

Policy and Procedure 7-6

State-Owned Lands Program

Issued By: Robert W. Farrell, State Forester

Effective Date: May 1, 2020

Codes/Mandates: [§10.1-1106](#). State Forester to control forest reserves and funds; reforestation; preservation of timber, etc.

[§10.1-1120](#). Forest Management of State-Owned Lands Fund.

[§10.1-1121](#). Definitions.

[§10.1-1122](#). Management, harvesting, sale of timber on state-owned land.

[§10.1-1123](#). Use of the Fund; management, receipt and expenditure of moneys.

References: State-Owned Lands Management Plan template (available on the Intranet)
State-Owned Lands Property Inventory spreadsheet (shared with the Regions)
State-Owned Lands Projects spreadsheet (retained by the state lands coordinator)
[Agency numbers and control agency numbers found under the current \(July 2009\) link](#)
https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics/60104.pdf

Forms: Form 7.18 State-Owned Land Forest Planning Information
Form 7.19 State-Owned Land Forest Management Project Request
Form 7.20 State-Owned Land Project Expense Summary
Form 12.1 Reforestation Tree Seedling and Service Order
Form 108 Procurement Checklist

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PURPOSE

To provide guidance to the Department of Forestry (VDOF) field staff when recommending and carrying out forestry work on state-owned lands. Typically, properties under the VDOF responsibility consist of most any Commonwealth-owned lands except for those currently owned by the Department of Conservation and Recreation (DCR), Department of Game and Inland Fisheries (DGIF), Virginia Outdoors Foundation and Department of Forestry.

POLICY

The Department of Forestry shall develop forest management plans for state-owned lands with the assistance of affected state agencies, departments and institutions to address the management, sale and harvest of timber, and reforestation on these lands ([§10.1-1122 A](#)).

DEFINITIONS

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

“Commonwealth” means the Commonwealth of Virginia.

“DREFM” means the Division of Real Estate and Facilities Management within the Virginia Department of General Services.

“Fund” means the State Lands Fund.

“Owner Agency” means the Commonwealth agency or institution owning the land or property.

“State-Owned Lands” means forest land owned or managed by the various departments, agencies and institutions of the Commonwealth and designated by the Department in cooperation with the Division of Engineering and Buildings (now DREFM) of the Department of General Services as being of sufficient size and value to benefit from a forest management plan. State-owned land shall not include properties held or managed by the Department of Game and Inland Fisheries, the Department of Forestry, The Virginia Outdoors Foundation, or the Department of Conservation and Recreation, which currently have no access to the State Lands Fund Program.

PROCEDURES

Overview

VDOF, will develop a forest management plan for state-owned lands with the assistance of affected state agencies, departments and institutions ([§10.1-1122 A](#)). VDOF area staff are to become aware of the state-owned land properties located in their work areas by contacting their respective deputy regional foresters or the state lands coordinator. State-owned lands typically under VDOF responsibility reside with the Department of Corrections, Department of Transportation, other agencies, and numerous colleges and universities. The state lands coordinator will develop an annual work plan for management of the state land properties, based on management recommendations found in each respective state lands plan, which are identified within the regions and submitted to the deputy regional forester.

State Lands Fund

The Code of Virginia establishes a State Lands Fund. The fund shall be used to defray the costs of timber sales, to develop forest management plans for state-owned lands and to implement specific projects identified in these plans, such as site preparation, purchase and planting of seedlings, spray release, BMP installation and payment for VDOF services.

Under the Code of Virginia [§10.1-1122 B](#) – Management, harvesting, sale of timber on state-owned land, it states “Prior to the sale of timber from state-owned lands, the proposed sale shall be first approved by the Department and by the Division of Engineering and Buildings (DREFM). The Department shall make or arrange for all sales so approved and shall deposit all proceeds to the credit of the Fund, except that when sales are made from timber on land held by special fund agencies or the Department of Military Affairs, or from timber on land which is gift property specified in subsection H of [§2.2-1156](#), the Department shall deposit in the Fund only so much of the proceeds as are needed to defray the cost of the sale and to implement the forestry management plan on that particular tract of land. The remainder of the proceeds from

such a sale shall then be paid over to the special fund agency concerned, the Department of Military Affairs, or the agency or institution holding the gift properties, to be used for the purposes of that agency, department, or institution.”

State-Owned Lands Identification

Each state-owned land will be assigned an identification number by the state lands coordinator. This number will generally be established using the “control agency number – agency code number – site number” (i.e., Lord Fairfax Community College would be 260-298-1). The control agency number and agency code number are established under the [Commonwealth CAPP Manual Agency and FIPS Codes](#). The state lands coordinator will assign the site number based upon the site owned by the particular agency/institution owning the land that has participated in the program in the past (e.g., Eastern Shore Community College has one site that has historically participated in the program so its site number is 1). Going forward any new site number would be assigned based upon the last site number used for the previous site numbered for that agency/institution’s properties.

Note: Once the state lands coordinator assigns a "State-Owned Land Number" to a property, all correspondence and documents will include this state-owned land number and the IFRIS tract number (if available). {See IFRIS Reporting}

Assessment of State-Owned Lands

It is important to assess the potential for forest management on any state-owned lands regardless of the acreage of the property. Regional staff should visit every state-owned land property identified by the state lands coordinator at least once to perform an assessment of the property for forest management potential.

The assessment should consist of:

1. An estimate of the current forested acres
 - If 10 acres or more, a state-owned land management plan will be developed.
 - If less than 10 acres, no management plan is needed.
2. An estimate of the current open land acreage (grassland, fields or abandoned field)
3. An estimate of the number of acres or linear feet of established or potential riparian areas (i.e., creeks, streams, waterways, water bodies) in terms of the footage and acres along with whether the riparian area is presently established or could be established.
 - If water bodies exist, determine if there is potential for forest management activities to improve water quality.

State-Owned Land Management Plan Required

If it is determined that a state-owned land management plan is required, the assessment information will be summarized and sent in an email to the state lands coordinator for recording into VDOF’s State-Owned Lands Property Inventory spreadsheet.

- ◆ The area staff will begin the process of scheduling and working with the owner agency contact to update an existing management plan or develop a new management plan.

No State-Owned Land Management Plan Required

If it is determined that no management plan is required, the assessment information will be summarized and sent in an email to the state lands coordinator for recording into VDOF’s State-Owned Lands Property Inventory spreadsheet.

- ◆ The state lands coordinator will document the date of the assessment and that no forest management plan is needed.
- ◆ If a project is ever proposed for any state-owned land in which only an assessment has been completed, an IFRIS tract will be created for the property and all data recorded into IFRIS.
- ◆ No project can proceed on state-owned lands without having a state-owned lands management plan or project request completed.

IFRIS Reporting

The reporting of the state-owned lands work time and tract accomplishments in IFRIS is essential to properly manage the State Lands Fund and documentation of management work performed. When reporting any work on state-owned lands not owned by VDOF, use the following categories and codes.

- ◆ **Time Code:** Prof Services – Forest Mgt, **Time/Leave Code:** Non-DOF State-Owned Lands Assistance or Assessment
- ◆ **Time Code:** Forest Management Practices, **Time/Leave Code:** Non-DOF State-Owned Lands
- ◆ **Time Code:** Forest Management Plans, **Time/Leave Code:** Non-DOF State-Owned Lands Plan
- ◆ **IFRIS Tract:** unless already created, all state-owned lands in which a forest management plan is developed, will have a tract established in IFRIS and assigned an IFRIS tract number with ownership information included that also specifies the tract under **Group Type as State**, and under **Public Type as State-Owned or State**. The IFRIS tract number shall be communicated to state lands coordinator.
- ◆ **Accomplishments:** Mapped project work accomplishments on each tract, such as plans completed, planting, site preparation work or other project management activity, will be recorded in IFRIS for each state-owned land tract just as would be done for private land.

State-Owned Land Management Plan

Each state-owned land property with 10 forested acres or more must have a current **State-Owned Land Management Plan** developed for the property. A current plan is defined as being developed within the past 10 years. Keeping up with the current status of the plans is the responsibility of the respective work area and regional staff in coordination with the deputy regional forester and the state lands coordinator. It is essential for the regional field staff to coordinate with agency owner contact to conduct periodic reviews of the management plans for the state-owned land properties in their work areas to assess the forest management project needs. The state lands coordinator will assist regional staff in the identification of agency owner contacts where multiple properties are involved that cross work areas. A project may be as simple as planting or as complex as timber harvest, site preparation, planting and release.

VDOF shall use Form 7.18 State-Owned Land Forest Planning Information to gather information from the agency or institution owning the land. Every effort needs to be made to discuss the information on the Form 7.18 with the decision makers owning the property, some of whom may or may not be located locally. In the case of off-site decision makers, the state lands coordinator will assist in the gathering of information.

All sections of the Form 7.18 will be completed prior to any forest management plan being written for the property to ensure the plan meets the goals and objectives of the property owner. The Form 7.18 will be distributed as follows:

- ◆ Original – Retained in the area staff's office
- ◆ Copy – Sent to the deputy regional forester
- ◆ Copy – Sent to the state lands coordinator
- ◆ Copy – Retained by the owner agency contact

The Virginia State-Owned Land Management Plan template will be used as a guide for preparing a State-Owned Land Management Plan.

Plan Composition

At a minimum, a State-Owned Land Management Plan will include the following information:

- ◆ Owner agency contact and authorization information
- ◆ Management objectives
- ◆ Tract location and description including any known easements or deed restrictions
- ◆ Current stand conditions, including
 - acres (both open lands and forested)
 - forest types (including riparian areas existing or potential to create)
 - soils
 - age

- size
- stocking
- water resources
- other important information (i.e., invasive plants, cemetery or other historic resources, etc.)
- ◆ Specific management practice/project recommendations
- ◆ Threatened and endangered species found
- ◆ Detailed map (including tract boundary, stands, road names or numbers, etc.)
- ◆ Once the plan is initially drafted, the plan shall be sent to the deputy regional forester for review. Once the deputy regional forester has reviewed the plan and any corrections made, the deputy regional forester will forward to the state lands coordinator for final review. The state lands coordinator will accept the plan or return it to the deputy regional forester for additional edits if needed.

The final State-Owned Lands Management Plan will be distributed as follows:

- ◆ Original – Retained in the area forester’s office
- ◆ Copy – Sent to the state lands coordinator via posting the plan on the HQ common drive
- ◆ Copy – Sent to the agency owner contact and/or other authorized parties (if requested)

Project Initiation

- ◆ The state lands coordinator will work through the deputy regional foresters regarding state land plan needs, timber sales, harvests, and other projects. Regional staff are encouraged to develop relationships with the local land holding agency / institutions and to recommend projects based on the needs of the resource or the agency / institution owner.
- ◆ The deputy regional forester will contact and assign area staff to contact and work with the local owner agency contact for the land or other responsible party as designated by the owner agency and who has authorization to recommend and implement specific management practices based on the state-owned lands management plan and current forest conditions.
- ◆ Once the VDOF receives the owner agency’s verbal approval to do a project, the deputy regional forester or area staff will contact the state lands coordinator to obtain a State-Owned Land Project Number.
 - Project numbers will consist of the State-Owned Land Number “-”, and a project number (i.e., 260-298-1-01).
- ◆ The area staff will complete the Form 7.19 State-Owned Land Forest Management Project Request and attach a detailed map of the project. The VDOF will submit Form 7.19 and map to the authorized owner agency representative for his or her project approval. All project work to be implemented needs to be indicated on the Form 7.19 and will include all aspects needed to complete the project.
 - Project Codes are identified below – the area staff should check all aspects to be completed on the Form 7.19 – example: if a harvest is to be performed followed by reforestation.
 - 1 = scrap / firewood sales
 - 2 = clear-cut and reforest
 - 3 = open field planting, pine
 - 4 = open field planting, hardwood
 - 5 = pine thinning
 - 6 = harvest, change land use
 - 7 = forest recreation
 - 8 = aesthetic planting
 - 9 = wildlife planting
 - 10 = salvage cut
 - 11 = timber cruise
 - 12 = pre-commercial thinning, pine
 - 13 = spray release
 - 14 = hardwood silviculture (seed tree, shelter-wood, crop tree release, etc.)
 - 15 = other improvements (prescribed burning, other forest practice)
 - 16 = fuelwood thinning

- 17 = site preparation (chemical or mechanical)
- **If the project consists of any type of timber sale, eventual use of state lands funding or deduction of monies to pay any expenses to implement a project, the agency/institution representative making the approval must have agency authorization to sell and/or utilize state-owned assets.**
- ◆ Once the signed Form 7.19 State-Owned Land Forest Management Project Request is approved by the owner agency/institution and is returned to VDOF with the map, the area staff will forward the original Form 7.19 and map to their deputy regional forester who will forward to the state lands coordinator for approval.
 - Original – sent with a map to the state lands coordinator
 - Copy – retained in the area staff’s office
- ◆ The state lands coordinator will approve the Form 7.19 State-Owned Land Forest Management Project Request and obtain approval of the deputy state forester.
- ◆ If a timber harvest or sale of any kind is recommended, the Form 7.19 State-Owned Land Forest Management Project Request and map will be sent to the Department of General Services, Division of Real Estate and Facilities Management (DREFM) for their initial review and tentative approval. Once tentatively approved by DREFM, the form will be routed for the various signatures needed by the state lands coordinator. Final submission will be made to obtain the DGS Director’s signature where the original will be signed and returned to the VDOF state lands coordinator. The following project types involve timber harvests and require DREFM approval:
 - 1 = scrap / firewood sales
 - 2 = clear-cut and reforest
 - 5 = pine thinning
 - 6 = harvest, change land use
 - 10 = salvage cut
 - 11 = timber cruise
 - 12 = pre-commercial thinning, pine
 - 14 = hardwood silviculture (if timber is being sold)
 - 16 = fuelwood thinning
- ◆ Once signed approvals are obtained by all required parties, the state lands coordinator will return a copy of the final approved Form 7.19 State-Owned Land Forest Management Project Request to the deputy regional forester indicating that they can begin working on the project.
 - Original – retained the state lands coordinator

Project in Progress

Timber Sales

- ◆ VDOF will cruise the area using the methods developed by the VDOF State Forest personnel. The area staff should consult with the deputy regional forester concerning assistance who will then coordinate with the state lands coordinator and a State Forest staff to facilitate the determination of volume and value of the timber to be harvested. Since each timber sale can be unique, the state lands coordinator will coordinate the advertisement, contract development and remainder of the administrative details of the sale. **All sales of timber from state-owned lands must be approved in advance.**
 - The only exception to obtaining DREFM approval for timber removal is if the timber has no commercial value and no money is to be received for the timber removed (e.g., grubbing of small timber or removal of small amounts of timber associated with the building of a road, parking lot, recreational field, or crop field/open land expansion by the owner agency).
- ◆ When the timber sale volume, appraisal, advertisement and contract have been prepared, the state lands coordinator will review. Once the announcement is finalized, the state lands coordinator will send out the sale package to potential buyers within the area and to the Public Information Office for posting of the sale announcement on the VDOF web site. Typically, the sale shall be advertised for at least 30 days.

- ◆ Bid openings for sales shall be designated by the state lands coordinator depending on the location of the sale and the proximity to VDOF regional offices. The winning bidder signed bid package, including the deposit check (made out to the “Treasurer of Virginia”), will be forwarded to the Finance Office or deposited by an approved program support technician (PST) for processing and appropriate signatures. Deposit checks from unsuccessful bidders will be returned to the bidder. If the successful bidder fails to execute the contract in the prescribed time period, in addition to all other legal remedies available, the deposit will be forfeited. If bids fail to meet the minimum appraised value, the sale may not be awarded. All monies from the sale of forest products from state-owned lands will be sent to the Finance Office or in some cases given to the Regional PST’s for depositing of received monies referencing the state-owned land project number. The deposit check will also serve as the performance bond for the successful bidder and shall be retained until sale completion. The state lands coordinator will advise finance when bonds can be released.
- ◆ A copy of the contract, with VDOF’s signature approval, will then be sent to the winning bidder, the agency / institution representative, the deputy regional forester and the state lands coordinator will keep the original with a copy sent to VDOF Finance Office. The timber harvest cannot begin until this executed contract has been sent to the winning buyer/logger.
- ◆ If this bid is accepted, the winning bidder must agree to pay the balance due for the offered timber within a specified time frame after the bid acceptance date. If the timber sale was a per unit sale, then the bidder must pay the agreed upon stumpage price on a regular interval based on the load tickets from the mill. The checks must be made payable to the “Treasurer of Virginia”. Per unit sale, checks and load tickets will be sent to the state lands coordinator for processing and verification for deposit.
- ◆ Many State-Owned Lands timber harvests are sold lump sum, but harvest inspections are still required. During the harvesting of State-Owned Lands the deputy regional forester will assign regional field staff the role of inspecting the harvest with the goal of weekly inspections while the harvest is ongoing. Harvest Inspections should consist of ensuring that the buyer follows contract provisions, in addition to silvicultural water quality law compliance. Inspectors represent the landowner and as such, the provisions within the contract are to be enforced. If inspections cannot be made weekly the state lands coordinator should be notified to assist.
- ◆ If the harvesting of timber is on a per unit basis, the assigned inspector should also ensure that timber harvested is merchandized correctly (pulpwood vs sawtimber). The state lands coordinator will state what the expectations of merchandizing harvested timber will be at the start of the harvest during a pre-harvest meeting with the buyer that should be attended by the inspector.
- ◆ Revenue received will be recorded by the state lands coordinator on the State-Owned Lands Project spreadsheet once a signed contract and payment has been received.

Reforestation/Afforestation or Other Management Project Implementation

Site Preparation, Planting or Other Forest Management Operations

The area staff in charge of the project will make all the necessary recommendations for any recommended project work, such as site preparation, planting or other management services, on the Form 7.19 State-Owned Land Forest Management Project Request. The area staff must follow the agency’s purchasing guidelines when lining up contractors to do the work, or use existing VDOF contracts (i.e., aerial herbicide contract, planting contract). It is recommended that the area staff work with a regional program support technician to ensure all documentation is obtained before using a particular contractor including use of the Form 108 Procurement Checklist for purchasing and a certificate of insurance for performing work on state-owned lands. The state lands coordinator will work with State Forest staff to establish contracts for use on State-Owned lands where lands are within reasonable proximity to State Forest projects.

Ordering Seedlings

For planting projects, the area staff will order seedlings using the Form 12.1 Reforestation Tree Seedling and Service Order. The seedlings will be charged to the State Lands Fund cost code and a copy of the Form 12.1 will be sent to the deputy regional forester for review and then forwarded to the state lands coordinator attached to the Form 7.20 State-Owned Land Project Expense Summary.

Project Completion

Project Expenses

- ◆ The area staff coordinating the project will keep track of all expenses for each project and complete the Form 7.20 State-Owned Land Project Expense Summary to include all expenses incurred including their own time and mileage, other personnel time and mileage, seedling cost, planting cost, spraying cost, supply cost, etc. The area staff must sign approval verifying the information is correct and route to the deputy regional forester for review and forwarding to the state lands coordinator.
 - If a state-owned land project includes multiple phases over an extended time (e.g., harvest, site prep, planting), a Form 7.20 will be completed for each phase to ensure timely tracking of project expenses and payments to contractors.
- ◆ The area staff will send the completed Form 7.20 State-Owned Land Project Expense Summary with attached receipts, invoices and supporting documentation to the deputy regional forester for review and forwarding to the state lands coordinator for processing.
 - A note must be attached to each Form 7.20 indicating how a particular contractor was selected if not using specific area or regional contracts. If several were contacted, each will be listed along with the price they quoted for a particular job. The area staff will also provide any detailed information required to make payment to any contractor to include a completed Form 108 Procurement Checklist, a valid address, phone number and email for the contractor.
 - The area staff will retain a copy of the completed 7.20 and documentation.
- ◆ The state lands coordinator will review the Form 7.20 State-Owned Land Project Expense Summary and supporting documentation to ensure that all costs are valid and documented. If everything is in order, the state lands coordinator will sign approval and forward to the Finance Office for processing.
 - Original Form 7.20 and documentation – forwarded to the Finance Office
 - Copy of Form 7.20 and documentation – retained by the state lands coordinator
- ◆ The State-Owned Lands Project spreadsheet will be used by the state lands coordinator to track all VDOF expenses incurred for state-owned lands projects (e.g., project mileage, personnel time, equipment used, timber sale advertisement, paint, etc.). The Form 7.20 total expense will be recorded on this spreadsheet to track total costs for the state-owned lands project.

Transfer/Payment of Money from the Fund

- ◆ The state lands coordinator will track the receipts/revenue from the sale of forest products sold against the expenses of overall project implementation in the State-Owned Lands Project spreadsheet. For Special-Use Fund properties or military properties where the sale of forest products was a part of the overall project to be followed by some form of forest management work, the coordinator will advise the Finance Office when to release the balance of the project revenue to the special fund property holding agency or institution.
- ◆ The Finance Office will pay any contractor invoices out of the State Lands Fund cost code.
- ◆ If the project has multiple phases with expenses being submitted at the end of each phase, this Project Completion procedure will be repeated until all phases are closed out, all expenses reported, all contractors paid and total project expense is finalized.

AUTHORITY

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

INTERPRETATION

The state lands coordinator 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.

Ed Stoots

State Lands Coordinator Name (Print)

State Lands Coordinator Signature

Ed Zimmer

Deputy State Forester Name (Print)

Deputy State Forester Signature