

SECTION VI: ADDENDUM to Stewardship Plans: Supplemental information for USDA Natural Resource Conservation Service (NRCS) conservation program applications.

[September 2011 updates are highlighted in green.]

The Addendum to a Stewardship Plan is optional. In general, only landowners desiring to participate in the Environmental Quality Incentive Program (EQIP) will need this section added to their Stewardship Plan. The information does not need to be provided for all portions of the contiguous ownership; only the stands or compartments where NRCS funded conservation practices are recommended must be covered. Including the Addendum in the original WoodsWISE Stewardship Plan will help expedite the application and planning process for landowners desiring further financial assistance to implement the recommendations in their plan.

If written, the Addendum must be a stand-alone section of the Stewardship Plan. Both electronic and paper versions are required. **If a new Stewardship Plan is intended as a qualifying plan of operations for the (EQIP) or other conservation programs, all the items in this Section are required.***

A complete WoodsWISE Stewardship Plan that includes all the items in the Addendum will be considered to meet the specifications for NRCS Conservation Activity Plans-Forest Management Plans (CAP-FMP), practice code 106.

- A Cover page, which includes a certification statement and signatures from landowner and forester. [See template below.]
- A Record of Decisions (ROD) that includes the practice name, code, practice component, units and extent, and proposed month and year of installation. [See template below]
- A map, preferably digital, that clearly indicates locations of property lines and proposed practices. If digital mapping programs are used, shapefiles compatible with ARC GIS software are required.
- A completed Environmental Evaluation (form-ME-CPA-52).
NOTE: CAP-FMPs contracted after October 1, 2010 DO NOT require a completed CPA-52 form, BUT still require an ECS-1 (completed up to Step 3) and a completed Wildlife Habitat Evaluation Procedure (WHEP).

*The 2008 Farm Bill recognizes Forest Stewardship Plans as “qualifying plans of operations”, one of the eligibility requirements for the Environmental Quality Incentive Program (EQIP), as well as other programs administered by the NRCS. The revised National Standards for Forest Stewardship Plans (2008) provide for an optional addendum that meets the needs of federal conservation program planning.

Cover Page

STEWARDSHIP PLAN ADDENDUM /CONSERVATION ACTIVITY PLAN
(*indicate one*)

Landowner(s) name(s)
Landowner Address
Landowner phone number

Woodlot Town
Woodlot County
forested acres in Plan
Date of Plan

Forester Name
Forester Address
Forester phone #

**FSA TRACT # (if known)
**NRCS EQIP Contract # (if known)

Certification:

I assume responsibility for the development of the above stated Stewardship Plan Addendum /Conservation Activity Plan (*indicate one*) provided. The plan provided: (1) complies with all applicable Federal, State, Tribal and local laws and requirements; (2) meets applicable Department standards, specifications, statements of work and program requirements; (3) is consistent with the particular conservation program goals and objectives for which the program contract was entered into by the Department and the participant; and (4) incorporates alternatives that are both cost effective and appropriate to address the resource issue. Conservation alternatives will meet the objectives for the program and participant to whom assistance is provided.

Forester License # _____ Signature _____ Date _____

Landowner/Producer Signature _____ Date _____

**Maine Forest Service TSP signature _____ Date _____

**NRCS Signature _____ Acceptance Date _____

**** If this form is used to certify completion of CAP-FMP for payment by NRCS, these items are *required*.**

Forest Management Plan
Record of Decisions

Landowner Name, Address & Phone*:

Planner Name, Address & Phone*:

Forested Acres in Plan:
Plan Date:
Planning Period:

Landowner Objectives:

Resource concerns*:

The primary land use for this resource management system is forestland. All planned land units (stands) are in forest. The practices included in this system address the following resource concerns:

Tract Number (if known)	Land Unit (Stand)*	Practice Code Number*	Narrative ID Number*	Planned Amt*	Units*	Proposed Month of Installation*	Proposed Year of Installation*

Use additional separate lines for each practice/location/time period.

Practice Narratives*:

(A menu of standard narratives for commonly prescribed forestry practices can be found below. Forester preparing the Addendum may write a site/property specific narrative for each practice, and/or may copy from Prescriptions and Recommendations portion of Stewardship Plan.)

*required items

Menu of
FORESTRY and WILDLIFE NARRATIVES for
STEWARDSHIP PLAN ADDENDUM/CONSERVATION ACTIVITY PLAN
(sorted alphabetically by practice name)

ID	NARRATIVE
666SCH	666SCH Forest Stand Improvement , Sanitation Cutting, Heavy Intensity - Cut and remove heavily infected and declining stands (>40 sq. ft. of basal area). Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 666.
666SCM	666SCM Forest Stand Improvement , Sanitation Cutting, Medium Intensity -Cut and remove moderately infected and declining stands (21-40 sq. ft. of basal area). Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 666.
666THN	666THN Forest Stand Improvement , Thinning (of Sapling Stands) - Thin sapling stands to improve growth, quality and composition. Maintain a fully-stocked stand of healthy, vigorous plants. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 666.
666CTR	666CTR Forest Stand Improvement , Thinning (Crop Tree Release) - Select and release crop trees on 3-4 sides of the crown by removal of competing trees. A minimum of 20 trees per acre and maximum of 150 trees per acre will be released. Maintain a fully-stocked stand. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 666.
666MTR	666MTR Forest Stand Improvement , Thinning (Mast Tree Release) - Select and release wildlife mast trees, on 3-4 sides of the crown by removal of competing trees. Maintain a fully-stocked stand. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 666.
666CRC	666CRC Forest Stand Improvement , Spot Spray (Competition Control for Regeneration) spot or band spray kill tree seedlings/ sprouts, woody shrubs, or small saplings (<2" dbh) within the understory that compete directly with more desirable seedlings and prevent or substantially reduce their health and vigor). Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 666.
666CRM	666CRM Forest Stand Improvement , Thinning (Competition Control for Regeneration) - kill tree seedlings/ sprouts, woody shrubs, or small saplings (<2" dbh) within the understory that compete directly with more desirable seedlings and prevent or substantially reduce their health and vigor). Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 666.
666SCL	666SCL Forest Stand Improvement , Thinning (Sanitation Cutting, Light Intensity) - Cut and remove lightly infected and declining stands (0-20 sq. ft. of basal area). Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 666.
666THW	666THW Forest Stand Improvement , Thinning of Sapling Stands for Wildlife -

	Thin sapling stands for wildlife to improve the quantity and quality of habitats by increasing the diversity of ages and types of forest plants. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 666.
655TCV	655TCV Forest Trail and Landing , Culverts – Install and maintain cross-drainage culverts for a forest/skid trail to provide good drainage and divert runoff to protected areas. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 655.
655TRL	655TRL Forest Trail and Landing , Forest Trail, no water bars or fabric - Establish and/or maintain a minimum 10-foot wide forest/skid trail including providing good drainage and diverting runoff to protected areas. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 655.
655TWF	655TWF Forest Trail and Landing , Forest Trail, water bars and fabric - Establish and/or maintain a minimum 10-foot wide forest/skid trail including providing good drainage with water bars and fabric. Divert runoff to protected areas. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 655.
655LND	655LND Forest Trail and Landing , Land/Landing Repair - Establish and/or maintain log landing by providing good drainage and diverting runoff to protected areas. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 655.
000-00S (Existing Stream Crossing 578 narrative)	578 Stream Crossing - Construct a stabilized area where an intermittent or perennial watercourse exists and a ford or culvert type crossing is desired for people, livestock and/or equipment. Implement and operate this practice according to a design and operation plan prepared in accordance with NRCS standard and specification Code 578.
612AFF	612AFF Tree/Shrub Establishment , Afforestation - Establish and maintain trees where none existed, such as an old field to establish a new forest. Plant by May 30. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 612.
612SHB	612SHB Tree/Shrub Establishment - Plant or inter-plant and maintain all shrubs without shelters or mats. Plant by May 30. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 612.
612TSM	612TSM Tree/Shrub Establishment - Plant or inter-plant and maintain all trees with shelters and mats. Plant by May 30. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 612.
612TM	612TM Tree/Shrub Establishment - Plant or inter-plant and maintain all trees without shelters. Plant by May 30. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 612.
612TRE	612TRE Tree/Shrub Establishment - Plant or inter-plant and maintain all trees without shelters and mats. Plant by May 30. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 612.
612PTW	612PTW Tree/Shrub Establishment - Planting or Inter-planting for Wildlife - Establish and maintain a tree and/or shrub planting for wildlife/pollinators. Native plants are preferred. Plant by May 30. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 612.

660P09	660P09 Tree/Shrub Pruning , 0 to 9 feet - Prune trees from 0 to 9 feet - A minimum of 20 trees per acre and a maximum of 120 trees per acre (depending on species) shall be pruned. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 660.
660P17	660P17 Tree/Shrub Pruning , 9 to 17 feet - Prune trees from 9 to 17 feet - A minimum of 20 trees per acre and a maximum of 120 trees per acre (depending on species) shall be pruned. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 660.
660P25	660P25 Tree/Shrub Pruning , 17 to 25 feet - Prune trees from 17 to 25 feet - A minimum of 20 trees per acre and a maximum of 120 trees per acre (depending on species) shall be pruned. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 660.
660WLD	660WLD Tree/Shrub Pruning , 17 to 25 feet (Wild Apple Tree Pruning) - Prune wild apple trees by removing all multiple stems and leaving one main, healthy stem uncut. Remove all dead and damaged branches, and approximately one-third of the remaining live growth. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 660.
490PF	490PF Tree/Shrub Site Preparation , Forestland - Prepare land for establishing woody species by controlling weeds, removing slash and debris, or otherwise altering the site conditions to favor tree establishment by natural or artificial methods. Heavy site preparation equipment is needed, such as a skidder. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 490.
490PNF	490PNF Tree/Shrub Site Preparation , Non-forested - Prepare land for establishing woody species by controlling weeds or otherwise altering the site conditions to favor tree establishment by natural or artificial methods. Light site preparation is needed, such as mowing and/or band or spot application of herbicides. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 490.
314MIV	314MIV Brush Management , Mechanical Removal of Invasive Woody Plant Species- Eradicate or control the spread of invasive plant species in forested areas. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 314.
314CIV	314CIV Brush Management , Spot Spray of Invasive Exotics- Chemically eradicate or control the spread of woody invasive plant species in forested areas. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 314.
315MIV	315MIV Herbaceous Weed Control , Mechanical Removal of Invasive Herbaceous Plant Species - Eradicate or control the spread of invasive plant species in forested areas. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 315.
315CIV	315CIV Herbaceous Weed Control , Spot Spray of Invasive Exotics- Chemically eradicate or control the spread of herbaceous invasive plant species in forested areas. Implement and operate this practice according to a design and operation and maintenance plan prepared in accordance with NRCS standard and specification Code 315.

Addendum Maps

Both electronic and hard (paper) versions are required. Maps should be to scale and with sufficient detail to permit the locating of proposed practices. Maps will include:

- i. north arrow, legend, scale bar, landowner name, name and signature of the person preparing the map, and date prepared.
- ii. all other information pertinent to the project, including town name, property lines, stand boundaries, water bodies and wetlands, proposed practice areas, practice names and codes.

Electronic copies may be scanned versions of paper maps, .pdf files or (preferably) digital shapefiles with attribute information. Shapefiles should show the coordinate system used (NAD 83, UTM, Meters, Zone 19 preferred). For digital maps, all applicable shapefiles necessary to display the map features in ArcMap must be included.

If digital mapping or GIS programs are used, show tract or property boundary shapefiles as **polygons**. Practices measured in *area* (usually acres), such as Forest Stand Improvement, Tree and Shrub Establishment, or Site Preparation, will also be shown as a **polygon**. Practices measured in *linear feet* (Forest Trails) should be **lines**. For Tree and Shrub Pruning and other practices that are measured as a *number* (in this instance, number of trees pruned) show the overall practice area as a **polygon**. Use **point** shapefiles for practices such as Stream Crossings. To determine the correct units to use, consult the Specification Guides, Job Sheets or Standards for specific practices. Section V of the WoodsWISE Manual, http://www.maine.gov/doc/mfs/fpm/wwi/DOCS/pdf_v/wwi_manual/wwi_manual_section5.pdf, has links to the Electronic Field Office Guide (eFOTG) pages for commonly used forestry practices.)

Generally, the Addendum map will be based on the Forest Management Plan map. (If the FMP map already covers these required items, please include additional copies in the Addendum.)

Environmental Evaluation: Form ME-CPA52

NOTE: CAP-FMP contracts written after October 1, 2010 DO NOT require a CPA-52 form.

This form helps the NRCS and the landowner comply with National Environmental Protection Act (NEPA). It serves as a “red flag” checklist. In most cases, the form simply documents that there are no harmful or adverse effects likely to occur from the proposed activities, or that an existing problem needs addressing. In the cases where further consultation is required (from US Fish & Wildlife Service or other federal agencies) before implementation, the form serves as a signal to NRCS staff. Ultimately, NRCS is responsible for full compliance with all applicable laws before awarding contracts to landowners.

NOTE: CAP-FMPs contracted by NRCS after October 1, 2010 do not require a complete CPA-52, BUT still require an ECS-1 (completed up to Step 3) and a completed Wildlife Habitat Evaluation Procedure (WHEP).

For CPA-52 forms, choose from three templates:

Forestry

vegetative: http://efotg.nrcs.usda.gov/references/public/ME/CAP_Forestry_Vegetative_Roads_CPA_52_FY10.pdf

Forestry roads:

http://efotg.nrcs.usda.gov/references/public/ME/CAP_Forestry_Roads_CPA_52_FY10.pdf

Forestry vegetative and roads.

http://efotg.nrcs.usda.gov/references/public/ME/CAP_Forestry_Vegetative_CPA_52_FY10.pdf

Instructions are contained within the templates. For further assistance, contact NRCS staff at your local USDA Service Center.

To find the most up-to-date version of the Maine ECS-1, go to:
http://efotg.sc.egov.usda.gov/references/public/ME/ME_ECS_1.doc

The ECS-1 should be filled out based on At-risk species maps provided by local USDA NRCS field offices. The “action area” is where NRCS practices are recommended to be installed, which may or may not correspond with forest stand or property lines

To find the most up-to-date version of the Maine Wildlife Habitat Evaluation Procedure (WHEP), go to:
http://efotg.sc.egov.usda.gov/references/public/ME/ME_HEP_v1.4.xls

The area evaluated using the WHEP is limited to stands for which the Forestry CAP was developed and associated forest management actions that could affect (positively or negatively) fish and wildlife habitat.

Further instructions are included in these forms. If you have questions or suggestions for improvement, contact Jeff Norment, NRCS Biologist, (207) 990-9571 or e-mail at Jeff.Norment@me.usda.gov

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