

EXHIBIT A – Explanatory Notes for FY 2012 Financial Advice

Introduction

The following is program-specific information about the allocation and direction for each of the States and the District of Columbia served by Northeastern Area State and Private Forestry (NA S&PF). The information addresses program allocation formulas if they have changed since Fiscal Year 2011, explanatory notes concerning the purposes and objectives for the program funds and how they are intended to be utilized by cooperators during Fiscal Year 2012, and expected accomplishment reporting requirements throughout the fiscal year. The grant narrative formats to be used this fiscal year are addressed in Exhibit B.

Accomplishment reporting outlined here addresses activities, actions, and outcomes that will be completed during the current fiscal year. This reporting guidance is included with the financial advice to ensure that partners and cooperators in program delivery are aware of what, when, and how to report results.

Allocations to the States reflect the funding that Northeastern Area State and Private Forestry has currently available for FY 2012. The State Advice Sheets are updated on the NA S&PF Web site located at <http://www.na.fs.fed.us/stateadvice/index.shtm>. In addition, this link will display any changes related to pass-through funds, initiated by State Foresters, or their equivalent.

Summary of Due Dates

Program Area

September 30, 2012

FEPMIS receipt and documentation of all FEPP and FFP items acquired during FY2012

October 19, 2012

Cooperative Lands Forest Health Management

Gypsy moth defoliation data (final)

Gypsy moth treatment data (final)

Gypsy moth project summaries

EDRR and SOD data

Digital aerial survey data

Accomplishment and expenditure reports

Conservation Education

Forest Stewardship accomplishments

Watershed Forestry

Forest Legacy

Urban and Community Forestry

November 16, 2012

Forest Health Pest Conditions Narratives

Forest Health Highlights

February 1, 2012

FY2012 Cooperative Fire Wildland
Summary Report

Cooperative Lands Forest Health Management

Cooperative Forest Health Protection (CFHP) Program

Allocation

The Cooperative Forest Health Protection program allocation defined in the Forest Service directives (FSM 3400) is a minimum of \$50,000. With the matching State contribution, this provides for at least a \$100,000 CFHP program in each State unless otherwise agreed upon. Through prior discussions between the Forest Health Protection Director in Washington and the National Association of State Foresters it was agreed that this amount was sufficient to support one forest entomologist or forest pathologist position in CFHP-participating States. Having a full-time forest health protection specialist on staff is a **national requirement** to be eligible for the Cooperative Forest Health Protection program funding. State forest health partners who do not have at least one permanent entomologist or plant pathologist on staff are **required to annually request a waiver** from this requirement and to **provide a plan** demonstrating how the CFHP program will be implemented and monitored in their State. That waiver request and plan should be negotiated with and recommended by the field office serving your State, and be included as part of your CFHP grant package. State partners participating in the CFHP program are required to attend the annual FHP State cooperators meeting held by the NA Field Office serving their area; the annual meeting of the NAASF Forest Health committee; and to participate in other planning meetings and conference calls as necessary. States participating in the nationally coordinated Early Detection Rapid Response (EDRR) activity are required to participate in all planning meetings and conference calls.

Accomplishments

The specific program targets and deliverables, are to be negotiated with the Forest Health Protection field office staffs, with the following due to the field office serving your area no later than **October 19, 2012**: 1) accomplishment and expenditure reports; 2) final gypsy moth defoliation data (tabular summary by county and GIS defoliation layer); and, 3) final gypsy moth treatment acreage for inclusion in the GMDigest. States participating in the nationally coordinated EDRR activity are required to report their trap data by **October 19, 2012**. The pest conditions narratives and related data for the pest event database are due to the field office serving your area by **November 16, 2012**.

Forest Health Monitoring (FHM)

Allocation

All 20 States served by Northeastern Area State and Private Forestry participate in activities identified as priorities through the National FHM Program. In FY 2012, allocations are expected to be similar to FY 2011 levels. The National FHM program requires, at a minimum, that pest detection and monitoring information be collected and reported according to the national FHM aerial survey standards. Additionally, some States participate in the ground-based forest environment survey for *P. ramorum* as related to the threat of sudden oak death (SOD). States receiving FHM funds are required to participate in the National FHM meeting and other meetings and conference calls as needed.

Accomplishments

The following program deliverables are to be reported to the Forest Health Protection field office staff serving your area with 1) digital aerial survey data and SOD survey data due on **October 19, 2012**; and 2) Forest Health Highlights due on **November 16, 2012**.

Pest Prevention and Suppression Projects

Allocation

FY 2012 pest prevention and suppression projects must meet Forest Health Protection program standards (reference FSM 3400). Projects must demonstrate a Federal role and be biologically effective and economically efficient. All projects must be supported by a biological evaluation demonstrating the need for action. Depending on the kind of project, additional documentation may be required such as an environmental assessment, project work, safety and security plans, and maps or digital data of treatment area locations and attributes. Procedures to follow for pest suppression and eradication projects involving aerial application of insecticides are specifically described in *Federal Guidelines for Participating State Agencies: Gypsy Moth Cooperative Suppression and Eradication Projects*, a copy of which may be obtained from the field office serving your State. Oak wilt projects should follow the protocols and reporting requirements outlined in the Northeastern Area Participation Guidelines for Oak Wilt Cooperative Prevention and Suppression Projects, which can be obtained from the field office serving your State or online at

http://www.na.fs.fed.us/fhp/ow/pubs/suppression_projects/08/090112_oak_wilt_guidelines.pdf.

All treatment projects require that a post-project review and evaluation be conducted and documented in a post-treatment evaluation report.

Accomplishments

Post-project evaluations and reports, accomplishment and expenditure reports, and final gypsy moth defoliation data (tabulated and GIS) and **gypsy moth suppression project summaries by site/State and year are due in the respective field offices on October 19, 2012**.

Gypsy Moth Slow-the-Spread (STS) Program

Allocation

STS is a national initiative that is implemented through the STS Foundation, a nonprofit entity composed of gypsy moth program directors from States located along the leading edge of the gypsy moth generally infested area. The program has variable cost-share rate on a cooperator-by-cooperator basis with an overall target cost share of 75 percent (Forest Service)/25 percent (other) for the entire program. The non-Forest Service share has been negotiated with the STS Foundation and other cooperators, and is reflected in the State advice. The non-Federal share is a fixed commitment that does not change, even if the Federal share fluctuates. The annual budget and allocations are prepared by the STS program manager and approved by the STS Foundation Board of Directors.

Accomplishments

Targets, deliverables, and due dates are negotiated annually with the STS Foundation by the STS Program Manager.

Direct questions about program implementation to your respective Field Office Representative:

New England States and New York:

Terry Miller, Durham Field Office Representative (603) 868-7694, twmiller@fs.fed.us

Mike Bohne, Forest Health Group Leader (603) 868-7708, mbohne@fs.fed.us

Mid-Atlantic States:

Robert Lueckel, Morgantown Field Office Representative (304) 285-1540, rlueckel@fs.fed.us

Dan Twardus, Forest health Group Leader, (304) 285-1545, dtwardus@fs.fed.us

Mid-Western States:

Barbara Tormoehlen, St. Paul Field Office Representative, (651) 649-5276,

btormoehlen@fs.fed.us

Mike Connor, Forest Health Group Leader, (651) 649-5180, mconnor@fs.fed.us

Cooperative Fire

Funds for the State Fire Assistance (SFA) and Volunteer Fire Assistance (VFA) are provided through the Cooperative Fire Program. These funds provide the opportunity for States to address critical fire management needs and to develop fire preparedness capabilities to address fire prevention, wildland urban interface, hazardous fuels treatments, firefighter training, and initial attack fire suppression capabilities within each State and to support Forest Fire Protection Compact initiatives.

The Cooperative Fire Program and National Fire Plan require that States meet certain accountability requirements, in **addition** to the reporting requirements of the grant process. ***By accepting these funds, States acknowledge the reporting requirements required by the Cooperative Fire Program and have adopted and use the National Incident Management System in day-to-day emergency operations.*** Direction provided by the DHS NIMS Integration Center confirms that this "NIMS compliant" requirement will only apply to preparedness funding.

Direction

The following provides specific direction for the Cooperative Fire Program, including accomplishment reporting, program-specific grant narrative formats, and direction on appropriate use of regular State Fire Assistance (SFA) and Volunteer Fire Assistance (VFA) funds, and National Fire Plan (NFP) SFA and (NFP) VFA funds for FY 2012

Grant Narratives for Fire Programs

Use of the generic grant narrative format is required for the State Fire Assistance (SFA) and Volunteer Fire Assistance (VFA) Programs and is available on the Northeastern Area Grants and Agreements Web site at <http://www.na.fs.fed.us/fap/fap.shtm>.

Grant Narratives for SFA and VFA Core Preparedness and SFA and VFA National Fire Plan
National Fire Plan funds may be consolidated with Core Preparedness funds into one SFA and one VFA narrative. SFA and VFA grant narrative guidelines require the completion of the NFPORS "Planned Activities" reporting form. **Note:** The grant narrative format provided along with the budget advice serves as a guide. Each State will emphasize those actions as identified in the Northeastern Area Strategic Business Plan, National Fire Plan – Community Assistance (NFPORS), 10 year Comprehensive Strategy / Implementation Plan and their respective State Forest Resource Strategy, State Fire Management Plan, and Fire Risk Assessment that address its unique needs.

State Fire Assistance for Cooperative Forestry and National Fire Plan

State Fire Assistance Program (SPCF & SPS2)

Authority

The State Fire Assistance program is authorized by the Cooperative Forestry Assistance Act of 1978 (P.L. 95-313) as amended by the 1990 Farm Bill (Food, Conservation, and Energy act of 1990; P.L. 101-624) to support State forestry agencies with responsibility for wildfire suppression by providing financial support for equipment and training. Funding provided

through this program promotes mobilization readiness for efficient suppression of wildfires on all State and private lands to help maintain healthy forests and promote working relationships and service excellence.

Allocation Direction

A base level of funding is distributed in order for all States to maintain and enhance coordination and communication with Federal agencies, as well as supply needed performance data. Remaining funds are allocated to each State based on acres of non-Federal forested land, wildland-urban interface population outside of urban areas, and wildfire risk.

Match Requirements

Unless otherwise exempted by law, regulation or policy, all grant applicants must provide a 1:1 cost share match. This match must be available at the time of application. Applicants may not derive their share from other sources of Federal assistance. The applicant's share of the financial assistance can be in the form of cash or "in-kind" contributions. Examples of in-kind contributions include the use of volunteer labor to remove hazardous fuels and to deliver training.

Purpose

The purpose of the State Fire Assistance Program (SFA) is to provide financial, technical and related assistance to State Foresters or equivalent State officials and through them to other agencies and individuals. Funds should provide financial assistance, technical training, and equipment to ensure that Federal, State, and local fire agencies can deliver a coordinated response to wildfire. Funding provided through State Fire Assistance should be focused to address critical preparedness needs and hazard mitigation. Critical preparedness needs include firefighter safety, fire planning, firefighter training, increased and enhanced initial attack capability, and mobilization readiness for the efficient suppression and prevention of wildfires on non-Federal forest lands and other non-Federal lands. Hazard mitigation activities should focus on creating fire adapted communities by reducing hazardous fuels, developing Community Wildfire Protection Plans (CWPPs), providing prevention and mitigation education, and achieving Firewise programming and community hazard mitigation. SFA funding promotes the maintenance of healthy forests, sustainable economic development, both traditional and non-traditional partnerships and service excellence.

An emphasis should be placed on funding areas that have developed or are developing Community Wildfire Protection Plans, FEMA hazard mitigation plans, or other collaboratively developed hazard mitigation plans.

Authorized Activities

Goals, objectives, and program focus for SFA funds include:

- Administration, preparedness, suppression / support, equipment, training
- Community mitigation: plans / assessments, prevention / education, hazard fuels / mitigation projects
- Hazard Fuels: total acres, mechanical acres and communities assisted

Equipment Purchase Guidelines

Approval is required for equipment purchases with a unit cost of \$5,000 and over. Additional guidance for equipment purchases is available on the Northeastern Area Grants and Agreements Web site at

[http://www.na.fs.fed.us/fap/Equipment%20Purchases%20via%20Grants Roles%20and%20Responsibilities.pdf](http://www.na.fs.fed.us/fap/Equipment%20Purchases%20via%20Grants%20Roles%20and%20Responsibilities.pdf)

State Fire Assistance program funds (SPCF and SPS2) may be used to provide the following:

- Additional State fire management specialists.
- Promoting firefighter safety.
- Enhancing initial attack capabilities.
- Development and strengthening of multistate fire compacts.
- Improving State readiness capability to match Federal readiness capability.
- Increasing fire planning in high-risk areas.
- Assisting communities with the development of Community Wildfire Protection Plans (CWPPs).
- Emphasizing and expanding the Firewise Communities program.
- Adoption of the National Incident Management System (NIMS).
- Creating Fire Adapted Communities in the Wildland Urban Interface.
- Implementation of Firewise treatments in communities.
- Emphasizing training in the Incident Command System's fire fighting structure to complement fire protection on Federal lands.
- Hazard mitigation activities through fuels reduction and community defensibility.
- Equipping and training wildland firefighters to provide effective initial attack and support for mobilization of forces for wildland fire on lands of all ownerships.

Accountability will be measured by way of improved capacity to respond to wildfires, personnel/firefighters trained, acres treated, CWPPs developed and implemented, prevention/firewise activities completed, hazard mitigation projects completed, and communities assisted.

State and territorial partners are encouraged to support community wildfire protection planning (CWPP) efforts by coordinating with Forest Stewardship and Urban & Community Forestry programs in directing assistance to landowners and communities in high fire risk and wildland-urban interface areas where CWPPs are being implemented.

Note: National Fire Plan – State Fire Assistance (SPS2) funds should be focused to address critical preparedness needs (firefighter safety, increased initial attack capability and training) and hazard mitigation in the wildland-urban interface for communities at risk.

NFPORS Reporting Required

Planned and Final Accomplishments must be reported on the attached National Fire Plan Operating Reporting System (NFPORS) form and submitted with the grant narrative and final report.

FY 2012 ACCOMPLISHMENTS/TARGETS: SUMMARY OF ACTUAL ACTIVITIES
accomplished with this grant: (#) _____

	Number	Cost (\$)	Communities Assisted
<u>Administration</u>			
Total \$ (Report Federal Funds only) used to administer program.			
<u>Preparedness</u>			
Total \$ (Report Federal Funds only) expended for preparedness activities (e.g. personnel cost, facilities, maintenance).			
<u>Suppression / Support</u>			
Total \$ (Report Federal Funds only) expended for suppression operations & support (e.g. dispatch centers, fire suppression, law enforcement).			
<u>Equipment</u>			
Total \$ (Report Federal Funds only) used to purchase / maintain / rehab all types of equipment.			
<u>Training</u>			
Total # of personnel trained directly or indirectly (e.g. agency, other State, career fire service, volunteers) / Total \$ (Report Federal Funds only) expended.			
<u>Community Mitigation and Hazardous Fuels:</u>			
Total # of Community Wildfire Protection Plans / Fire Management Plans / Risk Assessments Completed / Total \$ (Report Federal Funds only) awarded / Total # of Communities assisted directly or indirectly.			
Total # of Prevention / Education programs conducted / implemented (e.g. schools, civic, open houses, mass mailings, teacher packets) / Total \$ (Report Federal Funds only) expended / Total # of Communities assisted directly or indirectly.			
Total # of Hazard Fuels Reduction / Mitigation projects conducted / Total \$ (Report Federal Funds only) expended / Total # of Communities assisted directly or indirectly			
Total # of acres treated to reduce hazardous fuels (direct Federal grant): Enter total # of acres treated, where acres treated were accomplished directly due to a SFA grant to accomplish hazardous fuels reduction.			
Total # of acres treated to reduce hazardous fuels (leveraged through Federal funding): Enter total # of acres treated to reduce fuels where SFA funding facilitated completion of treatment.			
Total # of acres treated directly or indirectly (Reported Federal Funds Only) by mechanical means with by-products utilized.			
Total # of communities assisted not previously accounted for under SFA			
Program Totals:		\$0.00	0
<u>Communities At Risk (CAR)</u> Note: For performance measures only			
Total # of CAR in State			
Total # of CAR covered by CWPP or equivalent			
Total # of CAR at reduced risk			
Total # of other communities at reduced risk			

Gray Note: Gray shaded blocks are to be left blank.

Cost \$: Note: report only the Federal grant funds that were utilized. Do not report / include matching funds here.

Volunteer Fire Assistance for Cooperative Forestry and National Fire Plan

Volunteer Fire Assistance Program (SPVF & SPS3)

Authority

The Volunteer Fire Assistance (VFA) program is authorized by the 1990 Farm Bill (PL 101-624) to provide financial, technical, and other assistance through State forestry agencies to organize, equip, and train small, local fire departments in rural communities with populations under 10,000 to prevent and suppress rural fires. Work contributes to healthy forests, forest stewardship, and sustainable economic development. VFA dollars may be used to fund multi-community/fire department projects such as mutual-aid communications networks.

Allocation Direction

Allocations are based on acres of wildland-urban interface to be protected from the risk from catastrophic fires and the number of fire departments serving communities with populations under 10,000. No more than 10% of the Federal funds granted may be used for the administration of the grant.

Funds will be focused to address critical preparedness needs for firefighter safety, increased initial attack capability and training. An emphasis shall be placed on funding areas that have developed and are developing Community Wildfire Protection Plans, FEMA hazard mitigation plans, or other collaboratively developed hazard mitigation plans.

Funds provide financial assistance, technical training, and equipment to ensure that Federal, State, and local fire agencies can deliver a coordinated response to wildfire. The emphasis is on improving fire planning, initial attack capabilities, adopting the National Incident Management System (NIMS), creating Fire Adapted Communities in the wildland-urban interface, and providing wildland fire techniques training for local fire agencies.

The community share (50% match) of the financial assistance must be available at the time of application. Applicants may not derive their share from other sources of Federal assistance. The community share of the financial assistance can be in the form of cash or “in-kind” contributions. (Examples of in-kind contributions would be volunteer labor for some projects, such as installation of dry fire hydrants or donation of services such as the use of volunteer instructors to present a training course.)

The Volunteer Fire Assistance funds (SPVF and SPS3) may be used to provide for the following:

- Wildland fire management training.
- Community Fire Prevention and Community Planning
- Protective fire clothing.
- Modern communications equipment for more effective action on incidents.
- Firefighting equipment such as nozzles, hose, gloves, goggles, and other smaller scale equipment.
- Purchase and installation of water delivery systems, cisterns, dry hydrants, etc.
- Acquisition, development and modification of Federal Excess Property or DOD
- Firefighter Equipment to fire apparatus for fire departments.
- Organizing new fire departments.

Note: National Fire Plan - Volunteer Fire Assistance (SPS3) funds have the same purpose as above. State Foresters are encouraged to work in coordination with Department of Interior agencies such as the National Park Service, Fish and Wildlife Service, Bureau of Indian Affairs as well as FEMA to avoid duplicate funding of volunteer fire departments.

NFPORS Reporting Required

Planned and Final Accomplishments must be reported on the National Fire Plan Operating Reporting System (NFPORS) form below and submitted with the grant narrative and final report.

FY 2012 Volunteer Fire Assistance (NFPORS REPORT)	Number	Cost	Communities Assisted
Total # of applications received / Total \$ requested	00	\$	n/a
Total # of applications approved (estimated) / Total \$ awarded	00	\$	n/a
<u>Equipment</u>			
Total \$ used to purchase/maintain/rehab all types of equipment	00	\$	n/a
<u>Organization</u>			
Total # of new fire departments established (Volunteer, Rural or District) / Total \$ awarded	0	\$ 0	n/a
<u>Training</u>			
Total # of firefighters trained / Total \$ awarded	0	\$	n/a
<u>Administration</u>			
Total \$ used to administer program		\$	n/a
<u>Communities Assisted</u>			
Total # of communities assisted under VFA	n/a	n/a	00

How to fill out the form

Applications:

Total # applications received / Total \$ Requested: Enter the total number of applications received requesting Federal funds. Enter the total dollar \$ amount requested. The numbers should be shown only if the State sub-granted the funds. (Some States may have 0 or 1 or 2.)

–**Total # applications approved / Total \$ Awarded:** Enter the total number of applications approved to receive Federal funds. Enter the total dollar \$ amount awarded. **(report Federal funds only)** These numbers should be shown only if the State sub-granted the funds. Some States may have 0 or 1 or 2.

Equipment:

–**Total \$ awarded to purchase/maintain/rehab all types of equipment (report Federal funds only):** Enter the total dollar \$ amount awarded to purchase,/maintain,/rehab all types of equipment: (Examples: PPE, generators, slip-ons, pumps, radios, pagers, dry hydrants, leaf blowers, rehab FEPP or other apparatus, maintain communications systems, etc). If VFA funds were used to support State FEPP program (transportation costs, acquisition costs, State rehab costs, etc) this is where you document.

Organization:

–**Total # of new Fire Departments established / Total \$ Awarded (report Federal funds only):** Enter the # of new Fire Departments established this reporting period using VFA funds to assist in development. Enter the total dollar \$ amount awarded to help form the new Fire Department(s).

Training:

–**Total # of firefighters trained / Total \$ Awarded (report Federal funds only):** Enter the total number of firefighters that received training this reporting period with Federal funds through the VFA program. Enter the total dollar \$ amount (report Federal funds only) awarded to provide the training reported under this activity.

Administration:

–**Total \$ (Federal Funds) used to administer program:** Enter the total dollar \$ amount **(report Federal grant funds only)** used by the State to administer the VFA program. (Example: up to 10% of grant amount awarded to a State can be used to administer the VFA program).

Communities Assisted:

–**Total # of Communities assisted under VFA:** Enter the total # of communities that received assistance as a result of Federal Volunteer Fire Assistance funding. Be sure to include any communities that received firefighter training.

Program Totals

This block should be the total dollar amount of the VFA Federal grant funds awarded the State. (Both National Fire Plan and Core funding). **To get this total, add the Equipment, Organization, Training, and Administration. To reach this total.**

Cooperative Fire Program Accomplishment Reporting Requirements:

1. Annual Wild land Fire Summary Report (Form FS 3100-8): For FY11, States will be required to enter their data directly into the AWSR Fire Reporting Database ([https://fam.nwcg.gov/fam-web/famweb/index\\$.startup](https://fam.nwcg.gov/fam-web/famweb/index$.startup)): **Due February 1, 2013.**
2. Daily reporting of wildfire activity to the Eastern Area Coordination Center including reporting through ICS Form 209 for all fires in excess of 100 acres and any fire of significance.
3. All FEPP and FFP items acquired during FY2012 must be receipted and entered into FEPMIS by September 30, 2012.
4. Upon request, grant recipients will provide quarterly monitoring updates within 30 days of said request for information.
5. Interim (on an annual basis) and final Performance Progress Reports (utilizing Form SF-PPR) for all SFA and VFA grants must be completed and provided to NA within the specified time frame (interim – 30 days; final – 90 days) of the anniversary date of all open grants.
6. National Fire Plan Operating Reporting System (NFPORS) Final accomplishment summary reports for State Fire Assistance (SFA) and Volunteer Fire Assistance (VFA) grants should be submitted to the SFA and VFA Program Managers respectfully for entry of data into the NFPORS Database.

For State Fire Assistance program direction and funding allocation questions contact:

Maris Gabliks at (610) 557-4108, mggabliks@fs.fed.us

For Volunteer Fire Assistance program direction and funding allocation questions contact:

Jan Polasky (610) 557-4144, jpolasky@fs.fed.us

Forest Stewardship

Allocation

Northeastern Area State and Private Forestry's allocation to States in Forest Stewardship includes a base payment of \$65,000 and additional funds tied to performance and potential (owners and acres). The formula for Northeastern Area State and Private Forestry's allocation to the States remains unchanged. If you have any questions on this topic, please contact Mike Huneke at (610) 557-4110, mhuneke@fs.fed.us.

National Forest Stewardship Program Priorities

The Landscape Stewardship Approach:

- Continue to lead efforts to support the successful implementation of **State Forest Action Plans**, particularly with respect to **Important Forest Resource Areas**. (Important Forest Resource Areas are defined in Forest Stewardship Program National Standards and Guidelines: http://www.fs.fed.us/spf/coop/library/fsp_standards&guidelines.pdf)
- Develop guidance and best practices for development and implementation of landscape-scale and multi-landowner Forest Stewardship Plans and planning approaches.
- Develop and promote new landowner and community outreach and communication tools including social marketing and peer-to-peer networking tools to effectively target program delivery efforts in **Important Forest Resource Areas**.

Water Quality and Supply:

- Continue to emphasize the importance of forest management and conservation in high priority watersheds identified in national, regional, and state resource assessments.
- **Forest Stewardship Management Plans** should, where feasible and consistent with landowner objectives, include management practices that maintain and improve watershed health and function.

Climate Change Adaptation and Mitigation:

- **Forest Stewardship Management Plans** should, where feasible and consistent with landowner objectives:
 - Include management practices that will maintain and enhance forest carbon sequestering and cycling capacity.
 - Consider the possible near- and long-term impacts of climate change, including increased fire risk, invasive species migration, and species range/habitat shifts.
 - Include adaptive actions to mitigate adverse impacts and define a more dynamic desired future forest function.
- In partnership with the **Agricultural Research Service (ARS)**, the **National Seed Lab** will continue to focus strategically on the long-term storage of seeds from native plants that are threatened by invasive weeds, insects, diseases, human activity, and climate change.
- The **Reforestation, Nursery and Genetic Resources (RNGR) Team** will continue to identify and address existing and emerging germplasm conservation priorities in coordination with concerned Forest Service staff areas.

- The **RNGR** team will work within the Agency to support progress towards an agency-wide native plant material needs assessment.

Increase Landowner Opportunities for Participation in Biomass Energy, Certification, USDA Cost-Share Programs, and Ecosystem Services Markets:

- Continue efforts to promote **Forest Stewardship Management Plans** as the “on-ramp” to biomass energy markets, cost-share programs and forest certification schemes.
- Streamline processes to increase private forest owner participation in cost-share programs through collaboration with USDA agencies (NRCS and FSA) and the Joint Forestry Team.
- Continue to develop best practices and policies to provide opportunities for private landowner participation in emerging forest product and service markets.

Roll-out and Continue to Improve Geo-Spatial Tools:

- Develop, test and deploy the Stewardship Mapping and Accomplishment Reporting Tool (SMART) with both web-based and desktop functionality.
- Continue working with NRCS towards connecting databases to streamline forest landowner access to assistance programs and assess multi-program impact with respect to **Important Forest Resource Areas**.

Program Direction

State partners are encouraged to further focus program assistance and outreach efforts in Important Forest Resource Areas that have been defined through the Spatial Analysis Project (SAP) and State Forest Action Plans. States are further encouraged to continue and/or initiate landscape-based approaches to program delivery. States should continue to spatially track Forest Stewardship Management Plan accomplishments, while completing their historic (cumulative) Forest Stewardship Plan geodatabases so that the program’s impact can be spatially represented with respect to Important Forest Resource Areas. States are encouraged to link strategic planning objectives to the Agency’s Open Space Conservation Strategy and National Roadmap for Responding to Climate Change.

While focusing program delivery in Important Forest Resource Areas, states are encouraged to identify opportunities for the delivery of multi-landowner, landscape-scale planning assistance. States should promote local peer-to-peer landowner networks where appropriate to extend technical assistance efforts and increase potential for multi-landowner planning efforts and landowner aggregations that might provide access to emerging forest product and service markets.

State partners are encouraged to support community wildfire protection planning (CWPP) efforts by directing assistance to landowners and communities in high fire risk and wildland-urban interface areas where CWPPs are being implemented. States are also encouraged to identify areas where Forest Stewardship and Urban & Community Forestry assistance efforts can together address loss of open space and inform local planning to support green infrastructure retention and creation.

All States are encouraged to consider and utilize where appropriate, the Landscape Scale Stewardship Guidance developed by the Northeastern Area Forest Stewardship Project through

the cooperative engagement of the Northeastern Area and the Northeastern Area Association of State Foresters found here: <http://na.fs.fed.us/pubs/detail.cfm?id=5252>

States are encouraged to send a representative to the annual NAASF Cooperative Forest Management Committee Meeting to be held in New Jersey in May of 2012.

Accomplishment Reporting Requirements

The following are required program performance measures. For fiscal year 2012, most states will continue to enter numeric data into the Performance Measures and Accountability System (OPMAS). States also have the option to use WebDET to report accomplishments and submit spatial data. **States are responsible for assuring that all required reporting data for fiscal year 2012 is complete and correct and entered into either PMAS or WebDET by October 19, 2012.** States that report all required data using WebDET need not report through PMAS. The Forest Service and states will continue making preparations to adopt SMART (Stewardship Mapping and Reporting Tool) for all FY2013 reporting. **SMART will replace PMAS as the sole program reporting tool once it is successfully deployed.** (Please note that SMART is the next release of WebDET.) States are encouraged to report the Northeastern Area Optional Metrics developed under the Stewardship Project where feasible. States are required to continue Stewardship Plan monitoring and encouraged to provide Optional PMAS success stories. Additional information about Accomplishment Reporting follows.

- 1. PMAS – online accomplishment reporting/ or WebDET Accomplishment Reporting – due Oct. 19, 2012**
- 2. Northeastern Area Optional Metrics – due Oct. 19, 2012**
- 3. Stewardship Plan Monitoring**
- 4. Optional PMAS success stories – due Oct. 19, 2012**

1. Program Reporting Instructions – PMAS/ or WebDET Accomplishment Reporting

Landowner Assistance: Include landowners who are known by program staff to have benefited in some significant and lasting way from Forest Stewardship Program Assistance.

Include:

- Landowners who receive individualized and repeated technical assistance, and for whom some sort of case file is established and maintained.
- Landowners who have received assistance in the way of practice plans and management plans other than Forest Stewardship Plans

Do not include:

- Landowners who simply attended a technical or training session without any follow-up.
- Landowners who were spoken to only once, such as over the phone, with no follow-up contact or later assistance.

Landowner Education: Include landowners that have participated in a **Forest Stewardship Program** or **Rural Forestry Assistance** sponsored educational workshop, course, or program designed to further enable them to sustainably manage their forest

properties. Examples of such programs include landowner field days, timber tax seminars, estate planning workshops, silviculture courses, wildlife management seminars, and management plan writing workshops. **Do not** include landowners who have attended only program marketing or orientation seminars that provide programmatic and application information. Also, do not consider videos, newsletters, brochures, publications, or public educational broadcasts or media (these items can be counted under the Optional Measures and Metrics).

Forest Stewardship Plans: Include multi-resource management plans that meet the minimum standards and content requirements detailed in the **Forest Stewardship Program National Standards and Guidelines** and have been approved by the State Forester or a suitable representative. Plans approved before October 1, 2005 must meet standard and content requirements detailed in first edition (1994) of the National Standards and Guidelines. Plans written after October 1, 2005 must meet standard and content requirements detailed in second edition (October 2005) of the National Standards and Guidelines. Plans written after March 1, 2009 must meet standard and content requirements detailed in third edition (February 2009) of the National Standards and Guidelines found here.

http://www.fs.fed.us/spf/coop/library/fsp_standards&guidelines.pdf

Current Forest Stewardship Plans: A Forest Stewardship Plan is considered to be current if it is within the effective period stated within the plan. If no effective period is stated or known, a Forest Stewardship Plan is considered to be current if it has been written, revised, or updated in the previous 10 years. A Forest Stewardship Plan that explicitly covers a period of more than 10 years as required by a state-administered program is considered current as long as there is sufficient documentation and monitoring to indicate that it meets all state and federal program requirements during the entire plan period. To provide consistency in national reporting and related funding methodology, states are encouraged to use 10 years as a standard effective period for Forest Stewardship Plans. Exceptions based on specific needs and conditions should be stated within the plan.

Important Forest Resource Areas: These are the areas that are considered to be of high program potential or priority as a result of a state's **Spatial Analysis Project (SAP)** assessment or **State Forest Action Plan**. These areas can be defined simply as SAP generated high priority pixels on the landscape, by aggregating high priority pixels and summarizing to create landscape-scale delineation such as a watershed, or somehow delineated using criteria and methodology established in a State Forest Action Plan. Acres reported as Important Forest Resource Areas should include only those that are also eligible to receive Forest Stewardship Program assistance or those defined through SAP as "Stewardship Capable" lands. States should not include areas not eligible for Forest Stewardship Program assistance such as public land, developed urban centers and open water.

Established Plan Monitoring Procedures: The intent of the Forest Stewardship Program plan implementation monitoring effort is to reliably assess the extent to which current Forest Stewardship Management Plans are being implemented. National guidance

was developed to get meaningful, statistically reliable results, while not placing an unreasonable burden on state partners. The monitoring of a randomly selected, statistically-sized sample population of all current Forest Stewardship Management Plans is extended over a five year cycle. States must use the sample size equation that has been provided by the Forest Service or another statistically reliable method for determining a representative sample size.

A number of states have other programs, such as tax programs, which require plan implementation and include periodic site inspections. When a sampled property is inspected through such a program, the results from the site inspection can be used to fulfill Forest Stewardship Management Plan monitoring requirements, without another visit to the site.

Forest Stewardship Plans created with EQIP 106 Cost-Share Assistance

Some states are now using EQIP cost-share assistance to fund Forest Management Plans (specifically - Practice 106 plans). Some of these same states have indicated that they intend to count these Practice 106 plans as Forest Stewardship Management Plans for reporting purposes in PMAS. Although EQIP cost share is the primary contributor to plan preparation, there is still a contribution of Forest Stewardship Program technical assistance by the state agency. Please note that states may consider EQIP Practice 106 plans to be Forest Stewardship Management Plans for reporting purposes only if the State Forester has officially acknowledged that these plans meet minimum state and federal Forest Stewardship Plan standards.

For a number of reasons, it is important that we track the number of new or revised Forest Stewardship Management Plans and associated acres (as reported in PMAS) that are produced specifically with EQIP Practice 106 cost-share assistance. Please refer to “**Guiding Principles for Delivery of Coordinated Planning Assistance to Private Forest Landowners**” that was adopted in 2010, by the Joint NASF-FS-NACD-NRCS Forestry Team.

PMAS measures 10 and 11 apply only to states that are using EQIP Practice 106 cost - share assistance to produce management plans that they are reporting as Forest Stewardship Management Plans. If a state is not using EQIP Practice 106 cost-share assistance to produce Forest Stewardship Management Plans, it can simply enter zeros for these new PMAS measures.

Important Forest Resource Area Raster Data

States should be prepared to provide raster data for Important Forest Resource Areas at the end of the fiscal year, if an update is needed. If no changes have been made to Important Forest Resource Area boundaries during the fiscal year (as compared to previous), no data update is required. Raster data should consist of the following values or classes:

"No Data" - Areas outside of the state boundary.

"0" (Non Stewardship Potential) - Areas within the state boundary that are not eligible to receive Forest Stewardship Program assistance. This class includes areas that were excluded from SAP analysis including public lands, water bodies and cities.

"1" (Stewardship Potential) - Areas within the state that are eligible for program delivery (i.e. identified as having stewardship program potential in SAP analyses), but are not considered a priority.

"2" (High Stewardship Potential) - State priority landscape areas, or "Important Forest Resource Areas" according to the National Forest Stewardship Program Standards and Guidelines.

2. Program Reporting Instructions – Northeastern Area Optional Metrics

As an outcome of the Forest Stewardship Project, States are encouraged to report additional (optional) program accomplishments that focus on Stewardship Program impacts not traditionally captured by PMAS. States needing assistance in identifying reporting elements should contact Field Office Stewardship Program staff. It is appropriate to include accomplishments generated by Large-scale Watershed projects, Chesapeake Bay Program, New York City Watershed, and other USDA Forest Service funded programs in the Optional Metrics. Optional Metric reporting includes both cost share and non-cost shared activities. A listing of the Northeastern Area Optional Metrics appears at the end of this narrative. **This information is due by October 19, 2012.** Please submit this as an email to your Field Office Stewardship coordinator.

3. Stewardship Plan Monitoring

As per national program guidelines, States are reminded of the requirement for annual monitoring of Stewardship Plan implementation. Results of Stewardship plan monitoring feed PMAS reporting element number nine – the Stewardship Program’s ultimate accountability measure. Should any questions arise regarding plan monitoring protocol, please contact your Field Office Stewardship Coordinator.

4. Optional Stewardship Success Stories

In addition to numerical reporting, the PMAS Web site allows for an optional brief (less than 500 words) synopsis of an illustrative program success in FY2012. **Of particular interest are success stories that demonstrate the use of Forest Stewardship Program Authorities to achieve State Forest Action Plans, or otherwise relate to program priorities. This information is due by October 19, 2012.**

Grant Narratives

Grant narratives for Forest Stewardship; Forest Resource Management (FRM); Conservation Education (where appropriate); and Reforestation, Nurseries, and Genetic Resources (RNGR) are to be combined in one proposal, and are expected to include targets for all elements identified in the Performance Measurement Accountability System (PMAS) and Northeastern Area Optional Metrics reports listed below. If States expect no accomplishments for those elements, zero is the

appropriate target. The standard Grant Narrative template can be found at this Web site:
<http://na.fs.fed.us/fap/narrativetemplates.shtm>

Any efforts to address the following items should be highlighted in the narrative. Please contact your Field Office Stewardship coordinators if there are questions concerning the grant narrative.

- opportunities to utilize the Forest Stewardship Program to achieve State Forest Action Plans
- landscape-scale stewardship planning
- enhancing financial viability of private forest ownership
- efforts to develop more seamless government program delivery
- climate change adaptation and mitigation
- water quality and supply
- biomass energy
- forest certification
- USDA cost-share programs
- ecosystem services markets
- program delivery in Important Forest Resource Areas
- improvement of the utilization and deployment of spatial accomplishment tracking tools
- community wildfire protection planning integration
- efforts to integrate Forest Stewardship and Urban & Community Forestry to address loss of open space concerns
- local planning efforts to support green infrastructure retention and creation

Accomplishment Reporting/ Targeting Template

The following table can be completed and copy/pasted into the grant narrative template.

PMAS Accomplishment/Performance Measure	Grant Target
Number of landowners receiving Forest Stewardship Program technical assistance.	[enter target]
Number of landowners participating in Forest Stewardship Program educational programs.	[enter target]
Acres of new and/or revised Forest Stewardship Management Plans	[enter target]
Acres of new and/or revised Forest Stewardship Management Plans in <i>Important Forest Resource Areas</i>	[enter target]
Number of new and/or revised Forest Stewardship Management Plans	[enter target]
Total acres covered by current Forest Stewardship Management Plans (cumulative)	[enter target]
Total acres in <i>Important Forest Resource Areas</i> covered by current Forest Stewardship Management Plans (cumulative)	[enter target]
Base NIPF acres in <i>Important Forest Resource Areas</i>	N/A
Number of acres in forest areas being managed sustainably as defined by current Forest Stewardship Management Plan (cumulative) – through a nationally consistent monitoring program.	[enter target]
Number of new and/or revised EQIP Management Plans	[enter target]
Acres of new and/or revised EQIP Management Plans	[enter target]

Northeastern Area Forest Stewardship Program Optional Reporting Metrics

Program impacts and supporting performance measures (reported annually)

Elements listed below **in bold** represent National Program Reporting Elements which are required to be submitted annually via PMAS or WebDET. Northeastern Area Optional Metrics are listed below in normal text. States are encouraged to track and report these NA Optional Metrics to the Field Office Stewardship Coordinator, where practical, to illustrate program impacts within the State.

Note: Only quantitative measures are included here. Qualitative information such as success stories can also be submitted to demonstrate program impacts. State-specific quantitative measures of program impact not listed below can also be submitted.

Outcome 1: Private forest owners practice sustainable forest management. Program activities that can contribute to achieving this program impact include contact with landowners, forest stewardship plan development, cost-share assistance, forest certification assistance, support of peer-to-peer networks, workshops or field trips, and web-based landowner assistance and education. The following measures can be reported towards this impact:

1. Contacts with landowners:

1.1 Landowners who received technical assistance (includes phone contacts, site visits, email contacts, mailings, plan preparation, etc.).

(PMAS 1) # of landowners _____ # of acres _____
of landowners within spatially defined Important Forest Resource Areas _____
of acres within spatially defined Important Forest Resource Areas _____

1.2 Landowners who follow professional forestry advice when implementing a timber harvest or otherwise implementing management.

of landowners referred to private foresters _____
of acres referred to private foresters _____
Sawtimber harvested _____ million BF
Roundwood harvested (cords/pulp) _____ cords or _____ tons
Timber harvested According to Prescription _____ acres harvested

1.3 Improvement practices applied.

Forest Stand Establishment (reforestation/ afforestation) _____ acres
Forest Stand Improvement total acres _____
Wood fiber production _____ acres
Wildlife enhancement _____ acres
Fire/ fuel reduction _____ acres
Protection from insects and disease _____ acres
Recreation and archeological enhancement _____ acres
Roads or trails constructed/ improved _____ acres

1.4 Landowners who have participated in education programs (such as workshops, field trips, or public meetings).

(PMAS 2) # of landowners # of acres
of landowners within spatially defined Important Forest Resource Areas
of acres within spatially defined Important Forest Resource Areas

1.5 Landowners in peer-to-peer networks and Woodland Owner Associations, etc.

of landowners
of landowners within spatially defined Important Forest Resource Areas

1.6 Web-based landowner assistance

of web applications # number of hits to web applications

2. Individual forest management plans for NIPF landowners

2.1 Forest management plans that don't meet Forest Stewardship Plan criteria, (e.g. Tree Farm, Tax Plans, Conservation Easement Plans, EQIP Plans)

of plans acres of plans

2.2 (PMAS 3, 4 and 5) New and/or revised Forest Stewardship Plans

of Forest Stewardship Plans
Acres of Forest Stewardship Plans
of Forest Stewardship Plans in spatially defined Important Forest Resource Areas
Acres of Forest Stewardship Plans in spatially defined Important Forest Resource Areas

2.3 (PMAS 10, 11) New and/or revised EQIP Plans (Practice 106)

of Plans
of acres

2.4 (PMAS 6) Base NIPF acres spatially defined as Important Forest Resource Areas

of acres

2.5 (PMAS 7, 8) the cumulative total number of acres covered by current Forest Stewardship Plans.

of acres
of acres in spatially defined as Important Forest Resource Areas

2.6 (PMAS 9) Acres from Measure 2.5 confirmed as being managed sustainably, by field visits to a representative random sample of Forest Stewardship Plan properties, following established plan monitoring procedures.

of acres

2.7 NIPF land third party certification during the reporting year (SFI, FSC, and Tree Farm).

of acres certified

Outcome 2: Communities and stakeholders are engaged in the benefits of forest stewardship. Program activities that can contribute to achieving this program impact include contact with communities (e.g. towns, cities, watershed groups, conservation organizations, etc.) and developing landscape plans. The following measures can be reported towards this impact:

3. Communities are engaged in and appreciate the benefits of forest stewardship.

3.1 Programs conducted to promote forest stewardship (includes workshops, field trips or public meetings where the community is the focus rather than the individual landowner)

of programs # of individuals

3.3 Stakeholders engaged in community-based, landscape-stewardship effort.

of stakeholders

3.4 Local policies, regulations, laws, resolutions, etc. that support forest stewardship.

of policies

3.5 Communities where natural resource advisory groups, tree boards, conservation commissions, land trusts, etc. are established and engaged in the promotion of forest stewardship.

of communities

4. Landscape-Scale Forest Stewardship Plans are developed.

4.1 Community-based landscape stewardship plans or projects

of Landscape-Scale Forest Stewardship Plans/projects

of acres covered by Landscape-Scale Forest Stewardship Plans/projects

Cumulative # of Landscape-Scale Forest Stewardship Plans or projects

Cumulative # of acres covered by current Landscape-Scale Forest Stewardship Plans or projects

4.2 The percentage of NIPF landowners engaged with forest stewardship within the Landscape-Scale Stewardship Plan or project area. (Reported by individual plan/project area)

Name of plan/project area . Percentage of engaged landowners %

Add additional projects here as appropriate.

Outcome 3: Private forests are protected from conversion to non-forests. Program activities that can contribute to achieving this program impact include contact with landowners, development of conservation easements, and participation in a State's conservation tax program. The following measures can be reported towards this impact:

5. NIPF land is protected from conversion to non-forest uses.

5.1 Landowners contacted to discuss opportunities for protecting forest land from conversion to non-forest use.

of targeted landowners contacted

5.2 Conservation easements established on NIPF land

of conservation easements # acres of conservation easements

5.3 Land enrolled in state conservation tax programs (e.g. current use)

Acres percentage of eligible land

Watershed Forestry: Chesapeake Bay and New York City Watersheds

Allocation

There is no formulaic allocation of Stewardship funds specifically for watershed forestry in FY 2012. Funds will be allocated for watershed forestry activities through partnerships with States and other organizations through the Chesapeake Bay Watershed Forestry Program and New York City Watershed Forestry Program. It is recognized that some States are implementing watershed actions through other Cooperative Forestry programs that are worthy of highlighting individually or through success stories. Other watershed forestry actions may be implemented through competitive grants.

Direction

States are encouraged, within parameters of program authorities, to target Forest Stewardship or Urban and Community Forestry activities to enhance impaired watersheds; to protect and restore forests, water quality, and water supplies through best management practices, watershed-based planning, or targeted assistance; to educate citizens and landowners about the connection of forests and clean water; and to address watershed issues through demonstration projects, partnerships, and watershed-based cooperative projects.

Grant Narratives

In their narratives, States are encouraged to highlight activities that specifically address watershed issues and strategic objectives or participation in watershed partnership projects. Narratives are required for State participation in watershed partnership projects in the Chesapeake Bay and NYC Watershed (for questions contact Sally Claggett, sclaggett@fs.fed.us or Robert Clark, rclark01@fs.fed.us respectively).

Accountability

Accomplishment reporting for Chesapeake Bay projects in DC, DE, MD, NY, PA, VA, and WV fall into the following three categories: 1) number of targeted acres of forests protected (including riparian buffers), 2) number of acres of other forest protected, 3) number of miles of riparian forest buffer restored, and 4) number of communities with plans to increase their tree cover. For background information about why this information is requested, visit the Chesapeake Bay directive for Forest Conservation at the following link: (http://www.chesapeakebay.net/content/publications/cbp_27761.pdf) or contact Sally Claggett. Reports will be filed through the Chesapeake Bay Forestry Workgroup by **December 1, 2012** for acres and miles of riparian buffers protected or restored and by **February 15, 2013** for the rest.

Accomplishments reporting for the forestry program of New York's Watershed Agricultural Council fall into the following five core areas: 1) forest management planning and stewardship,

2) best management practice (BMP) implementation, 3) logger and forester training, 4) model forest program, and 5) watershed forestry education program. The Watershed Agricultural Council will submit an accomplishments report to the Northeastern Area Director by **December 1, 2012**.

Direct questions about program implementation to your respective Field Office Representative:

New England States and New York:

Terry Miller, Durham Field Office Representative (603) 868-7694, twmiller@fs.fed.us

Mid-Atlantic States:

Robert Lueckel, Morgantown Field Office Representative (304) 285-1540, rlueckel@fs.fed.us

Mid-Western States

Barbara Tormoehlen, St. Paul Field Office Representative, (651) 649-5276, btormoehlen@fs.fed.us

Urban and Community Forestry (UCF)

Allocation

For fiscal year 2012, the Northeastern Area has applied the performance allocation methodology approved by Congress in 2006. Allocation of funds to States is based on community output data submitted to the Community Accomplishment Reporting System (CARS). The Forest Service uses the total US Census population of communities that are reported by States as managing or developing their urban forest programs as the basis for allocating available performance funding.

Please note, to be eligible for the full \$200,000 minimum funding, each State's basic program should meet the four program standards, including a full-time coordinator, full-time or equivalent volunteer/partnership coordination capacity, active State advisory council, and current 5-year plan that may be included in the Statewide Forest Action Plan. The NA may withhold funding to States if they are not meeting these basic standards. State Foresters may elect to participate in the travel program through NAASF agreement with West Virginia University, lowering their final allocation by the amount requested for travel.

Program Narrative Direction

Please use the Program-Project Narrative document provided at the following website to guide development of your annual request: <http://www.na.fs.fed.us/fap/narrativetemplates.shtm>

- **Purpose:** The purpose of the federal UCF program is “to provide financial, technical, educational and related assistance to State foresters to assist communities to plan urban forestry programs and to plant, protect, maintain and utilize wood from community trees and forests to maximize social, environmental and economic benefits.” Core program activities are those that lead to the establishment of self-sustaining local UCF programs that improve the condition and extent of trees and forests in cities, suburbs and towns. Annual program narratives should reference specific strategies and goals from the approved State Forest Action Plans and UCF Plans that contribute to state and national performance measures in urban and community forestry.
- **Scope of Work:** List relevant priority objectives tied to the State Forest Action Plan as the basis of your scope of work. In the scope of work, please note any changes in State program direction from the previous year.

In addition, the US Forest Service encourages States to focus federal UCF program assistance and outreach efforts on helping communities improve the resilience of their urban and community forests in response to *climate change* stresses. At least one of your objectives in your scope of work should tie to one of the following:

1. Increase carbon sequestration;
2. Reduce energy consumption and reduce greenhouse gas emissions from power plants;
3. Reduce the forest's susceptibility to insects and disease, and catastrophic events;
4. Improve the forest's ability to contribute to clean water quality and quantity needs;
5. Generate bio-fuels from urban wood waste products to off-set fossil fuel usage;
6. Reduce the impacts of land use change, fragmentation, and urbanization on forest landscapes;
7. Improve community health and well-being.

- **Methodology:** States should include a list or description of specific activities and partnerships that contribute to the objectives listed in the scope of work. Example activities that contribute to the Forest Service *climate change response* priority include targeted assistance for strategic tree planting, urban tree canopy assessment and goal setting, and active management of the urban forest.

Include in the methodology a description of how the state addresses the US Forest Service standards for UCF program participation (coordinator, volunteer/partnership coordination capacity, advisory council, and strategic plan).

Timeline: State program narratives should contain a general timeline or milestone activities, including submittal of community data to CARS at <http://spfnic.fs.fed.us/nicportal> by **October 10, 2012.**

- **Accomplishment Reporting:** The Community Accomplishments Reporting System (CARS) is now available for reporting and tracking performance year round (<http://spfnic.fs.fed.us/nicportal>). Utilize the 2012 target form (below) to list final outputs (managing and developing communities, and volunteer hours) from 2011 and planned targets for 2012. In this section, diminishing targets should be explained. States must report on the total number of hours of volunteer service contributed to their UCF Programs and carefully track and report on the following elements achieved in each community:

1. Management Plans: Urban tree and forest management plans, developed from professionally-based resource assessments / inventories.
2. Professional Staffing: urban foresters / arborists employed or retained through written agreement.
3. Ordinances/Policies: Local ordinances or policies aimed at the protection and sound management of urban trees and forests.
4. Advocacy/Advisory Organizations: Active tree commissions or non-profit organizations established to support local urban forestry activities.
5. State Assistance: Technical, financial and/or educational assistance

Communities that have the first four elements are ‘Managing’ their urban forest resources, and communities having less than four of the elements and having received State assistance in the current year are ‘Developing.’ **States are expected to document the elements above, including state assistance, on an ongoing basis and be prepared to make this information available on request.**

Urban and Community Forestry CARS Target Form:

Accomplishment/Performance Measure	Measure Type	2011 Final	2012 Target
CARS Number “Managing” Communities	National		
CARS Number “Developing” Communities	National		
CARS Number of Volunteer Hours contributed	National		
Enter Additional Measure (if any)	State		
Enter Additional Measure (if any)	State		

Final data submitted in CARS 2011:

State	2011 Managing	2011 Developing	2011 Volunteer Hours
Connecticut	38	124	13,475
Delaware	35	28	2,748
District of Columbia	1	0	41,222
Illinois	85	133	17,700
Indiana	32	89	80,643
Iowa	38	234	19,357
Maine	31	112	6,448
Maryland	110	273	72,614
Massachusetts	35	128	19,500
Michigan	65	178	4,745
Minnesota	53	113	38,174
Missouri	60	61	30,894
New Hampshire	64	117	9,057
New Jersey	244	156	43,559
New York	81	207	247,681
Ohio	75	253	39,971
Pennsylvania	241	174	47,947
Rhode Island	17	22	6,842
Vermont	19	47	13,436
West Virginia	7	34	4,620
Wisconsin	92	137	5,994

Additionally, States are expected to submit to <http://spfnic.fs.fed.us/nicportal> a list of UCF State sub-grants awarded over the past year. Minimum Information includes recipient name, community, purpose, and amount contributed by Federal, State, and Local entities.

Reporting requirements include a 2-page report and digital photographs (>300 dpi) with captions highlighting significant community projects contributing to priorities established in the UCF core

program narrative. You should answer the question: How are Forest Service dollars making a difference at the local level? Report should include the following in the order shown:

1. State Urban Forestry Coordinator contact: name, address, phone, e-mail address, and website
2. State Program Overview (1-2 paragraphs)
3. Community Accomplishments: Identify and report on exemplary community projects and outcomes that contribute substantially to meeting state and national program priorities described in your original program narrative.

Note: As part of the NA Urban Pest Detection and Tree Inventory initiative, data collected during local inventory and assessment projects should be made available on request to the US Forest Service. The Forest Service is compiling data to be entered into the Urban Forest Health Information Center (UFORHIC).

Direct questions about program implementation to your respective Field Office Representative:

New England States and New York:

Terry Miller, Durham Field Office Representative (603) 868-7694, twmiller@fs.fed.us

Mid-Atlantic States:

Robert Lueckel, Morgantown Field Office Representative (304) 285-1540, rlueckel@fs.fed.us

Mid-Western States:

Barbara Tormoehlen, St. Paul Field Office Representative, (651) 649-5276, btormoehlen@fs.fed.us

Forest Legacy Program (FLP)

Allocation

FLP funding allocations to the States includes project and administrative funds.

Project funds are for the acquisition of lands or interests in lands that are identified in specific projects. The priority list of projects is decided by congressional appropriations committees based on advice from a national project selection panel. Funds for some projects will likely be derived from prior year appropriations, as required by Congress. Project funds can include and be used for directly-associated acquisition activities for the tracts. The FLP FY 2012 projects protect important forests that provide opportunities for carbon sequestration. In addition, the protected forests maintain an interconnected network of working forestlands that will help ecosystems adapt to a changing climate. Funds for each FLP project must be requested in a separate Forest Legacy project grant application.

Administrative funds are allocated by specific State needs to be used for day-to-day State FLP administration; these funds may be used for project acquisition activities, such as title searches, appraisals, easement drafting, negotiations and other related work to make the highest priority State projects ready for future-year funding. This will help the States respond to the National Priority List criterion on readiness. Additionally, administrative funds can be used to amend a State Forest Legacy Program. Administrative funds may also be used for the purchase of hardware to facilitate the transition to a digital document handling system. The FLP administrative funds must be requested in a separate Forest Legacy administration grant application.

Direction

Only FLP projects approved by the appropriations committees may be funded through the Forest Legacy Program. This year may require the use of prior year funds to fund approved projects. The prior-year funds may not arrive in the Area as quickly as the appropriated funds. In light of this, approved FLP project grants will be funded in the order the grant applications are received. Permanent protection of forestland is a critical strategy in mitigating climate change through ensuring a biological sink of carbon. In addition, establishing a network of undeveloped lands will help ecosystems and associated species adapt to climate change. The FY 2012 FLP projects have been selected based on three core criteria that relate to both assisting mitigation of and adaptation to climate change: (1) environmental importance of the property; (2) threat of conversion to a non-forest; and (3) strategic position on the landscape and connection with other protected lands.

Approval from the State Forest Stewardship Coordinating Committee (SFSCC) is required for changes in specific project activities including approving tracts where specific tracts have not been identified within a project. Please notify the Program Manager if a project changes from the description in the grant agreement. The Program Manager will look for project change approval by the SFSCC prior to approving changes in the project. Excess project funds and funds from failed projects will be returned to the Forest Service for distribution to under-funded tracts or tracts next in priority.

The grant agreements will provide direction related to appraisal format and instructions, as well as negotiation instructions to address FLP conservation easement drafting.

Accomplishment Reporting Requirements

The following reporting requirements and time frame required by the Forest Legacy Program are:

Annual status reports on each outstanding Forest Legacy grant.

PMAS: Forest Legacy Program PMAS requirements are satisfied from the Forest Legacy Information system (see below).

FLIS: The Forest Legacy Information System (FLIS) must be updated by the States **within 10 days of the information changing** so that there is current data for periodic reports to respond to Congressional and agency requests. All fiscal year accomplishments must be updated by **October 15, 2011**.

Direct questions about program implementation and funding allocation for the Forest Legacy program to:

Deirdre Raimo at (603) 868-7695, draimo@fs.fed.us

Conservation Education

Allocation

National Program Direction commits Northeastern Area State and Private Forestry (NA S&PF) to implementing a Conservation Education (CE) Program. Funds for CE are included in the total State allocation. States are provided latitude to fund CE from one or several core programs at a level that best meets our common CE goals.

Direction

The Conservation Education program addresses a national priority of the U.S. Forest Service. It provides technical and financial assistance to State forestry agencies and other organizations to help them create an informed public that can make wise decisions that affect forests and other natural resources. Emphasis is on the core themes of sustainability of natural and cultural resources in forest, grassland, and aquatic ecosystems and developing awareness of the interrelationships between people and the land. For NA, these themes have been further defined to include the following for priority topic areas in alignment with other State and Private Forestry program direction:

- The value of trees, forests, forest ecosystems, and forest products in enhancing quality of life.
- Caring for trees, forests, and forest ecosystems to ensure forest healthy and sustainability.
- Maintaining and restoring the biodiversity of native forest ecosystems.
- The positive role that trees, forests, and forest ecosystems play in protecting our water.
- Improve effectiveness in reaching traditionally underserved youth populations.

The CE program focuses its specific educational efforts on children (pre-kindergarten through 12th grade) and their educators in both classroom and informal settings. It also coordinates with other Forest Service educational programs directed toward adults to ensure continuity and consistency of educational materials from childhood to adulthood.

CE activities and funding levels should be described in the narratives for the core programs that will fund those activities. A CE contact must be identified in the narrative. Use of the NAAEE Guidelines for Excellence in Environmental Education is encouraged.

Accomplishments

Requirements for Fiscal Year 2012 are unchanged from those of Fiscal Year 2011, including tracking information on direct and indirect contacts with students, teachers, visitors, and the general public. Other helpful, but optional, information is tracking civil rights elements such as inner-city program participation and underserved population contacts, an evaluation, and photographs of program participants. Accomplishments will be reported to the Naturewatch, Interpretive Services and Conservation Education database (NICE) due **September 15, 2012**, but can also be entered throughout the year as tasks are completed. If projects are not complete by that date, a file should still be established with a status report of the project. The NICE accomplishment reporting Web site is the same as last year http://www.na.fs.fed.us/con_reports/. Having created this report, grant reporting requirements can be addressed by appending this report to the core program grant report.

Direct questions about program implementation to your respective Field Office Representative:

New England States and New York:

Terry Miller, Durham Field Office Representative (603) 868-7694, twmiller@fs.fed.us

Mid-Atlantic States:

Robert Lueckel, Morgantown Field Office Representative (304) 285-1540, rlueckel@fs.fed.us

Mid-Western States:

Barbara Tormoehlen, St. Paul Field Office Representative, (651) 649-5276,
btormoehlen@fs.fed.us

Exhibit B - Grant Programmatic and Administrative Processes for FY 2012

Important topics concerning grant processes and operational changes taking place within the Forest service in the near future are highlighted below. Also, visit our website at the link below for a more comprehensive listing of grant-related topics:

<http://www.na.fs.fed.us/fap/fap.shtm>.

Forest Service Financial System

On October 1, 2012, the Forest Service will be transitioning to a new financial system. Official notification on how this transition will be handled has not been provided to the Northeastern Area at this time. In anticipation of what will take place, the following recommendations are suggested:

- Submit all grant application packages for new funding as soon as possible. The current financial system may be shut down earlier than usual (possibly in August 2012) in order to prepare for the transition.
- Expired obligations will not be transferred into the new financial system. If you have a grant that expires on or before July 1, 2012, any funds remaining in these grants may be at risk. It is recommended that you review the status of these grants and work with your staff to ensure all required funds are liquidated within the 90-day closeout period or, if appropriate, a request for a time extension is submitted.

Program Authorities

The work performed in federal financial assistance instruments must align to the program authorities supporting that project. It is the responsibility of both the Forest Service program and grants staff along with the recipient to ensure that the activities described in the scope of work for a grant or cooperative agreement conform to the permissible activities under that authority.

For more detailed information on the authorities supporting State and Private Forestry, please refer to the document entitled “National S&PF Program Authorities and Guidance” Document located at the link below.

<http://www.na.fs.fed.us/fap/narrativetemplates/SPF-Authorities-Final.pdf>

Grant Narrative Formats

The grant narrative formats designed by the State and Private Forestry Board in FY11 for noncompetitive (core funding) narratives will continue to be in effect for FY12. These formats were developed to provide a simple and flexible template that would incorporate the Forest Action Plans for our State partners.

The narrative formats, background information, and guidelines are on our website and will be used in conjunction with the program information provided in Exhibit A of the Financial Advice to States letter. Refer to the link below for additional information:

<http://www.na.fs.fed.us/fap/narrativetemplates.shtm>

Contact Information

The Grants Staff is available to assist you in all aspects of grants administration. Please contact the team members servicing your State for assistance.

NEW FOR FY12: In order to expedite processing of your application and other official correspondence, a “shared inbox” has been created within the Grants Staff and is listed in the table below. If you plan to submit an electronic application please use this email for timely processing of your paperwork. Hardcopy and faxed applications/correspondence will still be accepted.

<p><u>Durham Field Office</u> CT, ME, MA, NH, NY, RI, VT</p> <p>Vickie Caldwell – Lead Specialist (610) 557-4131 vcaldwell@fs.fed.us</p> <p>Giovanna Capece – Support Assistant (610) 557-4016 gcapece@fs.fed.us</p>	<p><u>Morgantown Field Office</u> DC, DE, MD, NJ, OH, PA, WV</p> <p>Zaneta Hammond – Lead Specialist (610) 557-4105 zhammond@fs.fed.us</p> <p>Lois Tulino – Support Specialist (610) 557-4184 ltulino@fs.fed.us</p>
<p><u>Saint Paul Field Office</u> IA, IL, IN, MI, MO, MN, WI</p> <p>Lori Gordon – Lead Specialist (610) 557-4106 lgordon@fs.fed.us</p> <p>Linda Haenn – Support Specialist (610) 557-4238 lhaenn@fs.fed.us</p>	
<p>NEW - Email address for official correspondence: nagrants@fs.fed.us</p>	

NEW FOR FY12: Changes to Reporting Time Frames

The Forest Service has established standard reporting time frames for interim financial and accomplishment reporting for all open grants and agreements. The due dates for interim reports will no longer be based on the start date of your project. The interim reports will now be due based on a calendar year schedule as outlined in the award letter.

If your award letter states	Reporting Period	Due to the Grants Specialist by
Annual Reports	December 31 st	March 31 st
Semi-annual reports	June 30 th and December 31 st	July 31 th and January 31 st
Quarterly reports	March 31 st , June 30, September 30 th and December 31 st	April 30 th , July 31 st , October 31 st and January 31 st

There has been no change to the submission of final financial and accomplishment reporting. These reports will still be due to the Grants Specialists within 90 days of the expiration date.

Please keep in mind that submission of timely interim and final accomplishment and financial reports is critical in complying with the terms and condition of the grant award. These reports support not only the Forest Service program staffs in their monitoring duties but help the Forest Service comply with audit requirements. These reports are also a vehicle to tell a story of the great work that you are accomplishing in support of Northeastern Area State and Private Forestry.

Civil Rights Pre-Award Certification

Compliance in Equal Opportunity program delivery includes ensuring that no one is denied an equal opportunity to participate in, receive benefits from, and receive access to any program or service funded by the Federal government. Program delivery, nondiscrimination compliance applies to both federally conducted programs and federally assisted programs.

In FY 2012, all recipients will be contacted by a Forest Service Program Manager who will conduct a pre-award review using a checklist developed by our Washington Office Civil Rights staff. This is an opportunity to engage in a discussion of your Civil Rights program and to assist you in areas where deficiencies have been found. This compliance interview is conducted once annually for each recipient organization that is receiving funds during that fiscal year.

Equipment Certification

Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. The document, entitled “Grants and Agreements - Additional Guidance for Equipment Purchases,” outlines the roles and responsibilities for both recipients and Forest Service personnel. A copy of the document is located at the following link:

http://www.na.fs.fed.us/fap/Equipment%20Purchases%20via%20Grants_Roles%20and%20Responsibilities.pdf

The authorities for the State Fire Assistance program provide for the purchase of equipment; therefore, the submission of a cost analysis for equipment purchases is waived at this time

Drawdown of Funds

Recipients are encouraged to draw funds on a timely basis on projects where work is being accomplished. It is recommended that drawdown occur no less than quarterly. Upon expiration of a project, please draw required funds within the 90-day closeout period.

Forest Service auditors are closely monitoring funds remaining after the expiration date of a project along with open projects that have no drawdown activity in 12 months or more. It is the responsibility of both the Forest Service and our partners to ensure that we are being fiscally responsible with our Federal dollars.