United States Department of Agriculture
Natural Resources Conservation Service

Date Received: **Control No:**

Field Office and TSP Certification Plan Review Checklist

Conservation Activity Plan – Forest Management Plan
Practice Activity Code (106)
(Refer to National Bulletin 450-13-3 for a complete listing of CAP Criteria)

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). The checklists are recommended for use by NRCS staff and Technical Service Providers, but are not required. NRCS staff can use the checklist for administrative review of the sample plans submitted as part of the certification process as well as all other plans submitted after a TSP is certified. 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: The checklist should be completed and submitted with the sample plan or the hardcopy of the client's plan as described below:

- **Prospective TSP's** should submit the completed checklist and sample plan by mail or email (complete plans should be sent as a single electronic file for example pdf, word or scanned file) to the appropriate State TSP Coordinator for technical review to become a certified TSP. A list of State TSP Coordinators can be found at: https://techreg.sc.egov.usda.gov/RptStateContact4Admin.aspx.

- **Certified TSP's** should submit the completed checklist, hardcopy and electronic copy of the client's plan to the local NRCS Field Office or appropriate State TSP Coordinator for administrative review.

- **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 the appropriate State Office staff or NHQ for technical review.)

Please Note: Should a State not have the technical specialist to conduct the technical review, requests can be submitted (by the State Office) to NHQ for review. For NHQ review please submit the complete plan and checklist by mail or email to the TSP Team. See below for address information.

Forest Management Plan	
State/County:	**Date Plan Submitted:**
Producer/Owner:	**Technical Service Provider:**

A Forest Management Plan (FMP) is a site specific plan developed for a client, which addresses one or more resource concerns on land where forestry-related conservation activities or practices will be planned and applied.

Technical Guidance, Criteria, and Content for the FMP is found at the URL: eDirectives **http://directives.sc.egov.usda.gov/**. Navigate to: Manuals Title 190 Ecological Sciences; National Forestry Manual; Part 536 – Conservation Planning, Subpart B – Forestry Management Plan Criteria.

Minimum components of a Forest Management Plan (FMP) shall include:

1.	**Background and site information: This element provides a brief description of:**
☐	a. Landowner information-name, address, operation, size; b. Location and plan map of parcel; c. Documentation of existing practices; d. Past harvest history; e. Identification of resource concerns.
2.	**Client Objectives, which may include these considerations and others:**
☐	a. Expected income; b. Forest stand improvement; c. Wildlife habitat/riparian areas; d. Recreation; e. Agroforestry; f. Pollinator habitat and protection.
3.	**Existing Conditions:**
☐	Identify resource concerns based on an inventory to assess these concerns and opportunity for treatment. The inventory will typically include: a. Description of the inventory process (Refer to Maine Forestry Inventory Criteria); b. Forest management unit and stand boundaries; c. Site index, basal area, species and size class; d. Potential woodland products, soil conditions, slopes, topography and aspect; e. Natural and cultural features; f. Roads and wildfire risk (surface and crown fires); g. Risk of insect and disease infestation; h. Fish and wildlife species and habitat elements; i. Noxious and invasive species; j. Water quality and other important features as applicable.
4.	**Desired Future Conditions:**
☐	Goals such as stocking, trees per acre, basal area, species composition, wildlife, pollinator habitat and protection, recreation, etc. for stands where practices/activities are to be implemented to meet future goals.

5.	Forest Management Plan Documentation:
☐	1. Cover page with signature blocks.
☐	2. Forest management plan map including boundaries, fields/stands, scale, north arrow, stand boundaries and appropriate map symbols.
☐	3. Soils map including legend, interpretations, and suitability index for forest activities. The Web Soil Survey can provide the needed information: http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm
☐	4. A wetland delineation map and associated wetland compliance documentation (Food Security Act of 1985), if applicable.
☐	5. Resource Assessment Results (wind and water erosion, water availability, soil fertility, etc… **WHEP** and **ECS-1**)
☐	6. Conservation plan (record of decisions) *(MS Word Document or the national common forest management plan template)* to include: a. Planned practice (s) with NRCS practice name(s) and codes; b. Amounts to be applied in NRCS practice units (no.), (ft), (ac); c. Schedule for implementation; d. Primary NRCS forestry and agroforestry practices-When any of the following practices are used in this plan, the site specific specifications shall be developed in the template, NRCS approved Jobsheet or separate plan.

Code		Practice Name
380	☐	Windbreak/Shelterbelt Establishment
394	☐	Firebreak
472	☐	Access Control
490	☐	Tree/Shrub Site Preparation
612	☐	Tree/Shrub Establishment
655	☐	Forest Trails and Landings
660	☐	Tree/Shrub Prunning
666	☐	Forest Stand Improvement

e. Additional practices may be needed to meet all the landower's objectives. For the following practices the plan must include the planned amount, fields where the practice is to be applied and the planned year of application.

Code		Practice name
314	☐	Brush Management
315	☐	Herbaceous Weed Control
342	☐	Critical Area Planting
382	☐	Fence
395	☐	Stream Habitat Improvement and Management
560	☐	Access Road
578	☐	Stream Crossing
580	☐	Streambank and Shoreline Protection
595	☐	Integrated Pest Management
644	☐	Wetland Wildlife Habitat Management
645	☐	Upland Wildlife Habitat Management
647	☐	Early Successional Habitat Development/Management

	NOTICE: Practices beyond the basic forestry/agroforestry practices may be included in the plan, but the design and implementation of these will be conducted by an appropriately certified TSP for those practices.
☐	7. For management practices include the planned practices and site specific specifications on how, when and extent (acres/number) each practice will be applied.
☐	8. For engineering/structural practices include when and extent each of the planned practices will be applied, also include location on the Conservation Plan Map.
6.	**Deliverables:**
☐	1. Complete hardcopy for the client; 2. Complete hardcopy and electronic copy of the plan for NRCS: a. Digital Conservation Plan Map with fields, features and structural practices located; b. Digital Soils Map. **Optional**-Use of the Plan Template developed for this CAP is optional, but recommended. Managing Your Woodlands Natl ATFS FS NRCS Joint Mgt Plan Template_elec Sign_21Feb11.pdf or Managing Your Woodlands Natl ATFS FS NRCS Joint Mgt Plan Template_21Feb11.doc). Both templates and a User's Guide are available on the TSP website http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/programs/technical/tsp/?&cid=stelprdb1046968

Yes	No	Checklist Approval		
☐	☐	I have administratively reviewed this Forest Management Plan and it meets all the FY13 Plan Development Criteria for Conservation Activity Plan 106.		
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.):

Email: tsp@wdc.usda.gov

Mailing Address: **Technical Service Provider Team**
USDA - Natural Resources Conservation Service
1400 Independence Ave SW, Room 6016
Washington, DC 20250