

Policy and Procedure 6-1 Pine Bark Beetle Prevention Cost-Share Program

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Effective Date: January 1, 2019

Codes/Mandates: Code of Virginia [§10.1-1177-§10.1-1180](#)

References: N/A

Forms: Form 6.1 Pine Bark Beetle Prevention Program Longleaf Pine Restoration Cost-Share Application
Form 6.2 Pine Bark Beetle Prevention Program Pre-Commercial Thinning Cost-Share Application
Form 6.3 Pine Bark Beetle Prevention Cost Share Program Logger Incentive Cost-Share Application
Form 3.9 Forestry Cost-Share or Grant Program Certification of Work Completed
Form 3.10 Multiple Landowners Supplement
Form 3.11 Cost-Share/AMP Project Amendment
Form W-9 Request for Taxpayer Identification Number(s) and Certification | Instructions

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PURPOSE

To provide instructions for administering the Pine Bark Beetle Prevention Cost-Share Program, which offers incentives to landowners and loggers for specific forest management projects aimed at improving the forest health in Virginia.

POLICY

It shall be the policy of the Virginia Department of Forestry to manage the Pine Bark Beetle Prevention Cost-Share Program in accordance with the requirements of the program as governed by the USDA Forest Service.

DEFINITIONS

“Agency” and “VDOF” means the Virginia Department of Forestry.

“Commonwealth” means the Commonwealth of Virginia.

“PBBP” means Pine Bark Beetle Prevention.

“PBBPP” means Pine Bark Beetle Prevention Program.

PROCEDURES

Cost-Share Incentive for Landowners

Program Options

Pre-commercial Pine Thinnings

- ◆ Parcel must be at least five (5) acres in size.
- ◆ Pine species must be loblolly, shortleaf, longleaf, pond, Virginia, pitch or white pine.
- ◆ Trees must be no more than 15 years old and no more than 4 inches average dbh.
- ◆ Tree density must be at least 800 stems per acre.
- ◆ Post-treatment residual tree density must be from 300 to 500 stems per acre.
- ◆ Parcel must not be in public or forest industry ownership, or be managed by a Timber Investment Management Organization (TIMO) or Real Estate Investment Trust (REIT).

Longleaf Pine Restoration

- ◆ Parcel to be planted must be at least five (5) acres in size.
- ◆ Site must be appropriate for successful longleaf pine establishment, growth and survival with proper management.
- ◆ Parcel must not be in public or forest industry ownership, or be managed by a Timber Investment Management Organization (TIMO) or Real Estate Investment Trust (REIT).

Incentive Payment

Effective May 1, 2015, the incentive payments to landowners for approved projects are:

- ◆ 60 percent of direct project cost for pre-commercial pine thinning, not to exceed \$105 per acre (cost-share payment) or \$10,000 in a federal fiscal year (10/01-9/30) (Form 6.2)
- ◆ 60 percent of direct project cost for longleaf pine site preparation, planting, burning or herbicide release, not to exceed \$225 per acre (cost-share payment) or \$10,000 in a federal fiscal year (10/01-9/30) (Form 6.1)
- ◆ A landowner may receive cost share for any combination of the above practices but cannot exceed the per Federal fiscal year maximum of \$10,000 per landowner per year.
- ◆ Department of Forestry services or outside consulting fees **will not** be considered as part of project costs for purposes of calculating cost-share.

- ◆ A Department of Forestry service fee will not be charged for any PBBP projects. We must match 10 percent of this federal grant with our time. If we charge a service fee, we forfeit our ability to use our employee time as match.
- ◆ One incentive payment will be computed upon completion of the project. Fiscal vouchers will be submitted to the State Treasurer for disbursement of the incentive payment. The incentive payment will be made within approximately 30 days.

Cost-Share Incentive for Loggers

First Commercial Pine Thinning

- ◆ Parcel must be 5-25 acres in size.
- ◆ Pine species must be loblolly, shortleaf, longleaf, pond, Virginia, pitch or white pine.
- ◆ Parcel must be between 12-22 years of age.
- ◆ Parcel must have a minimum basal area of 110 square feet per acre or 350 trees per acre. Parcel must be thinned to a target of 60-80 square feet per acre or 100-250 trees per acres of live, healthy, undamaged volume. Parcel must not be in public or forest industry ownership, or be managed by a Timber Investment Management Organization (TIMO) or Real Estate Investment Trust (REIT).
- ◆ Parcel must not adjoin another parcel being thinned under the same landownership.
- ◆ Applicant must be a certified SHARP logger (or equivalent if not in Virginia).
- ◆ Applicant must not owe the Virginia Department of Forestry any civil penalties or other outstanding debt.
- ◆ Applicant may not submit more than five (5) applications or receive more than \$10,000 per federal fiscal year (10/1-9/30).
- ◆ The VDOF reserves the right to discontinue this program at any time.

Incentive Payment

Effective July 1, 2015, the incentive payments to loggers for approved projects are:

- ◆ 50 percent of itemized logging costs (Form 3.9 Forestry Cost-Share or Grant Program Certification of Work Completed), not to exceed \$2,000. Examples of appropriate costs include: labor/hours for truck drivers and equipment operators; mileage and/or hours for use of transports, bulldozers, skidders or other equipment; materials such as gravel, grass seed, culverts, mats and bridges, or other contractual services.
- ◆ A logger or logging company may not receive more than \$10,000 in PBBP cost-share payments in a federal fiscal year (10/1-9/30)
- ◆ A Department of Forestry service fee will not be charged for any PBBP projects. We must match 10 percent of this federal grant with our time. If we charge a service fee, we forfeit our ability to use our employee time as match.
- ◆ One incentive payment will be computed upon completion of the project. Fiscal vouchers will be submitted to the State Treasurer for disbursement of the incentive payment. The incentive payment will be made within approximately 30 days.

Application Process

Application

- ◆ Sign-up will occur on a continuous basis and will continue until funds are depleted. The forest health program manager may discontinue the program and application process at any time when sufficient funding is no longer available.

- ◆ If requests exceed available funds, preference will be given to counties in the south-Central Region where beetle hazard is the highest and the Eastern Region where the need is greatest. Likewise, preference will be given to pre-commercial thinning over longleaf and first commercial thinnings.
- ◆ The area forester must visit or have visited the parcel for which an application is being submitted to ensure it meets the requirements of the program. Area foresters should not approve the application without first taking this step.
- ◆ Once the area forester examines the tract and determines the landowner and project qualify for assistance, an original Form 6.1 Pine Bark Beetle Prevention Program Longleaf Pine Restoration Cost-Share Application, Form 6.2 Pine Bark Beetle Prevention Program Pre-Commercial Thinning Cost-Share Application or Form 6.3 Pine Bark Beetle Prevention Program Logger Incentive Cost-Share Application must be signed and sent to the landowner along with an IFRIS map designating the area of the tract to be treated and a blank State W9 form with an envelope pre-addressed to the forest health program support technician at Headquarters.
- ◆ The landowners must complete and send the application, the State W9 form and tract map to the forest health program support technician at the Headquarters Office for preliminary approval and assignment of the application number.
 - VDOF field staff are NOT allowed to accept W9 documents from the landowner.
 - If the landowner mails the application and W9 back to the VDOF field staff, the field staff will shred the documents and resend application and W9 form to the landowner with an explanation.
 - If the landowner tries to drop the information off at a VDOF local office, the field staff will give the landowner a self-addressed envelope to the forest health program support technician and ask them to mail the documents.
- ◆ The forest health program support technician will issue a PBBP cost-share number to be used in tracking projects and request a Cardinal Vendor Number for the landowner.
- ◆ Tracts with multiple landowners must have a completed Form 3.10 Multiple Landowners Supplement.
- ◆ If the forest health program budget manager approves the project, the approved application will be returned to the area forester and an approval letter will be sent to the landowner.
- ◆ At this point, work may begin on the project.

IRS Requirements

Landowner(s) must complete, sign and date the State Form W9 to be held on file at the Headquarters Office to comply with IRS 1099 reporting regulations. Form W9 needs to be submitted only one time, as long as the information requested remains valid.

Canceling a Project

When canceling a project, the forester must notify the forest health program manager via email as soon as possible so the funds may be reallocated. The original application will be submitted to the forest health program manager at Headquarters and marked as cancelled.

Amending a Project

When it is necessary to amend a project from the original approved application, a Form 3.11 Cost-Share/AMP Project Amendment must be completed and approved.

Completion of Project

All projects must be completed within 12 months of the date of approval by the Forest Health Budget Manager. Otherwise the project will be cancelled unless a 6-month request for extension (Form 3.11 Cost-Share/AMP Project Amendment) is received within three weeks of the cancellation date.

Area Office

The area forester should inspect each completed job prior to signing the application a second time to approve cost-share payment. This is to ensure that program guidelines were met. The forester may decide not to approve the project for payment if there is evidence that program guidelines were not followed.

- ◆ The application form (Form 6.1, 6.2 or 6.3) is completed by entering:
 - Estimated acreage (only for Form 6.1 and 6.2)
 - Final project cost
 - Final cost share amount (VDOF or consulting fees should not be included.)
 - Landowner Cost-Share – 60 percent of final project cost (Form 6.1 or 6.2)
 - Logger Cost-Share – 50 percent of final project cost (Form 6.3)
 - VDOF final approval signature and date
- ◆ Send the complete application package to the forest health program support technician at Headquarters:
 - Final Form 6.1, 6.2 or 6.3
 - Form 3.10 Multiple Landowners Supplement (if applicable)
 - Form 3.9 Forestry Cost-Share or Grant Program Certification of Work Completed and/or copies of contractor's invoices and receipts

Headquarters Office

The forest health program budget manager will review and approve applications:

- Verify completion of the application (Form 6.1, 6.2 or 6.3).
- Verify completion of the Form 3.10 (if applicable).
- Ensure contractor invoices and/or Form 3.9 are attached.
- Ensure accurate final acres, final project cost and cost-share amount.
- Forward original application to Finance with supporting documentation.

Finance will then process the incentive payment.

IFRIS Time Reporting

- ◆ **Any and all relevant VDOF personnel time spent on this program should be documented in IFRIS under the code Forest Health/Southern Pine Bark Beetle OR Forest Health/Longleaf Pine Restoration.**

AUTHORITY

This policy and procedure is issued by the Virginia state forester.

INTERPRETATION

The forest health program manager is responsible for the interpretation of this policy and procedure.

APPROVAL

I certify that this policy and procedure is approved and ready for publication.

Lori Chamberlin

Forest Health Program Manager Name (Print)

Forest Health Program Manager Signature

Dean Cumbia

Director of Forest Resource Management Name (Print)

Director of Forest Resource Management Signature

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Director of Finance Name (Print)

Director of Finance Signature

Ed Zimmer

Deputy State Forester Name (Print)

Deputy State Forester Signature