2018 Stewardship Forester & Tree Farm Inspector Training and Information Meeting--AGENDA

- 8:00: Coffee and registration
- 8:15-8:30: Welcome & Introductions
- 8:30-8:40: WoodsWISE Program Status Update-*Andy Shultz, MFS Landowner Outreach Forester*

Review of application and claim-for-payment forms, process, SSN/TIN policy, etc.

- 8:40-9:30: Woodland Resource Action Plans (WRAPs)-*Andy Shultz, MFS*

Review of current Stewardship Forest Management Plan specifications, with cross reference to latest American Tree Farm Standards changes

- 9:30-9:45: 15-minute break
- 9:45-10:30: Invasive Plant Control update-*Nancy Olmstead, Invasive Plant Biologist, Maine Natural Areas Program, DACF*
- 10:30-11:15: To Be Stream Smart is WoodsWISE---*Tom Gilbert, Water Resources Forester, MFS*
- 11:15-12:00: Insect and Disease Conditions update-*Allison Kanoti, Forest Health & Monitoring, MFS*
- 12:00-12:30: LUNCH!

2018 Stewardship Forester & Tree Farm Inspector Training and Information Meeting—AGENDA, continued

- 12:30-3:30: Cooperative Tree Farm Inspector training-*Kyle Burdick, Maine Tree Farm Committee*

- **All Tree Farm Inspectors are required to have training on the 2015-20 Standards prior to conducting inspections.**

- Introduction to the American Tree Farm System
- 2015-20 AFF Standards of Sustainability
- Management Plan review
- The ATFS Inspector's Manual
- 004 Form & Tools, including fillable .pdf
- Wrap-up & Questions

3:30 ***Adjourn, and safe travels home!***

WoodsWISE 2018-program status

- 2015 allocation down almost 7 %, continuing previous years trend.(biggest drop in 2009)
- 2016-esentially same as 2015
- 2017-slight increase
- 2018--????? (FSP program long-term prospects in doubt)

No major changes for 2018—keep on keeping on

WOODSWISE INCENTIVES PROGRAM WEB PAGE

Google | Bookmarks | WoodsWISE: Woods Wise

www.maine.gov/dacf/mfs/policy_management/wwi.html

- About Us
  - Message from the State Forester
  - Forest Health and Monitoring
  - Forest Protection
  - Forest Policy and Management
    - Approved Forestry Permits
    - Be Woods Wise
    - District Foresters
    - Forest Certification
    - Forester's Institute
    - Information Sheets
    - Outcome Based Forestry
    - Project Canopy
    - Selecting a Private Consulting Forester
    - Tree Growth Tax Law Information
    - Water Resources
    - Woods Wise Incentives to Stewardship Enhancement
- Wildfire Danger Report
- Woodland Owners
- Cities and Towns
- Working in the Woods
- Education
- Projects
- News
- Events
- Publications
- Rules and Regulations
- Contact Us

Maine Forest Service

WoodsWISE: Woods Wise Incentives to Stewardship Enhancement

Welcome to WoodsWISE, the Maine brand of Stewardship. Taking care of our woodlands is extremely important to the economy and well-being of our state. A key element of woodland stewardship is working with a professional forester to develop a management plan. The WoodsWISE Incentives program currently offers cost-share assistance for forest management planning known as a Woodland Resource Action Plan (WRAP). A WRAP will provide a good description of the current and potential values of your woodland, and a blueprint of activities to reach your objectives to maintain and improve your woods.

For more information, contact the Maine Forest Service's Landowner Outreach Forester at (207) 287-8430, or a District Forester.

Information Sheet on Woods Wise Incentives Program
(pdf | rtf)

Some Useful Links:

Find your local District Forester

View a list of private consulting foresters eligible to prepare WRAPs (pdf) | Text-version

An incentives program for Maine's small family forests

WoodsWISE implements portions of the Forest Stewardship Program
with funding and other support provided by
the USDA Forest Service.

WOODLAND RESOURCE ACTION PLAN (WRAP)

Application (pdf)

Landowner Instructions (pdf)

Landowner Stewardship Pledge (pdf)

2016 WRAP Specifications and Appendix with highlighted revisions (pdf)
The 2016 WRAP specifications are in effect for all applications received after April 15, 2016.

Claim for Payment (pdf)

Affidavit - Proof of Payment (pdf)

MANUAL OF POLICIES, PROCEDURES, AND SPECIFICATIONS(PDF FORMAT)

SECTION I: Introduction and General Requirements

SECTION II: Forest Management Planning Menu and Reimbursement Rates (pdf)

SECTION III: Full Inventory Forest Managament Plans and Silvicultural Operations Plans (pdf)

Sections IV, V, VI are currently not in effect.

SECTION VII. Woodland Resource Action Plan (WRAP)

2014 WRAP Specs (pdf)
The 2014 WRAP specifications are in effect for all applications received before April 15, 2016.

2016 WRAP Specs (Word doc)

Start | 2:56 PM 5/4/2018

http://www.maine.gov/dacf/mfs/policy_management/wwi.html

Google | Bookmarks | WoodsWISE: Woods Wise

www.maine.gov/dacf/mfs/policy_management/wwi.html

- Forest Certification
- Forester's Institute
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District Forester.

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WoodsWISE implements portions of the Forest Stewardship Program with funding and other support provided by the USDA Forest Service.

MFS District Forester Merle Ring in the Ten Mile River Demonstration Forest, Brownfield

Stewardship Forester Meeting Information

State Forest Stewardship Coordinating Committee (SFSCC)

The 2016 WRAP specifications are in effect for all applications received after April 15, 2016.

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Affidavit - Proof of Payment (pdf)

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2016 WRAP Specs (Word doc)

BASAL AREA CALCULATOR - REVISED SEPTEMBER, 2010

Excel

Open Office

OTHER INFORMATION

Stewardship Forester Agreement

Credits | Information | Connect with Us | Support DACF Programs | Contact

Start 2:59 PM 5/4/2018

Eligibility requirements

Type of ownership: Participating landowners must be **private individuals, persons, companies, or other entities that hold title to land (and timber)**, including joint owners or tenants in common, groups, associations, corporations, Indian tribes or other native groups, or other private legal entities.

Corporations whose stocks are publicly traded, owners principally engaged in the processing of wood products from their ownership, and properties where the ownership of the timber is different from the fee ownership of the land are excluded.

Quasi-municipal entities such as water, sewer and utility districts are not eligible for WoodsWISE assistance. They are encouraged to apply for a Project Canopy Urban & Community Forestry grant. Limited Liability Corporations, 501(c) 3 corporations, family partnerships, and similar entities that otherwise meet program requirements will be considered on a case-by-case basis. Such applicants may be asked to provide further documentation supporting their application.

Eligibility requirements, continued

Acreage limitations:

a. Applicants must own at least 10 contiguous forested acres, but not more than 1000 forested acres statewide.

b. WAIVER: Applicants who own 1001 – 5000 forested acres may submit a written proposal for cost-sharing, which may be approved at the discretion of the State Forester if there is a demonstrated public benefit to be derived from cost-sharing, and if funds are available.

EFFECTIVE AUGUST 11, 2015, THIS PROVISION IS SUSPENDED, DUE TO LACK OF SUFFICENT PROGRAM FUNDING

Landowner commitment: Landowners must sign pledge to maintain plans and practices for a minimum of ten years from the time of establishment. Additional cost-sharing for the same plan/practice type for the same acres will not be approved by MFS until the last year of the 10 year practice period. Landowners who fail to maintain the practice for ten years may be required to repay the Maine Forest Stewardship Program the cost-share amount received, with interest at the statutory rate.

Section II-Planning menu

- Currently only applications for Woodland Resource Action Plans and Amendments of existing FMPs will be accepted. No other WoodsWISE forest management planning incentives are available until further notice.
- The maximum cost-share payment to any single landowner in a calendar year will be $2500. WoodsWISE Incentives.
- Forest Management Planning is funded in part by the USDA Forest Service's Forest Stewardship Program.

WoodsWISE Incentives
Summary Table of Eligible Practices

WoodsWISE Manual Section II			
	Forest Management Planning		
Code	Component Description	Max %	Not-to-exceed
FMP-1a	Development of a New Forest Management Plan (10-50 wooded acres)	na	na
FMP-1b	Development of a New Forest Management Plan (51+ wooded acres)	na	na
FMP-2	Amendment of an existing Forest Management Plan (includes Silvicultural Operations Plans)	50	$150
FMP-3	Expansion (in area) of an existing Forest Management Plan	na	na
FMP-4a	Periodic Update of a Forest Management Plan (10-50 wooded acres)	na	na
FMP-4b	Periodic Update of a Forest Management Plan (51+ wooded acres)	na	na
FMP-5a	Woodland Resource Action Plan (10-50 wooded acres)	50	$250
FMP-5b	Woodland Resource Action Plan (51+ wooded acres)	50	$5/wooded acre

FMP-2

- FMP-2 Amendment of an existing Forest Management Plan –includes Forest Management Plan or Woodland Resource Action Plan, which are necessitated by a change in landowner objectives, forest conditions, identified projects, or new information during the original 10-year planning horizon of the Plan. It may include some or all portions of the woodland originally covered by the plan, and revise information or recommendations in the original plan.
- The Amendment is not required to provide recommendations beyond the original 10-year planning horizon. Amendments, once approved, are considered part of the original plan.
- Only one Amendment per existing plan will be approved during a twelve-month period. The existing plan must still be active, i.e., the planning period has not expired.
- Amendments must meet a set of minimum specifications, such as: a Tree Growth Tax Law management plan, a Silvicultural Operations Plan, a Tree Farm Plan, an "In Stream Large Woody Debris Addition Treatment Plan", an EQIP Addendum to a WoodsWISE Stewardship Plan, or other specifications to be approved by Maine Forest Service.

Forest Service

WoodsWISE

Be Woods Wise!

Incentives to Stewardship Enhancement

Woodland Resource Action Plan Application

Forest Management Planning is made possible in part by the USDA Forest Service's Stewardship Program

Return to: WoodsWISE, Maine Forest Service, 22 State House Station, Augusta, ME 04333 (Tel. 1-800-367-0223)

Landowner:
Name: _____

Co-owner or legal representative: _____

☐ Social Security or
☐ Federal ID number _____

Mailing address _____
(street address, city, state, zip)

Telephone number(s): _____

E-mail address: _____

Property:
Town _____
Road _____
County _____
Estimated total acres: _____
Estimated forested acres: _____
Total acres owned in Maine: _____

Ownership type
___ individual
___ joint
___ nonprofit
___ company/business (without publicly traded stock)
___ other:

Application for Forest Management Planning: *Check one. Call MFS or your consulting forester if you need assistance.*

☐ FMP-5a Development of a **Woodland Resource Action Plan** (10-50 wooded acres)

☐ FMP-5b Development of a **Woodland Resource Action Plan** (51+ wooded acres)

☐ FMP-6 Development of/Amendment of an existing Forest Management Plan

Stewardship Forester who has agreed to prepare the plan:

Name _____ License #: _____

Previous Forest Management Plans. Has the current landowner (or spouse) previously had a Forest Management Plan cost-shared for this property through Maine Forest Service or Natural Resources Conservation Service programs?
___ No ___ Yes (Year _____ Name of Forester _____)

I certify that the above information is consistent with property deeds and is accurate to the best of my knowledge. I understand that any practice for which I receive cost-share funds must be maintained for a minimum of ten years. In placing my application for Maine's WoodsWISE/Stewardship program, I agree to meet program requirements. I pledge to conserve, nurture, enhance, and protect the forested resources of my land and I will strive to provide a high level of stewardship for all my natural resources.
Under penalties of perjury, I certify that: 1) The number shown on this form is my correct taxpayer identification number, and 2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3) I am a U.S. citizen or other U.S. person (defined by the IRS). Ref: www.irs.gov

Landowner signature(s) _____ Date _____

THIS FORM ALSO SERVES AS NEW VENDOR CODE ASSIGNMENT

11/2012

WoodsWISE

Incentives to Stewardship Enhancement

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Landowner Instructions – Forest Management Plans (all types):

Once you have received the completed Plan from your Stewardship Forester, please:

1. Read the Plan
   a. Do you understand it? If not, ask your Stewardship Forester to clarify.
   b. Does it accurately state your objectives?
   c. Do the recommendations meet your goals and needs?

2. Sign the Landowner Stewardship Pledge included in the Plan, which affirms that you accept the Plan provided by the Stewardship Forester, and agree to implement its recommendations for at least 10 years.

3. Pay the Stewardship Forester.

4. Provide the Stewardship Forester with all the paperwork needed to submit your Claim for Payment:
   a. A completed Claim for Payment form. Make sure you sign it and include your correct address, and your Social Security or tax identification number.
   b. Proof of Payment. This may be copy of the cancelled check(s), or other acceptable written documentation. Your Stewardship Forester can supply an Affidavit for you to sign that will be acceptable in lieu of Proof of Payment. ***See page 2 for more details.***
   c. A copy of the signed Landowner Stewardship Pledge.

Make sure you keep a copy of all documents/records for your files. **If you use the Affidavit, you must be able to produce a cancelled check(s) or appropriate bank documents upon request from the Maine Forest Service.**

5. Your Stewardship Forester will supply the remaining information:
   a. A copy of the Forester's bill or invoice, marked "paid" and **initialed or signed** by the Forester.
   b. A copy of the Plan for review by the Maine Forest Service.
   c. If you use the Affidavit in lieu of Proof of Payment, your **Stewardship Forester must sign** it in the space provided.

6. Your Stewardship Forester will submit all the required information to your local Maine Forest Service District Forester. Upon determining that the Plan meets the applicable WoodsWISE program standards and specifications, the District Forester will approve the Claim for Payment.

7. Once the Claim for Payment is approved by the Maine Forest Service District Forester, the paperwork travels through the State of Maine accounting system. It may take approximately 6-8 weeks from the time the plan is submitted for you to receive your payment.

Proof of Payment for Forest Management Plans

Proof of payment for cost share reimbursement for all types of Forest Management Plans under Maine Forest Service programs consists of:

- a copy of the cancelled check (both sides), or
- a similar written record generated by the bank that clearly shows that funds in a given amount have been transferred.

An Affidavit may be submitted in lieu of the above documents **if they are not readily obtainable**. Check number(s) are required information. If this Affidavit is submitted, landowner must be able to show actual proof of payment upon request from the Maine Forest Service.

If payment is made in a form other than a check, a notarized statement signed by the forester asserting that payment has been received, and identifying the type and dollar value of payment, may substitute as proof of payment.

In all cases, MFS reserves the right to request additional documentation.

Note: A copy of the original bill(s) or invoice(s), marked "paid" and initialed by the consulting forester, is still required in addition to the above forms of proof.

Questions? Please call the Maine Forest Service Landowner Outreach Forester at (207) 287-8430.

Forest Service

WoodsWISE

Be Woods Wise!

Incentives to Stewardship Enhancement

Woodland Resource Action Plan/Amendment to existing Plan – Claim for Payment

Forest Management Planning is made possible in part by The USDA Forest Service's Stewardship Program.

Landowner
PAYEE Name: _____

Address: _____

_____

If the Payee name or address is different from the name or address on the Application Form, please contact the Maine Forest Service.

I am hereby making claim for cost-share payment under the WoodsWISE program for (*check one*):

- ☐ ***FMP-5 a*** ***Development of a Woodland Resource Action Plan (10-50 wooded acres)***
- ☐ ***FMP-5 b*** ***Development of a Woodland Resource Action Plan (51+ wooded acres)***
- ☐ ***FMP-2*** ***Development of Amendment of an existing Forest Management Plan***

The plan/amendment was prepared by _____ (*Stewardship Forester*)
on _____ (*date*) for _____ wooded acres in the town of _____.

Landowner signature(s) _____ Date_____

Objectives: (1st)_____ (2nd) _____

(3rd)_____ _____ (4th) _____

Plan/amendment start date: _____

District Forester:
Plan meets MFS standards: _____Yes _____No
Documentation complete/acceptable: _____Yes _____No
GIS information verified: _____

Total property acres: _____
Total forested acres: _____
Total plan cost: _____

District Forester signature: _____

Cost-share payment authorized:

_____

Signature of Division Director:

_____Date_____

Forest Service

WoodsWISE

Be Woods Wise!

Incentives to Stewardship Enhancement

Woodland Resource Action Plan -- Landowner/Forester Affidavit

(in lieu of Proof of Payment)

Landowner: I, _____, have received a completed Woodland Resource Action Plan/Amendment to an existing Plan as follows (*check one*):

- ☐ FMP-5a Development of a Woodland Resource Action Plan (10-50 wooded acres)
- ☐ FMP-5b Development of a Woodland Resource Action Plan (51+ wooded acres)
- ☐ FMP-2 Development of Amendment of an existing Forest Management Plan

The plan/amendment was prepared by _____ (*Stewardship Forester*) on _____ (*date*) for _____ wooded acres in the town of _____.

I have paid a total of $_____ for the development of my Woodland Resource Action Plan with the understanding that I will be eligible to receive cost-share reimbursement from the state once my claim for payment is approved and processed. **I will retain proof of payment in my records for the life of the Plan (minimum 10 years)** Check #(s)_____ (*required*).

Landowner signature(s) _____ Date _____

Forester: I, _____, (Licensed Forester #_____) certify that I have been paid in full for services rendered in the development and completion of the landowner's Woodland Resource Action Plan/Amendment (as noted above) in the amount of $_____.

Stewardship Forester signature _____ Date_____

Proof of payment for cost-share reimbursement for all types of Forest Management Plans under Maine Forest Service programs consists of:

- **a copy of the cancelled check (both sides), OR**
- **a similar written record generated by the bank that clearly shows that funds in a given amount have been transferred from the landowner to the forester.**

This Affidavit may be submitted in lieu of the above documents if they are not readily obtainable. *Check number(s) are required information. If this Affidavit is submitted in lieu of proof of payment, landowner must be able to show actual proof of payment upon request from the Maine Forest Service.*

If payment is made in a form other than a check, a notarized statement signed by the forester asserting that payment has been received, and identifying the type and dollar value of payment, may substitute as proof of payment.

In all cases, MFS reserves the right to request additional documentation.

WoodsWISE

Incentives to Stewardship Enhancement

Be Woods Wise!

Landowner Stewardship Pledge

Forest Management Planning is partially funded by the USDA Forest Service's Stewardship Program.

I understand that any practice for which I receive cost-share funds must be maintained for 10 years. In placing my application for participation in Maine's WoodsWISE program, I pledge to conserve, nurture, enhance, and protect the forest resources of my/our land, and will strive to provide a high level of stewardship for all my/our natural resources.

This plan reflects my objectives as the landowner. I accept and approve the recommendations made by the resource professional who prepared the Plan. I pledge that any management practices implemented on my land will be consistent with these recommendations and it is my intention to follow them wherever possible.

I also understand that the Maine Forest Service may contact me for the purposes of monitoring the implementation of this Plan, either by a site visit or other means of communication.

Landowner signature:_____ date: _____

Landowner signature:_____ date: _____

Background:
The above statement must be signed by the landowner and is considered part of a Forest Management Plan. It means that, in return for accepting funding for assistance in management planning, the landowner will continue to manage their land in a responsible way. It further means that the landowner has accepted the plan as meeting their objectives, and will make a reasonable attempt to follow the plan, though the landowner may amend the plan to meet changing conditions or circumstances. The pledge does not mean that the landowner is obligated to accept or adopt a plan that does not meet their own objectives for their land.

The pledge also means that if a landowner who has received cost-share funding for the preparation of the plan later chooses to change the use of the land, e.g. for housing/commercial development, or otherwise engage in activities that are inconsistent with stewardship principles, the landowner who received the cost-sharing is obligated to return the funding that was provided to them for natural resource management planning.

Who is the Audience?

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update

Cover page:

The following information must be clearly shown on a cover page: the **Landowner name, mailing address, telephone number(s)**, and e-mail address if available; the **Plan preparer's name, mailing address, telephone number(s)**, and e-mail (if available), along with the **Plan preparation date**, and the **location of parcel** (at a minimum show the **town, county, and tax map and lot #'s**) The **Planning period** (minimum of 10 years) and the **expiration/renewal date of the Plan** must be stated. **Total acreage of the parcel** and **total wooded acreage must be shown on the cover page.*** The **plan preparer's signature** must be included. The **landowner's signature** is optional on the Plan itself, but is **required on an attached Stewardship Pledge**.

*The "total wooded acreage" is for Forest Stewardship Program reporting purposes, and may not be the same as the "classified forest land" acreage for Tree Growth Tax Law purposes.

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

- **Landowner(s) management goals and objectives:**

A **statement of the owner's management goals and objectives** must be included in the Plan, in a stand-alone section that is easily found.

- **Stewardship Pledge** The Stewardship Pledge must be signed by the landowner and is considered a part of the Plan.

- A **Schedule of activities to be implemented during the planning period** will summarize recommended activities by parcel, stand or other geographic location, as applicable. This can be a stand-alone page, or included with other pages. It is preferable to prominently display this section near the beginning of the Plan. **The column headings in the following template are required**. Exact format may vary, but plan readers should be able to easily find this information.

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

Template for Schedule of Activities:

Activity name (should be same as used in Prescription section)	Extent of the activity (acres, feet, miles, etc.	Recommended time frame (month, year, or range as applicable)	Stand Location: name or number (should be same as used in Description section and stand type map); or other location as applicable	Cost/income :: + (expected to yield income above cost) -- (expected to be a net expense) = (break-even) ? (unable to determine at this time) [At a minimum, use the symbols; may use text if preferred.]	(Optional) Priority: High. Medium, or Low

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

MAPS:

At a minimum, one Forest type and stand map shall be prepared for the parcel**,** including the following **required items**:

- **property boundaries, correct to best of landowner/forester knowledge**
- **location of water bodies (incl. intermittent/ephemeral streams and stream channels that affect forestry activities) and non-forested wetlands**
- **forest stands**, typed (at a minimum) SW/MW/HW
- **non-forest land uses** (may be broken out to internal parcel lines, ledges and barrens, building areas, gravel or other mining areas, utility rights of way, roads, agriculture, and other, as applicable)

- (NOTE: **forested/wooded wetlands must typically be identified and described as forest stands, not considered "non-forest", even if stocking is low**);
  - **wildlife habitat(s) (if any) designated by the DIF&W (this must correlate to the E&SWH item in the Legal Considerations section)**
  - **specific locations where any area-based rules, regulations or other legal considerations** (for example, Statewide Standards or Shoreland Zoning) **affect timber harvesting and/or related management activities (this must correlate to the items in the Legal Considerations section)**

All maps must include:

- **north arrow**
- **preparation date**
- **legend**
- **map preparer or source**
- **map preparer's signature (for the primary forest type/stand map)**
- **scale**

Land use cover typing on the Map must match the Stand Descriptions and Schedule of Activities. Additional maps showing soils information, general location in the landscape, community or watershed, or proposed activity locations are optional, and recommended for parcels where the amount of information makes a single map hard to read. These maps may be in electronic OR paper formats, or both. Map preparers who are not licensed surveyors are strongly advised to include a disclaimer such as "Not a legal survey" somewhere on the map.

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

In addition, federal reporting requires that the woodlands covered by Woodland Resource Action Plans be mapped in a Geographic Information System (GIS). This information will be considered confidential, the same as any and all personally identifiable information (PII) in the WRAP. The polygons are being collected for federal reporting purposes only, and will be used in an aggregate form only.

There are several options for plan writers to meet this requirement:

A list of the latitude and longitude coordinates of the corners of the woodlands covered by the WRAP. The coordinates must be listed in a consecutive order around the perimeter of each parcel. The datum (NAD 83 or WGS 84) must be stated.

Provide a polygon shapefile of the woodlands covered by the WRAP, with the following coordinate system: Datum NAD83, Projection UTM Zone 19N. The shapefiles must be attributed with sufficient information to uniquely identify the landowner with the woodlands in the plan.

Provide a Google Earth .kml or .kmz file of the woodlands covered by the WRAP. Make sure to use an appropriate scale that clearly depicts the woodland on current aerial photography. Mark enough vertices in the polygon so the woodland is depicted accurately. Include sufficient information in the label so the land owner is uniquely identified with the woodland.

Other methods of meeting the GIS requirement may be considered on a case by case basis. Please contact Greg Miller at (207) 287-8121, or greg.t.miller@maine.gov, with any questions regarding these requirements.

General conditions of woodlot:

A statement (or statements) describing the type and current condition of physical evidence for each boundary line segment is required. The statement(s) must include an indication of need to establish and/or maintain the line segment, and the recommended activities to do so within the planning period. Line segments with similar conditions and recommended activities may be combined in a single statement. Recommendations for boundary line activities may be included here or in the Description/Prescription section, and should be identified in the Schedule of Activities.

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

- **Soils information,** at a minimum **must include a listing of the soils series, and their approximate extent/locations, found on the parcel**. **The section must include information on the overall suitability of each soil series for growing particular tree species or species groups.** A separate map may be used to show the location of the soils series.

- **Operability: optimum seasons/conditions for forestry activities for the parcel as a whole, or for areas related to recommended activities.** This information may be incorporated in the Soils section, or described separately in another section.

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

- **General property description and history, which must include topography, slopes, general hydrology (including streams/stream channels correlating with map), primary past land use(s), term of ownership (at least of the current owner), and recent harvests and/or natural disturbances**. Additional items such as terrain**,** aspect**,** watershed location, etc. may be added.

- **Describe access related items including: condition of roads and trails both on the parcel and connecting to public road system; seasonal or other limitations to access; deeded or other rights of way, etc. The name of the nearest public or private all-weather road must be included.**

Optional—

An acreage listing including total parcel, all forest (may be broken into “classified” and “non-classified” forest for Tree Growth Tax Law (TGTL) purposes), all water bodies and all other non-forest land uses (may be further broken out as other water bodies, non-forested wetlands, ledges and barrens, building areas, gravel or other mining areas, utility right-of-ways, roads, agriculture, and other, as applicable). Figures should be calculated at least to the nearest acre, but may be shown as square footage if appropriate (roads, building areas, for example). This item will be particularly helpful for woodland owners who use the WRAP for TGTL purposes.

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

Stand Descriptions and Prescriptions:

Include a **brief statement describing actual field methods** used to develop the Plan. Any terms or labels used for stand identification and/or typing nomenclature should be clearly defined either in the Plan itself or in a separate Glossary or Key.

Stand descriptions must include:

- **cover type** (minimum of SW, MW and HW- **Land use cover typing must match the Map and Schedule of Activities.**)
- **acreage** of the stand
- **dominant tree species and size classes**
- **relative stocking**
- **condition of understory/regeneration**
- **description of stand quality,** related to current and potential forest products**.**

An estimate of standing volume, with an indication of range of accuracy of the estimate, may be included. Other stand-specific information such as age, health, growth rates and relative volume and value of standing forest products (veneer or other saw logs, pulpwood, biomass, etc.) may also be included.

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

Silvicultural Prescription(s) for the planning period (minimum of ten years) recommended to meet landowner's objectives, specific to each identified forest stand, including activities to regenerate, improve and harvest timber, as appropriate. If no silvicultural activities are recommended for any given stand for the planning period, the plan must explicitly state that. The prescription(s) must specifically identify the stand(s) for which it is written, matching the Map and Schedule of Activities, and be easily located by reference on the stand map. Silvicultural terms will be appropriately used and defined.

Prescriptions must include:

- **the type and purpose(s) of the treatment,**
- **tree species affected/targeted**
- **some quantitative description of treatment intensity (e.g. number/spacing of trees removed or left, stocking target, percent crown closure) to describe how stand structure will change as a result of the prescription.**

Prescriptions may also include a description of outcomes, such as expected volume and/or value yields.

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

Forest Health Assessment: A stand-alone section must describe the known presence or absence and, if present or imminent, the current or potential effects of:

- **invasive plant & insect species;**
- **other (native) insects and diseases;**
- **damage from past weather events and/or equipment operation;**
- **other forest health items affecting landowner goals and objectives.**

Include any recommended actions to manage, control or monitor specific threats to forest health.

These items may additionally be incorporated into the stand descriptions and prescriptions, as appropriate.

Suggested reference to include: *For more information, contact the MFS Division of Forest Health and Monitoring at (207) 287-2431 or visit http://www.maine.gov/dacf/mfs/forest_health/index.htm ; or contact your local MFS District Forester."*

Best Management Practices for protecting water quality must be described, including measures specific to the recommended activities and/or recommendations to repair pre-existing conditions. If no specific best management practices are recommended for the planning period, a statement to that effect is required.

For example, if an existing road or trail condition is or may be negatively affecting water quality, describe the BMPs recommended to correct the situation. Details such as culvert sizing or exact waterbar placement are optional.

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

Desired future conditions: A brief parcel, stand or compartment-specific statement of desired future conditions, as applicable to at least the planning period or beyond, which may include some or all of the following elements: future forest type, size class or age, structure, forest products and grades, species composition, as well as desired recreational, wildlife habitat, aesthetic or other landowner-desired outcomes. This can be contrasted with the likely future condition if no action is taken; these can be the same, if appropriate.

Other recommended activities, such as wildlife habitat practices or access improvements, may also be included in the body of the plan and on the Schedule of Activities. Alternative recommendations and/or constraints to implementation may also be included.

Legal considerations affecting forestry activities recommended in the Plan.

NOTE: This template for the Legal Considerations section is optional. Stewardship Foresters may cover these items in a different order or different sections of the Plan. **HOWEVER, ALL THE ITEMS MUST BE ADDRESSED AS INDICATED IN THE BODY OF THE PLAN, AND PRESENTED IN A READILY ACCESSIBLE WAY.**

The Plan should not include laws in their entirety, but **must include or summarize the applicable parts of the laws that are pertinent to recommended forest management activities on the particular parcel**. This section may reference an appendix, other documents, publications and/or web sites, but at a minimum **the following items must be addressed in the body of the Plan:**

Deed restrictions: *Deed restrictions are encumbrances on the property and/or specific uses which are recorded at the county Registry of Deeds.*

The property IS / IS NOT subject to deed restrictions which affect forest management activities. *[If it IS, summarize the deed restrictions and their effect on forest management activities]*

Easements: *Easements may include legally conveyed conservation/land use restrictions, utility lines, public rights of way, and the like.*

The property IS / IS NOT subject to easements which affect forest management activities. *[If it IS, summarize the elements of the easements that affect forest management activities]*

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

Tree Growth Tax Law (TGTL). *TGTL is a statewide "current use" property tax program, administered by the local assessor (or Maine Revenue Service, Property Tax Division, for properties in the Unorganized Townships). Valuation of land classified as "forest" is based on its ability to grow timber instead of so-called "highest and best use."*

Indicate one of the following conditions:

__ Yes, this parcel is, or is planned to be, enrolled in the TGTL. The primary landowner goal for the acres classified as forest land under this Plan is to grow trees to be harvested for commercial use. This Plan includes activities to regenerate, improve and harvest a standing crop of timber.

__ No, this parcel is not enrolled in the TGTL *[Note: some properties may have woodlands enrolled in the Open Space or Farmland current use programs. If so, summarize any elements of those laws that affect forest management activities.]*

For more information about the TGTL, go to
http://www.maine.gov/revenue/forms/property/pubs/bull19text.htm
(or page in Plan appendix).

Forest Operations Notifications (FON) and Landowner Report: MFS Rules Chapter 26.
These rules require that landowners notify the Maine Forest Service of planned timber harvesting. The notification forms are available at most town offices, and there is no fee. A FON is valid for up to 2 years, and is not a permit. Each FON has a unique six-digit number which is used to track wood transport and marketing.

Indicate one of the following conditions:

__ No timber harvesting where a FON or Landowner Report would be required is recommended in this Plan.

__ A timber harvest is recommended; therefore a FON must be submitted to the MFS prior to starting the operation. Forms may be obtained from the MFS, or from your Stewardship Forester. A Confidential Landowner Report of harvesting activities will be required at the end of each year from landowners who have an active/open Forest Operation Notification.

The complete Chapter 26 Rules may be found at http://www.maine.gov/dacf/mfs/publications/rules_and_regs/chap_26_rules.pdf (or page in Plan appendix).

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

Clearcutting: MFS Rules Chapter 20. *These rules regulate the establishment, arrangement and regeneration of clearcuts. Clearcuts are harvests which leave an area 5 acres or greater with less than a minimum stocking of trees.*

Indicate one of the following conditions:

__ This management plan does not recommend any harvest activities which would result in clearcuts under the Chapter 20 definitions.

__ This management plan recommends harvest activities which would result in clearcuts under the Chapter 20 definitions. *[Summarize the activities and state the actions needed to comply with Chapter 20].*

The complete Chapter 20 Rule on Clearcutting may be found at http://www.maine.gov/dacf/mfs/publications/rules_and_regs/chap_20_rules_05012014.pdf (or page in Plan appendix).

Water bodies and water quality. *Protection of water bodies and water quality occurs through different rules which vary with location and type of activity. Waterbodies typically include saltwater, lakes, ponds, rivers, streams, and nonforested wetlands. The Erosion and Sedimentation Control Law, the Protection and Improvement of Waters Act and the Natural Resources Protection Act apply to all woodlands. BMPs should be utilized appropriately to comply with these regulations.*

The rules highlighted below regulate timber harvesting and related activities within/near water bodies.

Section VII: Woodland Resource Action Plan

Specifications and Appendix
2016 Update, continued

For this property, the applicable jurisdiction is:

__ This parcel is located in a municipality that has adopted Statewide Standards (SWS) for Timber Harvesting and Related Activities in Shoreland Areas. These standards are administered by Maine Forest Service (MFS Rules Chapter 21.*) [Note: in some cases ("Option II" towns) Code Enforcement Officers and MFS share enforcement responsibilities.]*

__ This parcel is located in a municipality that enforces its own Shoreland Zoning Ordinance (SLZ), through the municipal Code Enforcement Officer. In such towns, Natural Resource Protection Act (NRPA) standards, administered by the Department of Environmental Protection also apply. [Note: municipalities that enforce their own Shoreland Zoning Ordinance may adopt SWS at a later date. Check status when activities take place.]

__ This parcel is subject to Land Use Planning Commission (LUPC) standards regarding timber harvesting in shoreland areas. The LUPC standards are administered by Maine Forest Service (MFS Rules Chapter 27).

[Summarize the applicable rules that affect forest management activities. If there are no recommended activities subject to SWS, SLZ, or LUPC rules, so state.]

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

The complete MFS Chapter 21 Rules may be found at http://www.maine.gov/dacf/mfs/publications/rules_and_regs/chap_21_rules_effective_01012016.pdf (or page in Plan appendix).

The complete MFS Chapter 27 Rules may be found at http://www.maine.gov/dacf/mfs/publications/rules_and_regs/chap_27_rules.pdf (or page in Plan appendix).

Note: Activities involving cutting trees for reasons other than timber harvesting (e.g. clearing vegetation for development or associated with residential uses, or conversion to agriculture) are regulated by the Department of Environmental Protection and the local Code Enforcement Officer, or the LUPC.

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

Land Use Planning Commission (LUPC) standards: MFS Rules Chapter 27. *These rules regulate timber harvesting and related activities in unorganized townships and plantations, in both shoreland and other Protection Sub-districts.*

Indicate one of the following conditions:

__ No portion of this property is subject to LUPC standards for timber harvesting and related activities.

__ All or some portions of this property (shown on the map) are subject to LUPC standards for timber harvesting and related activities. These standards are administered by the Maine Forest Service. The following Protection subdistricts are found on the property: [List the sub-districts and summarize the standards that apply to this Plan.]

The complete MFS Chapter 27 Rules may be found at http://www.maine.gov/dacf/mfs/publications/rules_and_regs/chap_27_rules.pdf (or page in Plan appendix).

Note: Cutting trees for reasons other than timber harvesting and related activities (e.g. clearing vegetation for development) is regulated by the LUPC.

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

Essential or Significant Wildlife Habitats (EWH, SWH) as designated by the Maine Department of Inland Fisheries and Wildlife (DIF&W). *EWH or SWH may or may not have regulatory impacts on forest management activities, depending on whether they have been legislatively adopted and mapped (as for example seabird nesting island habitats).*

Indicate one of the following conditions:

__ There are no Essential or Significant Wildlife Habitats identified by DIF&W on this parcel. ***[Cite source of information (MNAP, Beginning with Habitat, other) regarding absence of EWH/SWH.]***

__ The following Essential or Significant Wildlife Habitats identified by DIF&W occur on this parcel, but there are no limitations on the activities recommended in this Plan based on their occurrence. ***[Summarize the Habitats, and cite source of information (MNAP, Beginning with Habitat, other) regarding presence of EWH/SWH.]***

__ The following Essential or Significant Wildlife Habitats occur on this property:

[Summarize the Habitats and the rules and/or other considerations that apply. Cite source of information (MNAP, Beginning with Habitat, other) regarding presence of EWH/SWH.]

Section VII: Woodland Resource Action Plan

Specifications and Appendix

2016 Update, continued

Threatened or Endangered Species: *Federal and/or State Endangered or Threatened Species are designated by the US Department of the Interior and/or the Maine Department of Inland Fish and Wildlife, and may have protections regarding their habitats and/or restrictions on certain activities near these habitats at certain times of the year.*

Indicate one of the following conditions:

__ There are no Federal or State Threatened or Endangered Species known to inhabit this property. ***[Cite source of information (MNAP, Beginning with Habitat, other) regarding absence of T&E species.]***

__ There are Federal or State Threatened or Endangered Species known to inhabit this property, but there are no limitations on the activities recommended in this Plan based on the ESA. ***[Summarize the species known to inhabit the property and cite source of information (MNAP, Beginning with Habitat, other) regarding presence of T&E species.]***

__ Based on the presence of Federal and/or State Threatened or endangered Species on this property, the following limitations on the activities recommended in this Plan are in effect:

[Summarize the Federal and/or State Threatened or Endangered Species known to inhabit the property and the rules and/or other considerations that apply. Cite source of information (MNAP, Beginning with Habitat, other) regarding presence of T&E species.]

Liquidation Harvesting (LQH): MFS Rules Chapter 23. *This rule regulates timber harvesting on land sold or offered for sale within 5 years of purchase.*

Indicate one of the following conditions:

__ No LQH is recommended in this Plan.

__ A timber harvest is recommended in this Plan that may be regulated by the Chapter 23 Rules.

The complete MFS Chapter 23 Rules may be found at
http://www.maine.gov/dacf/mfs/publications/rules_and_regs/chap_23_rules.pdf (or page in Plan appendix)

Local ordinances: *A number of municipalities have adopted ordinances (other than Shoreland Zoning) that affect timber harvesting. It is always a good idea to check with town officials before proceeding with timber harvesting.*

Indicate one of the following conditions:

__ The property is subject to the following restrictions under the [ORDINANCE NAME] for [NAME OF MUNICIPALITY]. [SUMMARIZE THE RESTRICTIONS and ACTIONS NEEDED TO COMPLY]

__ At this time, there are no local ordinances regulating forest management activities on the property.

Regulations can change, and it is the responsibility of the woodland owner to comply with the regulations in effect at the time any forest management activities are conducted. The landowner should engage a private consulting forester to oversee the implementation of these activities as appropriate to ensure compliance. The information in this Plan does not constitute legal advice.

Section VII: Woodland Resource Action Plan

Specifications and Appendix
2016 Update, continued

Long term resource considerations:

The following items **must** be addressed, as required by the National Forest Stewardship Program Standards. The Standards state "the extent to which management plans address these elements will depend upon their prevalence on the property and their importance with respect to the woodland owner's objectives." The appendix for Section VII includes a series of sample statements which may be used to meet the minimum standards for these items of the Plan. Plan writers can add to or replace the statements with their own version, as long as all the items are addressed.

- **Wetlands**
- **Woodland legacy planning information**
- **Historical, cultural & archaeological sites**, other special sites: This item may be addressed by describing any locations in the woodlot with special significance to the landowner or the community, such as scenic views, special trees or stands, or cemeteries, headstones, etc.

Section VII: Woodland Resource Action Plan

Specifications and Appendix
2016 Update, continued

Long term resource considerations:

- **Protection from fire**
- **Soil & water quality protection**
- **Biodiversity**
- **Fish & wildlife** issues: This item may be addressed by describing any landowner-identified interests, such as deer habitat or stocking fish in ponds.
- **Monitoring**
- **Recreation**al opportunities: This item may be addressed by describing landowner's stated recreational goals and/or activities, if any.
- **Aesthetic quality**

Long term resource considerations:

- **Carbon sequestration and climate resilience**

- **Forests of Recognized Importance (FORI)**

Agroforestry. If agroforestry practices such as silvo-pasture, alley cropping or windbreaks are relevant and important to the woodland owner, they may be included either in the stand descriptions and prescriptions, or as a separate section. For more information on agroforestry check with the National Agroforestry Center, or your local USDA Service center.

Long-term resource considerations, sample statements *(in italics):*

Woodland legacy planning information: *Your land is part of your legacy. Planning for the future of your woods after you are no longer involved is an important part of good stewardship. Woodland legacy planning could, in fact, be the most important step you take as a landowner—not just for your own benefit, but for the benefit of your family, your community and of course for the land itself. Who will own your land and how will it be used? What will your legacy be?*

For more information from the U.S. Forest Service about conservation-based legacy planning, go to www.na.fed.us/stewardship/estate/estate.sthml. You may also want to contact the Small Woodland Owners Association of Maine (SWOAM) at 207 626-0005; info@swoam.org; or visit their website at http://www.swoam.org/LandownerResources.aspx and look for the Succession Planning link.

Historical, cultural & archaeological sites, other special sites: This item may be addressed by describing any locations in the woodlot with special significance to the landowner or the community, such as scenic views, special trees or stands, or cemeteries, headstones, etc. The following statement can be used in addition or instead of the above to address this item:

Stone walls and old cellar holes or foundations are often found in woodlands, as remnants of previous settlement and agriculture. High and dry areas near water bodies may have been pre-historic or Native American dwelling sites. Most properly conducted forest management activities will not harm these resources. Construction of roads, trails or landings, however, could potentially disturb significant sites. If you are interested in finding out more about the history of your woodland, contact the Maine Historic Preservation Commission (MHPC) at (207) 287-2132 or visit www.maine.gov/mhpc. Tree Farmers are strongly suggested to contact the MHPC to meet the current Tree Farm Standards.

Carbon sequestration and climate change resilience: *Among the many benefits provided by forests, removing carbon from the atmosphere and storing it in trees may have increasing significance in the years to come. For more information, visit www.maine.gov/doc/mfs/mfs/topics/carbon. As climate change increases the likelihood of severe weather events, the migration of both beneficial and invasive species and new risks to forest health and productivity, good woodland stewardship is the key to preparedness. For more information, check out the Climate Smart Land Network at http://climatesmartnetwork.org/*

Forests of Recognized Importance (FORI):

FORI are globally, regionally and nationally significant large landscape areas of exceptional ecological, social, cultural or biological values. These forests are evaluated at the landscape level, rather than the stand level and are recognized for a combination of unique values, rather than a single attribute. There is no state or federal government regulation of FORI on private lands.

How do you know if your woodland is a FORI? There is no central clearinghouse for information on FORI. However, in Maine the best resources are the Maine Natural Areas Program and the Maine Historic Preservation Commission. If you are interested in finding out more, you or your forester can send a location map to either of these agencies to get information related to FORI in your area.

Most FORI in the U.S. that are globally, nationally or regionally significant have already been identified and protected by state or federal government or have been put under a conservation easement by an environmental nonprofit organization. So you're more likely to be near a FORI than to have one.

Tree Farmers are strongly suggested to contact both of these agencies to meet the current Tree Farm Standards.

2017 Forester's Institutes (Planned)

- Road construction and maintenance – in conjunction with SFI (2)
- Emerald ash borer and forest management – *Status of the outbreak and what to do when it gets here.* (2)
- Silviculture & Wildlife – white pine/red oak – Bill Leak and Mariko Yamasaki – Holt Forest (Arrowsic) & So. Maine (2)
- State of the Forest (forest insects, disease, inventory status – growth/harvest – end of year (1)
- Non-traditional forest products – Dave Fuller, Webinar (1)

Exact dates are being finalized for the summer and fall.

“ABOUT MY WOODS”

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