The term “clean water standards” means any enforceable limitation, control, condition, prohibition, standards, or other requirement which is promulgated pursuant to the Water Act or contained a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by section 402 of the Water Act (33 U.S.C. 1342), or by a local government to ensure compliance with regulations as required by section 307 of the Water Act (3 U.S.C. 1317).
- (5) The term “compliance” means compliance with clean air or water standards. Compliance shall also mean compliance with the scheduled or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or any air or water pollution control issued pursuant thereto.
- (6) The term “facility” means any building, plant, installation, structure, mine, vessel or other floating craft, location or site of operations, owned leased, or supervised by a sponsor, to be utilized in the performance of an agreement or sub-agreement. Where a location or site of operations contains or includes more than one building, plant, installation, or structure, the entire location shall be deemed to be a facility except where the Director, Office of Federal Activities, Environmental Protection Agency, determines that independent facilities are collated in one geographical area.

**V. Assurances and Compliance**

As a condition of the agreement, the recipient assures and certifies that it is in compliance with and will comply in the course of the agreement with all applicable laws, regulations, Executive Orders and other generally applicable requirements, including those set out in 7 CFR 3015, 3016, 3017, 3018, 3019, and 3052 which hereby are incorporated in this agreement by reference, and such other statutory provisions as are specifically set forth herein.

**VI. Examination of Records**

Give the NRCS or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to this agreement. Retain all records related to this agreement for a period of three years after completion of the terms of this agreement in accordance with the applicable OMB Circular.

ATTACHMENT B – Budget

**The following is a budget of expenses associated with providing IPM training to a single grower participating in Year 1 of the Environmental Quality Incentives Program (EQIP).**

Year 1, Agency Staff Salary \$ xxx

This amount supports time spent throughout the growing season training the grower in developing and implementing an IPM program. This includes educating the grower on the identification and monitoring techniques for insect, disease, weed, and other pest problems and explaining appropriate management tools. Time will also be spent assisting the grower in completing the final report to NRCS and evaluating control practices. This amount also covers travel time to and from the grower's site and time spent with record-keeping.

Travel \$ xxx

This amount covers the cost of traveling to and from the grower's site.

Supplies \$ xxx

The Agency will provide the grower educational materials and monitoring tools needed to implement and conduct an IPM plan. This amount covers the cost of producing these materials and purchasing supplies.

Total Cost \$ xxx

**Cost Shared by Agency (50%) \$ xxx**

**Cost Shared by NRCS (50%) \$ xxx**

## ATTACHMENT B – Budget

**The following is a budget of expenses associated with providing IPM training to a single grower participating in Year 2 of the Environmental Quality Incentives Program (EQIP).**

Year 2, Agency Staff Salary \$ xxx

This amount covers time spent throughout the growing season training the grower in the second year of the IPM program developed in Year 1. This includes educating the grower on the identification and monitoring techniques for insect, disease, weed, and other pest problems and explaining appropriate management tools. Time will also be spent assisting the grower in completing the final report to NRCS and evaluating control practices. This amount also covers travel time to and from the grower's site and time spent with record-keeping.

Travel \$ xxx

This amount covers the cost of traveling to and from the grower's site.

Supplies \$ xxx

The Agency will provide the grower educational materials and monitoring tools needed to conduct an IPM plan. This amount covers the cost of producing these materials and purchasing supplies.

Total Cost \$ xxx

**Cost Shared by Agency (50%) \$ xxx**

**Cost Shared by NRCS (50%) \$ xxx**

## ATTACHMENT B – Budget

**The following is a budget of expenses associated with providing IPM training to a single grower participating in Year 3 of the Environmental Quality Incentives Program (EQIP).**

Year 3, Agency Staff Salary \$ xxx

This amount covers time spent throughout the growing season training the grower in the third year of the IPM program developed in Year 1. This includes educating the grower on the identification and monitoring techniques for insect, disease, weed, and other pest problems and explaining appropriate management tools. Time will also be spent assisting the grower in completing the final report to NRCS and evaluating control practices. This amount also covers travel time to and from the grower's site and time spent with record-keeping.

Travel \$ xxx

This amount covers the cost of traveling to and from the grower's site.

Supplies \$ xxx

The Agency will provide the grower educational materials and monitoring tools needed to conduct an IPM plan. This amount covers the cost of producing these materials and purchasing supplies.

Total Cost \$ xxx

**Cost Shared by Agency (50%) \$ xxx**

**Cost Shared by NRCS (50%) \$ xxx**

## **Addendum I to Attachment “C”**

*(Purpose: To Clarify Attachment “C” – ‘Plan of Work’ – to cover the intent of the program as a 3 year process and to spell out the requirements in Agreement Item No. A. 4 – “Progress Reporting”.)*

### **Year 1      Action items:**

1. Each participating farmer to have a completed pre-season survey of weed, insect, disease or other pest management strategies used in the previous year and interview by a trained IPM specialist. The survey is to be delivered to NRCS.
2. Carry out periodic farm visits by a trained IPM specialist for scouting, monitoring and training the farmer in use of IPM practices and alternative tools. Provide records of farms visits (dates and hours) to be delivered to NRCS.
3. Assure IPM record keeping system for each farm and training of farmer in using the record keeping system. Deliver copy of records to NRCS. Coordinate and review with NRCS staff information regarding adequacy of record keeping systems.
4. Complete the performance Report section of the CCC-1245 form for the farmer at the end of the crop season; if the farmer adequately carried out his or her responsibilities for the IPM program, deliver signed form to NRCS.

### **Year 2      Action items:**

1. Develop, review, update as necessary and/or appropriate, individual IPM plans and hold meeting by a trained IPM specialist on each plan. Deliver to both the farmer and NRCS. *Note:* Written IPM plans and specifications including sketches and drawings shall be provided to the clients. Plans should adequately describe the requirements to install the practice and obtain necessary permits. Plans and specifications shall be developed in accordance with the requirements of conservation practice standard Pest Management (Code 595). Identification of targeted species, control methods (e.g. biological, cultural, chemical, mechanical), and documentation of needed operation and maintenance should be included in the plan.
2. Conduct periodic farm visits by a trained IPM specialist for scouting, monitoring and training the farmer in use of IPM practices and alternative tools. Records of farms visits (dates and hours) to be delivered to NRCS.
3. Monitor and assure IPM record keeping system with updates as needed and provide continued training in using it as necessary. Records to be delivered to NRCS.
4. Complete the performance Report section of the CCC-1245 form for the farmer at the end of the crop season; if the farmer adequately carried out his or her responsibilities for the IPM program, the signed form to be delivered to NRCS.

### **Year 3      Action items:**

1. Provide IPM plan updates as needed and any additional training that may be required by a trained IPM specialist for each plan as necessary. Deliver plan updates to NRCS
2. Continue periodic farm visits by a trained IPM specialist for scouting, monitoring and on-going training for the farmer in use of IPM practices and alternative tools. Records of farm visits (minimum of 1 visit per farm) with list of dates and hours to be delivered to NRCS.
3. Assure IPM record keeping system updates as needed and continued training in using plan and system as necessary. Deliver updates and records to NRCS.
4. Complete the performance Report section of the CCC-1245 form for the farmer at the end of the crop season. If the farmer adequately carried out his or her responsibilities for the IPM program, assure the signed form is delivered to NRCS.

**Addendum I to Attachment “C”**

*(Purpose: To Clarify Attachment “C” – ‘Plan of Work’ – to cover the intent of the program as a 3 year process and to spell out the requirements in Agreement Item No. A. 4 – “Progress Reporting”.)*