

SOP FOR VARTF PROJECTS

Submittal of Projects for Pre-application Review (OPTIONAL):

1. TNC may request a pre-application review of projects during the co-chairs conference call (CCC). TNC must submit the following information one week prior to the CCC:
 - a. A short summary of the proposed project.
 - b. A location map of the proposed project site.
2. Input and comments from the COE and VDEQ chairs will be provided during the CCC and the substance of those comments will be captured in the CCC meeting minutes.

I. Submittal of Projects for Draft Prospectus Review (REQUIRED):

1. When TNC is requesting draft prospectus review from the IRT, TNC must provide the following information to the IRT (via RIBITS) no less than two weeks prior to the IRT meeting:
 - a. A completed VARTF Offsite Mitigation Checklist (Appendix B)
 - b. A draft proposal that has been completed in accordance with Appendix A of this document.
 - c. An estimated budget.
2. Input and comments from the IRT will be provided to TNC at the IRT meeting and the substance of those comments will be captured in the IRT meeting minutes.
3. TNC will send a Doodle Poll to schedule a site visit, if one is requested by the IRT.

II. Submittal of a Project Proposal (REQUIRED):

1. When TNC has decided to move forward with a project, TNC must provide the following information to the IRT no less than two weeks prior to the IRT meeting (exceptions may be made for projects that have been reviewed through the draft prospectus process):
 - a. A completed TNC Offsite Mitigation Checklist
 - b. A completed “Norfolk District Prospectus Checklist”
 - d. A proposed budget that has been completed in accordance with Appendix A of this document.
 - e. A completed DHR coordination package that has been completed in accordance with Appendix A of this document.
 - f. A completed T/E coordination package that has been completed in accordance with Appendix A of this document.
2. Upon completion of the COE chair’s 30 day review TNC will correct any deficiencies that are identified, by the IRT or TNC, in the prospectus. The COE’s 30 day review starts at the date of IRT meeting.
3. Within 15 days from the COE chair’s determination that the project proposal is complete, the COE chair will move forward with a 30 public notice.
4. Upon receipt of a complete project proposal AND a complete DHR coordination package the COE chair will initiate coordination with the DHR.
5. Within 15 days of the public notice suspense date the COE chair will forward all comments received to the IRT and TNC.

6. Within 30 days of the public notice suspense date, the COE chair will provide TNC an “Initial Evaluation Letter” (IEL). The “IEL “ will provide TNC with one of the following:
 - a. A recommendation of approval to move forward with development of the site development plan AND approval of all/portion of the proposed budget.
OR
 - b. A recommendation of approval with changes to the original proposal. (Once all outstanding issues are resolved an official decision on how to proceed will be provided by the COE chair)
OR
 - c. A recommendation that the project not move forward.

III. Submitting a Draft “Site Development Plan” (SDP):

1. When submitting the Draft SDP TNC must include the following (via RIBITS):
 - a. Final estimated budget
 - b. Confirmed delineation
 - c. Red-lined Draft SDP (Appendix D)
2. Upon completion of the COE’s 30 day review and determination of the Draft SDP completeness the COE chair will provide TNC with one of the following:
 - a. A request for additional information.
 - b. Notification that the Draft SDP is complete.
3. Upon the COE chair’s receipt of a complete SDP the COE chair will forward the SDP to the IRT for a 35-day comment period. Upon completion of the 35-day comment period the COE chair will provide the following:
 - a. TNC with copies of any outstanding comments or recommendations that need to be addressed.
OR
 - b. A 15 day notification, to the IRT, of the COE chair’s intent to approve or deny the project.
4. Upon completion of the IRT’s 15 day review the COE chair will provide TNC of the following:
 - a. Notification that a member of the IRT has requested to enter the dispute resolution process.
OR
 - b. Notification that the SDP has been forward on for signature.
5. Upon TNC’s receipt of a signed SDP TNC, must load it and any supporting documents into the appropriate RIBITS project folder.

Additional Funds Requests Submitted prior to SDP approval:

1. When TNC determines that additional funds are required for a project TNC must:
 - a. Post a revised budget, brief description of the need for additional funds and project map (revised is applicable) on RIBITS.
 - b. Email the VDEQ and COE chairs that the additional funds request has been posted in RIBITS and its location.

2. If determined necessary, by the chairs, the COE chair will forward the request to the IRT for a 15 day review and comment period.
3. Upon completion of the IRT's 15 day comment period the COE chair will provide TNC with the following:
 - a. Notification of comments received and/or a request for additional information.
 - b. Notification that the chairs are in acceptance of the proposed budget revisions and that the project may continue to move forward with the next step in the review process.

Additional Funds Requests Submitted after SDP approval:

I. If the additional funds request is **NOT an increase in excess of 10% from the final budget approved in the signed SDP.**

1. If the additional funds request is **NOT** an increase in excess of 10% from the final budget that was approved in the signed SDP, TNC will:
 - a. Post the revised budget in RIBITS
 - b. Notify the VDEQ and COE chairs that a revised budget has been requested.
 - c. Place the project on the next CCC.
2. Upon completion of the COE and VDEQ chair's review the COE chair will notify TNC of the following:
 - a. The additional funds request has been approved. A copy of the approval and revised budget request will be forward to the IRT for their records.

OR

 - b. The additional fund request has been forwarded to the IRT for a 30 day review and comment period.
 - 1) Upon completion of the IRT's 30 day review the COE chair will forward all comments to the TNC.
 - 2) Once all outstanding issues are resolved the COE chair will provide an official decision, typically within 45 days, on how to proceed.

II. If the additional funds request **IS an increase in excess of 10% from the final budget approved in the signed SDP.**

1. If the additional funds request **IS** an increase in excess of 10% from the final budget that was approved in the signed SDP, TNC will:
 - a. Post the revised budget in RIBITS
 - b. Notify the VDEQ and COE chairs that a revised budget has been requested.
 - c. Place the project on the next CCC.
2. Upon completion of the COE chair's review the COE chair will forward the additional funds request to the IRT a 30 day review and comment period.
3. Upon completion of the IRT's 30 day suspense date the COE chair will forward all comments to the TNC.
4. Once all outstanding issues are resolved the COE chair will provide an official decision, typically within 45 days, on how to proceed.

Jurisdictional Determination (JD) Request for SDP Submittal:

1. TNC will submit a complete JD report and data sheets to the COE chair for assignment. The delineation must be completed in accordance with the Corp's 1987 Wetland Delineation Manual and any applicable Regional Supplements to the Corps of Engineers Wetland Delineation Manual.
2. Upon receipt of a complete JD request the COE chair will forward the request on to the appropriate territory or chief for assignment. The COE chair will notify TNC when a COE PM has been assigned.
3. TNC will communicate directly with the COE PM and will include a copy of the approved delineation map and confirmation letter in the draft SDP submittal.

Jurisdictional Determination Request for Credit Release:

1. TNC will submit a completed jurisdiction delineation JD report and data sheets to the COE chair for assignment. The delineation must be completed in accordance with the Corp's 1987 Wetland Delineation Manual and any applicable Regional Supplements to the Corps of Engineers Wetland Delineation Manual.
2. Upon receipt of a complete JD request the COE chair will forward the request on to the appropriate territory or chief for assignment. The COE chair will notify TNC when a COE PM has been assigned.
3. TNC will communicate directly with the COE PM and will include a copy of the approved delineation map and confirmation letter in the credit release request.

Annual Mitigation Site Monitoring Reports:

1. TNC will upload a copy of the report into RIBITS and notify the COE and VDEQ chairs that it has been posted and its location.
2. Upon receipt of the monitoring report the COE chair will forward the request on to the appropriate territory or chief for assignment. The COE chair will notify TNC when a COE PM has been assigned.
3. The COE chair will coordinate the monitoring report with the IRT for a 90 day review and comment period. If a site visit is requested TNC will submit a Doodle Poll request to the IRT and COE PM.
4. Upon completion of the IRT's 90 day review period the COE chair will provide the TNC with comments received and any required changes.

Annual Mitigation Site Monitoring Reports with a Credit Release Request:

1. TNC will upload a copy of the report into RIBITS and notify the COE and VDEQ chairs that it has been posted and its location.
2. Upon receipt of the monitoring report the COE chair will forward the request on to the appropriate territory or chief for assignment. The COE chair will notify TNC when a COE PM has been assigned.
3. TNC will submit a Doodle Poll request for a site visit to the IRT and COE PM.
4. Upon completion of the site visit the IRT will have 15 days to comment on the credit release request and monitoring report.

5. Within 30 days of the completion of the IRT's review period the COE chair will provide TNC with ONE of the following:
 - a. Approval of the credit release as requested.
 - b. Approval of a revised credit release and explanation of the revised totals.
 - c. An additional information request and/or notification (with explanation) that credits cannot be released at the present time.

CREDIT RELEASE REQUEST

1. TNC will post the credit release request in RIBITS and send a Doodle Poll requesting a site visit to the IRT.
2. Upon receipt of the credit release request and Doodle Poll request the COE chair will forward to the appropriate COE PM.
3. TNC will communicate directly with the COE PM, and copy the COE chair, regarding scheduling and comments received during the site visit.
4. Upon completion of the site visit the IRT will have 15 days to comment on the credit release request and monitoring report.
5. Within 30 days of the completion of the IRT's review period the COE chair will provide TNC with ONE of the following:
 - a. Approval of the credit release as requested.
 - b. Approval of a revised credit release and explanation of the revised totals.
 - c. An additional information request and/or notification (with explanation) that credits cannot be released at the present time.

As-Built Survey for Credit Release

1. TNC will upload a copy of the as-built into RIBITS and notify the COE and VDEQ chairs that it has been posted and its location.
2. TNC will submit a Doodle Request for a site visit if requested by the COE or VDEQ chair.
3. Upon completion of the site visit or COE chair coordination the IRT will have 15 days to comment on the credit release request and as-built.
4. Within 30 days of the completion of the IRT's review period the COE chair will provide TNC with ONE of the following:
 - a. Approval of the credit release as requested.
 - b. Approval of a revised credit release and explanation of the revised totals.
 - c. An additional information request and/or notification (with explanation) that credits cannot be released at the present time.

As-Built Survey

1. TNC will upload a copy of the as-built into RIBITS and notify the COE and VDEQ chairs that it has been posted and its location.

2. The COE chair will coordinate the as-built with the IRT for a 90 day review and comment period.
3. Upon completion of the IRT's review period the COE chair will provide TNC with comments received and any required changes.

APPENDIX A

A DRAFT PROJECT PROPOSAL must include all of the following:

1. Vicinity map
2. Description of the work proposed
3. DSS map
4. Description of eminent threats to property
5. Potential crediting (wetland vs. stream) and (tidal vs. non-tidal)
6. Updated watershed liability
7. Description of the current property owner
8. Discussion whether TNC will be purchasing the land or just easements
9. Brief description of current site conditions
10. Proposed Geographic Service Area

A COMPLETE BUDGET (for estimated and final budget submittals) must include all of the following (when applicable):

- | | |
|----------------------------------|---|
| 1. Long-term management | 10. Closing fees |
| 2. Monitoring and Maintenance | 11. Stewardship startup costs |
| 3. Catastrophic Fund | 12. Stewardship endowment |
| 4. Purchase costs | 13. Delineation cost |
| 5. Legal expenses | 14. Travel cost |
| 6. Environmental Assessment Form | 15. Historic/Cultural resource survey costs |
| 7. Survey | 16. Design and construction costs |
| 8. Appraisal | 17. Other |
| 9. Title search and insurance | |

A COMPLETE DHR COORDINATION PACKAGE must include all of the following:

1. A vicinity map with the project boundaries clearly marked
2. A DSS map
3. A copy of the DSS printouts for all known resources
4. A completed DHR coordination form (Appendix E)
5. A copy of any completed surveys

A COMPLETE FEDERAL T/E COORDINATION PACKAGE must include the following:

1. A review of the USFWS IPAC system: <http://ecos.fws.gov/ipac>
2. A completed Species Conclusion Table (Appendix F)

EXAMPLES OF ITEMS APPROPRIATE FOR CCC:	EXAMPLES OF ITEMS THAT MUST GO TO THE IRT FOR REVIEW:	EXAMPLES OF ITEMS THAT REQUIRE A NEW PUBLIC NOTICE
Request for recommendations on formats, submittal requirements, etc.	Additional funds increase requests (in excess of 10% of the final budget in the signed SDP) or when determined necessary by the Co-chairs	Any items the DE determines significant enough to warrant a modification
Additional Funds increase requests not in excess of 10% of the final budget in the signed SDP	Site Development Plan approvals and revisions	Additional crediting requests
Reviewing responses to public comments	Crediting revisions	Changes in crediting (i.e wetland to streams)
Project status updates	Monitoring plan approvals and revisions	Additional acreage added
Site visit requests/updates	Monitoring report approvals	Additional parcels/sites added
Project assignment updates	Prospectus reviews	
USM form questions	Credit release requests	
VARTF process questions	Project closure request	
Section 106 review updates	Final design plans	
Permitting issues	As-built surveys	

OTHER NOTES

** Project information must be posted in RIBITS no less than two weeks prior to the IRT meeting or the project will be removed from the IRT agenda.

**TNC will include a list of proposed IRT agenda items at the co-chairs conference call.

**An agenda must be received no less than one week in advance of our COE/DEQ/VDHR CCC or the CCC will be cancelled.

**Minutes from the previous COE/DEQ/VDHR CCC must be received no less than one week prior to subsequent COE/DEQ/VDHR CCC or the CCC will be cancelled

**All project coordination should be done through RIBITS. Documents should not be sent via email. Call agendas and meeting minutes should be distributed via email.

**For draft and complete project proposal review, the IRT's review period for comments begins the day of the IRT meeting not when the information is posted in RIBITS.

**Jurisdictional determination requests will typically be confirmed within 3 months from the COE PM's receipt of a complete JD package.

**The TNC is responsible for ensuring that all appropriate federal and state permits are obtained prior to the commencement of onsite construction.

**When submitting a joint permit application clear mark it "VARTF project to be assigned to Anna Lawston at the COE and Bettina Sullivan at the VDEQ".

**A complete joint permit application must include all pages for tidal impacts, non-tidal impacts or both (when applicable).

RIBITS ACCESS AND DATA ENTRY

1. Current Access permissions:
 - a. Chris, Jovan and Diane: can review documents, upload documents
 - b. Karen and Suzy: upload documents, upload credit releases, upload credit withdrawals from project sites, upload shapefiles, make ledger revisions, make documents visible to the public
2. All information must be submitted in project specific folders. No more using the VARTF proposed project folder.
3. As soon as project is in concept the project should be given a number and sent to Anna to create a folder.
 - a. TNC and Corps will use agreed upon naming convention.
 - i. Project number – TNC priority area (ex. LJ-14)
4. For all “OPEN” project the following information needs to be entered/uploaded:
 - a. Approved Site Development Plans
 - b. Approved monitoring plans
 - c. Vicinity maps
 - d. Conservation easements
 - e. Project approval documents
 - f. Credit releases
 - g. Approved Final Budget or Budget Revisions
5. For all “CLOSED” projects a close date must be entered
6. For all “WITHDRAWN” projects a lat/long is needed
7. Quarterly Advance Credit ledgers must be provided to Anna for uploading.

APPENDIX B

APPENDIX C

APPENDIX D

APPENDIX E

APPENDIX F