United States Department of Agriculture
Natural Resources Conservation Service

Date Received: **Control No:**

Field Office and TSP Certification Plan Review Checklist

Conservation Activity Plan – Fish and Wildlife Habitat Plan
Practice Activity Code (142)

Purpose: The purpose of the checklist is to provide guidance for elements that need to be addressed or included in the Conservation Activity Plan (CAP). NRCS staff use the checklist for administrative review of the plans submitted. TSPs can use the checklist for a general guidance of elements to include in the plan, but it is still the TSP's responsibility to follow the CAP Plan Development Criteria for specific elements and the detail of each element to be included.

Instructions:.

- **Certified TSP's** should submit the completed checklist, hardcopy and electronic copies of the client's plan to the client.

- **NRCS Staff** should complete the checklist for administrative review and place the completed checklist in the client's file. Administrative review involves a review of the content of the plan to ensure all required elements are present, but does not involve technical review for correctness. (Please Note: If technical review is needed, the completed checklist and client plan should be forwarded to State TSP Coordinator for technical review.)

Fish and Wildlife Habitat Plan	
State/County:	**Date Plan Submitted:**
Producer/Owner:	**Technical Service Provider:**

A Fish and Wildlife Habitat Plan is s site-specific plan developed for a client who is ready to plan and implement decisions with consideration for fish and wildlife habitat and other biological resources.

Technical Guidance, Criteria, and Content for the Fish and Wildlife Habitat Plan is found at the URL http://efotg.sc.egov.usda.gov/efotg_locator.aspx Section III of Maine's FOTG.

Minimum components of a Fish & Wildlife Habitat Plan shall include:

1.	Fish and Wildlife Habitat Plan Criteria
☐	A. Background and Site Information: 1. Landowner information – name, address, operation, size; 2. Location and plan map of parcel; 3. Documentation of existing practices/history; 4. Resource inventory; 5. Fish and wildlife resource concerns.
☐	B. Client Objectives: 1. Manage working lands for fish and wildlife resources; 2. Increase populations of selected species or groups; 3. Maintain populations of selected species or groups; 4. Improve habitat for aquatic, wetland, and/or terrestrial species.
☐	C. Document Existing Conditions: 1. Conservation plan map – boundaries, fields, streams, surface waters, wetlands, fences, riparian areas, land uses, etc.; 2. Soils map - legend, interpretations for fish and wildlife resources; 3. Client's decisions – conservation practices needed to achieve objectives; 4. Habitat assessment, evaluations, or Habitat Suitability Index (HIS) models; 5. Current management activities; 5. Carry capacity for selected species/resources.
☐	D. Desired Future Conditions/Goals: 1. Improve or maintain fish and wildlife population levels; 2. Restoration of fish and wildlife species or habitat types.
☐	E. Assessing/Monitoring of fish and wildlife populations: 1. Evaluation methods and approach; 2. Assessment design.
☐	F. Conservation Practices and/or Activities and Support Documents: 1. Fish and wildlife-related Conservation Practice Standards; 2. Habitat assessment guides (State specific); 3. Requirements from State-specific Field Office Technical Guide.

2.	Deliverables
☐	A. Hardcopy and electronic copies the plan for the Client that includes: 1. Cover page-name/address/phone of the client and TSP, total acres of the plan, required signature blocks; 2. Soils map and appropriate soil descriptions; 3. Resource assessment results; 4. Planned conservation practices and their respective practice site specific specifications in a NRCS approved jobsheet or separate practice plan for the following practices: **Code** — **Practice Name** 643 — Restoration and Management of Declining Habitats 644 — Wetland Wildlife Habitat Management 645 — Upland Wildlife Habitat Management 5. For other practices they shall be documented in the plan for the planned amount, the fields where the practice is to be applied and the planned year of application.
☐	B. Complete hardcopy and electronic copies of the client's plan that includes: 1. All appropriate digital supporting files; 2. Digital Conservation Plan Map with fields, features and structural practices located; 3. Digital Soils Map.

Yes	No	Checklist Approval	
☐	☐	I have administratively reviewed this Fish and Wildlife Plan and it meets all the FY14 Plan Development Criteria for Conservation Activity Plan 142.	
NRCS Representative Name and Title (print or type):			
NRCS Representative Signature:			Date:
Notes (If "No" is checked, include reasons for denial, comments, missing items that need to be added, etc.):			