

Policy and Procedure 7-2

Rural Financial Assistance Programs

Issued By: Robert W. Farrell, State Forester

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Codes/Mandates: Code of Virginia [§10.1-1105](#) Additional duties and power of State Forester
Code of Virginia [§10.1-1106](#) State Forester to control forest reserves and funds; reforestation; preservation of timber, etc.
Code of Virginia [§10.1-1117](#) Specialized services or rentals of equipment to landowners, localities and state agencies; fees; disposition of proceeds
Code of Virginia [§10.1-1120](#) Forest Management of State-Owned Lands Fund
Code of Virginia [§10.1-1126](#) State Forester authorized to enter into agreements with federal agencies
Code of Virginia [§10.1-1130](#) State Forester to furnish seedlings and technical assistance
Code of Virginia [§10.1-1131](#) Authority of State Forester
Code of Virginia [§10.1-1132](#) Administration by State Forester; services rendered
Code of Virginia [§10.1-1133](#) Fees for services; free services
Code of Virginia [§10.1-1170-1176](#) Reforestation of Timberlands

STATE Program Forestry Topic #20: Reforestation of Timberlands Program

References: Template: [RT Application Letter](#)
Template: [RT Approval Letter](#)
Template: [RT Voluntary Payback Letter](#)
Template: [RT Required Payback Letter](#)
[Virginia Agricultural Cost Share Manual](#), **Section 3**: Best Management Practices

STATE Program [Form 3.1 Request For Billing](#)
Forms: [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 7.2 Estimated Reforestation Cost Worksheet](#)
[Form 12.1 Reforestation Tree Seedling and Service Order](#)
[Form W-9 Request for Taxpayer Identification Number\(s\) and Certification](#) (Department of Accounts)
[Form ST-18 Commonwealth of Virginia Sales and Use Tax Certificate of Exemption](#) (Department of Taxation)

FEDERAL Program [Electronic Field Operations Technical Guide \(eFOTG\)](#), **Section 1**: Payment rates; **Section 2**: Plant Establishment Guide; **Section 3**: Resource Concerns and plan templates; **Section 4**: Conservation Practice Standards and Job Sheets

References: [USDA Natural Resources Conservation Service Programs Website](#)
[Technical Service Provider \(TSP\) Registry Website](#)
[USDA Farm Service Agency Programs Website](#)
[Conservation Reserve Program, CP-3 Tree Planting Fact Sheet](#)
[Conservation Reserve Program, CP-22 Riparian Buffer Fact Sheet](#)
[Conservation Reserve Program, Longleaf Pine Initiative Fact Sheet](#)
[Conservation Reserve Enhancement Program – Chesapeake Bay Fact Sheet](#)
[Conservation Reserve Enhancement Program – Southern Rivers Fact Sheet](#)
[Science to Solutions – Golden Winged Warbler Fact Sheet](#)
[Golden Winged Warbler Map](#)

FEDERAL Program	Form 7.8 Cost Share Plan
Forms:	Form 7.9 NRCS Conservation Planning Activity (CPA 106) and Design and Implementation Activity (DIA 165) Application
	Form 7.16 Virginia Conservation Planning Activity (CPA 106) and Design and Implementation Activity (DIA 165) Component Checklist
	Form 7.25 Conservation Stewardship Plan Field Verification Checklist for Non-Industrial Private Landowners
PRIVATELY FUNDED Program	Virginia Environmental Endowment, James River Water Quality Improvement Program
References:	James River Buffer Program flier
	James River Buffer Program web site
	Forestry Best Management Practices for Water Quality
PRIVATELY FUNDED Program Forms:	Form 084 Hardwood Re-inspection Field Tally Sheet
	Form 3.9 Forestry Cost-Share or Grant Program Certification of Work Completed
	Form 7.2 Estimated Reforestation Cost Worksheet
	Form 7.8 Cost-Share Plan
	Form 7.12 Pine Planting Quality Field Tally Sheet
	Form 7.13 Pine Survival/Reproduction Field Tally Sheet
	Form 7.14 Hardwood Planting Quality Field Tally Sheet
	Form 7.26 James River Buffer Program Agreement
	Form 7.27 Mountain-to-Bay Program Agreement

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PURPOSE

To provide information on state, federal and privately-funded forestry cost-share/incentive programs available requiring VDOF technical assistance in establishing tree cover, wildlife habitat, and soil and water quality protection.

POLICY

It shall be the policy of the Virginia Department of Forestry to cooperate with and assist state and federal conservation agencies in providing forestry technical assistance services to private landowners in conjunction with state, federal and privately-funded cost-share/incentive programs.

DEFINITIONS

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

“BMP” means Best Management Practices.

“CPA 106” means the NRCS Conservation Planning Activity - Forest Management Plan that contains forest related conservation treatment activities for one or more resource concerns..

“Commonwealth” means the Commonwealth of Virginia.

“Concentrated Water Flow” means an area where surface water drains to and gathers, but is generally not a stream or water feature, but is located uphill or upslope and drains down to these features. They may be upland ditches, roads, trails, gullies or lower parts of fields without water-defined channels.

“**CBF**” means the Chesapeake Bay Foundation.

“**DCR**” means the Department of Conservation and Recreation.

“**DIA 165**” means the NRCS Design and Implementation Activity – Forest Management that includes the designing of conservation practices found in a site-specific forest management plan (CPA 106)

“**FSA**” means the Farm Service Agency.

“**HHIP**” means Hardwood Habitat Incentive Program

“**JRA**” means James River Association

“**NRCS**” means the Natural Resources and Conservation Service.

“**Riparian Forest Buffer**” means linear wooded area of varying width near a water feature that helps filter nutrients, sediment and other pollutants from runoff as well as remove nutrients from groundwater. “For the James River Buffer Program, the buffer is at least 35 feet wide.

“**RT**” means Reforestation of Timberlands.

“**TSP**” means NRCS Technical Service Provider who is certified to develop NRCS Conservation Planning Activity – Forest Management Plan (CPA 106) and NRCS Design and Implementation Activity – Forest Management (DIA 165).

“**SWCD**” means Soil and Water Conservation District.

“**USDA**” means the United States Department of Agriculture.

“**VEE**” means Virginia Environmental Endowment.

“**Water Feature**” means an area where surface water is found and includes streams, creeks, rivers, lakes, ponds, branches, prongs, drainage ditches with water present some of the year, or springs. The feature can be intermittent or perennial and does not necessarily show up on topographic maps. For streams, the feature should have a defined channel, have evidence of streambed scouring, and bare soil or rock showing on the streambed bottom.

PROCEDURES

State Programs

Reforestation of Timberlands Program (RT)

The Reforestation of Timberlands Program is a voluntary program administered by the VDOP to ensure correct management and distribution of dedicated funds to improve the pine forest resources of Virginia and implement the program consistently and in accordance with the Code of Virginia and guidance provided by the Commonwealth of Virginia Board of Forestry.

Program Incentives Overview

- ◆ **Program Year** – July 1 to June 30.
- ◆ **Incentive Limits** – Assistance shall not exceed 100 acres of land per tract (a single property according to county record); 100 acres per program year (July 1-June 30) per landowner (tax identification entity), and 75 percent of the total cost of all prescriptions.
 - The landowner is defined by their tax identification number, via their state-issued Cardinal Vendor Number (CVN).
 - The tract is identified by its IFRIS Tract ID Number (see acreage limit delineations later in this policy and procedure for additional information).

Program Eligibility

- ◆ Landowners must be willing to maintain cost-shared projects for a minimum of 10 years.

Eligible Applicants:

- ◆ Private landowners
- ◆ Forest industry and large companies
- ◆ VDOF employees
- ◆ Board of Forestry members

Non-Eligible Applicants

- ◆ Public ownerships

Eligible Lands

- ◆ Private lands within the boundaries of Virginia
- ◆ Minimum of five acres, except minimum of one acre for planting without site preparation
- ◆ Orphan land or surface-mined areas that are not under a permit from Department of Mines, Minerals and Energy (DMME)

Non-Eligible Lands

- ◆ Public lands

Non-Qualifying Type of Land Cover

Reforestation assistance shall **NOT** be available with respect to the following:

- ◆ Any acre on which there are present 300 or more well-established, well-distributed and free-to-grow stems four feet or more in height (measured from ground level to tip of the stem), singly or together, of the following species:
 - Loblolly pine (*Pinus taeda*)
 - Shortleaf pine (*Pinus echinata*)
 - White pine (*Pinus strobus*)
 - Pitch pine (*Pinus rigida*)
 - Longleaf pine (*Pinus palustris*)
- ◆ Any acre on which there are present 50 live, thrifty trees, six inches or more in diameter at the point of average thickness measured on the outside of the bark 10 inches above the ground level, singly or together, of the following species:
 - Loblolly pine (*Pinus taeda*)
 - Shortleaf pine (*Pinus echinata*)
 - White pine (*Pinus strobus*)
 - Longleaf pine (*Pinus palustris*)
- ◆ Any acre on which there are present merchantable stems of commercially-valuable tree species until such time as the merchantable stems have been removed in a harvesting operation or destroyed by natural causes.

Qualifying Reforestation Projects

- ◆ **Project Types** – The type of forestry projects qualifying for reforestation assistance shall include any method recommended by the Board of Forestry and approved by the state forester designed to:
 - Site prepare land for reforestation, by means of chemical, mechanical or hand methods;
 - Reforest land, either naturally or artificially, by sowing of seed or planting of seedlings; and
 - Conduct post-reforestation cultural treatments, which could include release by means of chemical, mechanical or hand methods of seedlings from competing shade of trees, brush or shrubs, and from competition of heavy sod or weeds.

- ◆ **Maximum Project Prescriptions** – The landowner is eligible for only three (3) project prescriptions per RT application, two site preparation projects and one planting project.
 - The site preparation projects can only be site preparation – mechanical and prescribed burning **or** site preparation – herbicide and prescribed burning.
 - Site preparation – herbicide cannot be done in conjunction with site preparation – mechanical.
- ◆ **Species** – RT assistance shall be available only for growing commercially-valuable species of pine:
 - Loblolly pine (*Pinus taeda*)
 - Shortleaf pine (*Pinus echinata*)
 - Pond pine (*Pinus serotina*)
 - Pitch pine (*Pinus rigida*)
 - White pine (*Pinus strobus*)
 - Longleaf pine (*Pinus palustris*)
 - Pitch-loblolly
- ◆ **Replanting** – Replanting can be authorized when the RT project is destroyed by wildfire, insects, disease, drought, flood, wind, or otherwise through no fault or negligence on the part of the landowner.
 - If RT funding is available, the landowner can sign up again for cost-share and be approved.
 - To qualify for replanting assistance, there must be less than 250 well-distributed seedlings per acre survival.
- ◆ **RT Adjoining Other Cost-Share Program Acres** – RT may be used on adjoining areas.
- ◆ **RT on the Same Acres as Other Cost-Share Programs** – RT **cannot** be used on the same acre with any other cost-share program, except the Virginia Agricultural BMP Program (VABMP) in the same year.

Incentive Payment

- ◆ Levels and manner of incentive payments may not be changed within a fiscal year. Changes or adjustments will take effect July 1 of the following fiscal year and shall be announced and publicized as far in advance of their effective dates as practical.

Effective July 1, 2022, the incentive payments to landowners for approved projects are:

FY 2023 - Reforestation of Timberlands Program Project Prescription Summary Table		
Project	Rate	Minimum Lifespan
Tree Planting – Loblolly Pine	\$22/acre	10 years
Tree Planting – Other Pines	\$60/acre	10 years
Site Preparation – Aerial Herbicide (<i>Pine and Hardwood</i>)	\$60/acre	10 years
Site Preparation – Ground Herbicide (<i>Pine and Hardwood</i>)	\$65/acre	10 years
Site Preparation – Aerial Herbicide (<i>Hardwood Only</i>)	\$40/acre	10 years
Site Preparation – Ground Herbicide (<i>Hardwood Only</i>)	\$45/acre	10 years
Site Preparation – Aerial or Ground Herbicide (<i>White Pine Only</i>)	\$75/acre	10 years
Site Preparation – Mechanical	\$60/acre	10 years
Site Preparation – Prescribed Burning	\$30/acre	10 years
Release – Aerial Herbicide (<i>All Pines Except White Pine</i>)	\$18/acre	10 years
Release – Ground Herbicide (<i>All Pines Except White Pine</i>)	\$45/acre	10 years
Release – Aerial or Ground Herbicide (<i>White Pine Only</i>)	\$75/acre	10 years
Cost share rates shall not exceed 75% of the total cost of the project.		

- ◆ Once an agreement has been updated in IFRIS to “Payment Approved,” the Finance Office will compute one incentive payment or billing, whichever applies, upon completion of the agreement. VDOF expenses for services rendered and for seedlings purchased from VDOF will be deducted from the RT incentive payment.
- ◆ To be eligible for payment, landowners must be active vendors in the Commonwealth of Virginia (COV) accounts payable system, Cardinal. A W-9 is required if the landowner does not have a vendor record, has an inactive vendor record, or has out-of-date contact information in Cardinal.
- ◆ Incentives are considered taxable income and all landowners will receive a 1099 statement for the calendar year during which the incentive check is issued.

Fund Distribution

- ◆ The Forest Resource Management Branch will distribute funding allotments to the regions based upon the acres of timber harvested and the forest product tax paid annually in each county. The deputy regional forester or designee will be the contact person for Headquarters and will distribute RT funds to the regional field work units.

Application Process

Application Dates

- ◆ The RT Program year is July 1 through June 30.
- ◆ The Forest Resource Management Branch staff will enter the new RT Program year specifications into the Integrated Forest Resource Information System (IFRIS) by mid-March each year after the Board of Forestry’s review, and then will notify the VDOF Regions.
- ◆ The IFRIS will be available for RT sign-ups by mid-March for the upcoming program year and continue through April 15 of the next calendar year as long as funds are available.

To Apply

- ◆ VDOF field staff will contact all eligible landowners who have clearcut or are clearcutting their timberlands to determine their interest in pine reforestation. VDOF foresters may use the [Form 7.2 Estimated Reforestation Cost Worksheet](#), to clearly identify the possible reforestation expenses for the landowner.
- ◆ The VDOF field staff must first make a field examination of the tract, determine if the landowner meets program qualifications, and then make silvicultural prescriptions that help the landowner meet their management objectives, and enter “planned” activities, project prescriptions and acres into IFRIS.
- ◆ The VDOF field staff will initiate the RT agreement in IFRIS and print the IFRIS-generated RT application. The VDOF field staff will check the landowner’s IFRIS contact information and if there is no Cardinal Vendor Number (CVN) listed or the landowner’s name or mailing address has changed, the field staff will send a W-9 form with the RT application to the landowner. If the field staff does not have contact information or ownership percentages for all landowners, they will attach the [Form 3.10 Multiple Landowners Supplement](#), to the application. VDOF field staff will mail to the landowner the RT application cover letter using the RT Application Letter Template, application, COV W-9 for each landowner, and Form 3.10 Multiple Landowners Supplement, to the primary contact with an envelope pre-addressed to the regional program support technician (PST). VDOF FIELD STAFF ARE NOT ALLOWED TO ACCEPT W-9 DOCUMENTS FROM THE LANDOWNER.
 - If the landowner mails the application and the W-9 back to the VDOF field staff, the field staff will shred the documents and resend the application and the W-9 form to the landowner with the added explanation of why the information is being resent.
 - If the landowner tries to drop the information off at the VDOF local office, the field staff will give the landowner a self-addressed envelope to the regional PST and ask them to mail the documents to the regional PST.
- ◆ The package will be returned to the designated regional PST(s) where it will be date stamped. For security reasons, only a limited number of regional and finance staff will have access to receiving the W-9 Request for Taxpayer Identification Number(s) and Certification. PSTs will handle W-9s and set up Cardinal Vendor Numbers (CVN) per CVG procedures.

- ◆ PSTs will update IFRIS contact information based on the Form 3.10 Multiple Landowners Supplement and then notify field staff when the process is complete.
- ◆ Once notified by the PST that the landowner has been assigned a CVN, the field staff will “submit” the application in IFRIS for approval.
- ◆ VDOF field staff will promote RT application signups from landowners throughout the year, even if a county/work area has depleted its RT funds. The message to the landowner will be, ***“We do not currently have RT funding available, however, we will take your signed application and will only fund the reforestation project if additional RT funds become available”.***
- ◆ These signed but unfunded applications “submitted” in IFRIS, will help the VDOF accurately document the landowner’s unmet need under the RT Program for reporting to the Board of Forestry and the General Assembly.

Prioritizing Applications

- ◆ For signed RT application forms received by the regional PST and date stamped by June 15, the cost-share approver will prioritize RT applications by county or work area based on the final harvest inspection date as notated on the RT application form. This includes projects that are applying for site preparation, planting or release. (*Open field plantings will be prioritized based on the date in which the completed RT application is received and date stamped by the regional office.*)
- ◆ For signed RT applications received and date stamped after June 15, the cost-share approver will prioritize applications by county or work area on a first-come, first-served basis.

Approval

- ◆ The cost-share approver reviews submitted applications and maps, and approves or works with the forester on landowner discrepancies.
- ◆ Using the IFRIS Cost-Share Report, regional PSTs will generate and send approval notification letters to the landowner using the RT Approval Letter Template.
- ◆ The original signed paperwork, agreement and W-9, will stay in the Regional Office until project completion and then it will be sent to the Finance Office.

Amendment to Agreements

In the event of a change(s) to agreement acres:

- ◆ *For a reduction in project acres* – Field staff will enter the actual acreage in the IFRIS “reported acres” field, when certifying the accomplishment. The planned acres should not be changed and should still reflect the original planned amount. When converting the planned activity to an accomplishment, the reduced acres are entered for the accomplishment. These actions will occur in IFRIS prior to marking the agreement as complete. The forester will also complete and sign the [Form 3.11 Cost-Share/AMP Amendment](#) noting the reason for the reduction in acres. The landowner’s signature is not required.
- ◆ *For increases in project acres of three (3) or less acres – the landowner’s agreement will not change and the landowner will be reimbursed for the original acreage only.*
- ◆ *For increases in project acres of more than three (3) acres (if the budget allows)* – A Form 3.11 Cost-Share/AMP Project Amendment must be signed by the landowner.
 - Upon receipt of the completed Form 3.11 Cost-Share/AMP Project Amendment for an acreage change of more than three (3) acres, the original agreement will be cancelled in IFRIS, the new acres adjusted in the tract’s planned activities and a new RT agreement created.

In the event of a change in project prescriptions:

- ◆ A Form 3.11 Cost-Share/AMP Project Amendment must be signed by the landowner.
- ◆ If ADDING a prescription:

- Upon receipt of the signed Form 3.11 Cost-Share/AMP Project Amendment, the original agreement will need to be cancelled in IFRIS, the project prescription adjusted in planned activities and a new RT agreement created.
- The original, signed RT agreement form must be attached to the signed Form 3.11 Cost-Share/AMP Project Amendment and the new IFRIS-generated RT agreement when sending the final paperwork to the Finance Office. If these documents are attached, the new RT agreement will not need to be signed by the landowner.
- ◆ If REMOVING a prescription:
 - Upon receipt of the signed Form 3.11 Cost-Share/AMP Project Amendment, the Regional RT Coordinator or forester will remove the planned accomplishment in IFRIS.

Completion of Agreements

Area Office

- ◆ VDOF will verify that the project(s) have been completed according to recommendations (including planting quality standards, if applicable).
- ◆ VDOF will verify that the project(s) has been completed according to recommendations.
- ◆ VDOF will verify that acreage of complete projects is accurate to the nearest acre.
- ◆ VDOF field staff will collect/complete the following **supporting documentation**:
 - Receipts/invoices for non-VDOF landowner costs
 - [Form 3.9 Forestry Cost-Share or Grant Program Certification of Work Completed](#) (if applicable)
 - [Form 3.1 Request for Billing](#) for VDOF products and services if any VDOF products/services were rendered
- ◆ VDOF field staff will “convert” planned activities to accomplishments, enter landowner costs, including non-VDOF and VDOF products and services, into IFRIS and then change status of agreement to “complete.”
 - When entering landowner costs, only enter costs incurred completing projects covered under RT agreement.
 - Handwritten notes may also be added to invoices to communicate information to the Finance Office, such as clarifying RT and non-RT acres; however, it is important that these notes only appear in blank spaces on the invoice. **The original invoice data should never be altered.** If the name, number of acres or total cost is incorrect on the invoice, a corrected invoice should be requested from the contractor.
- ◆ The VDOF field staff will send original supporting documentation or scanned copies, to the regional cost-share approver.
 - For purposes of the RT Program, scanned invoices will be accepted in lieu of originals. To ensure invoices can be easily tied to the proper RT agreement, the **RT agreement number must be written on the invoice prior to scanning.** If possible, all invoices for a specific RT agreement should be scanned together into one scanned document.

Regional Office / Cost-Share Approver

- ◆ Upon receipt of supporting documentation, the cost-share approver will review for accuracy and approve or work with the forester to resolve discrepancies.
- ◆ After approval, the cost-share approver will change the status to “approve for payment.”
- ◆ The regional PST will send the following documents to the Finance Office:
 - Original agreement signed by landowner
 - Electronic Tract Map will be posted to the Headquarters’ H-drive at H/Finance/RT/FY- - Maps/. The naming convention for the maps will begin with the Tract number, three-letter county identifier, space, and then the number, followed by the last five digits RT number. (e.g., AME 12035 03154) Finance will print each map and then delete it from the H-drive folder.
 - [Form 3.11 Cost-Share/AMP Project Amendment](#), if applicable

- Invoices/receipts (copies accepted) or [Form 3.9 Forestry Cost-Share or Grant Program Certification of Work Completed](#)
- [Form 3.1 Request For Billing](#), if needed
- Original W-9 signed, if needed
- ◆ Final approvals will be printed from IFRIS by the Finance Office.

Finance Office

- ◆ Each week, the Finance Office staff will run the projects approved for payment report in IFRIS.
- ◆ The Finance Office staff will perform due diligence on approved payments, including a review of landowner invoices, before payment is issued.
- ◆ The Finance Office subtracts VDOF costs, documented on the [Form 3.1 Request For Billing](#), directly from the RT incentive amount and sends the landowner either a check for the net amount of the incentive or a billing if charges exceed the incentive amount.
- ◆ Once the payment is processed and submitted to the State Treasurer for payment, the Finance Office staff will change the status of the agreement to “Payment Processed” in IFRIS.
- ◆ In the event that a landowner passes away during the course of the RT agreement, the incentive will be paid in the name of the deceased to be distributed according to state law.

Canceling Agreement(s)

- ◆ Upon cancellation of a reforestation project, a Form 3.11 Cost-Share/AMP Project Amendment will be completed and signed by the landowner and sent to the regional PST to be filed with the original signed agreement.
- ◆ If the landowner does not return the Form 3.11 Cost-Share/AMP Project Amendment, VDOF field staff will cancel the agreement in IFRIS and send correspondence to the landowner stating the cost-share agreement has been cancelled.
- ◆ A copy of the signed Form 3.11 Cost-Share/AMP Project Amendment or the cancellation letter and a copy of the landowner’s signed RT application agreement must be sent to the Finance Office for record retention purposes.

Closing the RT Program Year

The paperwork to close or cancel agreements **must be** in Finance Office at Headquarters **by June 1** of the current program year. If a landowner’s reforestation project must be carried over to next RT program year, the current agreement must be cancelled in IFRIS and documented using the Form 3.11 Cost-Share/AMP Project Amendment. A new RT application agreement should then be created in IFRIS using the new program year’s prescriptions and rates.

Acreage Limit Determinations

- ◆ Every landowner is subject to the 100 acres of land, per tract, per landowner, per fiscal year limit. This applies to all ownership types:
 - Individuals
 - Husband and wife jointly owned (identified as individuals with percent ownership in IFRIS)
 - Partnerships (differentiated ownership interests, identified as group landowners in IFRIS)
 - Corporations or trusts (identified as group landowners in IFRIS)
- ◆ Multiple landowners entered into IFRIS using the [Form 3.10 Multiple Landowners Supplement](#) will receive the percent of the project(s) incentive as identified on the Form 3.10 Multiple Landowners Supplement. The only allowable variance to this procedure is if one of the landowners submits a legal “Power of Attorney” document for the owners that specifies that the cost incentive should be paid to that one owner or an outside entity working for the owners, and provides legal “Agent” documentation to receive the incentive payment.
- ◆ RT incentives obligated or received by an individual or landowner group, will be added to other benefits the individual or landowner group may receive in the same fiscal year under other ownerships, or other projects to ensure that the acreage limits are not exceeded.

- Example of a father and two children owning three tracts in varying combinations

RT Project	Acreage	Ownership	Number of Acres/Owner		
			Dad	Son	Daughter
RT Project 1	100	1/3 Dad, 1/3 Son, 1/3 Daughter	34	33	33
		<i>Eligible Acres Applied</i>	34	33	33
		<i>Eligible Acres Remaining (Program)</i>	66	67	67
RT Project 2	100	1/2 Dad, 1/2 Son	50	50	
		<i>Eligible Acres Applied</i>	84	83	
		<i>Eligible Acres Remaining (Program)</i>	16	17	67
RT Project 3	100	1/2 Son, 1/2 Daughter		50	50
		<i>Eligible Acres Applied</i>		17	50
		<i>Eligible Acres Remaining (Program)</i>	16	0	17

Compliance Checks for Destruction of Project(s) or Sale of Property

- ◆ The Reforestation of Timberlands Program has a lifespan of 10 years.
 - If the original or a subsequent landowner destroys the trees on any acre of the RT project within the 10-year lifespan, the RT incentive for the destroyed acres, plus a 10-percent penalty, must be paid back to the VDOF. If the original landowner has not legally conveyed the 10-year lifespan responsibility to the new landowner at the time of the sale, then the original landowner must pay back the original incentive amount plus a 10-percent penalty for any destroyed acres.
- ◆ The above penalty will also be levied against landowners who receive cost-share for pine planting and who subsequently fail to release the planted pines as required by VDOF in the RT Program application. Specifically, when VDOF determines that failure to apply an herbicide release practice will result in less than 250 free-to-grow planted pines per acre, the landowner will have two years from the date of the determination to carry out the herbicide release application, with or without cost-share incentives.

Area Office

- ◆ When the forester sees an RT project has been destroyed, in part or total, the forester will measure the area where the trees have been removed and use the information to complete the Required Payback Letter Template. Once complete, the letter will be forwarded to the Forest Resource Management Branch for incentive collection and processing.
- ◆ If the original landowner voluntarily notifies the forester that he/she will be removing the trees within the 10-year lifespan, the forester will complete the Voluntary Payback Letter Template and forward to the Forest Resource Management Branch for incentive collection and processing.

Forest Resource Management Branch

- ◆ The Reforestation of Timberland’s Program manager will review the payback letter for completeness, verify the payback amount, and forward it to the Finance Office to send an invoice the original landowner for the destroyed acres.

Hardwood Habitat Incentive Program (HHIP)

The Hardwood Habitat Incentive Program is a voluntary program administered by the VDOF to promote intentional hardwood management and distribute dedicated funds to improve the hardwood forest resources of Virginia. VDOF will implement the program consistently, in accordance with the Code of Virginia and guidance provided by the Commonwealth of Virginia, Board of Forestry.

Program Incentives Overview

- ◆ **Program Year** – July 1 to June 30.
- ◆ **Incentive Limits** – Assistance shall not exceed 100 acres of land per tract; 100 acres per program year (July 1-June 30) per landowner (tax identification entity); 60 percent of total project cost per program year.
 - The landowner is defined by their tax identification number via their state issued Cardinal Vendor Number (CVN).
 - The tract is identified by its IFRIS Tract ID number. (See acreage limit determinations later in this policy and procedure for additional information)

Program Eligibility

The program is for all private forest landowners to establish, improve, and manage the hardwood resource. The minimum project size is 5 acres, and landowners must be willing to maintain cost-shared practices for a minimum of 10 years.

Hardwood Assessment Tool (HAT)

- ◆ The Hardwood Assessment Tool protocol will be used to collect stand data prior to the VDOF forester making hardwood management recommendations. The landowner must select a hardwood management objective from the existing HAT management scenarios. The forester will then analyze the stand data by using the HAT workbook to formulate prescriptions.
- ◆ The HAT workbook will be submitted with the landowner's HHIP application to assist in prioritization of the applications that receive HHIP funding.

Qualifying Improvement Practices

- ◆ **Practice Types** – The type of forestry projects qualifying for HHIP assistance shall include any method recommended by the Board of Forestry and approved by the state forester that include:
 - Liberation –controlling live, standing trees and/or shrubs following a timber harvest operation by means of chemical, mechanical, or hand methods.
 - Crop Tree Release (CTR) – controlling competing vegetation from three to four sides of a tree identified to be grown until the final harvest by means of chemical, mechanical, or hand methods. Primarily applied during the stem exclusion stage. Competing vegetation means all plants close enough to compete with the Crop Tree's crown and over 50% of the height of the Crop Tree.
 - Timber Stand Improvement (TSI) – controlling less-desirable trees, native vines, or possibly large shrubs to achieve the desirable stocking of the most desirable trees (determined by stem quality, species, or characteristics) by means of chemical, mechanical, or hand methods. This practice is intended to manipulate stocking in the mid-story and/or canopy or to ensure trees are free-to-grow from vines. Practices could include understory removal, pre-commercial thinning, silvicultural cleaning, non-commercial thinning of undesirable trees from the canopy, etc...
 - Prescribed Burning (including firebreak construction) – the skillful application of fire to natural fuels in order to produce certain planned benefits, while confining the fire to a predetermined area. Installing firebreaks, constructed barriers utilized to stop or check prescribed fires in the predetermined area, is included with this practice.
 - Stand Marking (Professional Forester) – the process of indicating what trees are to be cut or otherwise treated. This practice will only receive incentive payment if the prescription is approved by VDOF for stand improvement, for regeneration or continued hardwood management goals.
 - Competing Vegetation Control (invasive or native) – controlling vegetation that impedes development of the desired seedlings/saplings by means of chemical, mechanical, or hand methods. Use of this practice is intended to control non-native invasive or native plants with invasive characteristics in the shrub and herb layers and/or vines that inhibit development of tree seedlings/saplings (i.e. Autumn Olive, Multiflora Rose, Spicebush, Pawpaw, Mountain Laurel, Japanese Stiltgrass, Japanese Honeysuckle, etc...).

- ◆ **Maximum Project Prescriptions** – After the HAT data has been collected and analyzed, the forester will prepare a [Form 7.8 Cost-Share Plan](#) which will include **all** of the recommended hardwood management prescriptions. These prescriptions may include treatments in several program years during a ten year period.
 - This program receives annual funding from the General Assembly and there is no limit to the number of project prescriptions that can be done by a landowner as long as they are completed in one state fiscal year.

Based on the Form 7.8 Cost-Share Plan recommendations, landowners who need to complete multi-year practices to fully manage their hardwood stands will be moved to the top of the waiting list in subsequent years until all of their practices are completed.

The landowner will need to complete a new HHIP application each year practices are going to be completed and will be eligible for the current fiscal year’s cost share rates, not the rates from their initial signup date.

Modifications to prescriptions or timeline may be made in succeeding years by the forester as needed.

- ◆ **HHIP on the Same Acres as Other Cost-Share Programs** – HHIP cannot be used on the same acre with any other cost-share program in the same year.

Incentive Payment

- ◆ Levels and manner of incentive payments may not change within a fiscal year. Changes and adjustments will take effect July 1 of the following fiscal year and shall be announced and publicized as far in advance of their effective dates as practical.
- ◆ The incentive will be 60% of total project cost, not to exceed the listed per acre rates for each practice. One incentive payment will be generated after all practices are completed for the program year.

Effective July 1, 2022, the incentive payments to landowners for approved projects are:

FY 2023 - Hardwood Habitat Incentives Program Practice Summary Table		
Practice	Rate: 60% of Cost, Not to exceed	Minimum Lifespan
Liberation Cut	\$85.00/ac.	10 years
Crop Tree Release (CTR)	\$80.00/ac.	10 years
Timber Stand Improvement (TSI)	\$85.00/ac.	10 years
Prescribed Burning (including firebreak construction)	\$25.00/ac.	10 years
Stand Marking	\$40.00/ac.	10 years
Competing Vegetation Control (invasive or native)	\$80.00/ac	10 years

- ◆ VDOF expenses for services rendered will be deducted from the HHIP incentive payment.
- ◆ To be eligible for payment, landowners must be active vendors in the Commonwealth of Virginia (COV) accounts payable system, Cardinal. A W-9 is required if the landowner does not have a vendor record, has an inactive vendor record, or has out-of-date contact information in Cardinal.
- ◆ Incentives are considered taxable income and all landowners will receive a 1099 statement for the calendar year during which the incentive check is issued.

Fund Distribution

- ◆ The Forest Resource Management Branch, Hardwood Initiative Coordinator will manage funding at the headquarters office.

Application Process

Application Dates

- ◆ The HHIP year is July 1 through June 30. The Hardwood Initiative Coordinator will enter the new HHIP year specifications into IFRIS for the program year by mid-May each year after the Board of Forestry’s review.
- ◆ IFRIS will be available for HHIP sign-ups by mid-May for the upcoming program year and continue through April 15 of the following year as long as funds are available.

- ◆ The Hardwood Initiative Coordinator will notify the Regions once the IFRIS HHIP is ready to initiate landowner projects in mid-May. VDOF field staff trained in the Hardwood Assessment Tool will be the only staff eligible to submit projects.
- ◆ The VDOF field staff will determine landowner interest and the feasibility of a hardwood project on the land. Then, staff will collect hardwood assessment tool (HAT) data to determine if there are eligible practices needed on the landowner's property. If the landowner is interested in applying the recommended practices, the forester will record the prescriptions on the [Form 7.8 Cost-Share Plan](#) for the landowner. The forester will then enter "planned" activities/project prescriptions and acres into IFRIS.
- ◆ The VDOF field staff will complete the [Form 7.28 HHIP Application](#) with the practice prescriptions that will be completed in the current fiscal year and attach a practice map. VDOF field staff will check the landowner's IFRIS contact information and if there is no Cardinal Vendor Number (CVN) listed or the landowner's name or mailing address is different than that listed in IFRIS, field staff will send a W-9 form with the HHIP application to the landowner. If field staff does not have contact information or ownership percentages for all landowners, they will attach the [Form 3.10 Multiple Landowners Supplement](#) to the application.
- ◆ VDOF field staff will mail the landowner:
 - HHIP Application Cover Letter using the template
 - [Form 7.28 Hardwood Habitat Incentive Program Application](#)
 - Completed [Form 7.8 Cost Share Plan](#)
 - The map
 - [Request for Taxpayer Identification Number and Certification W-9](#) for each landowner (VDOF FIELD STAFF ARE NOT ALLOWED TO ACCEPT W-9 DOCUMENTS FROM THE LANDOWNER.)
 - If the landowner mails the application and the W-9 back to the VDOF field staff, the field staff will shred the documents and resend the application and the W-9 form to the landowner with the added explanation of why the information is being resent.
 - If the landowner tries to drop the information off at the VDOF local office, the field staff will give the landowner a pre-addressed envelope to the Hardwood Initiative Coordinator.
 - [Form 3.10 Multiple Landowners Supplement](#) to the primary contact with an envelope pre-addressed to the Hardwood Initiative Coordinator.
- ◆ The package will be returned to the Hardwood Initiative Coordinator where it will be date stamped.
- ◆ Forest Resource Management Branch (FRMB) staff will update IFRIS contact information based on the [Form 3.10 Multiple Landowners Supplement](#).
- ◆ If needed, FRMB will obtain a CVN for the landowner and enter it into IFRIS.
- ◆ FRMB will notify field staff after applications are received, landowner contact information is updated, and the CVN is entered. Field staff will then "Submit" the application in IFRIS for approval and send the HAT data to the Hardwood Initiative Coordinator.

Prioritizing Applications

- ◆ The Hardwood Initiative Coordinator will prioritize HHIP applications considering:
 - the site quality of the stand, greater than 50 site index (upland oak, base age 50)
 - the estimated lift using the HAT data
 - likelihood of success relative to cost
- ◆ The Hardwood Initiative Coordinator will review submitted applications, HAT spreadsheet summary pages, maps, and work with field staff on any application issues.
- ◆ Signed HHIP applications received and date stamped before the end of each month will be batched, and ranked, on or near the first of each month by the Forest Resource Management Branch.
- ◆ Using the IFRIS Cost Share Report, the Hardwood Initiative Coordinator will generate and send an approval notification letter to landowners with approved applications using the HHIP approval letter template.

- ◆ The original signed paperwork, agreement, and W-9 will stay in the FRMB/Hardwood Initiative Coordinator's office until project completion and then be sent to the Finance Office.

Amendment to Agreements

In the event of a change(s) to agreement acres:

- ◆ *For a reduction in project acres* – Field staff will enter the actual acreage in the IFRIS “reported acres” field, when certifying the accomplishment. The planned acres should not be changed and should still reflect the original planned amount. When converting the planned activity to an accomplishment, the reduced acres are entered for the accomplishment. When converting the planned activity to an accomplishment, the reduced acres are entered for the accomplishment. These actions will occur in IFRIS prior to marking the agreement as complete. The forester will also complete and sign the [Form 3.11 Cost-Share/AMP Project Amendment](#) noting the reason for the reduction in acres. The landowner's signature is not required.
- ◆ *For increases in project acres of three (3) or less acres* – the landowner's agreement will not change and the landowner will be reimbursed for the original acreage only.
- ◆ *For increases in project acres of more than three (3) acres (if the budget allows)* – A Form 3.11 Cost-Share/AMP Project Amendment must be signed by the landowner.
 - Upon receipt of the completed Form 3.11 Cost-Share/AMP Project Amendment for an acreage change of more than three (3) acres, the original agreement will be cancelled in IFRIS, the new acres adjusted in the tract's planned activities and a new HHIP agreement created.

In the event of a change in project prescriptions:

- ◆ A Form 3.11 Cost-Share/AMP Project Amendment must be signed by the landowner.
- ◆ If ADDING a prescription:
 - Upon receipt of the signed Form 3.11 Cost-Share/AMP Project Amendment, the original agreement will need to be cancelled in IFRIS, the project prescription adjusted in planned activities and a new HHIP agreement created.
 - The original, signed HHIP agreement form must be attached to the signed Form 3.11 Cost-Share/AMP Project Amendment and the new IFRIS-generated HHIPPP agreement when sending the final paperwork to the Finance Office. If these documents are attached, the new HHIP agreement will not need to be signed by the landowner.
- ◆ If REMOVING a prescription:
 - Upon receipt of the signed Form 3.11 Cost-Share/AMP Project Amendment, the forester will remove the planned accomplishment in IFRIS.

Completion of Agreements

Area Office

- ◆ VDOF will verify that the project(s) has been completed according to recommendations.
- ◆ VDOF will verify that acreage of completed projects is accurate to the nearest acre.
- ◆ VDOF field staff will collect/complete the following **supporting documentation**:
 - Receipts/invoices for non-VDOF landowner costs.
 - [Form 3.9 Forestry Cost-Share or Grant Program Certification of Work Completed](#) (if applicable).
 - [Form 3.1 Request For Billing](#) for VDOF products and services (if any VDOF products/services were rendered).
- ◆ VDOF field staff will “convert” Planned Activities to Accomplishments, enter landowner costs (non-VDOF as well as VDOF products and services) into IFRIS, and then change status of agreement to “Complete”.
 - When entering landowner costs, only enter costs incurred completing projects under HHIP agreement.

- Handwritten notes may also be added to invoices to communicate information to finance, such as clarifying HHIP and non-HHIP acres; however, it is important that these notes only appear in blank spaces on the invoice. **The original invoice data should never be altered.** If the name, number of acres or total cost is incorrect on the invoice, a corrected invoice should be requested from the contractor.
- ◆ The VDOF field staff will send original supporting documentation or scanned copies to the Hardwood Initiative Coordinator.
- For purposes of the HHIP, scanned invoices will be accepted in lieu of originals. To ensure invoices can be easily tied to the proper HHIP Agreement, the **HHIP Agreement Number must be written on the invoice prior to scanning.** If possible, all invoices for a specific HHIP Agreement should be scanned together into one file.

Hardwood Initiative Coordinator / Forest Resource Management Branch

- ◆ Upon receipt of supporting documentation, the Hardwood Initiative Coordinator will review for accuracy and approve or work with field staff to resolve discrepancies.
- ◆ After approval, the Hardwood Initiative Coordinator will change the status to “Approve for Payment”.
- ◆ The Hardwood Initiative Coordinator will send the following documents to the Finance Office:
 - Original [Form 7.28 Hardwood Habitat Incentive Program Application](#) signed by landowner
 - Map
 - [Form 3.11 Cost-Share/AMP Project Amendment](#) (if applicable)
 - Invoices/receipts (copies accepted) or [Form 3.9 Forestry Cost-Share or Grant Program Certification of Work Completed](#)
 - [Form 3.1 Request For Billing](#), if needed
 - Original W-9 signed, if needed
- ◆ Final approvals will be printed from IFRIS by the Finance Office.

Finance Office

- ◆ Each week the finance office staff will run the “Projects Approved for Payment” report in IFRIS.
- ◆ The finance office staff will perform due diligence on approved payments, including a review of landowner invoices, before payment is issued.
- ◆ Finance subtracts VDOF costs (documented on the Form 3.1 Request for Billing) directly from the HHIP incentive amount and sends the landowner either a check for the net amount of the incentive or a billing if charges exceed the incentive amount.
- ◆ Once the payment is processed and a voucher submitted to the State Treasurer for payment, the finance office staff will change the status of the agreement to “Payment Processed” in IFRIS.
- ◆ In the event that a landowner passes away during the course of the HHIP agreement, the incentive will be paid in the name of the deceased to be distributed according to state law.

Canceling Agreement(s)

- ◆ Upon cancellation of a hardwood project, a [Form 3.11 Cost-Share/AMP Project Amendment](#) will be completed and signed by the landowner and sent to the Hardwood Initiative Coordinator to be filed with the original signed agreement.
- ◆ If landowner does not return the Form 3.11 Cost-Share/AMP Project Amendment, VDOF field staff will cancel the agreement in IFRIS and send correspondence to the landowner stating the cost-share agreement has been canceled.
- ◆ A copy of the signed Form 3.11 Cost-Share/AMP Project Amendment or the cancellation letter and a copy of the landowner’s signed HHIP application agreement must be sent to the Finance Office for record retention purposes.

Closing the Hardwood Habitat Incentive Program (HHIP) Year

The paperwork to close or cancel agreements **must be** in Finance Office at Headquarters **by June 1** of the current program year. If a landowner’s improvement practice must be carried over to next HHIP year, the current agreement must be cancelled in IFRIS and documented using the Form 3.11 Cost-Share/AMP Project Amendment. A new HHIP application agreement should then be created in IFRIS using the new program year’s prescriptions and rates.

Acreage Limit Determinations

- ◆ Every landowner is subject to the 100 acres of land, per tract, per landowner, per fiscal year limit. This applies to all ownership types:
 - Individuals
 - Husband and wife jointly owned (identified as individuals with percent ownership in IFRIS)
 - Partnerships (differentiated ownership interests, identified as group landowners in IFRIS)
 - Corporations or trusts (identified as group landowners in IFRIS).
- ◆ Multiple landowners entered into IFRIS using the [Form 3.10 Multiple Landowners Supplement](#) will receive the percent of the project(s) incentive as identified on the Form 3.10 Multiple Landowners Supplement. The only allowable variances to this procedure is if one of the landowners submits a legal “Power of Attorney” document for the owners that specifies that the cost incentive should be paid to that one owner, or an outside entity, working for the owners, provides legal “Agent” documentation to receive the incentive payment.
- ◆ HHIP incentives obligated or received by an individual or landowner group will be added to other benefits the individual or landowner group may receive in the same fiscal year under other ownerships or other projects to ensure that the acreage limits are not exceeded.
 - Example of a father and two children owning three tracts in varying combinations

HHIP Project	Acreage	Ownership	Number of Acres/Owner		
			Dad	Son	Daughter
HHIP Project 1	100	1/3 Dad, 1/3 Son, 1/3 Daughter	34	33	33
		<i>Eligible Acres Applied</i>	34	33	33
		<i>Eligible Acres Remaining (Program)</i>	66	67	67
HHIP Project 2	100	1/2 Dad, 1/2 Son	50	50	
		<i>Eligible Acres Applied</i>	84	83	
		<i>Eligible Acres Remaining (Program)</i>	16	17	67
HHIP Project 3	100	1/2 Son, 1/2 Daughter		50	50
		<i>Eligible Acres Applied</i>		17	50
		<i>Eligible Acres Remaining (Program)</i>	16	0	17

Compliance Checks for Destruction of Practice(s) or Sale of Property

- ◆ The Hardwood Habitat Incentive Program has a lifespan of 10 years.
 - If the original or a subsequent landowner destroys the hardwood improvement practice on any acre of the HHIP project within the 10-year lifespan, the HHIP incentive for the destroyed acres, plus a 10-percent penalty, must be paid back to the VDOF. If the original landowner has not legally conveyed the 10-year lifespan responsibility to the new landowner at the time of the sale, then the original landowner must pay back the original incentive amount plus a 10% penalty for any destroyed acres.

Area Office

- ◆ When the forester sees an HHIP project has been destroyed, in part or total, the forester will measure the area where the trees have been removed and use the information to complete the [Required Payback Letter Template](#).

Once complete, the letter will be forwarded to Forest Resource Management Branch for incentive collection and processing.

- ◆ If the original landowner voluntarily notifies the forester that he/she will be removing the trees within the 10-year lifespan, the forester will complete the [Voluntary Payback Letter Template](#) and forward to Forest Resource Management Branch for incentive collection and processing.

Forest Resource Management Branch

- ◆ The Hardwood Initiative Coordinator will review the payback letter for completeness, verify the payback amount, and forward it to the Finance Office to send and invoice the original landowner for the destroyed acres.

Virginia Agricultural Cost Share (VACS) Program

The Virginia Agricultural Cost Share Program is a voluntary program funded through the Virginia Department of Conservation and Recreation (DCR) and administered by the local Soil and Water Conservation Districts (SWCD). The primary purpose of this program is to provide cost-share and technical assistance to landowners and agricultural operators who voluntarily install selected best management practices to conserve soil and water quality on farm and forest lands.

It is important for the DCR, the SWCD and the VDOF staff to coordinate training opportunities with their partners it emphasizes the importance and benefits of cross training and identify opportunities to share implementation goals.

VDOF Assistance to the Department of Conservation and Recreation (DCR)

The VDOF will:

- ◆ Make site visit(s) to determine the feasibility of the project.
- ◆ Prepare a management plan, [Form 7.8 Cost Share Plan](#) or equivalent, which includes a detailed map showing where the recommended practices are to be done.
- ◆ VDOF foresters may use the [Form 7.2 Estimated Reforestation Cost Worksheet](#) to clearly identify the possible reforestation expenses for the landowner.
- ◆ Assist landowners with identifying and securing appropriate contractors.
- ◆ Conduct practice inspections to determine if the practice(s) are completed to the DCR standards.
- ◆ Document the inspection results on the appropriate form and provide the form to the SWCD.
- ◆ Verify, in writing to the SWCD, that the practices have been completed to the DCR standards.
- ◆ Report the accomplishment in IFRIS ensuring to report the cost-share program as VACS.

Pine Bark Beetle Prevention Cost-Share Program

The Pine Bark Beetle Prevention Cost-Share Program is a voluntary program funded through a USDA Forest Service grant and is administered by the VDOF that offers incentives to landowners and loggers for specific management projects aimed at improving the forest health in Virginia. {See [Policy and Procedure 6.1 Pine Bark Beetle Prevention Cost-Share Program](#) for additional information}

Emerald Ash Borer Cost-Share Program

The Emerald Ash Borer Cost-Share Program is a voluntary program funded through a USDA Forest Service grant and is administered by the VDOF that offers incentives to landowners who want to protect their ash trees by using specific management practices aimed at reducing the impact of the Emerald Ash Borer in Virginia. {See [Policy and Procedure 6.2 Emerald Ash Borer Cost-Share Program](#) for additional information.}

Federal Programs

Conservation Reserve Program (CRP)

The Conservation Reserve Program is a voluntary program administered by the USDA Farm Service Agency (FSA) offering annual rental payments and cost-share assistance to farmers who agree to remove environmentally sensitive land from agriculture production and plant species that will improve environmental health and quality. The CRP offers annual rental

payments for land taken out of agricultural production and 50 percent cost-share incentives to landowners. The length of the contract is between 10 and 15 years.

The Farm Service Agency provides technical assistance funding to the VDOF for assisting them with this program.

VDOF Assistance to the Farm Service Agency (FSA)

The VDOF foresters will be guided by the *CRP Forestry Process List* for the timing and level of assistance. VDOF will:

- ◆ Make site visit(s) to determine the feasibility of the project.
- ◆ VDOF foresters may use the [Form 7.2 Estimated Reforestation Cost Worksheet](#), to clearly identify the possible reforestation expenses for the landowner.
- ◆ Prepare a reforestation plan, [Form 7.8 Cost Share Plan](#) or equivalent, which includes a detailed map showing the buffer location as well as where the seedlings should be planted.
- ◆ Assist landowners with identifying and securing planting contractors.
- ◆ Conduct planting quality inspections and documenting the results on the appropriate form and providing the form to the FSA.
- ◆ Conduct survival inspections and documenting the results on the appropriate form and providing the form to the FSA.
- ◆ Verify, in writing to the FSA, the completion of the practice(s).
- ◆ Report the accomplishment in IFRIS, ensuring to report the cost share program as CRP.

Conservation Reserve Enhancement Program (CREP)

The Conservation Reserve Enhancement Program is a voluntary program administered by the USDA Farm Service Agency (FSA) and the Virginia Department of Conservation and Recreation (DCR) with technical assistance provided by the Natural Resource Conservation Service (NRCS), the Soil and Water Conservation Districts (SWCD) and the VDOF. The CREP offers annual rental payments, cost-share incentives to landowners to encourage them to protect water quality, restore wetlands and improve wildlife habitat in riparian areas.

The Farm Service Agency provides technical assistance funding to the VDOF for assistance with this program.

VDOF Assistance to the Farm Service Agency (FSA)

The VDOF foresters will be guided by the *CREP Process List* for the timing and level of assistance. VDOF will:

- ◆ Make site visit(s) to determine the feasibility of the project.
- ◆ VDOF foresters may use the [Form 7.2 Estimated Reforestation Cost Worksheet](#), to clearly identify the possible reforestation expenses for the landowner.
- ◆ Prepare a reforestation plan, [Form 7.8 Cost Share Plan](#) or equivalent, which includes a detailed map showing the buffer location as well as where the seedlings should be planted, i.e. wet site adapted tree species vs. dryer site adapted tree species.
- ◆ Assist landowners with identifying and securing planting contractors.
- ◆ Conduct planting quality inspections and document the results on the appropriate form and provide the form to the FSA.
- ◆ Conduct survival inspections and document the results on the appropriate form and provide the form to the FSA.
- ◆ Verify, in writing to the FSA, the completion of the practices.
- ◆ Report the accomplishment in IFRIS, ensuring to report the cost share program as CREP.

Environmental Quality Incentives Program (EQIP)

The Environmental Quality Incentives Program is a voluntary conservation program administered by the USDA Natural Resources Conservation Service (NRCS), which provides technical and financial assistance for landowners interested in improving the health and productivity of their forest and farmlands through implementation of conservation practices. Through EQIP, agricultural producers receive financial and technical assistance to implement structural and management conservation practices that optimize environmental benefits on working agricultural and forestry land.

The Natural Resources and Conservation Service provides technical assistance funding to the VDOF for assistance with this program.

VDOF Assistance to the Natural Resources Conservation Service

Conservation Practices

The VDOF foresters will be guided by the *EQIP Forestry Process List* for the timing and level of assistance. VDOF will:

- ◆ Make site visit(s) to determine the feasibility of the project.
- ◆ VDOF foresters may use the [Form 7.2 Estimated Reforestation Cost Worksheet](#), to clearly identify the possible reforestation expenses for the landowner.
- ◆ Prepare a management plan, [Form 7.8 Cost Share Plan](#) or equivalent, which includes a detailed map showing where the recommended practices are to be done.
- ◆ Assist landowners with identifying and securing appropriate contractors.
- ◆ Conduct practice inspections to determine if the practice(s) are completed to the NRCS standards.
- ◆ Document the results on the appropriate form, and provide the form to the NRCS.
- ◆ Verify, in writing to the NRCS, that the practices have been completed to the NRCS standards.
- ◆ Report the accomplishment in IFRIS, ensuring to report the cost share program as EQIP.

The Virginia NRCS “Electronic Field Operations Technical Guide” (eFOTG) gives foresters a quick reference to the NRCS technical practice specifications.

Conservation Planning Activity (CPA 106) Forest Management Plan & Forest Management Design and Implementation Activity (DIA 165)

The NRCS Conservation Planning Activity Forest Management Plan and the Design and Implementation Activity are prepared by NRCS registered Technical Service Providers (TSP). The specific criteria required for each type of certification for technical service providers is located on the technical service providers registry website. Upon request, the VDOF can provide the landowner or TSP with [Form 7.9 NRCS Conservation Planning Activity \(CPA 106\) and Design and Implementation Activity \(DIA 165\) Application](#); however, VDOF foresters do not prepare Conservation Planning Activity or Design and Implementation Activity plans.

The VDOF foresters will be guided by the *CPA 106 Forest Management Plan Process List* for the timing and level of assistance.

Deputy Regional Foresters (DRF) or their designees will review and approve all CPA 106 that are developed by NRCS registered Technical Service Providers. The Deputy Regional Forester or designee will:

- ◆ Use the [Form 7.16 Virginia Conservation Planning Activity \(CPA 106\) and Design and Implementation Activity \(DIA 165\) Component Checklist](#) to ensure that the plan meets all the criteria required by the NRCS.
- ◆ Notify the TSP if any corrections or additions are needed and recheck to ensure that the plan meets the standard.
- ◆ Provide the TSP with a document stating that the plan is approved.
- ◆ Send a copy of the plan to the appropriate VDOF forester to become part of the landowner’s VDOF case record.
- ◆ The VDOF forester will digitize the map into IFRIS and report the plan as an accomplishment in IFRIS.

Golden Winged Warbler Initiative (GWWI)

The golden winged warbler Initiative is a voluntary program administered by the USDA Natural Resources Conservation Service (NRCS), which provides technical and financial assistance for landowners interested in improving habitat for the golden winged warbler. Through GWWI, forest landowners can receive financial and technical assistance to create forest openings that optimize the habitat needs of the golden winged warbler. This program is available only in the following counties; Alleghany, Augusta, Bath, Bland, Botetourt, Buchanan, Carroll, Craig, Dickenson, Floyd, Giles, Grayson, Highland, Lee, Montgomery, Pulaski, Roanoke, Rockbridge, Rockingham, Russell, Scott, Shenandoah, Smyth, Tazewell, Washington, Wise and Wythe.

The Natural Resources and Conservation Service provides technical assistance funding to the VDOF for assistance with this program.

VDOF Assistance to the Natural Resources Conservation Service

Conservation Practices

The VDOF foresters will be guided by the *GWVI Process List* for the timing and level of assistance. VDOF will:

- ◆ Make site visit(s) to determine the feasibility of the project.
- ◆ Prepare a management plan, [Form 7.8 Cost Share Plan](#) or equivalent, which includes a detailed map showing where the recommended practices are to be done.
- ◆ Assist landowners with identifying and securing appropriate contractors.
- ◆ Conduct practice inspections to determine if the practice(s) are completed to the NRCS standards.
- ◆ Verify, in writing to the NRCS, that the practices have been completed to the NRCS standards.
- ◆ Report the accomplishment in IFRIS, ensuring to report the cost share program as GWVI.

The Virginia NRCS “Electronic Field Operations Technical Guide” (eFOTG) gives foresters a quick reference to the NRCS technical practice specifications.

Conservation Stewardship Program (CSP)

The Conservation Stewardship Program is a voluntary program that helps agricultural producers and forest landowners build on their existing conservation efforts by maintaining and improving their existing systems. Participants earn CSP payments for conservation performance – the higher the performance, the higher the payment.

The Natural Resources and Conservation Service provides technical assistance funding to the VDOF for assistance with this program

VDOF Assistance to the Natural Resources Conservation Service (NRCS)

The VDOF foresters will be guided by the *CSP Process List* for the timing and level of assistance. VDOF will:

- ◆ Verify, in writing to the NRCS, using [Form 7-25 Conservation Stewardship Plan Field Verification Checklist, for Non-Industrial Private Landowners](#), whether the landowner’s stated forest management accomplishments have been completed on the property or not.
- ◆ Assist the landowner and NRCS with identifying potential enhancements to be completed in the CSP contract.
- ◆ Assist, when possible, with the implementation of the agreed upon forest enhancements.
- ◆ Certify, in writing to the NRCS, that the forestry enhancements have been completed to NRCS standards.

Privately Funded Programs

James River Buffer (JRB) Program

The James River Buffer Program was established to improve water quality in the James River by establishing riparian forest buffers and addressing issues associated with concentrated water flow. A primary goal is to reduce nitrogen, phosphorus and sediment in waters.

- ◆ The program is funded by a grant from the Virginia Environmental Endowment’s (VEE) James River Water Quality Improvement Program and runs from January 2, 2019 until December 31, 2022.
- ◆ The program is intended to:
 - Reach landowner and lands that do not qualify for, or who may not choose to participate in other buffer programs.
 - Be complimentary to other programs and not compete with them.
 - Remove hurdles to implementation by being simple, direct and cost effective.
- ◆ VDOF will act as the general contractor and implement projects. There will be no out-of-pocket cost to landowners and no incentive payment.
- ◆ The goal is to establish 700 acres of riparian forest buffer and treat concentrated water flow on an additional 315 acres.

Scope and Eligibility

Geographic Area

The geographic area of eligibility is the middle James watershed, generally from the crest of the Blue Ridge Mountains, east to Richmond and Petersburg. The area includes water that flows into the James from all or parts of the counties of Albemarle, Amelia, Amherst, Appomattox, Bedford, Buckingham, Campbell, Chesterfield, Cumberland, Dinwiddie, Fluvanna, Goochland, Greene, Hanover, Henrico, Nelson, Nottoway, Powhatan and Prince Edward, and the cities of Charlottesville, Lynchburg, Petersburg and Richmond. See the program map for specific detail.

Land Ownership

Any type of land ownership is eligible (e.g., private, corporate, industrial, non-profit, municipal, etc.)

Land Condition

- ◆ Any land that is currently open and non-forested in the vicinity of a water feature as defined.
- ◆ There is no requirement for prior cropping or grazing history.
- ◆ Rural, urban and suburban lands qualify.
- ◆ Existing forest buffers can be widened under the James River Buffer Program.
- ◆ Forested buffers established under another program cannot be replanted under the James River Buffer Program.
- ◆ Existing grass buffers can be converted to a forest buffer on areas that have livestock exclusion fence only but lack trees, except land that is currently enrolled in another program.

Prioritization

VDOF will use the James River Restoration Planning Tool to assist in locating and focusing efforts. The tool categorizes potential buffers by the potential water quality benefit and ranks them by tiers. By agreement, VDOF is seeking 50 percent of accomplishments in the higher tiers one and two.

VDOF will focus on lands/landowners that do not qualify for other programs.

Term and Commitment

Landowner agrees to keep and maintain the area in a forested condition for 15 years.

Collaboration and Coordination

Existing Partners

VDOF will continue to establish buffers in cooperation and relationships with existing partners. This includes the USDA Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), Soil and Water Conservation Districts (SWCDs) and various non-profit organizations. VDOF has process lists and financial service agreements with FSA and NRCS to provide forestry technical assistance for buffers under their programs, and well-established working relationships with SWCDs.

James River Association (JRA)

The James River Association, a non-profit conservation group, received a grant from the Virginia Environmental Endowment (VEE) for riparian buffer establishment in much of the same area of the middle James watershed. The VEE grant agreements specify that VDOF and JRA cooperate in establishing riparian buffers.

Elements of Collaboration with the James River Association

Nomenclature

The joint program is called The James River Buffer Program.

Outreach

- ◆ JRA and VDOF have developed a website hosted by JRA: <https://www.jamesriverbuffers.org/>

- A landowner interest form and phone number are available on the website.
- An outreach flier is available.

Key Elements by Organization		
Element	James River Association	Virginia Department of Forestry
Geography	James portion of three Soil and Water Conservation Districts: Thomas Jefferson, Monacan and Peter Francisco (Albemarle, Nelson, Buckingham, Fluvanna, Powhatan, Goochland and Cumberland counties)	Entire Middle James
Land Condition	Rural	Rural, Suburban, Urban
Buffer Prioritization	Tier 1 and 2 only	Any tier, however VDOF goal is at least 50 percent in tier 1 and 2
Implementation Assistance	JRA has contracted with the three SWCDs and a tree planting contractor to assist them	VDOF will serve as the general contractor and coordinate all phases of implementation.
Personnel	JRA coordinator, other JRA staff	VDOF JRBP coordinator, field staff, wage P-14 (as needed), Forest Management staff, Finance, assistant state forester
Establishment Focus	Tree planting at 300 trees/acre with tubes, site preparation as necessary	Site-specific, silviculturally-based recommendations. Focus on site preparation, early successional species, natural regeneration, operationally and cost efficiency

Project Implementation Process

VDOF-JRA Roles

- ◆ Landowner expresses interest, or JRA or VDOF identifies a potential project.
- ◆ JRA and VDOF review and evaluate a project and assign it to the appropriate organization based on:
 - Geography
 - Organizational history with owner
 - Prioritization and tier ranking
 - Nature and objective of owner
- ◆ JRA or VDOF field staff (work area lead) will meet with the landowner, evaluate the site, prepare a plan, send the plan to the JRBP coordinator for approval, sign the agreement, and then implement the project.

VDOF

VDOF Process	
Action	Performed by:
Identify Tracts	JRBP coordinator, field staff; using outreach tools
Initial Prioritization	Work area leads, JRBP coordinator
Tract Assignment to Organization	JRA and VDOF coordinators with work area lead input
Work Area Tract Assignment	Work area leads
Site Assessment, Develop Plan, Budget	Forester, regional water quality staff for concentrated flow recommendations
Landowner Agreement	Forester

Project Implementation	Field Staff, Leads and JRBP coordinator to assist with contracting
Reporting, Tracking	Forester (IFRIS), work area leads, JRBP coordinator
Tract Follow-up	VDOF field staff

Identify Tracts

- ◆ JRBP coordinator and JRA, in conjunction with VDOF work area leads will identify potential tracts through outreach and through various tools and databases. Some of these are:
 - The James River Restoration Planning Tool
 - County- or city-owned lands
 - Communication with conservation partners, particularly FSA, NRCS, SWCDs and non-profits
 - Associations and organizations (e.g., equine, livestock and farm)
 - Local VDOF area knowledge

Initial Prioritization

- ◆ JRBP coordinator or field staff will share potential projects with work area lead. The JRBP coordinator or work area lead will utilize the James River Planning Tool to evaluate priority and recommendations for assignment. All landowner inquiries should be entered through the two-step application process located on the website at <https://www.jamesriverbuffers.org/apply.html>.

Tract Assignment to Organization (VDOF or JRA)

- ◆ Work area lead and/or JRBP coordinator will confirm organizational assignment. Assignment of tier 1 and 2 properties) within shared JRA/VDOF counties requires coordination between the JRA coordinator and the VDOF JRBP coordinator.

Work Area Tract Assignment

- ◆ Work area lead and senior area forester will designate work area staff assignment for the project. Work area lead or forester will track site visits within a spreadsheet in the common drive: H:\FOREST RESOURCE MGMT\James River Buffer Program\accomp_tracking\JRBP_WorkArea_Tracking20XX.xlsx.

Site Assessment, Plan Development, Budget

- ◆ Forester will evaluate tract, develop plan, map, budget. Lead and coordinator will review.
 - Forester will make thorough evaluation of the site, noting soil, competition, presence or absence of native trees, and any current erosion or concentrated flow issues. Foresters may use [Form 7.8 Cost-Share Plan](#) and include additional pages as needed.
 - Forester will create tract in IFRIS and map areas.
 - Plan should be individual, site-specific, silviculturally-sound, and in concert with landowner's objectives but in context of the major goal, water quality.
 - Given the open nature of sites, VDOF projects will focus on eliminating grass and invasive competition through site preparation and establishing early successional tree species by planting or natural regeneration. Plan should include recommendations for projected future maintenance and management.
 - Forester will develop an estimated budget for the project that includes site preparation, establishment costs, and follow-up maintenance/management. Forester is encouraged to use [Form 7.2 Estimated Reforestation Cost Worksheet](#).
 - Forester will submit plan and budget to Lead for review. Lead will then provide this package to the VDOF JRBP Coordinator for final approval and fund allocation.

Notes for concentrated water flow: Forester will evaluate if concentrated water flow is occurring, or will occur that will flow directly through, or bypass the buffer. If so, the plan should include recommendations for Best Management Practices (BMP) to address these issues in coordination with the Regional Water Quality Engineer. Examples would be broad-based dips, rolling dips, water bars, or level spreaders (see BMP handbook).

Landowner Agreement (Form 7.26 James River Buffer Program Agreement)

- ◆ Forester will meet with landowner to discuss plan, budget and responsibilities with landowner.
- ◆ Landowner signs the Form 7.26 - James River Buffer Program Agreement and forester will send the signed agreement to the coordinator.
- ◆ The W-9 Form is not required.

Project Implementation

- ◆ Area field staff will plan and coordinate implementation of project.
- ◆ Leads and coordinator will assess and determine if aggregating tracts and securing bids would be beneficial.
- ◆ Leads and coordinator will assist with contracting for services. If so, Coordinator and Forest Management staff will facilitate this.
- ◆ Chosen contractor shall produce a contract between VDOF and themselves. Signed contract will be sent to Coordinator to obtain a signature from authorized VDOF staff.
- ◆ Area staff will assure that project is completed according to recommendations in approved plan. [Form 7.12 Pine Planting Quality Field Tally Sheet](#) or [Form 084 Hardwood Reinspection Field Tally Sheet](#) will be used to assess planting quality, if tree planting is a component of the project.
- ◆ If work is performed by VDOF all related costs, other than time, should be reimbursed by using [Form 3.9 Forestry Cost-Share or Grant Program Certification of Work Completed](#).
- ◆ If landowner performs any work on the project, they may be reimbursed reasonable costs through either an invoice, or by using a Form 3.9 Forestry Cost-Share or Grant Program Certification of Work Completed.
- ◆ Forester, leads and coordinator will, based on nature of contractor or service, obtain invoices and review them.
- ◆ Billing and invoices should be processed through the VDOF JRBP Coordinator.

Reporting, Tracking

IFRIS Time

- ◆ Utilize the following codes as appropriate:
 - Forest Management Plans James River WQ-VEE
 - Forest Management Practices James River WQ –VEE
 - Grants, Funds Dedicated James River WQ –VEE

IFRIS Accomplishments

- ◆ Utilize the following codes and comments:
 - For all buffers:
 - Cost Share application James River WQ – VEE
AND
 - Riparian Buffer Establishment James River WQ – VEE
AND
 - Tree Planting – Rural James River WQ – VEE
OR
 - Tree Planting – Urban James River WQ – VEE
OR
 - Natural Regeneration James River WQ – VEE
 - If associated matching funds are used to plant adjacent upland:
 - Cost share application Associated cost share*
AND
 - Tree Planting – Rural James River WQ – VEE

OR

- Tree Planting – Urban James River WQ – VEE

*indicate any match funds in remarks

INDICATE 'JRBP' IN COMMENTS OF ALL MATCHED ACCOMPLISHMENTS

➤ Follow-up:

- Planting Quality Exam James River WQ – VEE
- Natural Regeneration Exam Remarks must contain 'JRBP'
- Seedling Survival Exam James River WQ – VEE (re-examination)

➤ Concentrated flow:

- Will be tracked in a spreadsheet until IFRIS is updated

Coordinator will summarize accomplishments, calculate sediment and nutrient reductions and communicate overall project status. VDOF JRBP Coordinator will report to VEE on a quarterly basis.

Tract Follow-up

- ◆ Foresters and field staff will assess project to determine needs for competition control during the first growing season.
- ◆ Foresters/field staff will assess tree survival for planted tracts at the end of the first growing season utilizing either [Form 7.13 Pine Survival/Reproduction Field Tally Sheet](#) or [Form 7.14 Hardwood Planting Quality Field Tally Sheet](#).
- ◆ Foresters/field staff will assess needs for competition control during the second growing season.
- ◆ Foresters/field staff will assess natural regeneration toward the end of the second growing season. Forest Management staff will provide a format/process. [Form 7.13 Pine Survival/Reproduction Field Tally Sheet](#) or [Form 7.14 Hardwood Planting Quality Field Tally Sheet](#) may be used to assist in assessment.
- ◆ Foresters and field staff will follow-up as noted above, and communicate recommendations to leads. If actions are recommended, forester will develop specific recommendations and costs, and share with landowner and lead. Lead will communicate with Coordinator. Lead/Coordinator will consider aggregating tracts for follow-up treatments, and budget, and facilitate as needed.
- ◆ Foresters and field staff will visit tract, communicate with landowner, on an occasional basis to assess condition of project, with the understanding we have an obligation to monitor the tract for three years post plan implementation.

Mountains to Bay (M2B) Grazing Initiative – (Riparian Forest Buffer Program)

- ◆ This program is funded by a grant from the National Fish and Wildlife Foundation to the Chesapeake Bay Foundation (CBF) and VDOF is a sub-recipient under CBF. The grant runs through December 31, 2022. The purpose is to improve water quality in the Shenandoah River by establishing riparian forest buffers and addressing issues associated with concentrated water flow. A primary goal is to reduce Nitrogen, Phosphorus, and sediment in waters.
- ◆ Intention of this program is to reach landowners and lands that do not qualify for, or who may not choose to participate in other buffer programs. It should be complimentary to other programs and not compete with them. The goal of the program is to remove hurdles to implementation by being simple, direct, and cost effective.
- ◆ VDOF will act as the general contractor and implement projects. There will be no out of pocket cost to landowners and there will be no incentive payment. The goal for the program is to establish at least 50 acres of riparian forest buffer and treat concentrated water flow.

Scope and Eligibility

Geographic Area

The geographic area of eligibility is all the counties in the Shenandoah Valley, counties of Augusta, Clarke, Frederick, Page, Rockingham, Rockbridge, Shenandoah, and Warren. Buffer projects outside these specific counties may also be considered.

Land Ownership

Private and municipal land is eligible.

Land Condition

Any land that is currently open and non-forested in the vicinity of a water feature as defined.

- ◆ There is no requirement for prior cropping, grazing history.
- ◆ Existing forest buffers can be widened under the program.
- ◆ Forested buffers established under another program cannot be re-planted under the program.
- ◆ Existing grass buffers can be converted to a forest buffer on areas that have livestock exclusion fence only, but lack trees, except land is currently enrolled in another riparian forest buffer program.

Term and Commitment

Landowner agrees to keep and maintain the area in a forested condition for 15 years. Collaboration and Coordination

Existing Partners

VDOF will continue in cooperation and relationships with existing partners in buffer establishment. This includes the USDA Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), Soil and Water Conservation Districts (SWCD's), and various non-profit organizations.

Elements of Collaboration with the CBF

- ◆ CBF and VDOF will collaborate on outreach activities.
- ◆ CBF and VDOF will work closely together on program development, project assessment and implementation strategy.

Project Implementation Process

VDOF-CBF

- ◆ Landowner expresses interest to VDOF or CBF.
- ◆ CBF and VDOF review and evaluate project and determine the best organization to handle the project based on:
 - Geography
 - Organizational history with owner
 - Prioritization
 - Nature and objective of owner
- ◆ VDOF or CBF will meet with landowner, evaluate site, prepare plan, secure the [Form 7.27 Mountain-to-Bay Program Agreement](#) and implement the project.

VDOF

VDOF Process	
Action	Performed by:
Identify Tracts	VDOF field staff, using outreach tools
Initial Prioritization	Senior area forester (SAF)

Work Area Tract Assignment	Senior area forester
Site Assessment, Develop Plan, Budget	Forester, regional water quality staff for concentrated flow recommendations
Obtain signed Form 7.27 Mountain-to-Bay Program Agreement from the landowner	Forester
Project Implementation	SAF, program manager to assist with contracting
Reporting, Tracking	Forester (IFRIS), senior area foresters, program manager
Tract Follow-up	VDOF field staff

Identify Tracts

- ◆ VDOF senior area foresters and staff in conjunction with CBF will identify potential tracts through outreach and using various tools and databases. Some of these are:
 - Communication with conservation partners, particularly FSA, NRCS, SWCDs, non-profit organizations, associations, and other organizations like equine, livestock, farm
 - Local VDOF area knowledge

Initial Prioritization

- ◆ Area VDOF field staff will share potential projects with the SAF.

Work Area Tract Assignment

- ◆ Senior area forester will designate work area staff assignment to project.

Site Assessment, Develop Plan, Budget

- ◆ The forester will evaluate the tract, and develop a plan, map and budget. SAF will review.
- ◆ The forester will make a thorough evaluation of the site, noting soil, competition, presence or absence of native trees, and any current erosion or concentrated flow issues. Foresters may use [Form 7.8 Cost-Share Plan](#) and include additional pages as needed. Forester will create the tract in IFRIS and map areas. Plan should be individual, site-specific, silviculturally-sound, and in concert with the landowner’s objectives but in context of the major goal of water quality. Given the open nature of sites, VDOF projects will focus on eliminating grass and invasive competition through site preparation and establishing early successional tree species by planting or natural regeneration.
- ◆ Plan should include recommendations for projected future maintenance and management. Forester will develop an estimated budget for the project that includes site preparation, establishment costs, and follow-up maintenance and management. The forester is encouraged to use [Form 7.2 Estimated Reforestation Cost Worksheet](#).
- ◆ The forester will submit a plan and budget to the SAF for review and submit this package to the M2B program manager for final approval and fund allocation.

Notes for concentrated water flow: The forester will evaluate to determine if concentrated water flow is occurring or will occur, that will flow directly through or bypass the buffer. If so, the plan should include recommendations for best management practices to address these issues. Examples would be broad-based dips, rolling dips, water bars or level spreaders (see BMP Technical Guide).

Landowner Agreement

The forester will meet with the landowner to communicate the establishment plan, budget and project responsibilities. The landowner must sign the [Form 7.27 Mountain-to-Bay Program Agreement](#), and the forester will send the signed agreement to the deputy regional forester who will review and sign. The Form W-9 Request for Taxpayer Identification Number(s) and Certification is not required.

Project Implementation

- ◆ VDOF field staff will plan and coordinate implementation of project. The SAFs and program manager will assess and determine if aggregating tracts and securing bids would be beneficial. The SAFs and program manager will

also assist with contracting for services. If so, the program manager and Forest Resource Management Branch staff will facilitate this. Field staff will assure that the project is completed according to recommendations. If tree planting is a component of the project, use [Form 7.12 Pine Planting Quality Field Tally Sheet](#) or [Form 7.14 Hardwood Planting Quality Field Tally Sheet](#) to assess planting quality. Upon successful completion of project, the forester will prepare the [Form 3.1 Request For Billing](#) to summarize VDOF costs.

- List VDOF M2B Program Implementation on Landowner line of Form 3.1 Request for Billing to alert the Finance Office to bill the grant cost code not the landowner.
- ◆ If the landowner performs any work on the project, they may be reimbursed reasonable costs through an invoice or by using a [Form 3.9 Forestry Cost-Share or Grant Program Certification of Work Completed](#). The forester will, based on the nature of contractor or service, obtain invoices, and review and forward them to the SAF. After review, the SAF will send the invoices to the M2B program manager for approval and payment.

Reporting and Tracking

IFRIS Time

- ◆ Utilize the following codes as appropriate:
 - Forest Management Plans Mountains to Bay - CBF
 - Forest Management Practices Mountains to Bay - CBF
 - Grants, Funds Dedicated Mountains to Bay - CBF
 - Water Quality Mountains to Bay - CBF

IFRIS Accomplishments

- ◆ Utilize the following codes and comments:
 - Riparian Buffer Establishment Mountains to Bay - CBF
 - Tree Planting – Rural Mountains to Bay - CBF
 - Natural Regeneration Mountains to Bay - CBF
 - Tree Planting – Urban Mountains to Bay - CBF
 - Erosion Control – Point Mountains to Bay - CBF
 - Erosion Control – Linear Mountains to Bay - CBF
- ◆ Work area SAFs and DRFs will track accomplishments by work area.
- ◆ VDOF will report to CBF on a quarterly basis.

Tract Follow-up

Foresters and field staff will:

- ◆ Assess project to determine needs for competition control during the first growing season.
- ◆ Assess tree survival for planted tracts at the end of the first growing season utilizing [Form 7.13 Pine Survival/Reproduction Field Tally Sheet](#) or [Form 84 Hardwood Reinspection Field Tally Sheet](#).
- ◆ Assess needs for competition control during the second growing season.
- ◆ Assess natural regeneration toward the end of the second growing season. Forest Resource Management Branch staff will provide a format/process.
- ◆ Follow-up as noted above, and communicate recommendations to SAFs. If actions are recommended, Forester will develop specific recommendations and costs, and share with landowner and SAF. The SAF will communicate with M2B program manager.
 - The SAF/M2B program manager will consider aggregating tracts for follow-up treatments and budget, and facilitate as needed.
- ◆ Visit the tract and communicate with the landowner on an occasional basis to assess the condition of project.

AUTHORITY

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

INTERPRETATION

The director of forest resource management, assistant state forester and deputy state forester are responsible for the interpretation of this policy and procedure.

APPROVAL

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

Todd Groh

Forest Resource Management Coordinator Name (Print)

Forest Resource Management Coordinator Signature

Dean Cumbia

Director Forest Resource Management Name (Print)

Director Forest Resource Management Signature

Terry Lasher

Assistant State Forester Name (Print)

Assistant State Forester Signature

Ed Zimmer

Deputy State Forester Name (Print)

Deputy State Forester Signature

Appendices – Process Lists

Appendix A	CRP Forestry Process List
Appendix B	CREP Forestry Process List
Appendix C	EQIP Forestry Process List
Appendix D	CPA 106 Forest Management Plan Process List
Appendix E	DIA 165 Forest Management Process List
Appendix F	CSP Forestry Process List
Appendix G	GWVI Forestry Process List

Appendix A – CRP Forestry Process List

CONSERVATION RESERVE PROGRAM (CRP) ROLES AND RESPONSIBILITIES – PROCESS LIST			
	USDA Farm Service Agency (FSA)	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)
OFFER, CONSERVATION PLAN DEVELOPMENT and APPROVAL			
1	<i>ALL AGENCIES</i> --Recruit enrollment of new CRP offers.		
2	Accept offers for CRP on FSA Application Form CRP-2C.		
3	Determine producer and land eligibility.		
4	Provide unsigned FSA Application Form CRP-2C and map to NRCS for conservation plan development.		
5		Consult with producer to begin Conservation Plan development. If tree planting practice is needed, provide VDOF unsigned FSA Application Form CRP-2C and location and soils map.	
6		Coordinate with partners and conduct joint agency field visits, when possible; determine resource concerns and complete the Documentation of Suitability and Feasibility Worksheet and other supporting documentation.	For tree planting practices: Assist NRCS with completing the Documentation of Suitability and Feasibility Worksheet. Begin tree planting plan preparation.
7		Submit suitability and feasibility documentation and the unsigned FSA Application Form CRP-2C and map to FSA County Office.	
8	County Office reviews, and if feasible, completes and prints FSA Application Form CRP-2C and Contract Form CRP-1 and notifies the producer that CRP-2C and CRP-1 are ready for signature.		
9	County Office completes paid-for measurement service, if requested.	Layout and stake the area to be included in the program.	
10	County office obtains signatures and dates on FSA forms CRP-2C and CRP-1 from the producer. Sends Letter of Acceptability Form CRP-23, Application Form CRP-2C and Contract Form CRP-1 to producer. Provides copies of signed forms to the NRCS.		
11		Coordinate with VDOF for acceptable offers that involve tree planting. Develop final conservation	Complete Tree Planting Plan (VDOF 7.8 Cost Share Plan or other)

CONSERVATION RESERVE PROGRAM (CRP) ROLES AND RESPONSIBILITIES – PROCESS LIST			
	USDA Farm Service Agency (FSA)	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)
		plan and obtain participant signature.	including map and provide plan to the NRCS and participant.
12		Provide FSA with copies of the completed Conservation Plan, Plan Map, completed job sheets and the Environmental Assessment NRCS-CPA 52.	
13	Complete FSA’s portion of Environmental Assessment NRCS-CPA 52, provide completed, signed copy to NRCS. Update offer status in COLS to “Submit to County Office Committee”.		
14	County Office Committee or County Executive Director signs conservation plan and approves Contract Form CRP-1. County office will submit contact details to State Office		
15	State Office will coordinate with DCR to confirm funding availability		
16	State Office provides authorization for approval of Contract Form CRP-1 to local FSA office. Local FSA office notifies producer that Contract Form CRP-1 is approved; final documentation provided.		
PRACTICE IMPLEMENTATION and PRODUCER PAYMENT			
1		Assist participant with practice installation.	
2		Provide technical assistance with practice implementation as requested by the participant. Coordinate with VDOF for requests involving tree planting practices.	Conduct a post-planting inspection to determine that seedlings were planted according to plan.
3			Assist producer with follow up spraying, coordinating with contractors, if needed.
4			Document inspection on VDOF Form 7.12 Pine Planting Quality Field Tally Sheet or VDOF Form 7.14 Hardwood Planting Quality Tally Sheet and provide copies to NRCS.
5		Certify completion/installation of all practices/components on FSA Certification and Payments Form 848B in accordance with 2-CRP par.	

CONSERVATION RESERVE PROGRAM (CRP) ROLES AND RESPONSIBILITIES – PROCESS LIST			
	USDA Farm Service Agency (FSA)	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)
		508. Provide VDOF Form 7.12 Pine Planting Quality Field Tally Sheet or VDOF Form 7.14 Hardwood Planting Quality Tally Sheet to FSA.	
6	Complete cost-share documents and issue cost-share payments. NOTE: If the practice is not installed according the NRCS standard, require corrective action before issuing payment.		
PRACTICE MAINTENANCE AND MANAGEMENT			
1	In January of each year, provide NRCS the list of practices that need vegetative establishment to be documented in that calendar year.	Coordinate with VDOF for tree planting re-inspections needed.	Re-inspect the site using the VDOF Form 7.13 Pine Survival/Reproduction Field Tally Sheet or the VDOF Form 84 Hardwood Reinspection Field Tally Sheet (toward the end of the second growing season). Assist with follow up activities, based on plan.
2			Document results of VDOF Form 7.13 Pine Survival/Reproduction Field Tally Sheet or the VDOF Form 84 Hardwood Reinspection Field Tally Sheet . If the planting fails, prepare reforestation plan for total replant of spot planting. Review recommendations for maintenance with producer, including replanting.
3		During the second growing season, conduct site visit to complete status review and certify vegetative establishment for CRP practices. Coordinate with VDOF for practices involving tree planting.	Provide VDOF Form 7.13 Pine Survival/Reproduction Field Tally Sheet or the VDOF Form 84 Hardwood Reinspection Field Tally Sheet to NRCS.
4		Provide Vegetative Establishment Status Review results to FSA, including the results of VDOF Form 7.13 Pine Survival/Reproduction Field Tally Sheet or the VDOF Form 84 Hardwood Reinspection Field Tally Sheet .	
5	Address practice failure in accordance with 2-CRP par. 493 B. Provide cost-share for re-establishment when appropriate.		
6	Issue Practice Incentive Payment (PIP) to producer after practice is established.		

CONSERVATION RESERVE PROGRAM (CRP) ROLES AND RESPONSIBILITIES – PROCESS LIST			
	USDA Farm Service Agency (FSA)	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)
7	Conduct annual status reviews.		
8	Conduct annual spot checks per 2-CP.		
9	Track contract management activities.	Pre request from participants, conduct site visit to verify management practices have been completed according to standards and specs. Coordinate with VDOF regarding forestry related practices.	Per request from participants, conduct site visit to verify management practices have been completed according to standards and specifications for forestry related practices.
10	Issue annual rental payments in October.		
11	Provide NRCS the list of participants with practices expiring within the next three (3) years so final status reviews can be scheduled and completed.	No sooner than three (3) years but no later than one (1) year before practice expiration, conduct the final status review and provide results to FSA on NRCS Status Review Form LTP-13. Coordinate with VDOF regarding Forestry related practices.	Coordinate with NRCS to make final year status review field visits and assist with completing NRCS Status Review Form LTP-13 for forestry related practices.
12	Conduct annual spot checks per 2-CP.		

Appendix B – CREP Forestry Process List

CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) ROLES AND RESPONSIBILITIES – PROCESS LIST				
	USDA Farm Service Agency (FSA)	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)	Soil and Water Conservation Districts (SWCD)
OFFER, CONSERVATION PLAN DEVELOPMENT and APPROVAL				
1	ALL AGENCIES --Recruit enrollment of new CREP offers.			
2	Accept offers for CREP on FSA Application Form CRP-2C.			
3	Determine producer and land eligibility.			
4	Provide unsigned FSA Application Form CRP-2C and map to NRCS for conservation plan development. Provide unsigned FSA Application Form CRP-2C and map to SWCD for budget planning.			
5		Consult with producer to begin Conservation Plan development. If tree planting practice is needed, provide VDOF unsigned FSA Application Form CRP-2C and location and soils map.		Begin case file using unsigned FSA Application Form CRP-2C and map.
6		Coordinate with partners and conduct joint agency field visits, when possible; determine resource concerns and complete the Documentation of Suitability and Feasibility Worksheet and other supporting documentation.	For tree planting practices: Assist NRCS with completing the Documentation of Suitability and Feasibility Worksheet. Begin tree planting plan preparation.	Coordinate with partners and conduct joint agency field visits, when possible.
7		Submit suitability and feasibility documentation and the unsigned FSA Application Form CRP-2C and map to FSA County Office.		
8	County Office reviews, and if feasible, completes and prints FSA Application Form CRP-2C and Contract Form CRP-1 and notifies the producer that forms CRP-2C and CRP-1 are ready for signature.			
9	County Office completes paid-for measurement service, if requested.	Layout and stake the area to be included in the program.		

CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) ROLES AND RESPONSIBILITIES – PROCESS LIST			
USDA Farm Service Agency (FSA)	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)	Soil and Water Conservation Districts (SWCD)
10	County Office obtains signatures and dates on FSA forms CRP-2C and CRP-1 from the producer. Send Letter of Acceptability Form CRP-23, Application Form CRP-2C and Contract Form CRP-1 to producer. Provides copies of signed forms to the NRCS and the SWCD.		SWCD places signed ASF forms CRP-2C and CRP-1 in case file. SWCD contacts producer to obtain a signature on the State Part 1 application for cost-share as well as association tax document(s).
11		Coordinate with VDOF for acceptable offers that involve tree planting. Coordinate with SWCD on final plan practices. Develop final conservation plan and obtain participant signature.	Complete Tree Planting Plan (VDOF Form 7.8 Cost Share Plan or other), including map and provide plan to the NRCS and participant.
12		Provide FSA and SWCD with copies of the completed Conservation Plan, Plan Map, completed job sheets and the Environmental Assessment NRCS-CPA 52.	Once final Conservation Plan is received, refresh State Resource Reviews <i>if</i> there have been major changes in the plan; address if needed. District Board signs NRCS Conservation Plan, keep a copy for the file, and returns original to NRCS.
13	Completes FSA’s portion of Environmental Assessment NRCS-CPA 52, provide completed, signed copy to NRCS. Update offer status in COLS to “Submit to County Office Committee”.		
14	County Office Committee or County		

CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) ROLES AND RESPONSIBILITIES – PROCESS LIST			
USDA Farm Service Agency (FSA)	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)	Soil and Water Conservation Districts (SWCD)
15			DCR will confirm funding availability to FSA State office after ensuring that all of the steps above have been followed by the SWCD (i.e. signed Conservation Plan, practices digitized and Resource Reviews completed).
16			Upon receiving final documentation from local FSA office, SWCD switches contract status to “Funding Pending Approval” in the AgBMP Tracking Program. DCR is automatically notified by the AgBMP Tracking Program of the request for funds from a statewide or basinwide CREP funding pool, reviews final project details and switches the contract status to “Funding Availability Confirmed”. SWCD Board formally approves the contract at their next monthly meeting.
PRACTICE IMPLEMENTATION and PRODUCER PAYMENT			
1	Assist participant with practice installation.		
2	Provide technical assistance with practice implementation as requested by the participant. Coordinate with VDOF for requests involving tree planting practices.	Conduct a post-planting inspection to determine that seedlings were planted according to plan.	

CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) ROLES AND RESPONSIBILITIES – PROCESS LIST			
USDA Farm Service Agency (FSA)	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)	Soil and Water Conservation Districts (SWCD)
3		Assist producer with follow up spraying, coordinating with contractors, if needed.	
4		Document inspection on VDOF Form 7.14 Hardwood Planting Quality Tally Sheet and provide copies to NRCS.	
5	Certify completion/installation of all practices/components on FSA-848B in accordance with 2-CRP par. 508. Provide VDOF Form 7.14 Hardwood Planting Quality Tally Sheet to FSA.		Coordinate with partners and conduct joint agency field visits when possible to assist the producer through the implementation process.
6	Complete cost-share documents and issue cost-share payments. Provide a copy of payment information to SWCD. NOTE: If the practice is not installed according the NRCS standard, require corrective action before issuing payment.		Once project is certified, issue cost-share payment to producer.
PRACTICE MAINTENANCE AND MANAGEMENT			
1	In January of each year, provide NRCS the list of practices that need vegetative establishment to be documented in that calendar year.	Coordinate with VDOF for tree planting re-inspections needed.	Re-inspect the site toward the end of the second growing season using VDOF Form 84 Hardwood Reinspection Field Tally Sheet . Assist with follow up spraying based on plan.
2			Document results of VDOF Form 84 Hardwood Reinspection Field Tally Sheet . If survival is below 70% stocking, prepare reforestation plan for total replant of spot planting. Review recommendations for maintenance with producer, including replanting.
3		During the second growing season, conduct site visit to complete status review and certify vegetative establishment for CRP practices. Coordinate with VDOF for practices involving tree planting.	Provide VDOF Form 84 Hardwood Reinspection Field Tally Sheet to NRCS.

CONSERVATION RESERVE ENHANCEMENT PROGRAM (CREP) ROLES AND RESPONSIBILITIES – PROCESS LIST			
USDA Farm Service Agency (FSA)	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDof)	Soil and Water Conservation Districts (SWCD)
4	Provide Vegetative Establishment Status Review results to FSA, including the results of VDof Form 84 Hardwood Reinspection Field Tally Sheet .		
5	Address practice failure (i.e. <70% survival) in accordance with 2-CRP par. 493 B. Provide cost-share for re-establishment when appropriate.		Address practice failure (i.e. <70% survival) in accordance with 2-CRP par. 493 B. Provide cost-share for re-establishment when appropriate.
6	Issue Practice Incentive Payment (PIP) to producer after practice is established. NOTE: For tree planting practices, the practice is considered established if there is > 70% survival at the end of year 2.		Issue Practice Incentive Payment (PIP) to producer after practice is established. NOTE: For tree planting practices, the practice is considered established if there is > 70% survival at the end of year 2.
7	Conduct annual status reviews.		
8	Conduct annual spot checks per 2-CP.		Conduct annual spot checks per 2-CP.
9	Follow up on cases of noncompliance. IMPORTANT: Notify SWCD when contracts are terminated and collections are required.		Follow up on cases of noncompliance. IMPORTANT: Notify SWCD when contracts are terminated and collections are required.
10	Track contract management activities.	Pre request from participants, conduct site visit to verify management practices have been completed according to standards and specs. Coordinate with VDof regarding forestry related practices.	Per request from participants, conduct site visit to verify management practices have been completed according to standards and specifications for forestry related practices.
11	Issue annual rental payments in October.		
12	Provide NRCS the list of participants with practices expiring within the next three (3) years so final status reviews can be scheduled and completed.	No sooner than three (3) years but no later than one (1) year before practice expiration, conduct the final status review and provide results to FSA on NRCS Status Review Form LTP-13. Coordinate with VDof regarding forestry related practices.	Coordinate with NRCS to make final year status review field visits and assist with completing NRCS Status Review Form LTP-13 for forestry related practices.
			Provide NRCS the list of participants with practices expiring within the next three (3) years so final status reviews can be scheduled and completed.

Appendix C – EQIP Forestry Process List

EQIP FORESTRY Roles and Responsibilities		
	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)
Application and Contract Development		
1	Provide NRCS Form CCC-1200 EQIP Application and appendix to applicant and obtain signatures.	
2	Provide eligibility information to participant.	
3	Enter application into ProTracts.	
4	Provide participant's contact information and map to VDOF.	
5		Make field visit to determine resource concerns and recommended practices.
6		Develop a Forest Management Plan, (VDOF Form 7.8 Cost-Share Plan , Forest Stewardship Plan or equivalent) for the project, including a practice map.
7		Complete the forestry EQIP practice cost calculator spreadsheet and send the plan, cost calculator spreadsheet and the detailed map to NRCS.
8		Assist NRCS with completing the appropriate forestry EQIP ranking worksheet.
9	Work with VDOF forester to complete the appropriate forestry EQIP ranking worksheets and enter results into ProTracts for scoring.	
10	Provide completed ranking form to applicant and copy to VDOF.	
11	Upon "Pre-Approval" send ProTracts pre-approval letter to applicant and notify the VDOF forester.	
12	Develop tool kit plan, map, appropriate job sheets and other contract documents based on VDOF management plan and cost calculator.	
13	Obtain signatures on contract documents, CCC 1202 appendix and conservation plan.	
14	Provide a copy of contract documents, appendix and conservation plan to participant.	
Conservation Practice Application		
15	Send ProTracts-generated annual conservation practice application reminder letters to applicants with copy to VDOF.	
16	Coordinate with participant and VDOF on timing of practice installation.	
17		Coordinate with participant and NRCS on timing of practice installation.
18		Provide technical assistance to participants for forestry practices (contractors, installation, work quality inspections, etc.)
19		VDOF will provide to the NRCS any inspection forms that were used in evaluating the practice completion. (i.e., VDOF Form 7.12, Form 7.13, Form 7.14, Form 7.15, etc.)

EQIP FORESTRY Roles and Responsibilities		
	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)
20		Certify all forestry practices in writing, and when possible, include the VDOF Forester's signature. Written certification will include: 1) final practice acreage, 2) practice(s) installed, and 3) statement that practices were installed to NRCS standards. If acreages or practices are different from the application, the VDOF forester will provide an update the map showing where the practices were installed.
21	The district conservationist will update the job sheet based upon the VDOF forester's certification.	
22	Certify practice in ProTracts on NRCS Form CPA 1245 "Practice Approval and Payment Application" based on VDOF technical approval.	
23	Obtain applicant's signature on NRCS Form CPA 1245 and process for payment.	

Appendix D – CPA 106 Forest Management Plan Process List

CONSERVATION PLANNING ACTIVITY (CPA 106) FOREST MANAGEMENT PLAN			
Roles and Responsibilities			
	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)	Technical Service Provider (TSP)
1	Provide NRCS Form CCC-1200 EQIP application and appendix to applicant and obtain signatures.		
2	Provide eligibility information to applicant.		
3	Provide applicant with information for selecting a technical service provider (TSP) and provide applicant with Form 7.9 NRCS Conservation Planning Activity (CPA 106) and Design and Implementation Activity (DIA 165) Application to complete and provide for use by TSP to develop the plan.		
4	Enter application into ProTracts and provide VDOF with participant's contact information and map for the potential plan.		
5		Determine the need for a CPA 106 plan and report back to NRCS (the landowner is eligible only if no multiple-resource management plan has been written on the property within the past 5 years.)	
6	If CPA 106 is needed, develop Conservation Desktop (CD) plan and contract for CPA 106. Provide information to appropriate VDOF deputy regional forester and encourage the participant to hire a technical service provider to develop the plan.		
7			Obtain copy of the Form 7.9 NRCS Conservation Planning Activity (CPA 106) and Design and Implementation Activity (DIA 165) Application from applicant.
8	Complete the NRCS-CPA 52 form with applicant and TSP based on information on completed Form 7.9 NRCS Conservation Planning Activity (CPA 106) and Design and Implementation Activity (DIA 165) Application.		

CONSERVATION PLANNING ACTIVITY (CPA 106) FOREST MANAGEMENT PLAN			
Roles and Responsibilities			
	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)	Technical Service Provider (TSP)
9			Complete field work and develop the CPA 106 Forest Management Plan.
10			Send the completed VDOF Form 7.9 and two copies of the CPA 106 for review and approval to VDOF deputy regional forester.
11		The deputy regional forester uses the VDOF Form 7.16 Virginia Conservation Planning Activity (CPA 106) and Design and Implementation Activity (DIA 165) Component Checklist to evaluate the plan.	
12		<i>If Not Approved:</i> Return the CPA 106 to the TSP with written comments for corrections and/or additions and resubmittal.	
13		<i>If Approved:</i> Certify by signing the front page of the CPA 106. Send one approved copy back to the TSP, and send one copy to the VDOF Forester to place in the participant's case record file.	
14			Provide participant with two copies of the VDOF approved CPA 106 with instructions to submit one copy to NRCS for incentive payment.
15	Certify VDOF approved CPA 106 for payment, process payment and retain copy with the conservation plan for participant.		
16		Provide assistance to participant for planned forest management practices	

Appendix E – DIA 165 Forest Management Process List

DESIGN IMPLEMENTATION ACTIVITY (DIA 165) FOREST MANAGEMENT PLAN			
Roles and Responsibilities			
	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)	Technical Service Provider (TSP)
1	Promote Forest Management Plan programs to potential participants.	Promote Forest Management Plan programs to potential participants.	Promote Forest Management Plan programs to potential participants.
2	Provide CCC-1200 EQIP Application & Appendix to applicant and obtain signatures.		
3	Provide eligibility information to applicant.		
4	Provide applicant with TSP URL https://nrcs-sites.secure.force.com/FindaTSP		
5	Enter application into Protracts and notify VDOF		
6	Confirm the existence of a CPA 106, CAP 106, VDOF Stewardship Plan or other NRCS conservation plan, Tree Farm plan, to support DIA	Confirm the existence of a CPA 106, CAP 106, VDOF Stewardship Plan or other NRCS conservation plan, Tree Farm plan, to support DIA	
7		Have applicant complete VDOF Form 7.9 NRCS Conservation Planning Activity (CPA 106) and Design and Implementation Activity (DIA 165) Application	
8	Complete the NRCS-CPA 52 with applicant and TSP based on information on completed VDOF Form 7.9 NRCS Conservation Planning Activity (CPA 106) and Design and Implementation Activity (DIA 165) Application		
9	Contract for DIA 165 and associated practices if included in plan and provide information to appropriate VDOF Deputy Regional Forester and participant.		
10			Develop DIA 165 Forest Management Plan
11			Send VDOF Deputy Regional Forester two copies of the DIA for review and approval
12		Plan Not Approved: Return the DIA to the TSP with written comments for corrections and/or additions and resubmittal	
13		Plan Approval: Certify by signing the front page of the DIA and retain one copy in participants case record file;	

DESIGN IMPLEMENTATION ACTIVITY (DIA 165) FOREST MANAGEMENT PLAN			
Roles and Responsibilities			
	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)	Technical Service Provider (TSP)
		provide TSP with one copy of certified DIA.	
14			Provide participant with two copies of DIA 165 with instructions to submit one VDOF approved copy to NRCS for payment.
15	Certify VDOF approved DIA for Payment and retain copy in contract file for participant.		
16			Upload approved copy to NRCS Registry.
17		Provide assistance to participant for planned forest management practices.	Provide assistance to participant for planned forest management practices.

Appendix F – CSP Forestry Process List

CONSERVATION STEWARDSHIP PROGRAM (CSP) FORESTRY		
Roles and Responsibilities - NIPF Application		
	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)
Conservation Assessment and Ranking Tool (CART) and Field Verification		
1	Provide NRCS Form CCC-1200 CSP application and appendix to applicant and obtain signatures.	
2	Discuss eligibility criteria with participant and determine the participant's eligibility.	
3	If eligible, enter the participant's application into ProTracts.	
4	Send the applicant's contact information, a property map, the list of potential CSP forestry enhancements, and VDOF Form 7.25 Conservation Stewardship Plan Field Verification Checklist for Non-Industrial Private Landowners to the VDOF.	
5		1) Review applicant's case file records, if available, 2) contact the applicant to determine their management objectives, 3) complete, sign and date Form 7.25 Conservation Stewardship Plan Field Verification Checklist for Non-Industrial Private Landowners , 4) prepare a VDOF Form 7.8 Cost Share Plan identifying the forestry enhancements to be done, and 5) return the completed Form 7.25 Conservation Stewardship Plan Field Verification Checklist for Non-Industrial Private Landowners, the VDOF Form 7.8 Cost Share Plan, and map to the NRCS.
6	Complete the CSP assessment and ranking tool in NRCS Conservation Assessment Ranking Tool (CART) program.	
7	Pre-Approved applications.	
8	Notify VDOF of pre-approvals and provide a copy of the CSP Summary report with planned forestry activities.	
9	Process contract approval and obligation.	
CSP Enhancement Establishment		
10	Send annual conservation practice/enhancement application reminder letters to applicants with copy to VDOF.	
11	Coordinate required technical assistance with VDOF at the beginning of each fiscal year.	
12	Provide CSP enhancement job sheets as needed to VDOF.	
13		Provide technical assistance to participants for forestry practices/enhancements based on job sheets.
14		Certify, in writing to the NRCS, once the forestry CSP practices/enhancements are completed to the practice standard.
15	Process payments.	

Appendix G – GWWI Forestry Process List

GOLDEN WINGED WARBLER INITIATIVE (GWWI) FORESTRY			
Roles and Responsibilities			
	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)	Consulting Forester
1	Promote the GWWI Program to interested landowners within Virginia's GWWI priority areas.	Promote the GWWI Program to interested landowners within Virginia's GWWI priority areas.	Promote the GWWI Program to interested landowners within Virginia's GWWI priority areas.
2	GWWI coordinator will verify that the landowner's property is within Virginia's priority areas.		
3	Provide CCC-1200 EQIP Application and appendix to applicant and obtain signatures.		
4	Provide eligibility information to applicant.		
5	Enter application into ProTracts.		
6	Provide participants contact information and map to VDOF.		
7	GWWI coordinator will facilitate a property visit/review with the landowner, VDOF forester, private lands biologist (PLB), district conservationist (DC), if needed.		
8		Meet with the landowner, DC, GWWI coordinator, or PLB to discuss the proposed practice(s) and answer any questions.	
9		Provide DC, GWWI coordinator, or PLB with the management plan, (VDOF Form 7.8 Cost-Share Plan), and map.	
10	Work with VDOF forester and GWWI coordinator to complete the appropriate forestry EQIP ranking worksheets and enter results into ProTracts for scoring.		
11	Provide completed ranking form to applicant and copy to VDOF.		
12	Complete the NRCS-CPA 52 with applicant		
13	Upon "Pre-Approval" send ProTracts pre-approval letter to applicant and notify the VDOF forester.		
14	Develop conservation desktop plan, map, appropriate job sheets and other contract documents based on VDOF management plan and cost calculator.		

GOLDEN WINGED WARBLER INITIATIVE (GWWI) FORESTRY			
Roles and Responsibilities			
	USDA Natural Resources Conservation Service (NRCS)	Virginia Department of Forestry (VDOF)	Consulting Forester
15	Obtain signatures on contract documents, CCC 1202 appendix and conservation plan.		
16	Provide a copy of contract documents, appendix and conservation plan to participant.		
17	Send ProTracts generated annual conservation practice application reminder letters to applicants with copy to VDOF.		
18		Provide applicant with information for selecting a consulting forester from the VDOF website.	
19			Contract with the landowner to designate and mark the timber sale boundary and mark the best quality "leave trees" within the boundary.
19		Review and approve the marked timber sale boundary and the "leave trees."	
20			Coordinate the sale and/or removal of the unmarked trees.
21		Certify all forestry practices in writing, <u>including</u> the VDOF forester's signature. Written certification will include: 1) final practice acreage, 2) practice(s) installed, and 3) statement that practices were installed to NRCS standards. If acreages or practices are different from the application, the VDOF forester will provide an updated map showing where the practices were installed.	
22	The DC will update the job sheet based upon the VDOF forester's certification.		
23	Certify practice in ProTracts on CPA 1245 "Practice Approval and Payment Application" based on VDOF technical approval.		
24	Obtain applicant's signature on CPA 1245 and process for payment.		