

EXHIBIT A – Explanatory Notes for FY 2011 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 2010, explanatory notes concerning the purposes and objectives for the program funds and how they are intended to be utilized by cooperators during Fiscal Year 2011, 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 2011. 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, 2011

FEPMIS receipt and documentation of all FEPP and FFP items acquired during FY2011

October 18, 2011

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 15, 2011

Forest Health Pest Conditions Narratives

Forest Health Highlights

February 1, 2012

FY2011 Cooperative Fire Wildland

Summary Report

Cooperative Lands Forest Health Management

Cooperative Forest Health Protection (CFHP) Program

Allocations

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. For FY 2011 there is a one-time increase of about 10% in the CFHP allocations compared to FY 2010. 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 cooperators that do not have at least one 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. States participating in the CFHP 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. 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 18, 2011**: 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 18, 2011**. The pest conditions narratives and related data for the pest event database are due to the field office serving your area by **November 15, 2011**.

Forest Health Monitoring (FHM)

Allocations

All 20 States served by Northeastern Area State and Private Forestry participate in activities identified as priorities through the National FHM Program. In FY 2011, allocations are expected to be similar to FY 2010 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 18, 2011**; and 2) Forest Health Highlights **due on November 15, 2011**.

Pest Prevention and Suppression Projects

Allocations

FY 2011 pest prevention and suppression project requests, solicited and funded through the 2011 Northeastern Area State and Private Forestry (S&PF) competitive allocation process, must meet Forest Pest Management 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 18, 2011**.

Gypsy Moth Slow-the-Spread (STS) Program

Allocations

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 2011.

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 Core preparedness funds may be consolidated 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

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.

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.

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 attached National Fire Plan Operating Reporting System (NFPORS) form and submitted with the grant narrative and final report.

Cooperative Fire Program Accomplishment Reporting Requirements:

1. Annual Wildland 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, 2012.**
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 FY2011 must be receipted and entered into FEPMIS by September 30, 2011.
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 .

Contact Maris Gabliks at (610) 557-4108 (mggabliks@fs.fed.us) for all State Fire Assistance program direction and funding allocation questions and Jan Polasky at (610) 557-4144 (jpolasky@fs.fed.us) for all Volunteer Fire Assistance program direction and funding allocation questions.

FY 2011 ACCOMPLISHMENTS/TARGETS: SUMMARY OF ACTUAL ACTIVITIES
accomplished with this grant: (#)

	Number	Cost (\$)	Communities Assisted
Administration			
Total \$ (Report Federal Funds only) used to administer program.			
Preparedness			
Total \$ (Report Federal Funds only) expended for preparedness activities (e.g. personnel cost, facilities, maintenance).			
Suppression / Support			
Total \$ (Report Federal Funds only) expended for suppression operations & support (e.g. dispatch centers, fire suppression, law enforcement).			
Equipment			
Total \$ (Report Federal Funds only) used to purchase / maintain / rehab all types of equipment.			
Training			
Total # of personnel trained directly or indirectly (e.g. agency, other State, career fire service, volunteers) / Total \$ (Report Federal Funds only) expended.			
Community Mitigation and Hazardous Fuels:			
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
Communities At Risk (CAR) 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.

FY 2011 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. These numbers should be shown only if the State sub-granted the funds. (Some States may not 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 not 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 other 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, 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.**

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; however, values incorporated into the allocation formula representing an individual State's potential (owners and acres) have been updated to reflect the most current available data. If you have any questions on this topic, please contact Mike Huneke at (610) 557-4110, mhuneke@fs.fed.us.

Program Priorities

Climate Change Adaptation and Mitigation:

- **Forest Stewardship Management Plans** should do the following 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.

Water Quality and Supply:

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

Landscape-Scale Stewardship Planning:

- Continue to lead efforts to support the successful implementation of State Forest Assessments and Strategies.
- Develop best practices and provide assistance to implement landscape-scale and multi-landowner planning.
- Utilize social marketing and peer-to-peer networking to effectively target program efforts in priority landscape areas.

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

- Continue efforts to make Forest Stewardship Plans the “on-ramp” to biomass energy markets and forest certification schemes.
- Streamline processes to increase private forest owner participation in cost-share programs through collaboration with USDA agencies and the Joint (NASF-FS-NACD-NRCS) Forestry Team.
- Continue to develop best practices and policies to provide opportunities for private landowner participation in ecosystem service and carbon markets.

Roll-out and Continue to Improve Spatial Tools:

- Demonstrate and deploy spatial accomplishment tracking tools to States and partners.
- Complete next generation version of the tools to improve functionality and allow for broad applicability for all State & Private Forestry programs.
- Continue collaboration with NRCS to integrate databases, which will streamline forest landowner access to cost-share programs and allow for cumulative program impact.

Program Direction

State partners are encouraged to further focus program assistance and outreach efforts in high priority forest landscape areas that have been defined through the Spatial Analysis Project (SAP) and State-wide Assessments. State SAP assessments should be expanded and enhanced, to address State, regional and national priorities -- and all ownerships as intended by the 2008 Farm Bill and consistent with Secretary of Agriculture Tom Vilsack’s “All Lands” vision. States should continue to spatially track program accomplishments, while completing their historic (cumulative) Forest Stewardship Plan geo-databases so that the program’s impact can be spatially represented with respect to priority landscape areas. States are encouraged to link strategic planning objectives to the agency’s conservation of open space and climate change strategies.

While focusing program delivery in high potential and priority landscape 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 gain access to emerging ecosystem service and carbon 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 concerns and inform local planning to support green infrastructure retention and creation.

Northeastern Area State and Private Forestry States are encouraged to utilize the Landscape-Scale Stewardship Guidance developed by the Stewardship Project through the cooperative engagement of Northeastern Area State and Private Forestry and the Northeastern Area Association of State Foresters.

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

Important Forest Resource Area Raster Data

For FY2011 States are asked to provide raster data for Important Forest Resource Areas (or Forest Stewardship Program priority areas). 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 our National Standards and Guidelines.

Accomplishment Reporting Requirements:

1. **PMAS – online accomplishment reporting/ or WebDET Accomplishment Reporting – due Oct. 18, 2011**
2. **PMAS Supplemental – due Oct. 18, 2011**
3. **Stewardship Plan Monitoring**
4. **OPTIONAL PMAS success stories – due Oct. 18, 2011**

1. Program Reporting Instructions - PMAS

The following are required Program performance measure elements that are currently reported in PMAS. **Any State that has entered required Forest Stewardship Plan and other nationally required accomplishment data into WebDET will not be required to report through PMAS.** The annual deadline for entering data into PMAS is October 18, 2011.

Landowner Assistance: Include landowners who are known by program staff to have benefited in some significant and lasting way from Forest Stewardship Program or Rural Forestry 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. (This would be considered Landowner Education.)
- 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.

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. The Forest Stewardship Program National Standards and Guidelines can be found at this Web site: <http://www.fs.fed.us/spf/coop/programs/loa/fsp.shtml>.

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 last 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 a Statewide Assessment of Forest Resources as required by the 2008 Farm Bill. 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 Statewide Assessment or Resource Strategy. 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 additional burden on State partners. The monitoring of a randomly selected, statistically sized sample population of all current Forest Stewardship 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 for Forest Stewardship monitoring, without requiring 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 Plans for reporting purposes (in PMAS). (Although EQIP cost share is 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 Plans for reporting purposes – only if the State Forester has somehow 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 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. This document can be found at this Web site: <http://www.fs.fed.us/spf/coop/programs/loa/fsp.shtml>).

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 Plans - also through PMAS. If a State is not using EQIP Practice 106 cost-share assistance to produce Forest Stewardship Plans, it can simply enter zeros for these new PMAS measures.

2. Program Reporting Instructions – PMAS Supplemental Report

States are expected to submit a supplemental report that focuses on implementation on the land. 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 PMAS Supplemental Report. PMAS Supplemental reporting includes both cost share and non-cost shared activities.

This information is due by October 18, 2011. 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 FY2011. **Of particular interest are success stories that demonstrate the use of Forest Stewardship Program Authorities to achieve State Strategies. This information is due by October 18, 2011.**

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 PMAS Supplemental 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 Statewide Strategies**
- enhancing financial viability of private forest ownership
- efforts to develop more seamless government program delivery
- climate change adaptation and mitigation
- water quality and supply
- landscape-scale stewardship planning
- biomass energy
- forest certification
- USDA cost-share programs
- ecosystem services markets
- program delivery in high potential and priority landscape 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

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

PMAS Accomplishment/Performance Measure	Measure Type	Grant Target
Number of landowners receiving Forest Stewardship Program technical assistance.	Nat. Program	[enter target]
Number of landowners participating in Forest Stewardship Program educational programs.	Nat. Program	[enter target]
Acres of new and/or revised Forest Stewardship Management Plans	Nat. Program	[enter target]
Acres of new and/or revised Forest Stewardship Management Plans in <i>Important Forest Resource Areas+</i>	Nat. Program	[enter target]
Number of new and/or revised Forest Stewardship Management Plans	Nat. Program	[enter target]
Total acres covered by current Forest Stewardship Management Plans (cumulative)	Nat. Program	[enter target]
Total acres in <i>Important Forest Resource Areas+</i> covered by current Forest Stewardship Management Plans (cumulative)	Nat. Program	[enter target]
Base NIPF acres in <i>Important Forest Resource Areas+</i>	Nat. Program	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.*	Nat. Program	[enter target]
Number of new and/or revised EQIP Management Plans++	Nat. Program	[enter target]
Acres of new and/or revised EQIP Management Plans++	Nat. Program	[enter target]
PMAS Supplemental Accomplishments	Measure Type	Grant Target
1. Stand Establishment		
Regeneration – Natural or Artificial ___ acres	NA Program	[enter target]
Reforestation/Afforestation ___ acres	NA Program	[enter target]
2. Forest Stand Improvement		
Wood Fiber Production ___ acres	NA Program	[enter target]
Wildlife Enhancement ___ acres	NA Program	[enter target]
Watershed/Fishery Protection ___ acres	NA Program	[enter target]
Fire ___ acres	NA Program	[enter target]
Insects/Disease ___ acres	NA Program	[enter target]
Prevention from Destructive Grazing ___ acres	NA Program	[enter target]
Total Forest Stand Improvement ___ acres	NA Program	[enter target]
3. Recreation and Archeological Enhancement ___ acres	NA Program	[enter target]
Trails Constructed _____ feet	NA Program	[enter target]
4. Wood Harvested		
Saw Timber Harvested _____ million BF	NA Program	[enter target]
Round Wood Harvested (cords/pulp) _____ cords	NA Program	[enter target]
Round Wood Harvested _____ Tons	NA Program	[enter target]
Timber Harvested According to Prescription ___ acres	NA Program	[enter target]
Referrals to Consultants _____ number	NA Program	[enter target]

Watershed Forestry: Chesapeake Bay and New York City Watersheds

Allocation

There is no formulaic allocation of Stewardship funds specifically for watershed forestry in FY 2011. 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, 2011** for acres and miles of riparian buffers protected or restored and by **February 15, 2012** 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, 2011**.

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 Methodology

For Fiscal Year 2011, Northeastern Area State and Private Forestry 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 U.S. 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. The agency intends to use the 2010 U.S. Census data to allocate Federal funds in FY2012.

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 Resource Strategy. 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, lowering their final allocation by the amount requested for travel.

Program Narrative Direction

Please use the Program-Project Narrative document provided at the following Web site 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 Resource Strategy and UCF Plans that contribute to State and national performance measures in urban and community forestry.

- **Scope of Work**

In addition to achieving priority objectives in the State Forest Resource Strategies, the U.S. 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. Example activities that contribute to this agency priority include targeted assistance for strategic tree planting, urban tree canopy assessment and goal setting, and active management of the urban forest to accomplish one or more 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; and
- 7) Improve community health and well-being.

States should include a description of specific activities that contribute to this *climate change response* priority. Also, please note any changes in State program direction from the previous year.

- **Methodology and Timeline**

Include a description of how the State addresses the U.S. Forest Service standards for UCF program participation (coordinator, volunteer/partnership coordination capacity, advisory council, and strategic plan). State program narratives should contain a timeline that includes submittal of community data to CARS at <http://spfnic.fs.fed.us/nicportal> by **October 18, 2011**.

- **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 2011 target form (below) to list final outputs (managing and developing communities, and volunteer hours) from 2010 and planned targets for 2011. 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 community status and State assistance on an ongoing basis and be prepared to make this information available on request. Urban and Community Forestry CARS Target Form:

<i>Accomplishment/Performance Measure</i>	<i>2010 Grant Final</i>	<i>2011 Grant Target</i>
<i>Number of “Managing” Communities</i>		
<i>Number of “Developing” Communities</i>		
<i>Number of volunteer hours contributed to Urban & Community Forestry Programs</i>		

Reporting requirements include a 2-page report and digital photographs (>300 dpi) with captions highlighting significant community projects contributing to stated priorities established in your program narrative. Report should include the following in the order shown:

1. State contact: name, address, phone, fax, e-mail address, and Web site
2. State Program Overview (issues/opportunities, FTE capacity) 1-2 paragraphs
3. Key Accomplishments: Identify and report on example community projects and outcomes that contribute substantially to meeting State and national program priorities described in your original program narrative.
4. In addition, provide the following minimum elements consistent with CARS

Managing and Developing Communities	Number
Population of Participating Communities	Number
Volunteer Assistance generated (hours)	Number

Finally, 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.

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 U.S. Forest Service.

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 2011 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 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 integrate FLP planning needs in the Statewide Assessment and Strategy documents. 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 2011 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**.

Contact Deirdre Raimo at (603) 868-7695, draimo@fs.fed.us, concerning the Forest Legacy Program.

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 2011 are unchanged from those of Fiscal Year 2010, 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 30, 2011**, 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 2011

There have been substantial changes in grant administrative processes for FY 2011. Highlights of these changes are listed below along with a brief explanation. Use our Web site to view documents related to these topics at this link: <http://www.na.fs.fed.us/fap/fap.shtm>.

Grant Narrative Format

The S&PF Board (formerly the Redesign Implementation Council) brought together a working group comprised of both Forest Service and State forestry agency personnel to develop a simple, flexible, and standard format for noncompetitive grants narratives that would incorporate Statewide Forest Resource Assessments and Strategies.

The narrative formats, background information, and guidelines are on our Web site listed above and will be used in conjunction with the program information provided in Exhibit A of the Financial Advice to States letter.

Performance Progress Report (SF-PPR)

The report format for interim and final accomplishment reports has change in FY 2011. If a grant award exceeds \$100,000, the Performance Progress Report (SF-PPR) will be used. Submission of the cover sheet along with Form D, Table of Activity Results, is the format that should be submitted for FY 2011. However, if Form D does not satisfy the needs of a specific program, then submit the SF-PPR cover sheet along with an appropriate narrative of the interim or final accomplishments for the project.

The focus on progress reports is to ensure that specific accomplishments are well documented in more detail and are part of the official grant file.

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.

Starting in FY 2011, 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 Forest Service is taking steps in FY 2011 to ensure that the regulations for acquiring equipment outlined in the Office of Management and Budget Circulars and the Code of Federal Regulations are being followed.

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 Web site mentioned above. 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.

Subrecipient Reporting

Effective October 1, 2010 recipients are required to report information on subaward and executive compensation as required by the Federal Funding Accountability and Transparency Act of 2006. This requirement applies to new FY 2011 Federal financial assistance awards of \$25,000 or more.

Recipients can report this information on the Federal Funding Accountability and Transparency Act Subaward Reporting System (www.fsr.gov).

Additional guidance on this requirement can be found on the White House Memorandum dated August 27, 2010. A copy of this Memorandum is located on our Web site mentioned above.

Report Submission

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 staff in their monitoring duties but help the Forest Service comply with audit requirement of Federal financial assistance instruments. 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.

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.