

Timeline for Getting Conservation on the Land

Lake and River Enhancement (LARE) Program

IDNR Division of Fish & Wildlife

Please note that this general timeline is a multi-year process.

1. **August – October, First Year: Determine SWCD Interest**

The Soil and Water Conservation District (SWCD) discusses plans with the Program Specialist to submit an application for a “Watershed Diagnostic Study.” The Program Specialist notifies a LARE Biologist of SWCD interest.

Background information for the preapplication includes:

- a) Identify several subwatersheds that are of interest to the SWCD for potential watershed land treatment (usually totaling not more than 50,000 acres).
- b) Determine the number of sampling sites (usually one site at the mouth of each subwatershed, a few sites on the mainstem, and one reference site, totaling up to 10 sites).
- c) Copy of a map showing outline of the subwatersheds and tentative sampling sites.
- d) Calculate total acreage in the subwatersheds.

2. **November – December, First Year: Determine the Grant Request Amount**

Obtain a listing of approved consulting firms from LARE staff. Send a letter to several firms with the map and total acreage asking them to give a round figure estimate (to the nearest several thousand) to estimate the total grant amount to request from the LARE program. *The firms do not need to provide itemized bids at this time.* Seek at least three estimates.

3. **January 15, Second Year: Deadline for Submitting Application**

Submit the application with the subwatersheds identified, outlined on a map, total acreage of the project area, and all estimates attached (example available).

4. **February – June, Second Year : Finalization of Application for Funding**

LARE staff will review the application to determine if additional information or clarification is needed and will use the estimates to determine the actual grant amount that will be requested. Obtaining several accurate estimates from contractors will ensure that the project is not accidentally underfunded. *The SWCD will be expected to commit to 10 percent of the total grant amount as a cash match, with an option to contribute half (5%) as in-kind services.* In-kind service matches must be negotiated as part of the contracting process. The cash match will be due at the end of the project (approximately 18 months).

5. **July, Second Year: Determination of Grant Awards**

- a) The Department of Natural Resources awards funding to selected projects.
- b) If awarded, the funding becomes immediately available.

- 6. July – October, Second Year: Request for Proposals and Selection of Consultants**
- a) The SWCD sends a *letter of inquiry* to potential consultants requesting response within two weeks, seeking interest in submitting an itemized bid (example available).
 - b) LARE staff assists the SWCD in preparing a scope of services for the project. The SWCD sends the *diagnostic study scope of services* to each consultant that indicated an interest in submitting a bid (example available). The SWCD must provide documentation to LARE staff indicating that the Request for Proposals (RFP) was sent to at least three consultants.
 - c) The SWCD reviews itemized bids received from the consultants. The LARE biologist reviews the bids for technical qualifications and notifies the SWCD if there are deficiencies in the proposals.
 - d) The SWCD may invite selected consultants for interviews in the SWCD office. LARE staff offers assistance in evaluating prospects. Concerns related to monitoring or other technical aspects of the project may be referred to LARE staff.
 - e) The SWCD selects a consultant. The consultant sends a draft contract for services to the SWCD office with a copy to the LARE program office in Indianapolis. The LARE staff reviews the contract to ensure that all technical aspects are included in the contract and notifies the SWCD of any deficiencies. The total number of sampling sites must be determined prior to finalizing the contract.
 - f) The SWCD signs the contract with the consultant and sends a signed copy to the LARE program office.
- 7. November, Second Year – November, Third Year: Consultant Conducts the Study (timing varies)**
- a) Monthly progress reports are submitted by the consultant to the SWCD and the LARE biologist.
 - b) As the SWCD office receives invoices, they delegate an SWCD Supervisor to document acceptable work completion by signing the invoice and forwarding the invoice to the LARE biologist for processing state payment. Payment is made by electronic deposit of funds to the SWCD's depository. The SWCD is responsible for paying the contractor.
 - c) November, Second Year -April, Third Year: SWCD staff assists the consultant in obtaining maps, discussing land use issues, and selecting sampling sites for monitoring. The LARE biologist must be consulted when selecting monitoring sites.
 - d) May-September of Third Year: Land use inventories are completed.
 - e) May, Third Year: Storm flow chemical tests are completed.
 - f) August, Third Year: Low flow chemical, biological, and habitat assessments are completed.
 - g) October-November, Third Year: Draft document is prepared by the consultant and reviewed by the SWCD, LARE biologist and Program Specialist, local NRCS, and other appropriate reviewers.
 - h) December, Third Year-January, Fourth Year: Final document is submitted. The final 15 percent of the state cost-share, along with the SWCD's cost-share, is held until the final report is approved by the Department of Natural Resources.
- 8. November – December Third Year: Select Subwatershed for Watershed Land Treatment (WLT)**
- The SWCD discusses plans with the LARE Program Specialist to submit an application for a "Watershed Land Treatment" project (WLT) based on the prioritization in the draft Watershed Diagnostic Study. A series of one or more prioritized subwatersheds may be

submitted for WLT projects based on a single Watershed Diagnostic Study each year. The LARE Program Specialist notifies the LARE staff of SWCD's interest.

Background information for the WLT application includes:

- a) Identification of priority subwatershed(s) for watershed land treatment.
- b) Copy of a map showing outline of the subwatershed(s).
- c) Total acreage in the subwatershed(s).
- d) Determination of the extent of Best Management Practices (BMPs) to be applied in the sub-watershed. Select the appropriate BMPs from the approved list of practices for LARE WLT projects.

9. November – December Third Year: Determine the WLT Grant Request Amount

The SWCD prepares a request for WLT funding, based on information in the Watershed Diagnostic Study and with input from the LARE Program Specialist (example available).

10. January 15, Fourth Year: Deadline for Submitting Applications

Submit the application with the priority subwatershed(s) identified, outlined on a map, total acreage of the project area, and grant amount requested (example available).

11. February – May, Fourth Year: Finalization of Application for Funding

The LARE Program Specialist will review the application to determine if additional information or clarification is needed and will determine the actual grant amount that will be requested from the Department of Natural Resources.

12. July, Fourth Year: Determination of Grant Awards

- a) The Department of Natural Resources awards funding to selected projects.
- b) If awarded, the funding becomes immediately available.

13. July, Fourth Year to Project Termination (usually 3-5 years): WLT Practices are Installed

14. January 15 to Project Termination: Deadline for Submitting Applications

The SWCD must resubmit a WLT application each year until implementation is completed. The SWCD should consult with the LARE Program Specialist in December to determine the appropriate level of funding to request the following January.

Questions? Please contact a member of the LARE Staff:

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