

Date Received:

Control No:

## Field Office Checklist and TSP Certification Sample Plan Review

### Conservation Activity Plan – Forest Management Plan Practice Activity Code (106)

(Refer to National Bulletin 450-11-1 for a complete listing of CAP Criteria)

**Purpose:** The purpose of this checklist is to provide guidance for components that need to be addressed or included in a Forestry Management Plan. This checklist is designed for use by NRCS staff as well as Technical Service Providers. Please refer to CAP Development Criteria for specific elements to be addressed.

**Instructions:** Note: The Forestry CAP sample plan should be reviewed at the State level and is not required to be reviewed by National Headquarters. However, should the State not have the technical specialist to conduct the review, requests can be submitted (by the State Office) to NHQ for review. Submit the completed checklist and sample plan by mail or email to Tim Pilkowski, Natural Resources Specialist, TSP Team. See below for address info.

Forest Management Plan	
<b>State/County:</b>	<b>Date Plan Submitted:</b>
<b>Producer/Owner:</b>	<b>Technical Service Provider:</b>
<p><b>A Forest Management Plan (FMP)</b> 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.</p> <p>Technical Guidance, Criteria, and Content for the FMP is found at the URL: eDirectives <a href="http://directives.sc.egov.usda.gov/">http://directives.sc.egov.usda.gov/</a>. Navigate to: Manuals Title 190 Ecological Sciences; National Forestry Manual; Part 536 – Conservation Planning, Subpart B – Forestry Management Plan Criteria.</p> <p><b>Minimum components of a Forest Management Plan (FMP) shall include:</b></p>	
<b>1.</b>	<b>Background and site information: This element provides a brief description of:</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Landowner information-name, address, operation, size; <i>Farm and Tract number</i></li> <li>b. Location and plan map of parcel (<i>Legal and/or parcel number</i>)</li> <li>c. Documentation of existing practices;</li> <li>d. Past harvest/disturbance history;</li> <li>e. Identification of resource concerns</li> </ul>

<b>2.</b>	<b>Client Objectives, which may include these considerations and others:</b>
<input type="checkbox"/>	<ul style="list-style-type: none"> <li>a. Expected income;</li> <li>b. Forest stand improvement;</li> <li>c. Wildlife habitat/riparian areas;</li> <li>d. Recreation;</li> <li>e. Agro forestry;</li> <li>f. Pollinator habitat and protection</li> </ul>
<b>3.</b>	<b>Existing Conditions:</b>
<input type="checkbox"/>	<p>Identify resource concerns based on an inventory to assess these concerns and opportunity for treatment. The inventory will typically include:</p> <ul style="list-style-type: none"> <li>a. Forest management unit and stand boundaries; <i>(Inventory Method and intensity)</i></li> <li>b. Site index, basal area, species and size class; <i>(TPA &amp; Ave.DBH/DBH range, Height, crown ratio)</i></li> <li>c. Potential woodland products, soil conditions, slopes, topography and aspect;</li> <li>d. Natural and cultural features;</li> <li>e. Roads and wildfire risk (surface and crown fires);</li> <li>f. Risk of insect and disease infestation;</li> <li>g. Fish and wildlife species and habitat elements; <i>(Bio Tech Note 14 habitat elements)</i></li> <li>h. Noxious and invasive species;</li> <li>i. Water quality and other important features as applicable.</li> </ul>
<b>4.</b>	<b>Desired Future Conditions:</b>
<input type="checkbox"/>	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.
<b>5.</b>	<b>Forest Management Plan Documentation:</b>
<input type="checkbox"/>	1. Cover page with signature blocks
<input type="checkbox"/>	2. Forest management plan map including boundaries, fields, scale, north arrow, stand boundaries, appropriate map symbols and planned practices. <i>(Approx. location of planned practices must be shown on map)</i>
<input type="checkbox"/>	3. Soils map including legend, interpretations, and suitability index for forest activities.
<input type="checkbox"/>	4. A wetland delineation map and associated wetland compliance documentation (Food Security Act of 1985), if applicable.
<input type="checkbox"/>	5. Resource Assessment Results (wind and water erosion, water availability, soil fertility, etc...)
<input type="checkbox"/>	6. Conservation plan (record of decisions) <i>(Utilizing Customer Service Toolkit – Plug-In or MS Word Document)</i> to include: <ul style="list-style-type: none"> <li>a. Planned practice (s) with NRCS practice name(s) and codes;</li> <li>b. Amounts to be applied in NRCS practice units (no.), (ft), (ac);</li> <li>c. Schedule for implementation;</li> <li>d. appropriate site specific specifications; <i>(Must use NRCS Jobsheets, standard drawings, &amp; spec. worksheets if available. )</i></li> <li>e. And job sheet for each practice.</li> </ul>

Yes	No	Checklist Approval	
		I have reviewed this Forest Management Plan (FMP) and it meets all the criteria of the Conservation Activity Plan 106 in accordance with Section 2508 of the Food, Conservation and Energy Act of 2008.	
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.):			

Red font indicates Washington State clarification of requirements. See Washington Planner's Guide for Conservation Activity Plan 106.

**e-mail:** **Carri.Gaines@wa.usda.gov**  
**Mailing Address:** **Carri Gaines**  
State Forester  
USDA - Natural Resources Conservation Service  
316 W Boone Ave, Ste 450  
Spokane, WA 99201