

**Conservation Programs Division
Watershed Operation and Maintenance
Standard Operating Procedure (SOP)
Requesting O&M Technical and Financial Assistance**

1. General

The purpose of this SOP is to provide clarification and guidance to conservation districts requesting watershed operation and maintenance (O&M) assistance from the Conservation Commission (Commission). This SOP outlines the necessary steps to request assistance and standardizes the documentation forwarded to the Conservation Programs Division (CPD) for review and approval. All forms referred to in this document can be found under District Resources, Forms for Conservation Districts on the Commission website. The name of all forms will be highlighted in **blue** when referenced throughout this document.

2. Prioritize O&M Work

Prioritizing O&M work starts with a good **Watershed Structure Inspection Report (OK-PDM3)**. Conservation districts, using their dam inspections, develop a **Watershed Dam Actions Needed Plan (OCC-8G - WDANPlan)**. The Actions Needed section of the **OK-PDM3** is where the data and information needed to develop a **WDANPlan** can be found.

Questions to consider when prioritizing O&M work:

- ▶ Is it high priority (next 3 months) or low priority (next 12 months)?
- ▶ Does the district need technical assistance from NRCS? Does an engineer need to evaluate the problem?
- ▶ Has the district requested a NRCS site visit/trip report?
- ▶ Is this something that the OCC Dam Maintenance Team (DMT) can assist the district with?
- ▶ How much will it cost to do the O&M work?
- ▶ Does the district need financial assistance to perform the O&M work?

3. Submitting a Watershed O&M Request for Assistance (OCC-8H)

All O&M requests for assistance must be submitted using the **OCC-8H** form. When a request is in response to a NRCS trip report a copy of the trip report must be submitted with the **OCC-8H**. Requests fall into five categories.

- ▶ Category 1 – OCC DMT assistance
- ▶ Category 2 – no NRCS trip report, estimated cost less than \$50,000
- ▶ Category 3 – NRCS trip report, estimated cost less than \$50,000
- ▶ Category 4 – no NRCS engineering design/bid package, estimated cost exceeds \$50,000, requires the district to obtain three written bids
- ▶ Category 5 – NRCS trip report with or without an engineering design/bid package, estimate cost exceeds \$50,000, requires the district to obtain three written bids

Tips for correctly completing an **OCC-8H**:

- ▶ One dam per line
- ▶ Include a brief description of the proposed work.

- ▶ Include an estimated cost for each dam.
- ▶ Enter 'multiple dams' as the watershed if your request is for supplies/materials that will be used for multiple dams. For example:
 - chemicals (when you will be doing the spraying)
 - wire and T-posts (when you will be doing the fence repair)
- ▶ If your request is for funding to contract out spraying multiple dams, each dam must be listed separately with an estimated cost per dam.

The Commission recommends that all O&M assistance requests be reviewed with the District Board prior to being submitting to CPD. The district will be notified by email if approved. Categories 4 and 5 requests will be provided a SOP for obtaining written bids on projects at the time of approval.

4. Receive Approval from Commission

The district will be notified by email if approved.

5. Complete O&M Work

The district is responsible for completing all approved O&M projects within the specified time.

6. Submit a Claim ([OSF 3 Claim Form](#))

- ▶ Use the [Reimbursement Claim Checklist](#) as a guide.
- ▶ All O&M must be on a separate claim form.
- ▶ Multiple O&M projects can be claimed on the same claim form.
- ▶ O&M is item code 96.

7. Document Completed O&M Work

- ▶ Document all O&M performed on each dam in the district watershed files.
- ▶ If O&M was performed based on a NRCS trip report the district must report the work completed and cost to the NRCS State Conservation Engineer.