



MANAGED TIMBERLAND FACT SHEET

Managed Timberland is a Tax Incentive Program

West Virginia is 79 percent timberland (12 ½ million acres). The majority of this land is owned by small private landowners. This living and growing renewable resource has a major influence on our environment and supports an industry which is growing in both jobs and economic value.

The State of West Virginia recognizes the value of managing this resource. Through proper management, the potential losses to wildfire, insect, disease and exploitation can be reduced. This tax incentive approach was enacted to encourage landowners to actively manage their forest land thereby increasing the amount and quality of the resource.

Everyone benefits because managed timberland is much more productive than non-managed timberland. In addition to increased income, it creates a diverse environment, including wildlife habitat, and overall use and appreciation of the land. Proper management encourages business, which means jobs for many people and income for the landowner and local communities.

The appraised value of Class II, III and/or IV forested property is reduced under Managed Timberland. It is based on the ability of the land to produce future income according to its use and productive potential, market comparables and market analysis.

How to File for Managed Timberland

The **initial CONTRACT** for Managed Timberland Property Valuation **is due before July 1 of any year**. This Contract is good until cancelled in writing by the landowner. However, when property is withdrawn from the Managed Timberland Incentive Program, a new Contract must be filed before the property can be reinstated.

A separate Contract must be filed for each ownership in each County. In case of multiple owners, either all owners involved must submit notarized signatures or one may sign for all if provided a Power of Attorney, a copy of which must accompany the Contract. A professional forester may apply on behalf of client(s), but must provide a contract signed by the owners(s).

The **annual APPLICATION** for Certification as Managed Timberland **must be submitted** to the Division of Forestry **between March 1 and September 1 of each year** to remain in the Managed Timberland Tax Incentive Program.

A separate Application for Certification must be filed for each ownership in each County. The Application for Certification can be filed by the owner or professional forester managing the land.

Requirements

- I. Ten contiguous wooded acres, minimum.
- II. Management plan.
- III. No harvesting activities until a management plan is in place.
- IV. All owners must be in agreement

Management Plan

The Contract states that the land is being used in a planned timberland management program and is devoted primarily to forest use. In compliance with the Law, the owner may;

- (1) File a notarized document that the land is being protected and managed.
(Demonstration of the plan must be made available upon request.)

OR

- (2) Submit a plan prepared by a professional forester and intention to follow that plan.

Most private timberland owners can receive up to 75 percent cost sharing assistance for plans, and in some cases a free plan. Information on cost sharing and management plans can be obtained from the West Virginia Division of Forestry.

If a plan does not exist when the Contract is filed, it is anticipated that a plan can be developed by the end of the second year after filing the Contract. Until a plan has been prepared, harvesting activities cannot be conducted. This guarantees that regeneration is planned and that the harvest is carried out in a way that will provide regeneration.

Once land is placed under a Managed Timberland Contract, all management activities must be as specified in the plan. This ensures that the land will produce continuous crops of timber on a perpetual basis. Using the forest management plan will maximize the productivity of the forest for the owner.

If the County Assessor or the Tax Commissioner has cause to believe that a plan is not being followed, a request is made to the Division of Forestry for an inspection to determine if the land qualifies for the program and the plan is being followed. "Falsification of certification or failure to follow a professionally prepared plan will result in loss of valuation as managed timberland.

Need More Information and Forms

If you have any questions, please call Jean Miller (304) 558-2788 Option 2, or write the WV Division of Forestry, 7 Players Club Dr., Charleston, WV 25311.

The Managed Timberland Program Contract, Application, and Instructions can be found at the WV Division of Forestry website at www.wvforestry.com, Managed Timberland.



Mail to:
Division of Forestry
7 Players Club Dr.
Charleston, WV 25311

APPLICATION FOR CERTIFICATION AS MANAGED TIMBERLAND

THE UNDERSIGNED DOES HEREBY CERTIFY THAT, TO THEIR BEST KNOWLEDGE (BASED ON CURRENT INFORMATION), THE INFORMATION SHOWN WITHIN THIS APPLICATION IS A TRUE AND ACCURATE REPRESENTATION OF THE MANAGED TIMBERLAND ACREAGE AS DEFINED IN W.VA. CODE §11-1C-2-b AND §11-1C-10-d-1, THAT THE VARIOUS PARCELS ARE BEING MANAGED FOR MULTIPLE USE UNDER A MANAGEMENT PLAN THAT IS IN ACCORDANCE WITH THE BEST MANAGEMENT PRACTICES FOR FORESTRY AS OUTLINED IN THE WEST VIRGINIA FOREST PRACTICE STANDARDS AND THE BEST MANAGEMENT PRACTICES FOR WATER QUALITY AS OUTLINED IN THE WEST VIRGINIA NON-POINT SOURCE MANAGEMENT PROGRAM, ACCORDING TO A PLAN THAT WILL MAINTAIN THE PROPERTY AS MANAGED TIMBERLAND.

By* _____
Printed Name

By _____
Printed Name

Signature _____

Signature _____

Title _____

Title _____

Address _____

Address _____

Phone No. _____

Phone No. _____

Date _____

Date _____

Email _____

Email _____

STATE OF _____

COUNTY OF _____, TO WIT

THE FOREGOING APPLICATION FOR CERTIFICATION AS MANAGED TIMBERLAND WAS SIGNED BY _____, AND ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, _____.

MY COMMISSION EXPIRES _____

NOTARY PUBLIC

(FOR DIVISION OF FORESTRY USE ONLY)

THE ABOVE APPLICATION AS MANAGED TIMBERLAND FOR THE PROPERTIES INDICATED ON THE REVERSE IS HEREBY APPROVED THIS _____ DAY OF _____

BY _____ OF THE WEST VIRGINIA DIVISION OF

AUTHORIZED SIGNATURE

FORESTRY.

* If there is more than one owner, then all owners must be listed unless one individual has power of attorney privilege or authority to sign on behalf of all others. Use additional sheets if needed



MANAGED TIMBERLAND PROGRAM

Instructions for Completing the Contract and Application

CONTRACT FORM

1. You must have a minimum of **10 wooded acres** before submitting the completed contract. The land cannot be designated as subdivision. If you are in doubt, please contact your county assessor's office.
2. **Sign** and have your signature **notarized by** a notary public. All owners of the property must sign the document unless a power of attorney is submitted for the one signature. Your signature(s) and that of the notary public must be original signatures. Out of state notarization must comply with that particular state's requirements for mailing documents out of state (i.e. embossed seal, notary stamp, or no seal).
3. Please provide a mailing address to which we can mail any further correspondence, as well as a day time telephone number.
4. Send the **originally signed and notarized** contract to the Division of Forestry, 7 Players Club Dr., Charleston, WV, 25311. The document must be postmarked with a date **on or before July 1** of the upcoming tax year.

APPLICATION FORM

1. The application is the second document required for managed timberland consideration. This form identifies the property and is filed on a yearly basis.
2. **Sign** and have your signature **notarized by** a notary public. Again, all owners of the property must sign the document unless a power of attorney letter is submitted for the one signature. Your signature(s) and that of the notary public must be original signatures. Out of state notarization must comply with that particular state's requirements for mailing documents out of state (i.e. embossed seal, notary stamp, or no seal).
3. On the **reverse side** of the form you will be asked to **identify each parcel** of land by filling in the district, tax map number, parcel number, and acreage. If you do not know what this information should be, please phone your county assessor's office for assistance.
4. Send the **originally signed and notarized** application to the Division of Forestry, 7 Players Club Dr., Charleston, WV, 25311. The document must be postmarked with a date **on or before September 1** of the upcoming tax year.

PLEASE NOTE: YOU MAY MAIL BOTH THE CONTRACT AND THE APPLICATION TOGETHER TO THE DIVISION OF FORESTRY, BUT THE ENVELOPE MUST BE POSTMARKED ON OR BEFORE THE **JULY 1 DATE.**



CONTRACT for Managed Timberland Property Valuation

The undersigned does hereby acknowledge that the land in _____ County, owned by _____, as detailed on certification form(s), is devoted primarily to forest use and that there are sufficient numbers of commercially valuable species of trees to constitute at least forty percent normal stocking of forest trees well distributed over the growing site, and hereby contracts with the West Virginia Division of Forestry to use the real estate in a planned program of multiple purpose forest management, including erosion control during timbering operations (1992 Logging Sediment Control Act), in accordance with the West Virginia Forest Practices Standards and the West Virginia Silvicultural Non-point Source Management Program, and with the understanding that by so doing, the said property will be valued by the State Tax Commissioner according to the land's potential for growing timber instead of a generalized market value. The undersigned further contracts to annually certify in writing to the West Virginia Division of Forestry that the property continues to meet the definition of managed timberland as set forth in §11-1C-2-b and §11-1C-10-d-1 of the Code of West Virginia.

By* _____
Printed Name

By _____
Printed Name

Signature _____

Signature _____

Title _____

Title _____

Address _____

Address _____

Phone No. _____

Phone No. _____

Date _____

Date _____

STATE OF _____

COUNTY OF _____, TO WIT

The foregoing contract with the West Virginia Division of Forestry to manage certain timberlands under a multiple-use plan so as to maintain the acreage as timberland was signed by _____ and acknowledged before me this _____ day of _____

My Commission expires _____

Notary Public

(FOR DIVISION USE ONLY)

The above contract to perpetuate the use of certain lands as managed timberland under the multiple-use plan is hereby approved this _____ day of _____ by _____, _____ of the West Virginia Division of Forestry.
Authorized Signature Title

* If there is more than one owner, then all owners must be listed unless one individual has power of attorney privilege or authority to sign on behalf of all others. Use additional sheets if needed

Mail completed forms to: WV Division of Forestry, 7 Players Club Dr., Charleston, WV 25311



Table 1
Minimum Number of Trees Required Per Acre to Determine
30 Square Feet of Tree Basal Area of 40%
Stocking for Classification as Forest Land

D.B.H. Range	D.B.H. in 2" Classes	Basal Area Per Tree	Per Acre	Per 1/5 Acre	Per 1/10 Acre
up to 2.9"	Seedlings		400	80	40
3.0-4.9"	4	0.0873	400	80	40
5.0-6.9"	6	0.1964	153	31	15
7.0-8.9"	8	0.3491	86	17	9
9.0-10.9"	10	0.5454	55	17	6
11.0-12.9"	12	0.7854	38	8	4
13.0-14.9"	14	1.0690	28	6	3
15.0" +	16+	1.3962	21	4	2

- NOTE:
- (a) Area 1/5 acre; circle, diameter 105'4"; square 93.4" per side.
 - (b) Area 1/10 acre; circle, diameter 74'6"; square 66'.
 - (c) Number of seedlings present may qualify on a percentage basis; Example, 100 seedlings would be equivalent of 7.5 square feet of basal area (25% x 30 = 7.5).
 - (d) Seedlings per acre are based on total pine and hardwood stems. Where intensive pine management is practiced, a minimum of 250 well distributed pine seedlings will qualify.

Privacy Notice:

The West Virginia Division of Forestry collects and processes certain personal information as needed for appropriate and customary business purposes. Personal information may be disclosed to other State agencies or third parties as necessary in the normal course of business or to comply with federal or state laws, including Freedom of Information Act requests. If you have questions about our use of personal information, please contact us at 304-558-2788.

**The 2017 West Virginia Forest
Stewardship Operating Plan
&
Guidance Document**



West Virginia Division of Forestry

Barry Cook, Director

7 Players Club Drive

Charleston, WV 25311

November 2017

**FOREST STEWARDSHIP OPERATING PLAN
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Introduction

The Forest Stewardship Program (FSP) is a federal program with which the West Virginia Division of Forestry is pleased to cooperate. In existence since 1978, the program provides technical assistance to help private forestland owners turn their short and long term objectives for owning the land into step by step Forest Stewardship Management Plans (FMP) that can be used as the guides in managing their lands and ultimately recognizing their goals.

The program is thus a triad of varied interest: the landowner, the State Division of Forestry and the U.S. Forest Service - all working towards a common goal. The landowner is interested in applying professional forestry techniques to profitably maintain and enhance the health and ecological integrity of the forestland, the Division is interested in helping the landowner balance the economic needs that necessarily underlies management and supports the State's economy with ecological health and societal values and the Service is interested in fulfilling its mandates detailed in the Cooperative Forestry Assistance Act of 1978.

This circular presents the format for developing Forest Stewardship Plans in West Virginia. It was developed with the advice of professional foresters serving as a subcommittee of the West Virginia Forest Stewardship Coordinating Committee (FSCC), an appointed committee of non-paid professional natural resource managers, environmental enthusiasts and cooperating agency employees that meet quarterly to advise the State Forester on administrative and technical matters. The stewardship plan that is produced meets or exceeds federal program requirements while providing for the integration of economic stability, ecological sensitivity and societal needs in the individual plans. In essence, the landowner has the property, the Division has professional foresters and contracts for additional professional expertise (licensed consulting foresters) and the Service has the appropriation. Each has a vital role in providing sustainable forestry across the State.

What is Forest Stewardship?

Forest Stewardship is the management of forest resources so as to maintain and enhance the value of the forest for current and future generations. Landowners who manage their forestlands for stated objectives in an economically viable and an ecologically and socially responsible way are Forest Stewards.

What is The West Virginia Forest Stewardship Program?

By providing funding for planning, the West Virginia Forest Stewardship Program is the government's way of encouraging the state's nonindustrial private forest landowners (NIPLs) to practice forest stewardship. This funding supports the belief that through profitable, ecologically sensitive and socially acceptable integrated science-based management, will forests be sustained as global assets for future generations.

The program is based on the tenet that West Virginia forests add value to all segments of society. These forests have long sustained our traditional rural economies through the employment opportunities provided by the harvest of timber and non-timber products. This has been a way of life all across the State. In fact, forestry is the only industry that is present in all 55 counties.

This educational and non-regulatory program, authorized under the Cooperative Forest Assistance Act of 1978 is managed by the West Virginia Division of Forestry through cooperation with the U.S. Forest Service, the agency through which the funds are channeled. In brief, the program provides technical assistance to private forestland owners to develop science-based management plans that will result in the realization of the owner's goals and objectives. A Forest Stewardship Coordinating Committee provides technical, procedural and logistical recommendations to the State Forester who is ultimately responsible for the administration of the program (see Appendix B.)

How Does the Program Work?

Eligible forestland owners, individuals, partnerships, groups, associations, non-profits, long term lease holders, corporations without publicly traded stock and municipal and county governments, owning between 10 and 2,000 acres may apply for assistance through the West Virginia Division of Forestry. Owners with less than 10 acres can receive technical assistance, but may not receive fiscal aid. Owners with more than 2,000 and less than 5,000 acres may be eligible for planning assistance through a special waiver provision.

The landowner, from a list provided by the DOF, engages a registered forester to develop a ten-year forest management plan that describes the forest and provides options and suggested management practices that will maintain the growth and development of timber and non-timber products while enhancing soil and water quality, wildlife, including fish, habitat and outdoor recreation. The environment is protected while desired economic and societal benefits are gained.

The completed stewardship plan is accepted by the landowner who signs a statement specifying intent to implement the plan. This triggers the funding provision which results in the landowners being reimbursed for 75 percent of the registered forester's fee. There are additional cost share assistance programs that can help defray the cost of forest improvement practices suggested by the plan.

What Topics Are Contained in a Forest Stewardship Plan?

The following are major headings that categorize the forester's observations and suggestions. The plans are prepared for individual properties and each differs according to the landowners goals and objectives and the type of woodland that is owned. Generally, however, each plan has an opening page that gives the landowners name, mailing address and telephone numbers followed by the name, address and telephone number of the preparing forester, plan completion date and revision date

This is followed by a general property description giving the location, legal description, number of acres (forest & non-forest), type of ownership, and current land use. A topographic map on which the boundaries have been placed can be inserted at this point or mentioned and placed in an appendix. A tax map from the Assessor's office in the Court House is also helpful, but is not an absolute requirement. The property boundaries should be coded on the topographic map as fenced, painted, non-existent, etc.

At this point, a colored soils map with legend is inserted or noted as being in an appendix.

The next item is a property map showing the locations of special features such as cemeteries, archeological sites, wetlands, streams, extensive rock outcrops, seeps, bear hibernacula, unique plant communities etc. It, too, can be noted and placed in an appendix.

Next should be a narrative assessment and description of the landowner's goals and objectives and specific relationships to the property. Minimal considerations are access, timber production, non-timber products, wildlife habitat, T & E species, soil and water protection, forest health, unusual fire danger, aesthetics, special sites, invasive species, integrated pest management recreational possibilities and possible forest legacy easements. Optional considerations where present and relevant to the property, and consistent with landowner's objectives include carbon, biomass, desired species, prescribed burning, wetlands and high conservation value forests.

The following are required more or less in the order of importance on the particular property:

- Stand by stand descriptions and special characteristics based on a reliable field inventory that can be replicated:
 - stand history
 - past land use practices
 - general stand age
 - cover type
- stocking as trees per acre or basal area per acre or both
- volume in board feet, cords, cubic feet or tons per acre according to product
- growth rate
- Topography
- presence of roads.

Recommendations, including management practices, timber harvest discussion, protection, wildlife plots, if needed, and any reclamation plans including erosion and sedimentation control.

Schedule of management activities at the stand level including alternative strategies, based on a discussion of landowner objectives.

The final section, limited as much as possible, is the provision of supplemental materials. It is better to mention the availability of such in the appropriate textual discussions within the body of the plan.

Modern Ecosystem and Landscape

The first step towards a healthy productive woodland owned by a private non-industrial forestland owner (PNIF) is a Forest Stewardship Plan. Such planning is modeled after the silviculturally-based plans prepared by forest industry entities for their lands. These larger companies have their own foresters. Most PNIF owners have smaller tracts and it is often a question in the owner's mind as to whether a plan will cost more than it produces. This is especially true when the landowner has very little knowledge of professional forestry. West Virginia's Forest Stewardship Program is a landowner assistance program specially developed for PNIF owners by the Division of Forestry with oversight and funding provided by the U. S. Forest Service. The purpose of the program is to assist the landowner with management expertise and information that will assist the landowner in attaining his objectives for owning the property. This, in turn, helps the State by keeping the forest healthy, providing wildlife habitat, enhancing natural beauty and adding to the local economy. The result is profitable for both sides.

Modern forest planning is often referred to or said to be "ecosystem" planning. An ecosystem is the complex of living organisms that occupy an area of interest. An older term was "microcosm." The same thing in Europe is called a "biogeocoenosis." By whatever term, it is the plants, animals, fungi and microorganisms functioning together to circulate nutrients and create a flow of energy that

in turn creates biomass. Ecosystems do not have boundaries fixed in time and space since they change depending on prevailing environmental factors. The scale depends on the purpose. An ecosystem can be a log, pond, field, forest or even the earth's biosphere. Simply put, it is the living and physical components of a specified area acting on and/or initiated by the component parts or more simply it's all of nature and the natural interactions on an area.

Acquiring a Forest Stewardship Plan

The first step in acquiring a forest stewardship plan is for the landowner to complete a forest stewardship plan application (Appendix B) and submit it to the WV Division of Forestry. Blank applications can be obtained from any Division of Forestry office, Service Forester or on line from the Division's web site. Participation is open to any private landowner, individual or otherwise, with at least 10 acres of forestland and perhaps lesser acreages in the case of community forests. The application has a planning worksheet that records your goals and visions for the property and thereby assists your forester in considering everything that you wanted in your plan. This worksheet has several check off questions concerning the ownership, the land, who works on the property, your willingness to invest in management procedures, your goals and your signature. The technical assistance protocol, including discussions on eligibility, enrollment and costs is detailed in Appendix C.

The second step is to engage an eligible Consulting Forester to prepare the plan. Such a forester is selected from a list of certified forest stewardship consulting foresters that is maintained on line at the Division of Forestry web site (wvforestry.com) or is available at any Division office. The published list is updated once each calendar year. The electronic list is updated monthly. It is also possible to have the plan prepared by the local Service Forester, who when contacted, will set a firm date for preparing the plan. It is to be recognized that Service Foresters have many responsibilities. The protocol followed by each type of preparer is provided in Appendix D.

Examples of various parts of sample forest stewardship management plan are provided in Appendix E. The first is a plan overview that includes a property description and management goals. This is followed by comprehensive stand descriptions which are followed by detailed management practices for each stand that can include planting, thinning, boundary painting, timber harvesting, etc. Plan revisions, if cost sharing is involved, must follow the specific guidelines detailed in Appendix E. The sample also contains the formal signature sheet for the landowner, preparing forester, landowner assistance forester and state forester.

Appendix F provides forms needed for consulting forester registration and checklist of requirements for the payment of services.

Appendix A
PROGRAM ADMINISTRATION

A. Coordinating Committee

The West Virginia Forest Stewardship Coordinating Committee shall provide input for this program. Their responsibility is to provide technical, procedural and logistical recommendations to the State Forester who is responsible for the administration of the Forest Stewardship Program.

Objectives

- To recommend updates for program policies, procedures and standards contained in the State Forest Stewardship Operating Plan as necessary.
- To recommend strategies that can enhance the success of the program.
- To provide input to the administering agencies from a wide variety of natural resource related interests.
- To facilitate the coordination of efforts among the administering agencies.
- To incorporate private natural resource concerns in program implementation.
- To provide input on program activities so as to complement those of existing programs, such as Tree Farm and Federal Farm Bill Programs.
- To generate widespread support for the program from forest landowners, concerned groups and the general public
- To assist in establishing annual training schedules for forestry professionals

Membership

The Division of Forestry, Assistant State Forester for Forest Management and Stewardship serves as facilitator. Individuals from the following agencies or groups may serve on the coordinating committee:

WV Division of Forestry	West Virginia University
WV Division of Natural Resources	West Virginia Forestry Association
WV Farm Bureau	WV Association of Consulting Foresters
WV Department of Agriculture	WV Association of Conservation Districts
WV Conservation Agency	Private Environmental Organization
USDA Natural Resources Conservation Service	Forestry Consultants
USDA Farm Service Agency	Forest Industry
USDA Forest Service	Private, Non-industrial Forest Landowners

Agencies and groups shall choose their own representatives. The State Forester may also seek additional representation from the other member categories mentioned above, as necessary.

Schedule of Meetings

The committee will meet four times a year, at a location to be decided in advance. The Division of Forestry shall schedule meetings, notify members, notify the Secretary of State to satisfy public notification regulations, make logistical arrangements and develop an agenda.

Recommendations to the State Forester

A quorum will consist of representatives from at least eleven of the members. Recommendations to the State Forester shall be made by consensus, wherever possible. The State Forester shall evaluate group decisions to ensure that they are consistent with the goals of the program.

B. Subcommittees

When necessary, representatives from the coordinating committee may be asked to be members of a technical subcommittee in order to complete more detailed work. Subcommittee findings and recommendations must come before the entire Forest Stewardship Committee for approval before final recommendations are made to the State Forester.

C. WVDOF Responsibilities

1. Overall program administration.
2. Promotion of the Program, enlisting program participants and developing Forest Stewardship Management Plans
3. Coordination of landowner technical assistance efforts and management plan preparation with the private forestry community.
4. Accomplishment reporting to the USDA Forest Service and the Forest Stewardship Coordinating Committee.
5. Nomination and review of properties for potential "Stewardship Forest" certification.
6. Informational and educational material development in conjunction with WVU.

West Virginia Division of Forestry

State Headquarters
 7 Players Club Drive
 Charleston, WV 25311
 (304) 558-2788
 www.wvforestry.com

Clements State Tree Nursery
 624 Forestry Drive
 West Columbia, WV 25287
 (304) 675-1820



LEGEND

DOF Offices

- ★ DOF Headquarters
- Regional

Region 1 Headquarters
 Farmington Office
 P.O. Box 40
 (Street Address:
 1160 Railroad Street)
 Farmington, WV 26571
 (304) 825-6983

Region 2 Headquarters
 Romney Office
 1 Depot Street
 Romney, WV 26757
 (304) 822-4512

Region 3 Headquarters
 Buckhannon Office
 61 5th Street, Building 1
 Buckhannon, WV 26201
 (304) 380-2227

Region 4 Headquarters
 Beckley Office
 330 Harper Park Drive,
 Suite J
 Beckley, WV 25801
 (304) 256-8775

Region 5 Headquarters
 Milton Office
 P.O. Box 189
 (Street Address:
 878 E. Main Street, Rear)
 Milton, WV 25541
 (304) 743-6186
 (304) 743-6254

Region 6 Headquarters
 Elizabeth Office
 P O Box 2
 25 Schoolview Street
 Elizabeth, WV 26143
 (304) 275-0261



Appendix B

WEST VIRGINIA FOREST STEWARDSHIP PROGRAM PLAN APPLICATION

APPLICANT (PLEASE PRINT)

Last Name: _____ First Name: _____ MI: _____

Street Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone - Home: _____ Work: _____ Cell _____

E-mail Address: _____

PROPERTY INFORMATION

1. County: _____ 2. Property Location: _____

3. Topographic Map Quadrangle (name): _____

4. UTM's (or Longitude/Latitude) for Property: _____

5. Total Property Acres: _____ 6. Estimated Forested Acres* _____

7. Deed Book & Plat No.: _____ Tax Map & Parcel No. _____

8. Are property lines marked? Yes _____ No _____ If not, are they known? Yes _____ No _____

9. Will the owner or representative be available to accompany a forester on a brief reconnaissance? Yes _____ No _____

10. Does the forest land have roads into and through it? Yes _____ No _____

12. Has the property owner received previous forestry assistance? Yes _____ No _____

If yes, what? _____

13. Have you ever sold timber or other forest products from your woodland? Yes _____ No _____

If yes, what? _____

Are you interested in learning more about the Tree Farm program? Yes _____ No _____

LANDOWNER PRIORITIES (RANK FROM 1 TO 3 - 1 BEING HIGHEST PRIORITY)

_____ Timber Management (Growing timber products) _____ Soil and Water Conservation

_____ Wildlife Management _____ Aesthetics

_____ Recreation _____ Other (specify)

I hereby agree to implement, to the best of my ability, the Forest Stewardship Plan prepared for my property.

(Signature of Property Owner) (Date)

I have contacted the following Consulting Forester/DOF Service Forester to prepare my Forest Stewardship Plan.

(Name of Consulting Forester / DOF Service Forester) (Telephone Number)

(Company/Agency Name and Mailing Address)

OPTIONAL - Topographic map of the property if available. *BETTER TO OVER ESTIMATE

MAIL THE COMPLETED APPLICATION TO YOUR LANDOWNER ASSISTANCE FORESTER FOR THE COUNTY IN WHICH YOUR PROPERTY IS LOCATED. SEE THE ATTACHED LISTING FOR THIS MAILING INFORMATION.

Privacy Notice: The West Virginia Division of Forestry collects and process certain personal information as needed for appropriate and customary business purposes. Personal information may be disclosed to other State agencies of third parties as necessary in the normal course of business or to comply with federal or state laws, including Freedom of Information Act requests. If you have questions about our use of personal information, please contact us at 304-558-2788. Revised 12/17

FOREST STEWARDSHIP PROGRAM PLAN APPLICATION INFORMATION

- 1) Before signing the plan application for cost share assistance for a Stewardship Plan you must select a certified consultant forester to write your plan. See the list of Certified Consultant Foresters on our website www.wvforestry.com approved to prepare Forest Stewardship Plans in West Virginia.
- 2) Verify with the selected Consultant Forester that he/she is willing to write your plan within the time frame. Forest Stewardship Management Plans must be completed within TWELVE (12) MONTHS OF THE APPROVAL DATE. Failure to submit a Consultant Forester prepared plan and the cost share reimbursement forms to the Division of Forestry by the due date will result in forfeiture of any reimbursement payment.
- 3) Do not sign a contract with a Consultant Forester to prepare your plan UNTIL you have received a written approval letter from the West Virginia Division of Forestry.
- 4) Upon receipt of the completed Stewardship Plan Application, a W9 Taxpayer identification form, and a Vendor Registration and Disclosure Statement at the Division of Forestry, pending available funding, a grant will be written to you agreeing to pay 75% of the approved cost of your Forest Stewardship Management Plan. The approved rate used for the Forest Stewardship Management Plan is as follows: \$600.00 for Cost of Plan plus \$6.50 per forested acre. Non forested acres will not be cost shared.

Example for 10 Forested Acres

Formula:	$\$600.00 + (\$6.50 \times 10 \text{ acres}) = \665.00
	<u>New Plan</u>
Landowner Pays Consultant	\$665.00
<u>State Reimburses Landowner</u>	<u>\$498.75 (75%)</u>
Final Landowner Expense	\$166.25 (25%)

Example for 100 Forested Acres

Formula:	$\$600.00 + (\$6.50 \times 100 \text{ acres}) = \1250.00
	<u>New Plan</u>
Landowner Pays Consultant	\$1250.00
<u>State Reimburses Landowner</u>	<u>\$937.50 (75%)</u>
Final Landowner Expense	\$312.50 (25%)

Private Consultant Foresters may charge more than the approved rate. However, landowner reimbursements will not exceed the approved acreage rate. Any additional Consultant Forester Fees will be the responsibility of the landowner.

Upon approval of the plan the Division of Forestry will notify you by letter with a copy to your Consultant Forester of the qualifying acres approved for payment.

WEST VIRGINIA DIVISION OF FORESTRY
SERVICE FORESTERS

REGION 1		
Forester	County	Address & Phone Number
Brent Lyons Brent.G.Lyons@wv.gov	Hancock, Brooke, Ohio, & Marshall north of route 250	USDA Service Center 1 Ball Park Drive McMechen, WV 26040 304-238-1029 304-546-2275 cell phone
Shaun Kuhn Shaun.D.Kunh@wv.gov	Wetzel & Marshall south of route 250	PO Box 40 Farmington, WV 26571 304-825-6983 304-389-2491 cell phone
VACANT Contact office number listed	Marion, Taylor	PO Box 40 Farmington, WV 26571 304-825-6983
Andy Dick Andrew.P.Dick@wv.gov	Monongalia	PO Box 6125 Morgantown, WV 26506 304-293-0055 304-276-2686 cell phone
Mike Reese John.M.Reese@wv.gov	Preston & Tucker	PO Box 40 Farmington, WV 26571 304-329-0184 304-435-9518 cell phone
Dan Cooley Daniel.P.Cooley@wv.gov	Barbour, Harrison	PO Box 40 Farmington, WV 26571 304-825-6983 304-541-8126 cell phone
NRCS VACANT		
REGION 2		
Forester	County	Address & Phone Number
Herb Peddicord Herb.F.Peddicord@wv.gov	Jefferson/Chesapeake Bay Project	PO Box 66 Inwood, WV 25426 304-229-2665 304-541-9285 cell phone
Tyler Williamson Tyler.S.Williamson@wv.gov	Morgan & Berkeley	PO Box 66 Inwood, WV 25426 304-229-2665 304-534-2055 cell phone
Mike Bonner Michael.F.Bonner@wv.gov	Mineral & Grant west of Patterson Creek	1 Depot Street Romney, WV 26757 304-822-4512 304-541-0295 cell phone
Kylan G Kesner Kylan.G.Kesner@wv.gov	Hampshire	
Rosey Santerre Rosalie.Santerre@wv.gov	Pendleton	PO Box 245 Franklin, WV 26807 304-703-9392 cell phone
Jim Bowen James.D.Bowen@wv.gov	Hardy & Grant east of Patterson Creek	60 B Industrial Park Road Moorefield, WV 26506 304-538-2397 304-541-6822

REGION 5		
Forester	County	Address & Phone Number
Joel "Tom" Oxley J.Tom.Oxley@wv.gov	Kanawha	130 Rattlesnake Run Charleston, WV 25314 304-558-1264 304-552-1270 cell phone
Charlie Spencer Charlie.F.Spencer@wv.gov	Boone	PO Box 645 Holden, WV 25625 304-239-2055 304-380-8777 cell phone
Craig Elswick Craig.A.Elswick@wv.gov	Cabell	PO Box 189 Milton, WV 25541 304-743-6186 304-894-2696 cell phone
Ian Smith Ian.T.Smith@wv.gov	Putnam	624 Forestry Drive West Columbia, WV 25287 304-675-6626 304-654-8019 cell phone
Michael Dolin Michael.I.Dolin@wv.gov	Logan	PO Box 645 Holden, WV 25625 304-239-2055 304-380-1532 cell phone
H. Larry Six H.Larry.Six@wv.gov	Mason & Mingo	624 Forestry Drive West Columbia, WV 25287 304-675-6626 304-380-7490 cell phone
David Turnipseed Davis.S.Turnipseed@wv.gov	Lincoln	PO Box 189 Milton, WV 25541 304-743-6186 304-380-6428 cell phone
Matt Cook Matthew.C.Cook@wv.gov	Wayne	PO Box 189 Milton, WV 25541 304-743-6186 304-550-7389 cell phone

REGION 3		
Forester	County	Address & Phone Number
Danny James Danny.L.James@wv.gov	Lewis, Upshur	61 5 th St Building 1 Suite 201 Buckhannon, WV 26201 304-712-5627 cell phone
Johnny King Johnny.L.King@wv.gov	Braxton, Webster	PO Box 187 Summersville, WV 26651 304-872-0830 304-534-2328 cell phone
Joe Jelich Joe.S.Jelich@wv.gov	Clay	PO Box 2/25 Schoolview St. Elizabeth, WV 26143 304-275-0261 304-380-3574 cell phone
Curtis Helton J.Curtis.Helton@wv.gov	Pocahontas	PO Box 345 Marlinton, WV 24954 304-799-6151 304-380-3781 cell phone
Ric Wernicke Richard.G.Wernicke@wv.gov	Randolph	61 5 th St Building 1 Suite 201 Buckhannon, WV 26201 304-541-8126 cell phone
Jack Spencer Jack.J.Spencer@wv.gov	Nicholas	PO Box 187 Summersville, WV 26651 304-872-0830 304-731-6138 cell phone
Tyler Putzulu Tyler.M.Putzulu@wv.gov	Braxton, Clay, Nicholas & Webster NRCS Farm Bill Programs Elk Conservation District	NRCS 1336 State St. Gassaway, WV 26624 304-364-5103 ext. 107 304-923-7967 cell phone
REGION 4		
Forester	County	Address & Phone Number
Joey Harless Joey.L.Harless@wv.gov	Fayette	330 Harper Park Drive, Suite J Beckley, WV 25801 304-256-6775 304-673-8380 cell
William "Craig" Okes W.Craig.Okes@wv.gov	Summers	120 Ballengee St. Suite 207 Hinton, WV 25951 304-466-2799 304-546-5095 cell phone
Tom Halki Thomas.K.Halki@wv.gov	Monroe	717 N. Jefferson Street Lewisburg, WV 24901 304-647-7425 304-380-3600 cell phone
Brandon Hibbs Brandon.M.Hibbs@wv.gov	Mercer, McDowell, Wyoming	330 Harper Park Drive, Suite J Beckley, WV 25801 304-256-6775 304-546-5133 cell phone
Anthony Kesterson Anthony.W.Kesterson@wv.gov	Greenbrier	717 N. Jefferson Street Lewisburg, WV 24901 304-647-7425 304-380-3398 cell phone
Mark Hudnall Mark.D.Hudnall@wv.gov	Raleigh	330 Harper Park Drive, Suite J Beckley, WV 25801 304-256-6775 304-894-7491 cell phone

REGION 6		
Forester	County	Address & Phone Number
Chuck Copeland charles.r.copeland@wv.gov	Richie	PO Box 2/25 Schoolview St. Elizabeth, WV 26143 304-275-0261 304-380-7442 cell phone
Jon Wilson Jon.T.Wilson@wv.gov	Doddridge, Tyler	PO Box 2/25 Schoolview St. Elizabeth, WV 26143 304-275-0261 304-389-3831 cell phone
Vern Stephens Vernon.C.Stephens@wv.gov	Jackson	624 Forestry Drive West Columbia, WV 25287 304-675-6626 304-205-2386 cell phone
Joe Jelich Joe.S.Jelich@wv.gov	Roane	PO Box 2/25 Schoolview St. Elizabeth, WV 26143 304-275-0261 304-380-3574 cell phone
Jesse King Jesse.L.King@wv.gov	Gilmer, Calhoun	PO Box 2/25 Schoolview St. Elizabeth, WV 26143 304-275-0261 304-488-9157 cell phone
Vern Stephens Vernon.C.Stephens@wv.gov	Wirt	PO Box 2/25 Schoolview St. Elizabeth, WV 26143 304-275-0261 304-205-2386 cell phone
Craig Minton Craig.M.Minton@wv.gov	Wood, Pleasants	PO Box 2/25 Schoolview St. Elizabeth, WV 26143 304-275-0261 304-206-0403 cell phone
Stacey Robinson Stacey.L.Robinson@wv.gov	Wood, Richie, Wirt, Calhoun & Roane – NRCS & FARM BILL PROGRAMS Little Kanawha Cons. Dist.	USDA Service Center 91 Boyles Lane Parkersburg, WV 26104 304-422-9072 ext 123

NOTE – MAKE SURE THIS IS CURRENT, BE PREPARED FOR CHANGES AND FREQUENT UPDATES (5/9/18)

VENDOR REGISTRATION INSTRUCTIONS

First download the most current form, obtained via this link:

<http://www.state.wv.us/admin/purchase/vrc/WV1A.pdf>

Responses are required in all sections of the WV1A, unless otherwise noted

- Section 1:** Enter landowner name, address, and telephone number on the appropriate lines. (Fax Number is optional)
- Section 2:** Check 'Individual' unless another classification is more appropriate.
- Section 3:** Enter social security number (second row) unless the landowner has an FEIN number (first row).
- Section 4:** Check appropriate box, if applicable.
- Section 5:** Register on line if necessary
- Section 6:** Fill in as instructed
- Section 7:** Fill in as instructed
- Section 8:** Fill out information if appropriate
- Section 9:** Check appropriate box.

The landowner must sign name in BLUE INK, list title, and date the form (Page 5)

You will also need to submit a current W-9 form, obtained via this link:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Rev. 04/17

S:\shared\FOREST MANAGEMENT\FOREST STEWARD SHIP\VENDOR REGISTRATION INSTRUCTIONS

Appendix C
TECHNICAL ASSISTANCE PROTOCOL

1. ELIGIBILITY

PNIF landowners who own at least 10 acres of qualifying forestland and have a desire to manage their property according to the program standards may participate in the Forest Stewardship Program. To qualify, forest land must have existing tree cover or other woody vegetation, or suitable to grow such vegetation, and be owned by an individual, group, association, private corporation, or other legal private entity.

Landowners who are interested in the Forest Stewardship program must enroll their entire contiguous property into the program; however open pasture, cropland, or water body acreage will not be eligible for plan preparation cost share assistance.

2. PROGRAM ENROLLMENT

Landowners who are interested in the Stewardship Program should visit their local WVDOF Service Forester, the Division of Forestry website at www.wvforestry.com or a participating certified Forest Stewardship Consulting Forester to learn more about the program. It is the responsibility of the agency representative and/or consultant to carefully explain to each landowner the benefits of the program and the procedures involved in the development of their Forest Stewardship plan.

Landowners should also understand that the purpose of the program is to encourage *active forestland management*. This includes measures to increase timber growth, improvement of wildlife habitat and opportunities for recreational pursuits, *but not necessarily public access for recreation*.

To be eligible for cost share, landowners must obtain and complete a Forest Stewardship Program Application and send it to their appropriate Service Forester. If a consultant is selected to develop the plan, a Vendor Registration and Disclosure Statement form, and a W-9 Request for Taxpayer Identification Number and Certification form must also be submitted.

- The Service Forester will send the original application form, Vendor Registration form and W-9 form to the designated State Office.

The Stewardship Application is needed for accounting purposes for cost-shared plans. If the Service Forester will be preparing the plan, landowner information will be recorded on the Record of Request Ledger.

3. STEWARDSHIP PLAN WRITER CERTIFICATION

Professional foresters and technicians, licensed in West Virginia, who want to be included on the Certified Forest Stewardship Consulting Forester list and be eligible to prepare Forest Stewardship plans must attend at least two (2) training sessions sponsored by the Forest Stewardship Program each State fiscal year, (July 1 — June 30). The training sessions are designed to provide continuing education for professional foresters, Society of American Foresters Continuing Forestry Education (CFE) credits, and provide an opportunity to relay program administration information on to participating Consulting Foresters.

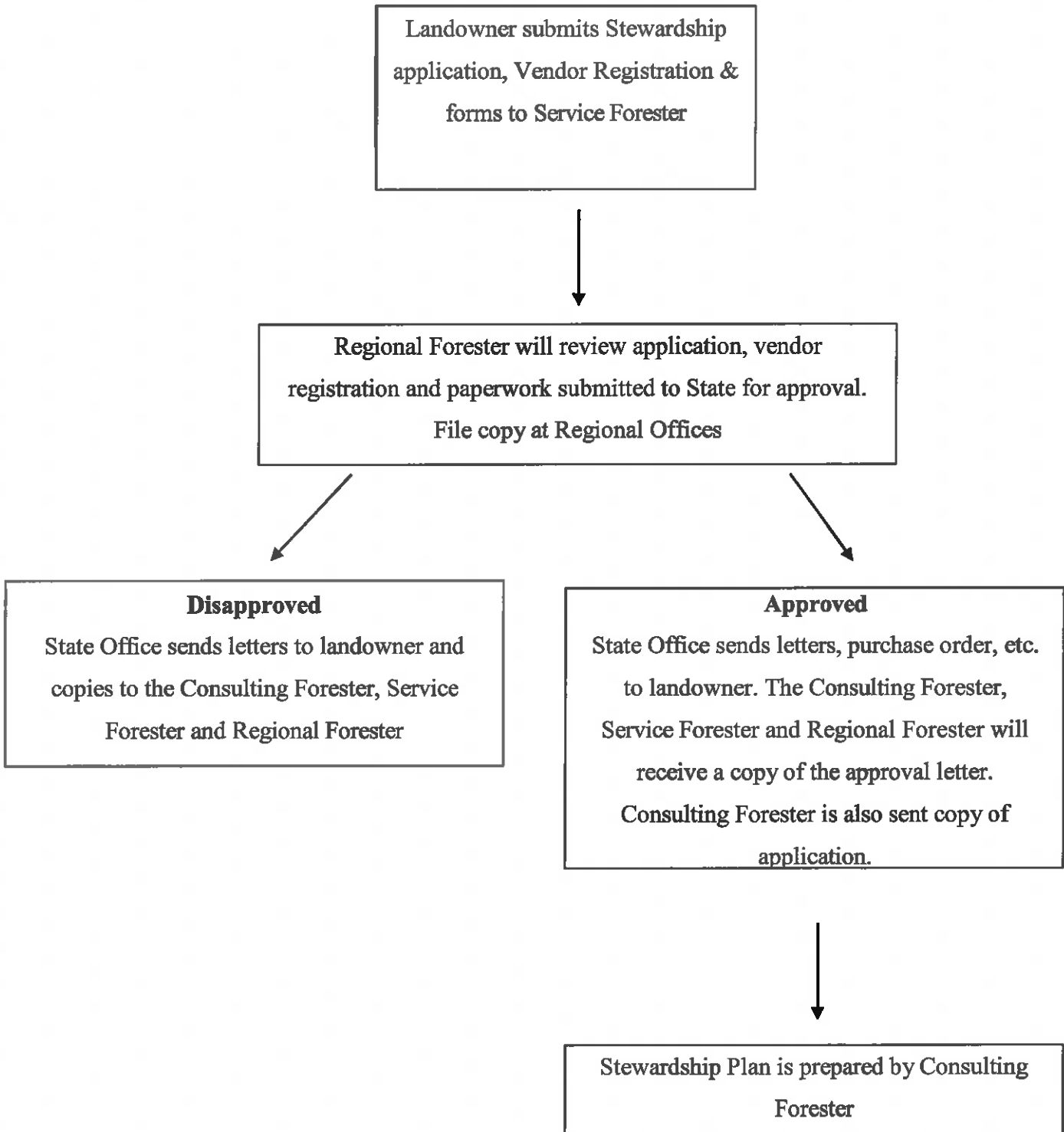
4. CONSULTING FORESTER INVOLVEMENT

Landowners who wish to have a certified Forest Stewardship Consulting Forester write their plan must follow the procedures listed below. The landowner must receive written approval from the WVDOF prior to allowing the Consulting Forester to begin reconnaissance work on the property.

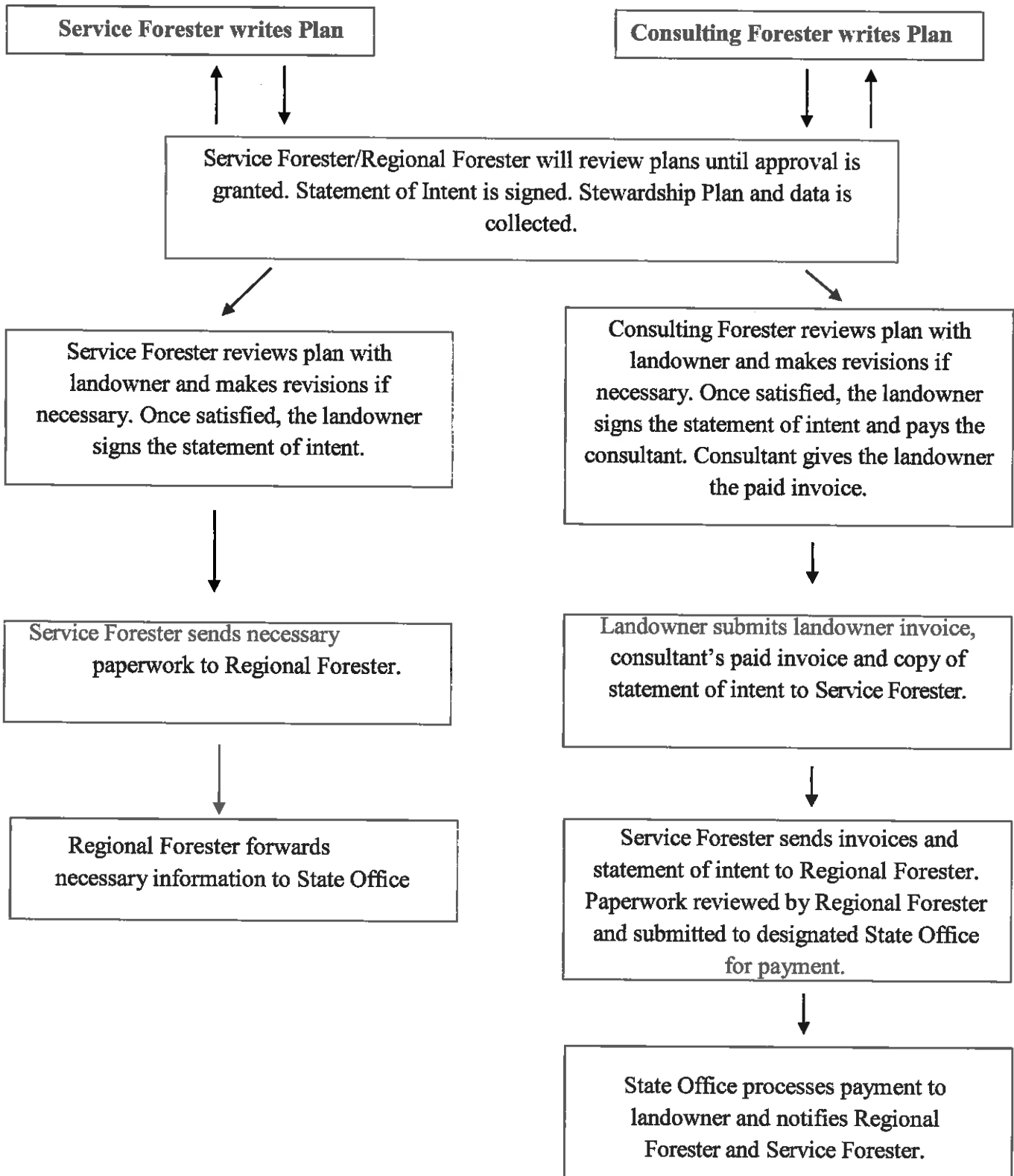
APPROVAL PROCEDURE

1. The landowner must complete, sign and submit 1) the Stewardship Application form, 2) the Vendor Registration and Disclosure Statement, and 3) the W-9 Request for Tax Payers Identification Number and Certificate form to the Service Forester. The landowner should include the Consulting Forester's name at the bottom of the application. The Service Forester will review the application, vendor registration, and W- 9 to insure that the forms are completed correctly. If they are correct, they will be sent to the designated State Office and retain a copy for their files.
2. The designated State Office will check to see if the consultant is on the Certified List and if there is sufficient funding to approve the plan preparation reimbursement. The designated State Office will then send the vendor registration to the WV Purchasing Division to get a vendor number assigned to the landowner.
3. Once the Purchasing Division assigns a vendor number, the landowner will be sent an agreement to sign and return to the Division's designated State Office. A purchase order will then be generated and sent with an approval letter and an invoice form to the landowner, with copy to the Consulting Forester, the Service Forester will receive a copy of the approval letter. The Consulting Forester will also receive a copy of the Stewardship Application. **(Any time spent by the Consulting Forester on the plan prior to receiving the approval letter will be at the landowner's or consultant's expense.)**
4. The landowner will have up to twelve (12) months from the date of the approval letter to submit the reimbursement paperwork to the designated DOF State Office. **Landowners who do not submit the required paperwork to the designated DOF State Office by the due date will forfeit any plan reimbursement payment.**
5. If the Consulting Forester fails to complete the plan in a timely manner, which causes the landowner to miss the due date, the landowner may select another Consulting Forester to prepare the plan and re-apply for plan reimbursement.
6. The landowner reimbursement paperwork must contain:
 - The Consulting Forester's invoice indicating payment was received
 - The signed Landowner Invoice which was previously sent to the Landowner along with the signed statement of intent from the Stewardship Plan.

CONSULTING FORESTER INVOLVEMENT FLOW CHART



STEWARDSHIP PLAN COMPLETION FLOW CHART



APPENDIX D
Consulting and Foresters Protocols

1. INITIAL RECONNAISSANCE

The primary plan preparer arranges a meeting at the landowner's property, where the landowner, or landowner agent, meets with the natural resource specialists to discuss their management objectives and briefly tour the property. A Consulting Forester may act as the landowner's agent if the landowner cannot attend the initial reconnaissance. If a consultant is preparing the plan, the specialists shall consist of the consultant and any other professionals (if necessary) to address the landowner's needs and objectives. The Service Forester may participate at the landowner's and/or the consulting forester's request.

Other professionals who may be contacted to see if they are able to attend the reconnaissance include the following:

Natural Resource Conservation Service Representative (NRCS): If an *erosion problem or a potential erosion problem exists* that is to be corrected, or the landowner wishes to conduct a practice in an area designated as a wetland.

WVU Extension Agent: If *woodland grazing* is to be a part of the management plan, or the landowner wishes to pursue management of other specialty forestry products where the extension agent may have some specialized knowledge or information.

WV Conservation Agency: For conservation in general.

Other Specialists: Examples may include a fisheries or wildlife specialist from the Division of Natural Resources, who can contribute specialized information to the plan.

The other professionals do not have to be present during the initial visit. The primary author can arrange for their input or to visit the site at a future date.

This initial reconnaissance visit provides landowners with an opportunity to explain their goals, as well as an opportunity to identify any specific practices and concerns. The resource professionals exchange ideas with the landowner and make observations about the property to determine how and where to carry out the practices identified by the landowner.

2. PLAN PREPARATION IF CONSULTANT IS NOT INVOLVED

The Service Forester will take the responsibility for preparing the plan. The initial reconnaissance will be done by the Service Forester and any other professionals (if necessary) to address the landowner's needs and objectives.

If the Stewardship plan involves a multi-county ownership, the Service Forester with the majority of the property falling in his/her county, will coordinate the plan preparation process. If an Service Forester position is vacant, or the Service Forester is unable to develop the plan due to other circumstances, the Regional Forester will assign another Service Forester from their Region to prepare the plan.

3. CONSULTING FORESTER PREPARED PLAN

- a. The Consulting Forester meets with the landowner and other professionals as needed on the property, develops and sends a draft of the plan with maps, appendices and cruise data summaries to the Service Forester for review and comments.
- b. The Consulting Forester works with the Service Forester to incorporate the comments/suggestions into the final plan, before reviewing it with the landowner. If necessary, the Service Forester will have the associated specialists review the plan.
- c. Once the plan meets DOF standards, the Service Forester will keep a copy of the plan as well as sign in triplicate in blue ink and return the Statement of Landowner Intent to the Consulting Forester.
- d. The consulting forester reviews the final plan with the landowner. If any changes are made to plan after the landowner reviews it, the consulting forester will send the revised pages to the Service Forester. Once satisfied with the plan, the landowner signs in triplicate in blue ink the statement of intent. The consultant is not paid by the landowner until the landowner signs the statement of intent.
- e. Once the Consulting Forester is paid, he or she will send the consulting forester's paid invoice to the landowner indicating payment has been received.
- f. The landowner will submit the landowner invoice, consultant's paid invoice, and a copy of the signed Statement of Landowner Intent form to the Service Forester.
- g. The Service Forester will send the invoices, signed statement of intent, copy of the cover page, topo map, landowner objective page, and the 10-year timeline information table to the Regional Forester. The Regional Forester will review all information sent by the Service Forester and forward it to the designated State Office.
- h. The designated State Office will see that payment is processed.

4. SERVICE FORESTER PREPARED PLAN

- a. The Service Forester meets with the landowner on the property, then develops the plan and sends a draft of the plan with maps, appendices and cruise data summaries to the Regional Forester for review and comments.
- b. The Service Forester works with the Regional Forester to incorporate the comments and suggestions into the final plan. Once the plan meets DOF Standards, the Regional Forester will sign in triplicate in blue ink the Statement of Landowner Intent.
- c. The Service Forester will review the completed plan with appropriate maps and appendices with the landowner. If any changes are made to the plan after the landowner reviews it, the Service Forester will send the revised pages to the Regional Forester. Once satisfied with the plan, the landowner signs in triplicate in blue ink the Statement of Landowner Intent.
- d. The Service Forester will forward an original signed Statement of Landowner Intent, and a copy of the entire Stewardship Plan, the supplemental contents are optional, to the

Regional Forester, who will review all the information sent by the Service Forester and forward it to the designated State Office.

5. FUTURE PLAN REVISION OR ADDENDUMS

Landowners may request a revision or addendum to their Forest Stewardship Plan under the following circumstances:

- Ten years following the plan's original completion date
- Change in ownership and/or objectives
- Additional acreage has been added to the original parcel

New plan requests due to landownership changes will be paid at the regular plan preparation rates. All acreage addendums and new plan requests will be subject to approval by the Assistant State Forester.

6. PLAN REVISION AND ADDENDUM PROCEDURES

Revisions and addendums must follow the plan preparation procedures as established in this operating plan.

For cost share, the landowner must complete another Forest Stewardship Plan application form and send it to the Service Forester. The Service Forester will forward it to the Regional Forester who will then forward it to the designated State Office. The word "REVISED" must be written in bold letters on the top of the application. If a consultant is involved, the landowner must first receive the approval letter from the designated State Office before the consultant begins the fieldwork.

As a minimum, updates to the following plan components must be included in Forest Stewardship Plan revisions. These updates should be either incorporated into the previous plan or attached to the plan as an addendum.

1. Title Page - Same format as the original, plus the wording "Revised Plan".
2. Introductory Page - Including a short paragraph stating the reasons for the plan update, defining the scope of the update (i.e. what is included within the update, and the landowner's management objectives.)
3. Updated Table of Contents page that includes the plan update as an addendum to the original plan.
4. Updated forest type map - computer generated if possible, including any new acreage, roads, or change in stand types.
5. Updated topographic map computer generated if possible, including boundary lines and UTM's or Latitude and Longitude coordinates.
6. Updated stand descriptions if the stand characteristics or recommendations have changed due to management activities or landowner objectives. (Cruise information, cruise data

summaries and general cruise data tables, must also be updated if the stand characteristics have changed dramatically due to natural or man-made disturbances.)

7. Updated 10-year timeline for entire plan acreage.
8. Include most current information on Forest Health, General Management, Recommendations, Harvesting Recommendations, Wetland and Riparian Zones, Threatened and Endangered Species and a new activity record form.

7. PROGRAM ACCOMPLISHMENT REPORTING

For all completed and approved plans, the Regional Forester will send scanned copies of the entire plan, including the signed statement of intent, supplemental information optional, to the designated DOF State Office.

This information will be used to digitally map the Forest Stewardship property in the USDA Forest Service Spatial Analysis Program.

8. AFTER THE PLAN IS COMPLETED

The Consulting Forester or the Service Forester will contact the Forest Stewardship landowner to encourage and help them begin implementing the plan's recommended practices. They will also direct them to potential sources of financial assistance such as the, *Environmental Quality Incentives Program (EQIP)*, *Conservation Reserve Program (CRP)*, or the *Conservation Reserve Enhancement Program (CREP)* should funding be available. If necessary, they shall return to the site to provide additional technical assistance. They may also help landowners find contractors to perform the work or materials and supplies to do the work themselves.