

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 450-12-2 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=s_telprdb1043101.
- **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:
<p>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.</p> <p>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.</p>	
Minimum components of a Forest Management Plan (FMP) shall include:	
1.	Background and site information: This element provides a brief description of:
<input type="checkbox"/>	<ul style="list-style-type: none"> 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:
<input type="checkbox"/>	<ul style="list-style-type: none"> a. Expected income; b. Forest stand improvement; c. Wildlife habitat/riparian areas; d. Recreation; e. Agro forestry; f. Pollinator habitat and protection.
3.	Existing Conditions:
<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"> a. Forest management unit and stand boundaries; b. Site index, basal area, species and size class; c. Potential woodland products, soil conditions, slopes, topography and aspect; d. Natural and cultural features; e. Roads and wildfire risk (surface and crown fires); f. Risk of insect and disease infestation; g. Fish and wildlife species and habitat elements; h. Noxious and invasive species; i. Water quality and other important features as applicable.
4.	Desired Future Conditions:
<input type="checkbox"/>	<p>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.</p>

5. Forest Management Plan Documentation:	
<input type="checkbox"/>	1. Cover page with signature blocks.
<input type="checkbox"/>	2. Forest management plan map including boundaries, fields/stands, scale, north arrow, stand boundaries and appropriate map symbols.
<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 Conservation Plug-In/CPlanner or MS Word Document or the national common forest management plan template</i>) to include: <ol style="list-style-type: none"> Planned practice (s) with NRCS practice name(s) and codes; Amounts to be applied in NRCS practice units (no.), (ft), (ac); Schedule for implementation; Appropriate site specific specifications and/or job sheet for each practice.
<input type="checkbox"/>	7. For management practices include the planned practices and site specific specifications on how, when and extent (acres/number) each practice will be applied.
<input type="checkbox"/>	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:	
<input type="checkbox"/>	<ol style="list-style-type: none"> Complete hardcopy for the client; Complete hardcopy and electronic copy of the plan for NRCS: <ol style="list-style-type: none"> Digital Conservation Plan Map with fields, features and structural practices located; Digital Soils Map. <p>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.</p>

Yes	No	Checklist Approval
<input type="radio"/>	<input type="radio"/>	I have administratively 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.):

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