United States Department of Agriculture
Natural Resources Conservation Service

Date Received: **Control No:**

Field Office Checklist and TSP Certification Sample Plan Review

Conservation Activity Plan – Pollinator Habitat Enhancement Plan Practice Activity Code (146)

(Refer to National Bulletin 450-12-2 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). This checklist is designed for use by NRCS staff and Technical Service Providers. NRCS staff should use the checklist for technical review of the sample plans submitted as part of the certification process as well as for administrative review upon completion of all other plans submitted. It is the TSP's responsibility to follow the CAP Plan Development Criteria for specific elements and the detail of each element to be included in the plan.

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: http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/programs/technical/tsp/?cid=stelprdb1043101.

- **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.

Pollinator Habitat Enhancement Plan	
State/County:	**Date Plan Submitted:**
Producer/Owner:	**Technical Service Provider:**

A Pollinator Habitat Enhancement Plan is s site-specific conservation plan developed for a client that addresses the improvement, restoration, enhancement and expansion of flower-rich habitat that supports native and/or managed pollinators.

Technical Guidance, Criteria, and Content for the Pollinator Habitat Enhancement Plan is found at the URL: eDirectives http://directives.sc.egov.usda.gov/. Navigate to: Manuals Title 190 Ecological Sciences, National Biology Manual.

Minimum components of a Pollinator Habitat Enhancement Plan shall include:

1.	**Background and site information:**
☐	a. Landowner information – name, address, operation, size ; b. Location and plan map of parcel.
2.	**Identify client objectives such as:**
☐	a. Improve pollination service provided by wild (unmanaged bees) by: 1. Increasing floral diversity and ensuring continuous and diverse bloom; 2. Increasing undisturbed habitat/ground (including the creation of alkali or other ground-nesting bee beds); 3. Increasing nesting opportunities for tunnel-nesting bees; 4. Providing pollinator refugia. b. Improve pollen diversity and nectar availability for managed bees kept onsite; c. Increase diversity and availability of butterfly host plants; d. Increase abundance of beneficial insects important for pest management; e. Improve cost efficiency (e.g. removal of marginal crop land from production and/or improvement of produce quality from enhanced pollination); f. Maintain or improve wildlife habitat; g. Maintain or improve water quality; h. Prevent or reduce erosion; i. Beautify the landscape; j. Provide pollinator populations with refuge from pesticides; k. Change or adjust pesticide use to reduce hazards for native pollinator populations.
3.	**Document Existing conditions:**
☐	a. Conservation plan map – field boundaries, streams, surface waters, wetlands, fences, and land uses, etc.; b. Soils map and appropriate soil descriptions for land use and resource concerns; c. Identify the number of acres available; d. Use an appropriate State or NRCS approved habitat assessment, evaluation, or Habitat Suitability Index model and the Ecological Site Description (where available) to define the existing conditions for wildlife; e. Current management practices and activities on cropped and non-cropped portions of the property.

4.	**Desired Future Conditions/Goals:**
☐	a. The plant species composition benefits a diverse pollinator community (i.e., at least 12 species of flowering plants, three of which are in bloom at any one time from early fall to late spring. Note: if planting is designed to support adjacent insect-pollinated agriculture, then: 1. Minimize bloom competition with insect-pollinated crops; 2. Take care to avoid plants that may serve as crop pest or disease hosts. b. Minimize weed competition, with inclusion, where appropriate, of beneficial "weeds" (e.g., milkweed as Monarch butterfly host plants); c. Large areas of undisturbed pollinator habitat are available: 1. No tillage in areas appropriate for ground-nesting bees; 2. Overgrown bunch grasses for bumble bee nest sites; 3. Host plants for butterflies; 4. Tree cavities, standing dead trees, exfoliating bark, pithy or hollow stems such as elderberry and rubus spp. (e.g., in riparian or adjacent land) for wood-nesting bees. d. Recordkeeping: 1. Dates of first flowering for each of the pollinator-friendly forage plant species; 2. Specific pollinators, plants visited and time-frame (date range) of visits; 3. Evidence of ground-nesting and wood nesting bee activity; 4. If providing crop pollination services, record crop yields. e. Monitoring plan including specific dates and data to be recorded; f. Operation and Maintenance for practices including assurances these will be followed; g. Adequate clean water source(s) for honey bees.
5.	**Pollinator Habitat Planning Documentation:**
☐	a. Conservation Plan Map – scale, north arrow, planned and existing boundaries, fields, land use, appropriate map symbols, and, where available, the identification of ecological sites by field; b. Soils Map – legend, appropriate interpretations, and, where available, the ecological site descriptions; c. Resource concerns addressed by the conservation plan; d. Contingency Plans – for harsh winter conditions, drought, fire, flooding, and other extraordinary events; e. Conservation Plan (record of decisions) – shall include: 1. Planned practice; 2. Schedule for implementation; 3. Site-specific specifications to apply the conservation practice. (documented on NRCS job sheets or in plan narrative form); 4. Planned engineering practice shall include the conservation practice, schedule of implementation, and be identified on the plan map.
6.	**Deliverables:**
☐	a. Hardcopy of the plan for the client that includes: 1. Cover page with names, addresses and phone of client and TSP, total acres of the plan and required signature blocks; 2. Soils Map with appropriate soil descriptions; 3. Resource assessment results; 4. Enhancement practices that include planned practices and site specific specifications and how, when and extent each will be applied; 5. Engineering/structural practices include planned practices and when, extent and location on the conservation plan map. b. Complete hardcopy and electronic copy of the client's plan for NRCS: 1. Digital Conservation Plan Map with fields, features and structural practices located;

	2. Digital Soils Map. **Optional**-Use of the Plan Template developed for this CAP is optional, but recommended. If the Conservation Plug-In/CPlanner is used for plan development and Conservation Plan Map, Soils Map and planned/structural practices are developed from use of this program, these do not need to be included again in Plan Template.

Yes	No	Checklist Approval		
○	○	I have administratively reviewed this Pollinator Habitat Enhancement Plan and it meets all the criteria of the Conservation Activity Plan 146 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.):				

Email: tsp@wdc.usda.gov.

Mailing Address:

Technical Service Provider Team
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