1.0 PURPOSE AND SCOPE

1.1 Purpose. The purpose of this procedure is to describe how to conduct an initial site visit for a potential restoration project. This procedure is a sub-process of IMP.PRO.02.01.01, Identify and Approach Landowners.

1.2 Scope. This procedure applies to any potential land acquisition for restoration projects. Sometimes it is conducted by an on-call firm in the context of Phase IV of a Local Watershed Planning effort. (See PLN.PRO.03.01.02.)

1.3 Participants. This procedure applies to the following personnel:

- EEP Implementation Supervisor
- EEP Project Manager (PM)
- Landowner
- Partner Agencies: Natural Resources Conservation Service (NRCS), Soil and Water Conservation District (SWCD), other agencies working with Landowners.
- EEP Project Review Committee
- EEP Phase IV Local Watershed Planning Team
- On-Call Firm

2.0 PROCEDURE STEPS

2.1 Receive information. The Implementation Supervisor receives information about the site from Partner agencies, a Landowner or EEP staff. Or, the Planning Team driving a Phase IV Local Watershed Planning effort identifies a potential site. If this is the case, go to Step 3.

2.2 Set priority and assign Project Manager. The Implementation Supervisor determines the site's priority based on the Operational Strategic Plan's goals for the cataloging unit (CU). As appropriate, the Supervisor assigns a Project Manager to conduct an Initial Assessment. Go to Step 4.

2.3 Decide Who Should Conduct Assessment. The Phase IV Team decides whether the team's PM or an On-Call Firm should conduct the Initial Site Assessment.

2.4 Research Site. The PM or On-Call Firm collects background information on the site, including maps, legal description of the parcel, hydrologic and soil data, aerial photographs and FEMA floodplain data.

2.5 Contact Landowner. The PM or On-Call Firm contacts the Landowner to gather additional information, introduce them to the EEP Program and obtain permission to visit the site.

2.6 Visit site. The PM or On-Call Firm visits the site, takes photographs and assesses the site as required by the "Initial Site Evaluation Form." The Landowner may or may not attend the visit, but the Assessor will need to talk with the Landowner to complete the Initial Site Evaluation Form.

2.7 Enter Data into PTS. The PM enters the site information into the Project Tracking System (PTS) and SiteFinder (GIS). See IMP.PRO.02.01.04, Site Name Guidance, regarding naming conventions.

2.8 Assess site. The PM / Phase IV LWP Team makes an initial determination on the site's feasibility for restoration, and assembles a package of information for the Project Review Committee.

2.9 Process Complete. Go to IMP.PRO.02.01.05, Project Review Committee Coordination.

3.0 RESPONSIBILITIES AND AUTHORITIES

The Implementation Supervisor is ultimately responsible for this process and procedure.

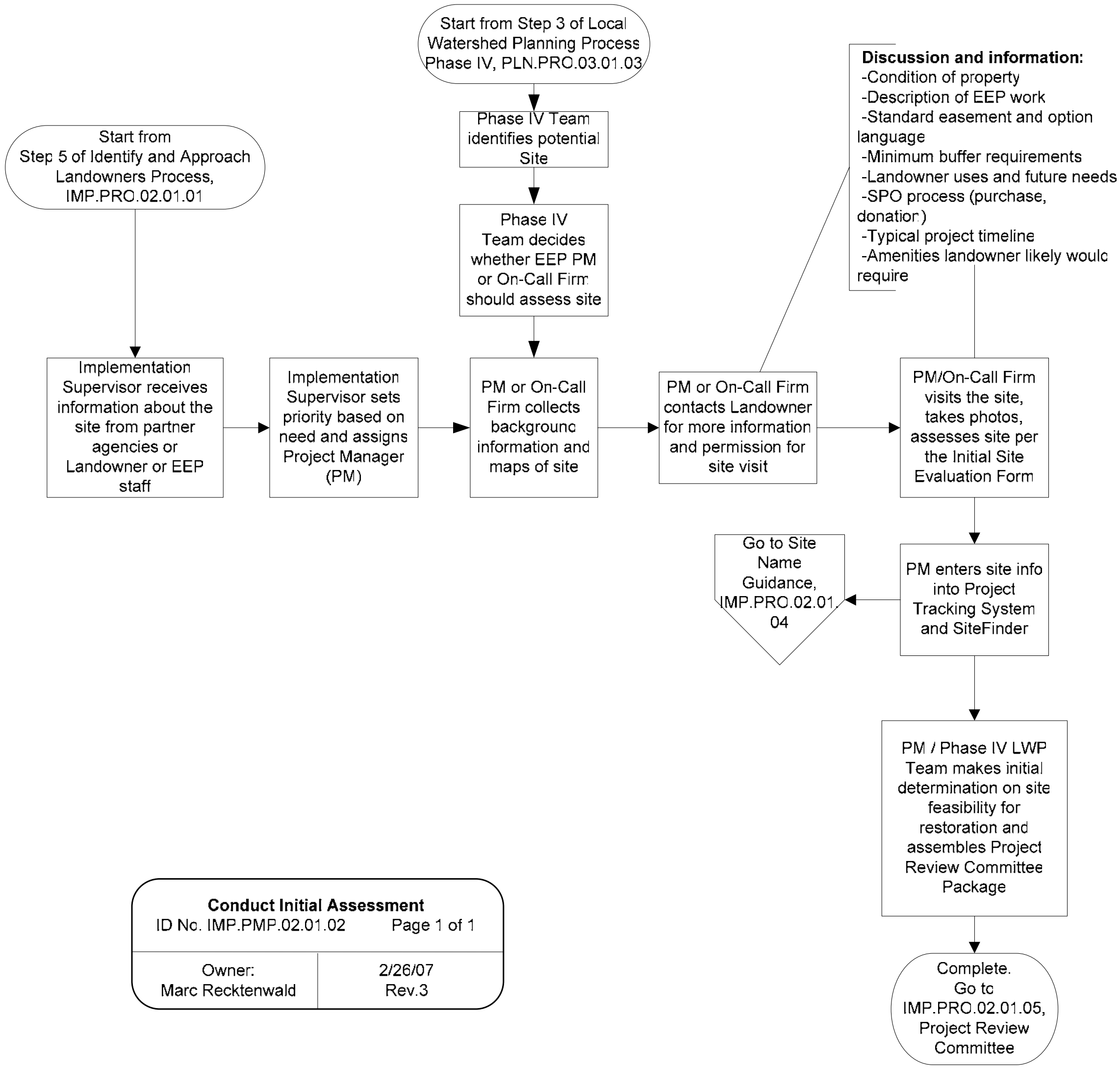
Table 1. Initial Assessment Responsibilities and Authorities

Step #	Procedure Step	Implementation Supervisor	Project Manager	Landowner	Partner Agencies	Project Review Committee	Phase IV Local Watershed Planning Team	On-Call Firm
1	Receive information	S			P		P	
2	Set priority and assign PM	P	N					
3	Decide who should conduct assessment						P	
4	Research site		P	A				P
5	Contact landowner		P	N				P
6	Visit Site		P	A				P
7	Enter data into Project Tracking System and SiteFinder		P					
8	Assess site, assemble package	RA	P			S	P	
9	Process complete. Go to IMP.PRO.02.01.05, Project Review Committee Coordination		P				P	

Legend:

P = **P**rimary responsibility
A = **A**ssist
RI = **R**eview to provide **I**nput
RA = **R**eview and **A**pprove
N = **N**otify
S = **S**ubmit final output to this person

4.0 PROCEDURE FLOW DIAGRAM



5.0 REFERENCES

None.

6.0 FORMS

[Initial Site Evaluation Form]