



Agricultural Disaster Recovery Program Woodland Recovery Assistance (ADRP-WRA) Handbook for Comprehensive Plan Preparation



Table of Contents

Program Overview	1
Eligibility	1
Eligible Ownerships.....	1
Eligible Property.....	1
Eligible Plan Types.....	2
Ineligible Plan Types.....	3
Who can Prepare ADRP-WRA Plans?	3
Plan Preparation Standards and Requirements.....	4
Storm Assessment Summary	4
A. Forest Management Minimum Plan Standards.....	4
B. Forest Stewardship Minimum Plan Standards.....	4
C. Tree Farm Minimum Plan Standards	4
Map Standards and Requirements	5
Required Map Features	5
Free Mapping Options:	5
Application Process.....	6
ADRP-WRA Application Instructions.....	6
Plan Preparation Funding Rates.....	7
Funding Rates for Non-NCFS Natural Resource Professional Plans.....	7
Funding Rates for NCFS-Prepared Plans	7
Timeframes for Plan Development.....	8
Cancellation of Projects	8
Reimbursement Payment Process	8
Non-NCFS Natural Resource Professional Prepared Plans	8
NCFS Prepared Plans.....	9
Files to upload to OneDrive – NCFS Prepared Plans	10
Key Program Contacts.....	10
Appendices List	11

Program Overview

The North Carolina Forest Service received funding through a 2021 North Carolina Department of Agriculture & Consumer Services - Agricultural Disaster Recovery Program Block Grant through the USDA Farm Services Agency. A portion of this grant is designated for Woodland Recovery Assistance and will provide time-limited cost-share funding to assist N.C. forest landowners with the development of comprehensive management plans (Forest Stewardship, N.C. Tree Farm, and Forest Management Plans). These funds are intended to expand existing North Carolina Forest Service (NCFS) capacity to reach more landowners to provide technical assistance.

The Agricultural Disaster Recovery Program – Woodland Recovery Assistance (ADRP-WRA) will have two pathways for landowners to enroll for cost-share assistance. Landowners can choose to work with a Non-NCFS Natural Resource Professional, or with NCFS to prepare their comprehensive management plans.

Approximately \$2.5 million is currently available for plan development, but funding is time-limited and is set to expire on December 31, 2023 or until funding is fully allocated.

Eligibility

Eligible Ownerships

Funding is available for non-industrial privately-owned forestlands. A private individual, group, association, or corporation owning land in North Carolina is eligible.

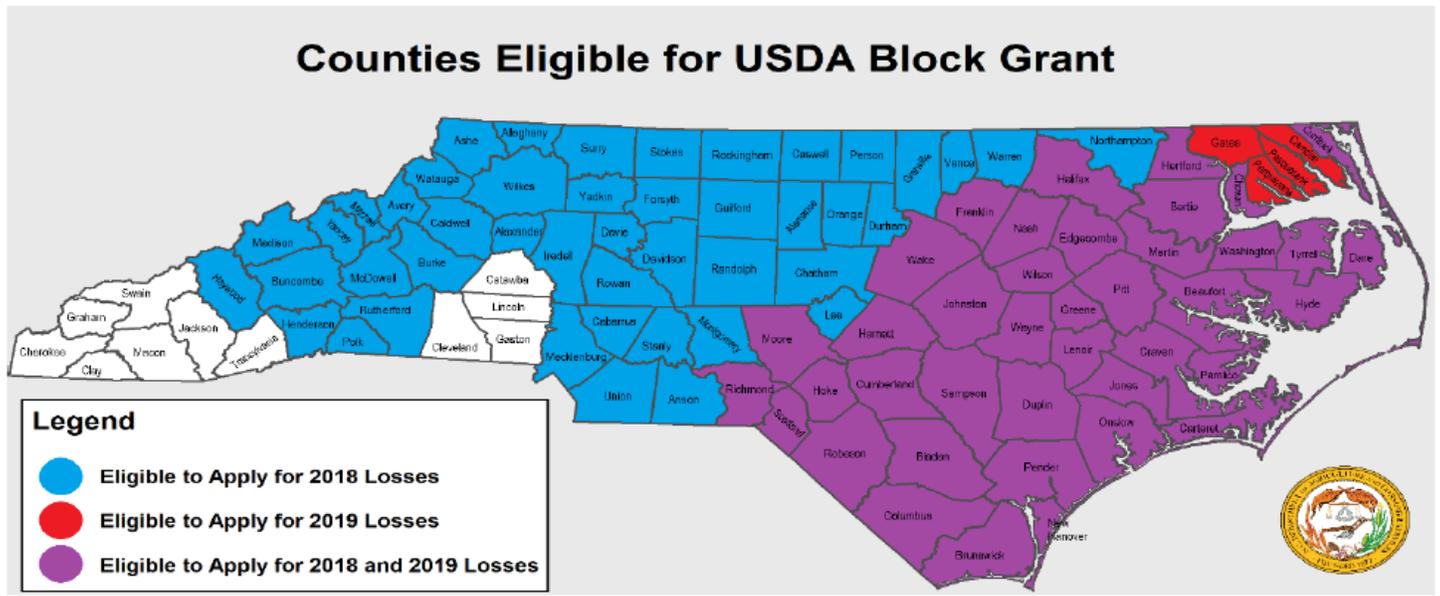
Where forestland is owned jointly by more than one individual, group, association, or corporation, as tenants in common, tenants by the entirety, or otherwise, the joint owners shall be considered as one eligible landowner and entitled to receive cost-share.

Individual landowners who share in a joint ownership, but also possess distinct, separate property in their own name, are entitled to cost-share as individuals, and the joint ownership does not affect the eligibility. Government owned lands are not eligible for cost-share (State land or Public land). Land owned by forest industry is also not eligible for cost-share.

Eligible Property

This ADRP-WRA program will be administered by NCFS and will provide funding to eligible landowners in 89 counties associated with Hurricane Florence, Hurricane Michael, and Hurricane Dorian.

Map of Eligible Counties for ADRP-WRA



Landowners are NOT eligible for ADRP-WRA funding in the following North Carolina counties: Cherokee, Clay, Graham, Swain, Macon, Jackson, Transylvania, Cleveland, Gaston, Catawba, and Lincoln.

A single ADRP-WRA plan must cover all contiguous woodland acres between 10 to 10,000 acres (tracts under 10 acres and with less than 10 acres of woodland are not eligible). This could include a single tax parcel or a combination of adjacent tax parcels. These parcels should be touching or separated by no more than a road or path. The entire contiguous property must be included in the plan.

Agricultural land may not be part of the plan unless designated for future natural resource management goals. All agricultural land that will remain in production for row crops, pasture, hay fields, and including all non-natural resource management cannot be counted towards the total plan acres.

Private non-industrial forest lands managed under existing Federal, State, or private sector financial and technical assistance programs (including rental agreements and easements) **are eligible** for ADRP-WRA funding.

Eligible Plan Types

Funds are available for the initial development of the following comprehensive plan types:

1. Forest Stewardship Plans
2. N.C. Tree Farm Plans
3. Forest Management Plans

A comprehensive management plan must cover all current and future woodland acreage within the landowner's property, focus on individual landowner objectives, and provide information about current forest conditions for each forest stand. Detailed management recommendations must be provided for each forest stand or management area. Recommendations must include future management activities/recommendations. (Ex. A thinning recommendation must also include final harvest timeline and if the stand will be hand planted or left to naturally regenerate.) Practice plans with one specific objective or recommendation will not qualify. However, practice recommendations to qualify for cost-

share may be included as a separate area or stand alone with additional stands or areas within a comprehensive plan for the overall property. Questions about plan type eligibility can be directed to NCFS Assistant District Foresters (ADF).

Comprehensive management plan updates are also eligible for ADRP-WRA funding and will be paid at the same rate as new plans. Plan updates should include bringing a landowner's older, existing plan up to current plan standards with updated stand/area descriptions, recommendations and content. Also, if significant landscape changes have occurred, and would justify updates to the current stand description/recommendations these would qualify as plan updates under the ADRP-WRA.

If individual practices have been previously funded through state or federal cost-share (FDP, SPBPP, EQIP, etc.), ADRP-WRA funding is available for plan preparation for these landowners.

Ineligible Plan Types

If a landowner has applied for other funding sources for plan preparation and received funding for both ADRP-WRA and another source, the landowner must choose one. ADRP-WRA will not pay for plans prepared through other funding sources (Ex. CAP 106 Plans through NRCS).

Who can Prepare ADRP-WRA Plans?

Non-NCFS Natural Resource Professionals and the N.C. Forest Service are eligible to prepare management plans under the ADRP-WRA. Landowners can choose between one of two plan preparer options as outlined below. Non-NCFS Natural Resource Professionals are welcome to consult with NCFS or other agencies as needed during plan preparation.

Option 1: Non-NCFS Natural Resource Professionals

- The ADRP-WRA application will be used by the landowner to apply for plan preparation cost-share.
- Each comprehensive management plan must meet the minimum plan standards mentioned below and as outlined in specific plan checklists.
- Each landowner must be invoiced for plan preparation services.
- Landowners will be reimbursed a flat rate based on the plan acreage. (see page 7)

Option 2: N.C. Forest Service

- N.C. Forest Service Foresters may prepare these plans for landowners agreeing to participate in ADRP-WRA.
- The ADRP-WRA application will be used to enroll landowners for plan preparation cost-share.
- Each comprehensive management plan must meet the minimum plan standards mentioned below and as outlined in specific plan checklists.
- The ADRP-WRA application will be used instead of an "Agreement for Woodland Plan Services" (form 4220-1C) in FMRTS.
- Landowners will not be billed and then reimbursed by the NCFS. Landowners will receive a \$0 cost invoice for plan preparation showing the cost of services rendered.
- Established NCFS Plan Preparation Rate of \$5.00/acre will be utilized for NCFS-prepared plans and the ADRP-WRA grant will be charged for each NCFS comprehensive plan.
* Ex. A 10-acre comprehensive plan would be a \$50 charged to the ADRP-WRA grant.

Plan Preparation Standards and Requirements

Storm Assessment Summary

Storm impacts may or may not be present but a storm damage/event summary must be included within each comprehensive plan (A-C below). If storm impacts are present and known to be associated with Hurricanes Florence, Michael, and/or Dorian include this information within your storm assessment summary. At a minimum, a standard statement that documents the site visit and field assessment of any storm impacts if present. If none are present, this should also be documented from any site visit or assessment.

A. Forest Management Minimum Plan Standards

During the review process, the NCFS Service Forester will check each Forest Management Plan using the Minimum Standards Checklist for Forest Management Plans. All “Plan Components” must be addressed in each Forest Management Plan. A digitized map must be included with each Forest Management Plan. All stands/management areas mentioned in the Forest Management Plan must be delineated on the map. If present, water features on the property should also be delineated on the map. Appropriate plan enclosures or attachments should also be considered for any program requirements, lists of technical service providers/contractors, and information about cost-share programs.

B. Forest Stewardship Minimum Plan Standards

During the review process, the NCFS Service Forester will check each Forest Stewardship Plan using the Minimum Standards Checklist for Forest Stewardship Plans. “Plan Components” (Numbers 1-10) must be addressed in each Forest Stewardship Plan. The NCFS Service Forester will also check each Forest Stewardship Plan for Resource Elements (Numbers 11-27).

Each of these Resource Elements must be considered, and the ones that are relevant to the landowner and their property must be addressed within the Forest Stewardship Plan. Landowners must have multiple resource objectives but do not have to manage for all 16 Stewardship Resource Elements. The Resource Elements that are not relevant to the landowner or their property, should be addressed with the NCFS Forest Stewardship Plan Addendum. When using the NCFS Forest Stewardship Plan Addendum, **only** the resource elements that were not relevant should be included within the Addendum. The Addendum will provide standard information about the remaining resources elements to each landowner. (See NCFS Forest Stewardship Plan Addendum Template)

You can also refer to the Standards of Sustainability for the Forest Stewardship Program by using this link for additional guidance: https://www.fs.fed.us/spf/coop/library/fsp_standards_guidelines.pdf

C. Tree Farm Minimum Plan Standards

During the review process, the NCFS Service Forester will check each Tree Farm Plan using the North Carolina Tree Farm Program Standards Checklist for N.C. Tree Farm Plans for the “Plan Components”, **that must be addressed in each Tree Farm Plan**. The NCFS Service Forester will also check each N.C. Tree Farm Plan for “Required Plan Resource Elements to Address”, **these must also be addressed in each N.C. Tree Farm Plan in order to qualify for ADRP-WRA**. The “Optional Resource Elements” should be included when present, relevant to the property, and consistent with the landowner’s objectives.

You can also refer to the Standards of Sustainability for the North Carolina Tree Farm Program by using this link for additional guidance: https://www.nctreefarm.org/wp-content/uploads/2021/03/2021-AFF_ATFS_Standards_final.pdf

NOTE: Once a Tree Farm Plan is approved the landowner must have a Tree Farm Inspector complete the American Tree Farm System (ATFS) Tree Farm Inspection Record (ATFS Form 021 revised 1/2021) in order to apply for Tree Farm Certification. Only Tree Farm Inspectors can submit the Form 021 for certification.

The official Tree Farm Inspection Record (Form 021) can be found here at the following link:

<https://www.treefarmssystem.org/stuff/contentmgr/files/2/3d94e793318e82c18d9c928bdcc9e982/misc/inspectionform2021.pdf>

Map Standards and Requirements

Required Map Features

All Plans must include a map containing the following information.

1. Must be digitized. (No hand drawn maps)
2. Acreage determination map, overlaid onto recent aerial photography. (Map acres will be used for cost-share verification)
3. Outline management areas/stands mentioned in the plan.
4. Water features if present. (Streams, Rivers, Beaver Ponds, etc.)
5. Landowner(s) name

When writing Forest Stewardship or N.C. Tree Farm plans, Natural Resource Professionals are encouraged to use mapping software that allows the user to create digital shapefiles (ArcMap, QGIS, etc.). Shapefiles must be shared with the NCFS Service Foresters to verify or document the plan acres for these plans and for program documentation. Digital shapefiles are not required for Forest Management Plans.

Free Mapping Options:

Listed below are some free mapping applications to achieve the “Required Map Features”.

1. N.C. Forest Service Pre-Harvest Planning Tool

The Pre-Harvest Planning Tool can help you meet or exceed the “Required Map Features” mentioned above. The NCFS Pre-Harvest Planning Tool can be found here: https://ncforestservice.gov/water_quality/fppt.htm. If you are first time user, there is a quick-start user’s guide (https://ncforestservice.gov/water_quality/pdf/FPPT_Users.pdf) that provides guidance on using this web based application to generate several plan maps or reports.

2. Google Earth Pro (*NCFS does not endorse Google Earth Pro for informational purposes only*)

Non-NCFS Natural Resource Professionals that use Google Earth Pro (<https://www.google.com/earth/versions/#earth-pro>) can also create maps that can easily be converted to a digital shapefile by the NCFS Service Forester. Google Earth Pro creates a (.kmz) file, which can be converted in ArcMap to a shapefile, in order for the NCFS Service Forester to verify the total plan acres. These files should be shared with the NCFS Service Forester.

When shapefiles cannot be shared by a Non-NCFS Natural Resource Professional, NCFS Service Foresters will need to digitize the hard copy tract boundary in ArcMap for all Forest Stewardship and N.C. Tree Farm plans. Only digitize the tract boundary. **Do not digitize individual stands.**

Application Process

No matter who is preparing the plan (NCFS/non-NCFS Natural Resource Professionals) each landowner must submit a completed ADRP-WRA cost-share application to N.C. Forest Service to be considered for plan preparation cost-share under ADRP-WRA.

ADRP-WRA Application Instructions

The ADRP-WRA Application is a fillable PDF. The landowner must complete the ADRP-WRA “Landowner Information” section, sign & date the application in the “Signatures” section, and return the application to their local NCFS County or District Office.

Forms may be filled out electronically with electronic signatures. Electronic signatures must be date and time stamped. (Adobe Acrobat Reader is an example of a widely used software can be used for electronic signatures.)

<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html> (NCFS does not endorse Adobe Software products informational purposes only)

Example of Acceptable Electronic Signatures:

Signatures	Jon Murray	Digitally signed by Jon Murray Date: 2021.06.28 15:01:16 -04'00'	<input type="text"/>
	Signature of Landowner/Company Representative		Date
	John Doe	Digitally signed by John Doe Date: 2021.06.28 15:01:26 -04'00'	<input type="text"/>
	Signature of NCFS Representative		Date

The NCFS Service Forester or the landowner’s Natural Resource Professional will complete the “Funding Request” section. This section can be filled out electronically as well using current practice funding rates by acreage range. The remarks field should be used to document when any modifications or charges are made to the initial application.

Example of Funding Request (Non-NCFS Natural Resource Professionals):

Funding Request	Doe Field Tract	36	12	23	-77	03	22
	Property/Tract Name	Latitude			Longitude		
	Plan Type	Acres Requested	Plan Rate	Total			
	Forest Stewardship Plan	100	1,000	1,000			
	Remarks:	<input type="text"/>					

NCFS Service Foresters will review each application for ADRP-WRA eligibility. NCFS Service Foresters must also ensure correct and accurate information is provided on each ADRP-WRA application. A NCFS Representative must sign & date the application in the “Signatures” section.

Non-NCFS Natural Resource Professionals ADRP-WRA applications, must be forwarded by a NCFS Service Forester via OneDrive, to the NCFS Forest Stewardship Program Assistant for funding (See “Key Program Contacts” below). The NCFS Forest Stewardship Program Assistant will generate the ADRP-WRA approval letters. **The NC Substitute W-9 forms is not needed until the landowner has completed the work and submits a request for re-imbusement payment.**

A NCFS Representative will need to enter a “Date Contract Received” and a “Tract ID 4220” in FMRTS in order for the District Forest Management Clerk or their representative to fund the ADRP-WRA project. All ADRP-WRA approval letters will be generated and saved by the NCFS District Forest Management Clerk or their representative.

Following ADRP-WRA application review and approval, funding allocations will be made on a “first-come, first-served” basis, based upon the date of receipt of the application by the NC Forest Service.

Regardless of the plan preparer, plan preparation services will not be authorized until written notice (approval letter) has been received by the landowner and/or their agent. Therefore, the landowner cannot receive payment for any work started prior to the written authorization from NCFS. After notification of ADRP-WRA funding to the landowner, the plan preparer can move forward with plan development.

Plan Preparation Funding Rates

Funding Rates for Non-NCFS Natural Resource Professional Plans

Approved ADRP-WRA plans will reimburse landowners at the following flat rates:

Plan Acres:	Flat Rate:
10-50	\$600
51-100	\$1,000
101-200	\$1,500
201-400	\$2,000
401-600	\$2,500
601-10,000+	\$3,000

If the invoice is less than the approved flat rate, then the entire invoice amount will be paid.

If the invoice is more than the approved flat rate, the landowner will be reimbursed the flat rate.

Funding Rates for NCFS-Prepared Plans

Payments to landowners will be paid based on the following calculations:

- Established N.C. Forest Service (NCFS) Plan Preparation Rate of \$5.00/acre will be utilized for NCFS-prepared plans, x acres addressed in the management plan provided for total invoice cost x 100 percent.
- Landowners will not be billed and then reimbursed by the NCFS. Landowners will receive a \$0 cost invoice for plan preparation showing the cost of services rendered. The ADRP-WRA grant will be charged for the cost of the landowners’ comprehensive management plan prepared by NCFS.
-

Timeframes for Plan Development

From the date of funding approval, the landowner will have 3 months to have their plan completed and submitted to the NCFS. If the plan writer needs an extension, they must contact their local NCFS District Office. NCFS Service Foresters will email this request to the Forest Stewardship Coordinator with a copy to the ADF, NCFS Forest Stewardship Program Assistant, and the plan writer. A single 1-month extension may be granted with proper justification provided by the landowner or their plan writer. An amended approval letter will be sent to the landowner denoting the extension.

NCFS Service Foresters, consult with your NCFS ADF before requesting a time extension. If the NCFS ADF determines a time extension is justified, the NCFS Forest Management Clerk will use FMRTS to issue an amended approval letter. A copy of the amended approval letter must be sent to the landowner.

Cancellation of Projects

If the program application has been submitted, but has not received a funding approval letter, an email from the NCFS District Office to the NCFS State Headquarters in Raleigh, N.C. will be sufficient to withdraw the cost-share request. A note to the District Office and county file is needed to document the reason for cancellation.

If the project has already been funded, the NCFS Service Forester should write "Cancel" across the top of the ADRP-WRA, date, and sign. This cancelled ADRP-WRA application should be attached to an email and should be sent to the NCFS State Headquarters in Raleigh, N.C. requesting the project be cancelled. This email should be copied to the NCFS County and ADF. NCFS District Offices will provide the landowner with a cancellation notice.

Reimbursement Payment Process

Non-NCFS Natural Resource Professional Prepared Plans

After the plan is complete, the landowner will submit the following to NCFS for review and reimbursement payment consideration:

- 1. A copy of the completed comprehensive management plan with digitized map(s) or shapefile if available.**
- 2. A copy of the invoice for plan preparation services from the Non-NCFS Natural Resource Professional.**
- 3. A current N.C. Substitute W-9 Form completed by the landowner with the original signatures.**

The NCFS Service Forester will review the plan using the appropriate comprehensive management plan minimum standards checklists. The plan must meet minimum plan standards for the appropriate plan type in order to qualify for ADRP-WRA funding (Minimum Plan Standards can be found in the Appendix for each plan type). The NCFS Service Foresters will have 10 working days to review the plan and accept it or contact Non-NCFS Natural Resource Professional to request changes. NCFS plan review and performance verification may be delegated if the NCFS Forester is unavailable.

If Minimum Plan Standards are not met, the NCFS Service Forester should address any resource elements or standards that need to be added with the Non-NCFS Natural Resource Professional. The plan must be brought up to the Minimum Plan Standards by the plan writer in order for the plan to be eligible for ADRP-WRA cost-share payment.

Upon approval of the comprehensive management plan and completing the "Performance Report" section of the ADRP-WRA application, the NCFS Service Forester will submit the following to the NCFS State Headquarters Raleigh, N.C. for ADRP-WRA payment:

- The original ADRP-WRA Form with a completed "Performance Report" (NOTE: "Performance Report" section cannot be completed electronically)
- A copy of the invoice for plan preparation services.

- Most current North Carolina Substitute W-9 form completed by the landowner with original signatures. (https://ncforestservice.gov/Managing_your_forest/pdf/State_of_North_Carolina_Sub_W-9.pdf)
- Upload plan polygon to the NCFS share drive for all Forest Stewardship and N.C. Tree Farm plans (see directions in the ADRP-WRA Polygon Standards document)

The NCFS District and County offices will retain the following within the landowner's file:

- A copy of the completed ADRP-WRA application.
- A copy of the ADRP-WRA approval letter and/or amended approval letter(s).
- A copy of the completed plan, map, and invoice.
- Electronic copy of the uploaded plan polygon for Forest Stewardship and N.C. Tree Farm Plans.

NCFS Prepared Plans

After the plan is complete and meets all minimum plan standards for the appropriate plan type:

- **The landowner will receive their completed comprehensive management plan with digitized map(s) and enclosures.**
- **The Established NC Forest Service (NCFS) Plan Preparation Rate of \$5.00/acre will be utilized to determine the cost of the comprehensive plan.**
- **The ADRP-WRA grant will be charged for the entire cost of the comprehensive plan based on "Established NC Forest Service (NCFS) Plan Preparation Rate of \$5.00/acre".**
- **The landowner will receive a \$0 invoice for their comprehensive plan showing the cost of services rendered.**

Upon the NCFS Service Forester completing the comprehensive management plan:

1. They will complete the "Performance Report" section of the ADRP-WRA application.
2. Submit the completed plan, map(s), and enclosures to the NCFS FM Clerk.
3. The NCFS FM Clerk will verify completion of the comprehensive plan and the "Performance Report" section of the ADRP-WRA application.
4. The NCFS FM Clerk will then generate a \$0 invoice to be included in the comprehensive plan packet that is mailed to the landowner. (The plan packet will include the comprehensive plan, map(s), enclosures, and the \$0 invoice)
5. The landowner will receive the comprehensive management plan packet from NCFS and no further action is required on the landowner's behalf. Landowners are encouraged to contact their plan writer about any questions they have about their comprehensive management plan.

****NCFS Service Foresters, upload plan polygon to the NCFS share drive for Forest Stewardship and N.C. Tree Farm plans (see directions in the ADRP-WRA Polygon Standards document) ****

NCFS District offices will retain the following within the landowner's file (NCFS County Office will have copies):

1. Original completed ADRP-WRA application.
2. Original ADRP-WRA Approval Letter or any Amended ADRP-WRA Approval Letter(s) if applicable.
3. Original ADRP-WRA comprehensive management plan with maps and a list of enclosures.
4. Original ADRP-WRA invoice.
5. Electronic copy of the uploaded plan polygon for Forest Stewardship and N.C. Tree Farm Plans (NCFS District only).

Files to upload to OneDrive – NCFS Prepared Plans

The information listed below must be upload to OneDrive upon project completion. All items listed below must be compiled into **one PDF file** and uploaded to the OneDrive for final program documentation and storage.

Before uploading these files, the NCFS Forest Management Clerk must update the “ADRP Tracking for NCFS Plans” spreadsheet to ensure all items have been received/collected for a final ADRP-WRA packet submission to OneDrive.

1. Completed ADRP-WRA application.
2. Original ADRP-WRA Approval Letter.
 - a. Original Amended ADRP-WRA Approval Letter if applicable.
3. Original ADRP-WRA invoice.

File naming convention for these ADRP-WRA OneDrive files will be:

ADRP Appr. # (3 digits)_CountyName_LandownerLastName_LandownerFirstName.

(Ex. ADRP 001_Wake_Doe_John)

Key Program Contacts

NCFS District and County Contacts:

https://www.ncforestservation.gov/contacts/contacts_main.htm

NCFS Forest Stewardship Coordinator:

Jonathan Murray

Email: jonathan.murray@ncagr.gov

Office: 919-857-4833

NCFS Forest Stewardship Program Assistant:

Mandy Tallman Marty

Email: mandy.tallman.marty@ncagr.gov

Office: 919-857-4823

NCFS Forest Development Program Administrator

Jaimee Cappelletti

Email: jaimee.cappelletti@ncagr.gov

Office: 919-857-4832

Appendices List

ADRP-WRA Cost-Share Application

Minimum Standards Checklist for Forest Stewardship Plans (FSP)

North Carolina Tree Farm Program – Standards Checklist for NC Tree Farm Plans

Minimum Standards Checklist for Forest Management Plans



Agricultural Disaster Recovery Program Woodland Recovery Assistance (ADRP-WRA)



County: _____ Program Year: _____ Approval No. : _____

Landowner Information	_____		XXX-XX-_____/XX-XXX
	Landowner Name		Last 4 Digits of Social Security Number or Tax ID
	Address		Power of Attorney - Name
	_____	_____	_____
	City	State	Zip
	_____	_____	_____
	Phone	Email	
Landowner Type (Select 1):			
Individual		Joint	
Corporation		Joint Landowner Name(s):	
Trust		_____	
LLC		_____	
Association		_____	
_____		_____	
Consultant Name/Company		Phone	

Funding Request	_____		: _____	: _____
	Property/Tract Name		Latitude	Longitude
	Plan Type	Acres Requested	Plan Rate	Total
	_____	_____	_____	_____
Remarks:				

Signatures	_____		_____
	Signature of Landowner/Company Representative		Date
_____		_____	
Signature of NCFS Representative		Date	

Performance Report	_____		_____
	Plan Date	Final Plan Acres	Invoice Total
_____		_____	
Performance Report Approval, NCFS Representative		Date	

Minimum Standards Checklist for Forest Stewardship Plans (FSP)

Forest Stewardship Plan Writers can use this document to ensure that all Forest Stewardship Plans address National Forest Stewardship Management Plan Standards. All plans must meet these minimum standards for the Forest Stewardship program and be approved by a representative of the State Forester.

#	Standards	Yes	No	N/A
Plan Components (Numbers 1-10 must be addressed)				
1	Landowner's and Plan Writer's Contact Information (Name, Address, Phone Numbers, Email optional)			
2	Property identification and location information such as Maps or aerial photos of the property that includes property location, boundaries, forest stands, open areas, soil types, hydrology, and significant resource elements.			
3	Landowner's goals and objectives are clearly stated.			
4	Current forest stand condition is described for each forest stand/area.			
5	Desired forest condition is described for each forest stand/area.			
6	Practices or activities for reaching desired condition are listed for each forest stand/area.			
7	Strategies for implementing practices or activities are identified. (cost-share programs, use of contractors to perform the work, or consultants, etc.)			
8	Timelines for implementing practices or activities are outlined in the Plan and can be documented by the landowner following completion.			
9	Monitoring activities for the landowner or resource professional are identified.			
10	Effective time period for the Plan is identified (for example, 10 years or expiration date given for when the plan should be revised or updated to be considered current).			
Resource Elements				
Standards 11 through 27 must be considered in each plan. Consideration includes indicating whether they are, or are not present or relevant. If they are not present or relevant N/A should be marked and these resource elements should be addressed using the NCFS Forest Stewardship Plan Addendum. When the resource element is present or relevant, it must be evaluated, described and site-specific recommendations included within the plan.				
11	Soil and Water			
12	Biological Diversity (unique native plants, rare plants, or ecological communities)			
13	Range (livestock grazing)			
14	Agroforestry (Timber and Crop systems combined)			
15	Aesthetic Quality (scenic quality and visually sensitive areas)			
16	Recreation			
18	Wood and Fiber production (Timber)			
19	Fish and Wildlife (game and nongame, aquatic, fisheries)			
20	Threatened and Endangered Species			
21	Forest Health and Invasive Species (insects, diseases, non-native plants, and disturbances)			
22	Conservation-based Estate or Legacy planning information			
23	Archeological, Cultural, and Historic Sites			
24	Wetlands			
25	Fire (fuel conditions and wildfire risk, prescribed burning)			
26	Carbon Sequestration and Climate Resilience			
27	Forests of Recognized Importance (FORI)* (If Plan will be aligned with NC Tree Farm program)			

_____ Forest Stewardship Plan meets the National Standards and Guidelines

_____ Forest Stewardship Plan requires additional content to address resource elements and/or plan components above

Plan Reviewed by: _____

Date: _____

North Carolina Tree Farm Program Standards Checklist for NC Tree Farm Plans

Plan writers can use this document to ensure that all plans written for American Tree Farm System (ATFS) forest certification meet the minimum requirements. The ATFS Management Plan Addendum can be used to update existing management plans so that they comply with the current ATFS Standards of Sustainability. Forest management plans must be reviewed by a certified Tree Farm Inspector prior to certification or recertification and must be provided to third-party auditors if the Tree Farm is selected as part of a periodic third-party audit.

#	NC Tree Farm Standards	Yes	No	N/A
	Plan Components (must be addressed)			
1	Landowner's and Plan Writer's Contact Information along with date plan was prepared.			
2	A management plan is considered current if it remains consistent with the landowner's objectives and the conditions on the ground, regardless of when the plan was written <ul style="list-style-type: none"> • Landowner can use notes and/or an addendum to update the plan and to keep it in compliance with the Standards of Sustainability as the Standards are revised. 			
3	Property identification information including maps with property location, boundaries, forest stands, open areas, special sites (if present), soil types, and hydrological features.			
4	Landowner's goals and objectives are clearly stated.			
5	Current Forest Health and Stand Condition(s) are described for each forest stand/area. <ul style="list-style-type: none"> • Practices/activities for achieving desired conditions are listed for each forest stand/area. • Strategies for implementing practices or activities (cost-share programs, use of contractors or consultants to perform the work, etc.) are identified. • Plan advises landowner to use written contracts when applicable. 			
6	Timelines for implementing practices or activities are outlined in the Plan and can be documented by the landowner following completion. (Schedule of Activities Table Included) <ul style="list-style-type: none"> • Monitoring activities for the landowner or resource professional are identified. 			
	Required Plan Resource Elements to Address <i>Resource Elements 1 through 6 are required and must be specifically addressed in each plan. Where present and relevant to the property, the plan must describe management activities related to these resource elements.</i>			
1	Soil and Water <ul style="list-style-type: none"> • Information that adequately addresses the location and protection of these resources. Water resources should be shown on the property map. • Information on any associated rules or guidelines for protection 			
2	Wood and Fiber Production <ul style="list-style-type: none"> • Information on forest product harvests, thinning and other activities • Appropriate schedules/dates along with applicable BMPs, inspections, and monitoring • Information on reforestation or afforestation methods or programs • Information on qualified contractors'/resource professionals and their responsibilities • Information on associated laws, contracts, FPGs, and other records 			
3	Threatened and Endangered Species <ul style="list-style-type: none"> • Statement on the research conducted to determine the presence or absence of T&E species • Description of the protection measures for each T&E species or unique habitat identified on the property • When available, provide listings or links to any associated species or habitats 			
4	Special Sites (Historical, Archeological, Cultural, Geological, Biological and Ecological) <ul style="list-style-type: none"> • Document the methods/measures used to determine the presence/absence of any special sites • State the protection measures to be implemented for any sites warranting protection 			
5	Invasive Species (insects, diseases, non-native plants) and Forest Health <ul style="list-style-type: none"> • Information documenting the presence and location of any invasive species • Information addressing any monitoring or control procedures • Information that addresses the use, application, and rules related to pesticides or herbicides 			
6	Forests of Recognized Importance (FORI) <ul style="list-style-type: none"> • Plan writers should use the following language to address FORI: The N.C. Tree Farm Program Board of Directors has determined that only the National Forests of North Carolina meet the large landscape criteria. Based on this guidance, this property does not meet the landscape scale necessary to be called a FORI. 			

Optional Resource Elements (Include when present, relevant to the property and consistent with the landowner's objectives.) <i>There are no requirements for the level of detail regarding optional elements. Addressing the attribute may be as simple as saying that, "The attribute will be protected during forest operations in compliance with applicable regulations". The plan preparer may also provide a detailed description of the management actions or protections specific to the attribute.</i> Below are suggestions (but not requirements) on information to include.	Yes	No	N/A
Fire (fuel conditions and wildfire risk, prescribed burning) <ul style="list-style-type: none"> Information about Qualified Contractors or Resource Professionals Information about applicable burning laws or guidelines such as Smoke Management Guidelines Programs, cost-share, or protection measures 			
Wetlands <ul style="list-style-type: none"> Information on relevant BMPs 			
Desired Species <ul style="list-style-type: none"> If landowner's objectives include desired species (fish, wildlife or plants), provide recommendations on management activities to achieve the stated objective(s). 			
Recreation			
Forest Aesthetics (scenic quality and visually sensitive areas) <ul style="list-style-type: none"> Information on incorporating measures that enhance or protect the visual quality of the property including forest buffers and pre-planning layout of temporary trails and roads Recommendations should be consistent with the size of the forest, the scale and intensity of forest management activities and the location of the property. 			
Biomass and Carbon			
<p>_____ Tree Farm Plan meets the requirements of the ATFS Standards of Sustainability</p> <p>_____ Tree Farm Plan requires additional content to address resource elements and/or plan components above</p> <p>Plan Reviewed by: _____ Date: _____</p> <p>NC Registered Forester #: _____</p>			

Questions?

Review the ATFS Standards of Sustainability at <https://www.treefarmssystem.org/view-standards>
 Contact the N.C. Tree Farm Program at 919-917-8646 or nctreefarm@gmail.com



October 2020

Minimum Standards Checklist for Forest Management Plans

Forest Management Plan Writers can use this document to ensure that all Forest Management Plans address the minimum plan standards for Agricultural Disaster Recovery Program – Woodland Recovery Assistance (ADRP-WRA) program. All plans must meet these minimum standards for the ADRP-WRA cost-share program and be approved by a NCFS representative of the State Forester.

#	Standards	Yes	No
Plan Components			
1	Landowner's and Plan Writer's Contact Information <i>(Name, Address, Phone Numbers, Email optional)</i>		
2	Property identification and location information such as Maps of the property that includes property location, boundaries, forest stands, open areas, soil types, hydrology, and other significant resource elements.		
3	Landowner's goals and objectives are clearly stated.		
4	Current forest stand conditions are described for each forest stand/area. <i>(include any description of storm damage/impacts if applicable)</i>		
5	Desired forest condition is described for each forest stand/area.		
6	Practices or activities for reaching desired condition are listed for each forest stand/area.		
7	Strategies and timelines for implementing practices or activities are identified. <i>(cost-share programs, use of contractors to perform the work, or consultants, etc.)</i>		
9	Monitoring activities for the landowner or resource professional are identified. <i>(Ex. Evaluating the property for trespass issues or forest insects/diseases)</i>		
10	Property Assessment Statement for any past/current Hurricane or Weather Events. <i>(Provide general summary of date of field assessment, notable storm/weather impacts if any, follow-up recommendations or N/A if not present or applicable)</i>		
11	Effective time period for the Plan is identified <i>(When should the plan be revised or updated to be considered current?)</i>		
12	Acknowledgement of Program Funding by USDA-FSA and NCDA & CS		
13	Does the FM Plan provide information needed for the landowner to meet their forest management objectives?		

_____ Forest Management Plan meets the Minimum Plan Standards for ADRP-WRA program.

_____ Forest Management Plan requires additional content to address required plan components.

Plan Reviewed by: _____ **Date:** _____

ADRP-WRA Standards for Polygon Creation

The NCFS Service Forester is responsible for measuring the plan acres. The Service Forester must create or upload the Consulting Foresters shapefile or KMZ file into ArcMap for all **ADRP-WRA Forest Stewardship and NC Tree Farm Plans**, and submit the plan polygon prior to submitting paperwork for ADRP-WRA reimbursement. No ADRP-WRA payments will be made without a properly named and attributed geospatial polygon in the proper place on the share drive.

County tax parcels may be copy and pasted into the ADRP-WRA template shapefile and then cut or otherwise altered to produce an accurate perimeter of the area addressed by the management plan. All Tax Parcel data shall be carefully examined to ensure that the tax parcel lines are accurate.

GIS polygons for ADRP-WRA tracts may be digitized by hand (at 1:2400 or better map scale) using the latest aerial photography in ArcMap in conjunction with current tax parcel boundary lines. GPS units that have been approved by the agency for measurement purposes may also be used to create GIS polygons. Only one outer boundary per tract needs to be submitted (single polygon). Individual stands will not be accepted.

Format of Shapefiles

You can find the template shapefile (NCFS_Stewardship_Template.zip) and base data here:

S:\Everyone\Stewardship_Shapefiles\Stewardship_Reporting. To use the base data, copy the whole folder to a working directory on your C: or D: drive. If you have your own map document with base data, you only need to download the template shapefile.

The projection for Stewardship GIS data is:

- Datum = North American Datum of 1983 (NAD 83)
- Projection = NC State Plane
- Unit of Measure = Meters or Feet

A shapefile (extension .shp) has several associated supporting files that are automatically created when the shapefile is created. These supporting files are required for the shapefile to function properly.

At minimum, the following files are required for each shapefile submission:

- filename.shp – This contains the feature geometry
- filename.dbf – This contains the attribute table
- filename.shx – This contains the spatial index joining the geometry & table
- filename.prj – This contains the projection information

The easiest way to ensure you submit all files is to utilize ArcCatalog to copy and paste.

If you need help submitting your shapefiles so they function properly, please contact the Geospatial Services Branch Head. (Service Foresters should work with their ADF or District GIS representative before consulting the Geospatial Service Branch Head.)

Attribute table for each ADRP-WRA Shapefile

Each ADRP-WRA shapefile will use the template attribute table provided by the Geospatial Services Branch Head containing the following fields:

PlanName	PlanCat	PlanID	PlanType
Smokey Bear	Forest Stewardship Plan Other	033-130	New or Revised

PlanStart	PlanLength**	SurveyAcre	Funding@	PrimGoals
12/13/20	10	64	ADRP-WRA	To show how attributes of a Stewardship shapefile will be entered

**** By default, PlanLength = 10 – This designates 10 years recommended practices to be completed****

Funding@ - For all plans developed with ADRP-WRA funding, you would enter ADRP-WRA in this block

Detailed specifications for each field are included at the end of this document.

The Geospatial Services Branch Head has created a template shapefile with the above standardized attribute table. All ADRP-WRA GIS data must use this attribute table so data can be compiled and queried at the national, state, and regional level. The template shapefile is already projected in NC State Plane NAD83 Meters.

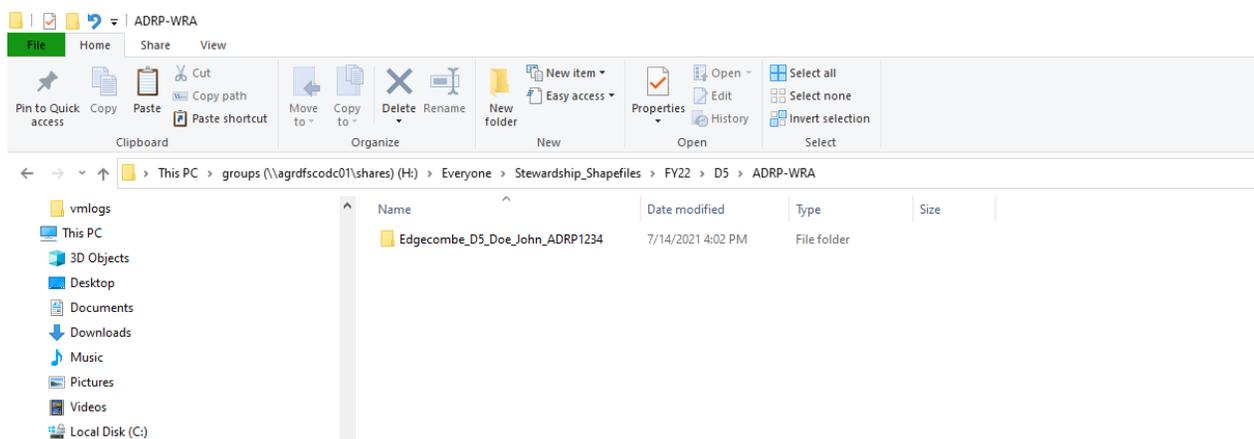
You can find the template shapefile (NCFS_Stewardship_Template.zip) and base data here: S:\Everyone\Stewardship_Shapefiles\Stewardship_Reporting.

ADRP-WRA Shapefile Naming (note: no spaces)

ADRP-WRA shapefiles will NOT be combined. One shapefile with one polygon will be uploaded to the share drive for each ADRP-WRA plan. Each of these shapefiles will be placed in its own folder and named this way:

Folder naming format: *County_District_Last Name_First Name_ADRP-WRA approval number*

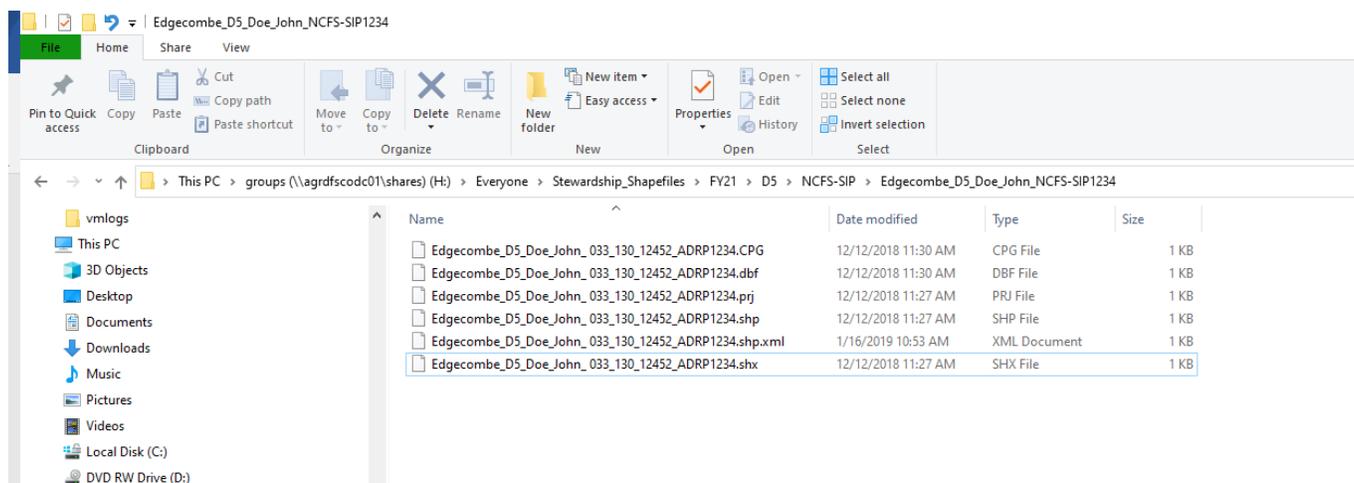
Example Folder name: *S:\Everyone\Stewardship_Shapefiles\FY22\D5\Edgecombe_D5_Doe_John_ADRP-WRA1234*



Note: Screenshot shows H Drive but yours will be S Drive.

The **shapefile name** will clearly outline the County_ District_Last name_First Name_4220 Landowner identifier_ADRP-WRA approval number.

Example Shapefile Name: *Edgecombe_D5_Doe_John_033_130_12452_ADRP-WRA1234.shp*



Polygons must be created, stored, and uploaded by the Service Forester before the payment request is sent to NCFS State Headquarters in Raleigh, NC. Do not wait till the end of the quarter to upload each polygon. Uploading each polygon as reimbursement request are submitted, will allow the NCFS State Headquarters to easily troubleshoot acreage discrepancies. These files will be checked by the Forest Stewardship Coordinator before ADRP-WRA payment is made.

District staff will maintain a computer file containing every ADRP-WRA polygon that is created. These shapefiles will be stored on the district server.

Detailed Specifications for Shapefile Attribute Table

1. PlanName – This is the landowner First and Last Name.
Example: Smokey Bear
2. PlanCat – Forest Stewardship Other (Note: All ADRP-WRA plans will be recorded in the 4220's as Stewardship Plans.)
Example: Forest Stewardship Other
3. PlanID – This will be the unique Landowner ID number generated by the County Ranger for the NCFS internal 4220 Accomplishment Reporting System. This number will come from the County Ranger and will be entered into the attribute table by a NCFS representative.
Example: 001-150 or 001-150B
4. PlanType – This is either New or Revised.
Example: New
5. PlanStart – This is the date the plan was started.
Example: 12/14/20
6. PlanLength – This field is the time allowed for completion. It is 10, by default.
Example: 10
7. SurveyAcre – The number of acres the plan was written for.
Example: 64
8. Funding@ – If known, this is the acronym for the payment type. The default value is N/A
Example: ADRP-WRA
9. PrimGoals – Enter any goals, comments, or additional plan information (limit 254 characters). Enter the ADRP-WRA Approval number in this block. This would be a good place to indicate if the LO is ready for certification through Forest Stewardship Program or NC Tree Farm.