

Components of a Management Plan for Cost-Share Assistance

(July 1, 2001)

To ensure a high level of customer service and reduce delays in servicing cost-shared projects [FDP, FIP, CRP, and others], the following items should be included in all management / practice plans. Plans that do not contain this information may delay funding approval until the necessary information can be obtained.

Plans prepared by DFR – Plans prepared by Division personnel must follow established policy and procedure (4203), and may require the inclusion of additional information beyond what is outlined below.

Plans Prepared by Others – Plans prepared by consulting foresters, landowners, land managers and others should contain the items listed below when and where they apply. Plans that do not include one or more of the applicable items below may not be funded until the necessary information is obtained. This can be rectified by efforts of DFR, the plan preparer, or through a joint effort by all parties.

Component / Item	Justification / Comments
Landowner / Company Name, Address and Phone Number	For project documentation requirements and to be able to contact the owner if questions or problems arise.
Agent's Name, Address, Phone Number (if applicable)	" " " " "
Date plan prepared	For project documentation purposes
Owner's objective / purpose for requesting cost-share assistance	For project documentation and to ensure the owner's objectives match the purpose of the program
Estimated acres involved in the project	Needed to complete the cost-share application; to determine the extent of assistance needed
Description of present situation	Need enough information to justify the practice(s) and treatment(s) to be cost-shared
<p>Recommendations for the project should include:</p> <p>----- <i>for Reforestation Projects</i> -----</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site Prep Method(s) & Specifications – <ul style="list-style-type: none"> • What, how, when, where, who will do the work, and the approximate cost. <input type="checkbox"/> Tree Planting Specifications – <ul style="list-style-type: none"> • Tree species, including seed /seedling source, and seedling treatments (Pales weevil, deer browse repellent, etc.), if necessary; • Planting spacing and / or the number of seedlings per acre; • Planting method; by machine or by hand (when appropriate, include type of tool); • Planting time frame (month & year); • Who will do the work and approximate cost <p>----- <i>for TSI and Release Work</i> -----</p> <ul style="list-style-type: none"> <input type="checkbox"/> TSI Treatments & Release Specifications – <ul style="list-style-type: none"> • What, how, when, where, who will do the work, and approximate cost. 	<p>Need enough information to be able to assign and approve the proper practice(s) / treatment(s) and the most appropriate cost-share rate</p>

<p style="text-align: center;">*** <i>for all pesticide treatments</i> ***</p> <p>Specify the purpose of the treatment, chemical(s) and adjuvant(s) to be used; include amounts / rates of application, and other information as needed, such as target species to control, crop species to protect, buffer specifications, and other requirements</p>	<p>Needed to determine necessary cost-share rate and ensure that the recommended treatment(s) is within labeled specifications</p>
<p>Applicable cost-share program requirements, restrictions and eligibility information, including:</p> <ul style="list-style-type: none"> • Necessary protection measures for the duration of the cost-share contract • Required maintenance treatments for the duration of the cost-share contract 	<ul style="list-style-type: none"> • Need to ensure that the participant is fully aware of program requirements to maintain their eligibility and avoid “recapture” actions. • Need to ensure participants know what is expected of them to maintain the practice.
<p>Specify appropriate environmental protection measures to be taken during the implementation of the work to protect soil, water, wildlife and air quality (when and where applicable)</p>	<p>Need to ensure that all appropriate environmental rules and regulations [wetlands, T&E species, smoke management, buffer rules, FPGs and BMPs, etc.] are followed, and that environmental quality is maintained, protected or enhanced.</p>
<p>Other relevant / beneficial information about the project, as needed.</p>	<p>As needed to inform the program participant or support / justify recommended treatments above.</p>
<p>Name of person preparing the plan</p>	<p>Needed, in the event questions arise about the implementation of the project</p>
<p>Project Map(s) should include:</p> <ul style="list-style-type: none"> • Tract location and shape • Project area(s) denoted / identified • Who prepared the map & date prepared • North arrow, scale, legend and other information , as applicable 	<p>Needed to locate the project area and conduct compliance checks and environmental reviews as necessary to satisfy program policies and documentation requirements</p>