

STATEMENT OF WORK
Conservation Activity Plan For Forest Management (CAPFM)
Kentucky

Planner will develop a CAP-FM for a Kentucky client. These deliverables apply to this specific planning action. The planner will solicit needed information from the client in order to prepare the CAP-FM. The planner will develop the materials needed for the CAP-FM and is legally responsible for the work performed. For planned practice deliverables refer to those specific practice Statements of Work.

PLANNING

NOTE: A conservation activity plan for forest management (CAP-FM) should address all land units on which forestry management will be planned or applied.

Deliverables:

1. Environmental Evaluation (EE) CPA-52

An EE is to be prepared to clearly assess and document effects of the practice(s) proposed in the CAP-FM on environmental resource concerns. The following is abbreviated guidance for preparation of the EE:

- a. Planners and TSPs shall follow the EE guidance delineated in the National Environmental Compliance Handbook.
- b. The EE must describe the existing conditions for all applicable resource concerns.
- c. The EE will assess the resources potentially impacted by the no action and proposed action.
- d. Guide sheets will accompany the EE, when applicable, to provide information on how to assess and deal with special environmental concerns.
- e. The CAP-FM will contain actions to address any adverse impacts on environmental resources or resources of special concerns (threatened and endangered species, cultural issues, etc.) as noted on the NRCS-CPA-52.

2. Background and Site Information

- a. Name, phone number and address of the client
- b. Written directions to the planning site and a location map.
- c. Total acres in the plan
- d. Description of existing practices and applicable structures
- e. Documentation of past harvest history and inventories, etc.
- f. Overview of resource concerns identified in the plan

3. Existing Conditions

Develop needed inventories to identify and assess resource concerns and help determine treatment options. Provide inventory documentation by stand/field.

- a. Each stand/field shall have separate individual documentation. Stand size and location will be determined by the client and Technical Service Provider. Stand boundaries shall be based on:
 - i. the similarity of the forest community
 - ii. natural features (i.e. soils, topography, aspect, site index)
 - iii. man made features (i.e. roads, management history, property boundaries)
- b. The following information will be developed and recorded for each stand in the CAP-FM. (Stand information and analysis will be based on standard field plot data collection techniques.)
 - i. stand number
 - ii. stand size (acres)
 - iii. tree and shrub species with average DBH for dominant tree species
 - iv. dominant aspect
 - v. dominant slope percent
 - vi. soil map units
 - vii. site index
 - viii. total number of trees per acre
 - ix. stand distribution table by class (% of total stems, basal area in sqft, % of basal area, bd ft volumes, % of volume)

- x. species composition table (% of total stems, species % by class)
- xi. acre volumes by species (by class)
- xii. fish and wildlife habitat elements including average number of snags and den trees per acre when habitat objectives have been identified
- xiii. woody planting needs
- xiv. noxious and invasive species assessment
- xv. risk of insect and disease infestation
- xvi. wildfire risk
- xvii. other appropriate inventory items relating to client objectives
- xviii. general stand/field conditions, protection needs, resource concerns and comments
- xix. notation of natural or cultural significant features such as glades, bluffs, springs, wetlands, streams, caves, sinkholes, old home sites, threatened and endangered species

4. Desired Future Conditions

- a. The CAP-FM will identify residual applicable target goals for each stand/field.(i.e., stems per acre, tree quality, Basal Area volume, stocking percent, number of snags and den trees, species composition, remaining total volume per stand, etc)
- b. The CAP-FM will include a brief outline of the practices/activities that are recommended including timing and method of removal for trees and understory. (Detailed practice requirements will be outlined under section 7.)

5. Forest Management Plan Map

- a. Forest management plan map that includes:
 - i. Map Title Block showing
 1. "Conservation Plan Map"
 2. Prepared with assistance by "TSP Name".
 3. Name of the county and state
 4. Scale of the map
 5. Date Prepared
 6. North Arrow
 - ii. Body of Map with:
 1. Boundary lines of the planning unit outlined
 2. Field/stand boundaries
 3. Land use designations and acres for each stand/field
 4. Appropriate map symbols and a map symbol legend on the map (link to NRCS planning symbols: <http://arcscrips.esri.com/details.asp?dbid=12082>)
 5. Existing practice locations (i.e. forest trails and landings, fence, wildlife watering holes, firebreaks)
 - iii. Recommended treatment units as applicable
 - iv. Acreage for each treatment unit
 - v. Recommended conservation practice locations
 - vi. Streams, wetland(s), other important features
- b. Soils map that includes:
 - i. Legend
 - ii. Soil interpretations
 - iii. Suitability index for forest activities

6. Wetlands

Map Outlining Where Potential Wetlands Are Located For Forest Management Purposes

- a. Outline where potential wetlands are located based on hydric or hydric inclusion soils or other wetness indicators.

7. Conservation Plan

The Conservation Plan document shall be developed utilizing Customer Service Toolkit-Plug-In or MS Word. The Conservation Plan document shall represent all of the practices that client would like to complete within the next 3 to 5 years. The Conservation Plan document shall include the following:

- a. Planned NRCS practices by name and code (Only approved practices, as posted in the Kentucky NRCS eFOTG, will be used.)
- b. Amount to be applied
- c. Schedule of practice implementation
- d. Appropriate site specific recommendations (i.e. detailed herbicide recommendations, tree deadening recommendations, tree and shrub planting requirements. When available, NRCS practice job sheets should be completed for each practices.
- e. The Conservation Plan document will be reviewed with the client to ensure their understanding and acceptance of the analysis and recommended items. The document will also include signature and date by both the client and the technical service provider.

8. Providing Deliverables

- a. Deliverables for The Client: Provide one (1) copy of the CAP-FM and supporting documents to the client and review of all materials. This includes all information outlined above in sections 2-7. Review planned treatments step by step, stand by stand, and year by year with the client.
- b. Deliverables for NRCS Field Office: Deliver one (1) final printed CAP-FM and one (1) electronic copy on a computer compact disc (CD), or by email to the local NRCS Field Office, or by submission via Customer Service Toolkit PlugIn, prior to the 12 month deadline as established by the contract obligation date. This includes all information outlined above in sections 1-7. The plan shall be free of error and typed in a readable font. The electronic version of this plan will be compatible with Microsoft Office Word/Excel/Access 2007. Maps used in the electronic copy will be in a .pdf format. Electronic copies of GIS Shape Files with UTM NAD 83 zone 16 or zone 17 projection(as applicable) shall also be provided on the CD or by email if applicable.

SUPPORT DOCUMENTS

- Applicable KY Job Sheets
- Environmental Evaluation Worksheet, NRCS-CPA-52
- Appropriate Wildlife Habitat Appraisal Guide (WHAG) sheets

REFERENCES

- NRCS National Planning Procedures Handbook
- NRCS electronic Field Office Technical Guide (eFOTG)
- NRCS National Forestry Manual
- NRCS National Forestry Handbook
- NRCS National Environmental Compliance Handbook
- NRCS National Cultural Resources Procedures Handbook

STATE CONTACT

Mark Waggoner, State Resource Conservationist

Phone: 859 224-7370

Email: mark.waggoner@ky.usda.gov