IRVM Plan Outline for Counties, State Agencies and Cities Over 10,000 in Population

I.   **Preface** *(Required) This topic is intended to be a basic introduction to the plan and its contents.*

    A.   **Update/Version** *Provide the date this plan was adopted by your agency and which version this plan represents.*

    B.   **Contributors to the Plan** *List or describe who was involved in the creation of the document.*

    C.   **Table of Contents** *Orients the reader to where different topics of the plan can be found.*

II.   **Executive Program elements** *(Required) This topic provides an overarching view of your IRVM program.*

    A.   **Goals** *Identify the goals for your County or City IRVM program plans to achieve.*

    B.   **Program History** *Describes when your IRVM Program was founded, for what reasons and how it has changed over time.*

    C.   **IRVM Decision Making Process** *Describe who makes what decisions relating to IRVM issues; who decides what gets done and when (relating to budget, equipment needs, grants, etc.).*

    D.   **Executive Summary** *A short synopsis (no more than 2 pages) of this IRVM plan that summarizes the document's contents.*

    E.   **Area Map** *A road map of the County or City, including pertinent information about the jurisdiction's work areas.*

    F.   **Program Type** *Describes what department within your County or City that the IRVM program is housed (e.g. in Secondary Roads, County Conservation, an Independent Department, Public Works or Storm Water Commission).*

III.   **Jurisdictional Recognition and Approval** *(Required) This topic identifies who has authority for various IRVM activities as well as the State, County or City codes, ordinances or permits that pertain to IRVM in your jurisdiction.*

    A.   **Management** *Describes who is involved in managing the IRVM program and the duties those managers have.*

    B.   **Board of Supervisors/City Council** *Outlines the role that Supervisors play in overseeing IRVM programs (e.g. budgetary, personnel, etc.) as well as documents their formal acceptance of IRVM in the County or City.*

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       1.   Examples: Statement of support

       2.   Resolutions *(Optional)*

C.   **Iowa Code and Administrative Rules-State Laws and Regulations**
Reference the laws and regulations that govern your IRVM program (use website urls or document citations rather than the entire law or regulation so that updates or changes don't require untimely changes to the plan).

       1.   Examples: Chapter 314 LRTF, IRVM, Mowing, Weeds, Chapter 317, Chapter x *(References rather than entire code sections).*

D.   **Local Laws and Regulations** *References the local laws and regulations that govern your IRVM program (use website urls or document citations rather than the entire law or regulation so that updates or changes don't require untimely changes to the plan).*

       1.   Examples: Mowing Laws, Herbicide Spraying Laws, Species Threatened, Endangered and of Special or Regional Concern, Introduced, Invasive, and Noxious Plants, Violations and Enforcement [as directed by the Jurisdiction (all laws and Regulations)], Encroachment, Snow and Ice Control or Winter Maintenance Operations, Removal of Obstructions in the ROW, etc.

E.   **Permitting** *Describes the permit process and references permit forms or examples which may be included in the appendix.*

       1.   Examples: Work in the Right of Way, No Spray, Seed/Plant Collection, Utility Access (included in the appendices).

F.   Obstructions, nuisance and enforcement (Examples: Chapter 318.3)

       1.   Policy

       2.   Inspection and notification

       3.   Repercussions

IV.   **Program Organizational Structure** *(Required) This topic details the present organizational structure of the IRVM program and identifies current and potential future needs for those staff.*

A.   **Staff Organization Chart** *(Chart of program staff positions).*

       1.   Examples: Management, Full time, Part time/Seasonal, Future Staffing, Contractual

B.   **Staffing Needs** *Support services or training needs for IRVM staff.*

      1.   Examples: Training, Education, etc. for both full time and part time/seasonal staff. This may also include the need for additional full time or seasonal staff.

C.   **Succession plan** *(Optional) Explains how changes in staff over time is planned for.*

V.   **Public Involvement** *(Optional) For programs that wish to have these components; this topic discusses how the IRVM program interacts with and responds to these constituents. While optional, this topic helps you think about who your allies are, and identifies a broad support system that can be utilized for various projects or political support.*

A.   **Steering Committee** *If you have a committee, or want one, describe here how you optimally envision it working – this may not necessarily be its current state.*

B.   **Current members** *Include here or in the appendix a roster of your current IRVM Committee Members and their contact information.*

C.   **Qualifications** *Illustrates key characteristics (backgrounds, education, interests, etc.) that would make ideal Steering Committee candidates as needs arise for new members.*

D.   **Terms** *Term limits or requirements for participation.*

E.   **Partners** *List organizations (not individuals) that you collaborate with over the course of a year and how you work with them. (E.g. Soil and Water Conservation District, County Conservation, Trees Forever, local Pheasants Forever Chapter, etc.)*

      1.   Examples: Local, State and National, Letters of Support, Resolutions

F.   **Stakeholders** *Details how individuals at a local, state or national level can participate in supporting your IRVM program.*

G.   **Education and Outreach** *Describe how the IRVM program provides education to partners, stakeholders and the community (brochures, posters, IRVM materials, etc.)*

H.   **Communication Mechanisms**

       1.   Examples: Meetings, Newsletters, Electronic media, Local Newspapers, Festivals and Events, Local Organization Speaking Opportunities

VI.   Inventory and Analysis *(Required) This topic is for you to describe the current state of your program as it relates to the bullets listed. Some aspects, like maps, inventory data and equipment rosters may best be included in the appendices.*

    A.   Natural Resources

       1.   Tools

          a)   Examples: Mapping, Aerial Photography, GIS, GPS, Paper Records, Ground Photography, Documentation and Use of All…

       2.   Vegetation describe when the last roadside vegetation inventory was done and call out any highlights from it. This are could be used to justify the need for a new, revised, updated or digitized GIS/GPS inventory

          a)   Roadsides

          b)   Roadside Remnant Vegetation Inventories same as above except that this would be a for any site specific areas that more thorough inventory work was conducted upon.

       3.   Watersheds *(Optional)* a description of any specific watershed projects in your City or County (like watershed protection zones, TMDLs, nutrient reduction activities, etc.)

          a)   Scale

       4.   Water bodies *(Optional)*

          a)   Lakes, Rivers and Streams

       5.   Unique Geomorphological Considerations *(Optional)*

          a)   Examples: (karst topography, algific talus slopes, loess soils, etc.)

       6.   Drainage Districts *(Optional)*

       7.   Field Tile in Roadsides *(Optional)*

       8.   Soils (Optional)

       9.   Erosion Issues *(Optional)*

       10.   Wildlife (Optional)

       11.   Special Road Designations *(Optional)*

          a)   Examples: Scenic Byways, Dragoon Trail, Jefferson Highway, Cody Trail, etc…

B. **Equipment** *Discuss the equipment used in your program. Include a detailed inventory of equipment used in IRVM activities here or reference it in the appendices and describe what else is needed in order to effectively run your program.*

VII. **Program Operations** *(Required) the purpose of this topic is to explain what you do and when.*

A. **Annual Operations** *Describe activities that you do predictably from one year to the next. This topic could be in the form of a calendar or a list of what typically occurs in each month. Examples; January: present Weed Report to the County Supervisors and submit to State Weed Commissioner, evaluate IRVM program and set goals for the calendar year, finalize equipment needs for coming LRTF grant cycle with my superiors. February: attend AFIRM Winter Meeting and Invasive Species Conference, order herbicides, etc. as opposed to July: address weed complaints and spray for Canada thistle and woody encroachment, attend LRTF Application Review, finalize fall/dormant season seeding plans, obtain cover crop seed, etc.*

B. **Work Area Types** *describe different treatments or approaches that you have for different roadside environments*

    1.   Rural

    2.   Urban

C. **Vegetation Types for Specific Uses** *This area can be used to describe instances where you use certain types of plants to accomplish different tasks.*

D. **Special Projects** *Use this area to identify unique things that you are doing in your IRVM program, like collaborating with other organizations or jurisdictions to do research, working with an erosion and sediment control vendor to determine the effectiveness of turf reinforcement mats vs. coir logs in different applications, etc.*

E. **Annual Calendar of Activities**

F. **Training**

G. **Safety**

VIII. Methods *(Required)describe the techniques that your program employs to accomplish the work that you do. It is okay to cite and reference the IRVM Technical Manual, but please highlight situations or circumstances where you may differ from standard practices.*

A. Vegetation Establishment

1. Procedures:

   a) *Site Preparation*

   b) *Seed Mixes and Rates*

   c) *Seeding Techniques*

   d) *Erosion and Sediment Control*

   e) *Vegetation Establishment Maintenance*

   f) *Planting Evaluation and Documentation*

   g) *Mowing*

   h) *Chemical Control for Noxious Weeds, Other Invasives and Bare Ground*

   i) *Tree and Brush Control*

   j) *Prescribed burning*

   k) *Burning Plan and Records of Previous Burning*

   l) *Erosion Control*

B. Ongoing Maintenance

1. Procedures

   a) *Site Preparation*

   b) *Seed Mixes and Rates*

   c) *Seeding Techniques*

   d) *Erosion and Sediment Control*

   e) *Vegetation Establishment Maintenance*

   f) *Planting Evaluation and Documentation*

   g) *Mowing*

   h) *Chemical Control for Noxious Weeds, Other Invasives and Bare Ground*

   i) *Tree and Brush Control*

   j) *Prescribed burning*

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k)   *Burning Plan and Records of Previous Burning*

l)   *Erosion Control*

    C.   **Urban vs Rural Implications**

IX.   **Material Procurement** *(Required) Describe how your IRVM program obtains and stores various materials you use in your IRVM program, the processes that you use within the program and limits for what you can order/obtain without additional authorization.*

    A.   **Sourcing**

        1.   Examples: Seed, Erosion Control Materials, Hydroseeding

    B.   **Material Handling and Storage**

X.   **Research Opportunities** *(Optional) Discuss questions or topics that your program would be interested in conducting research on or seeing research conducted under your jurisdiction or elsewhere.*

XI.   **Budget** *(Optional) Provide revenue and expense information for your program. This topic coupled with information throughout this plan can help substantiate future needs for staff, support and grant funding.*

    A.   **Annual budget process** *Describe who does what and approximately when in the year as it relates to budget.*

    B.   **Prior Year Summary**

    C.   **Current Year**

XII.   **Program Evaluation** *(Optional) The purpose of this topic is to provide a narrative and objective analysis of your program including its strengths as well as areas you target for improvement or change.*

XIII.   **Appendices** *(Required) Where supporting information such as Iowa Code Sections, Job descriptions, Vegetation Inventories, maps, etc. because you didn't want it to take up that space elsewhere in the document or it was more appropriately referenced in these appendices.*

    A.   **Position Descriptions and Qualifications**

    B.   **Other** *(Optional)*

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1.   Examples: Definitions, Equipment list, IRVM Definition and Explanation of Benefits, Steering Committee Rules, Policies and Procedures, Herbicide Guidelines, Partner List, Contacts, Iowa Code Sections pertaining to IRVM, etc.