



Forest Stewardship Plan Application

Landowner/Property Information

Landowner Name _____ If Leased, Name of Tenant _____

Preferred Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Property Address _____

City/Township _____ County _____

Parcel Tax Identification Number(s) _____

Total Acreage _____ Forested Acreage _____

Stream on or adjacent to property? Yes No

Natural gas or similar lease on property? Yes No

Type of funding assistance requested (check one):

- New Forest Stewardship Plan
- Update an expired Forest Stewardship Plan or a Forest Stewardship Plan more than 5 years old
- Upgrade a forest or woodland management plan to meet Forest Stewardship Plan standards

<p>Total acreage included under plan*: _____</p> <p>Inventory acreage: _____</p> <p>Inventory cost: _____</p> <p>Total plan cost: _____</p>	<p>Explain why you are updating/upgrading your plan:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**If only a portion of the ownership is covered by the plan, a map of the property indicating the area covered by the plan must be submitted with this application. Note that the area included in a plan cannot include areas that are maintained for farming use.*

Additional Information:

1. Is there a current Forest Stewardship Plan or other written management plan for the property? Yes No
2. If applying for a plan update or upgrade, how many prescribed management practices have been completed on this property in the last 10 years? _____
3. If update or upgrade of existing plan, number of acres under existing plan: _____
4. Is there an existing or pending conservation easement on the property? Yes No
 - a. If yes, who is the holder or expected holder of the conservation easement? _____
5. Is your forest currently certified by the American Tree Farm system or Forest Stewardship Council? Yes No
6. Are you currently enrolled in a preferential tax assessment program? Yes No
(e.g. NJ Farmland Assessment, NY 480a, PA Clean and Green) Program # _____
7. Do you intend to submit this Forest Stewardship Plan as part of the requirements for enrollment in a preferential tax assessment program*? Yes No

**Landowners must communicate this need with their forester to ensure the plan meets all program requirements and are responsible for enrollment in and compliance with the program. Enrollment in the Common Waters Fund and/or Forest Stewardship Program does not guarantee eligibility for preferential taxation programs.*

Forester Information:

I will use my consulting forester to develop a plan for this property. S/he meets all state licensing requirements, if any, and is approved by the state to prepare Forest Stewardship Plans/480a eligible forest management plans.

Forester Name _____

Forester Phone and Email _____

Forester Address _____

Please send me a list of foresters in my area who are approved to write stewardship plans.

Application Fee:

Application fees are to help offset administrative costs associated with processing applications and contracts. **A non-refundable application fee of \$25** is payable by check (made out to the Pinchot Institute for Conservation with "Common Waters Fund" in the memo) attached to this application. If approved for funding, the cost of writing a plan up to the CWF approved rates for your state is paid to you upon certification of your Forest Stewardship Plan.

Upon acceptance of this application, the landowner (and forester, if applicable) will enter into a contract that includes provisions such as...

1. To have a plan written by a qualified forester that meets the Common Waters and state Forest Stewardship Program plan standards as described in this application.
2. To not start work in accordance with this contract until it is executed by all parties.
3. To complete the Forest Stewardship Plan within 12 months of execution of the contract.
4. For the landowner to designate and assume responsibility for boundaries of the parcel(s) which the plan covers for the duration of the contract.
5. For the landowner to self-certify that they are an EQIP eligible landowner or tenant. These requirements are explained in the EQIP Eligibility Self-certification Form, which should be signed and submitted along with the application form.
6. For the landowner to be responsible for paying their contractor(s), unless their forester enters into a contract with the Common Waters Fund to write their plan, in which case the forester will be paid directly.
7. For the landowner to maintain the enrolled land in a forested land use for a minimum of 10 years. If more than one percent (1%) of the area included in the Forest Stewardship Plan is converted from forest, or purposely altered in a manner not prescribed in the Plan, either permanently or for the remainder of the contract period, the landowner agrees to return the funds received in an amount proportional to the area disturbed along with a penalty fee. The funds will be paid back at a rate of 1.1 times (110%) the incentive payments received based on the converted area.
8. To allow the Pinchot Institute to contact the landowner following the approval of the application and/or completion of the Stewardship Plan to provide information about additional funding opportunities and other program related communications.

Landowner signature is required on all applications. Forester signature is required if submitting on behalf of the landowner.

If you prefer that your forester be paid directly by the Common Waters Fund, check here:

LANDOWNER NAME (PRINT) SIGNATURE DATE

FORESTER NAME (PRINT) SIGNATURE DATE

Please submit your application to your County Coordinator.

Pike County, PA: Pike County Conservation District, 570-226-8220

Wayne County, PA: Wayne County Conservation District, 570-253-0930

Monroe County, PA: Monroe County Conservation District, 570-629-3060

Sullivan, Orange, Ulster and Delaware Counties, New York:

Catskill Forest Association, 845-586-3054 or

Sullivan County Soil & Water Conservation District, 845-292-6552 x5 (Sullivan and Orange Counties only)

Sussex County, NJ: Sussex County Soil Conservation District, 973-579-5074

Warren County, NJ: Warren County Soil Conservation District, 908-852-2579

Thank you for submitting your application

FOR INTERNAL
USE ONLY

Date Received:

CWF Priority Tier:

APPLICATION PROCEDURES

GENERAL: Before beginning your application for funding from the Common Waters Fund you should visit the Common Waters website (www.commonwatersfund.org) and review the program eligibility criteria, funding categories, application instructions, project selection criteria, eligible plan types (also listed on this application), and frequently asked questions. You should also check the website to determine if your property is located within a Common Waters Fund Priority Funding Area. Currently, only properties located within Priority Funding Areas are eligible for funding. Alternatively, you can visit or call the Common Waters Fund County Coordinator in your county (contacts provided below) for information about the program and assistance to help you determine if you are eligible.

If you think you are eligible for funding through the program after visiting the Common Waters website or talking with your county coordinator, follow the instructions below to complete the application process for funding. If you have questions about your eligibility, you may contact the Common Waters Fund Program Coordinator, Stephanie Pendergrass: 202-797-6580, spendergrass@pinchot.org.

1. Download the application for Stewardship Plan Funding. You do not submit your application at this time, but downloading the application allows you to assemble the needed materials to complete the application.
2. Make an appointment to visit the County Common Waters Fund Coordinator in your county (optional but encouraged).
 - Pike County, PA: Pike County Conservation District
 - Wayne County, PA: Wayne County Conservation District
 - Monroe County, PA: Monroe County Conservation District
 - Sullivan, Orange, Ulster and Delaware Counties, New York: Catskill Forest Association or Sullivan County Soil & Water Conservation District (Sullivan and Orange Counties only)
 - Sussex County, NJ: Sussex County Soil Conservation District
 - Warren County, NJ: Warren County Soil Conservation District
3. All applicants must self-certify that they meet the eligibility requirements of the USDA NRCS Environmental Quality Incentives Program (EQIP). These requirements are explained in the EQIP Eligibility Self-certification Form, which should be signed and submitted along with the application form. (Some landowners may need to follow up with their local Farm Services Agency (FSA) office to confirm that they are in compliance with all of the requirements).
4. Meet with the County Coordinator to complete your application (optional but encouraged). The County Coordinator will answer any questions you have about the program, help you complete your application, and accept your application fee and form. If you have already selected a forester to write your plan, ideally s/he will also attend the meeting with the County Coordinator. If you have not selected a forester, the County Coordinator will provide you with a list of qualified foresters that you may approach to write your plan.
5. **Application fee is a standard \$25 for all applications.** Applications will be evaluated on a quarterly basis; you should be notified if your application has been approved for funding within approximately six weeks of the application deadline. Check on the website or with your County Coordinator for deadlines.
6. When your application has been approved for funding, you will be notified by the Common Waters Fund Program Coordinator that your application has been approved. They will provide you with a list of approved foresters from which you can choose to write your plan. You will also receive a contract agreement to sign and return agreeing that you will have a Forest Stewardship Plan written for your property within the next 12 months. Your selected forester can begin work to prepare your stewardship plan immediately upon signing the contract by all parties. The plan must be completed and approved by the state within one year of signing the contract, unless an exception is granted at the time of contract signing.
7. Once the plan is written, you or your forester will submit your plan and the plan certification form provided by the Common Waters Fund directly to the state forestry agency for approval. You may need to complete a simple application for your state's Forest Stewardship Program at this time also. It is you and your forester's responsibility to make any necessary revisions and re-submit the plan to the state for approval, as needed. When approved, the state/regional forester will sign off on the CWF Stewardship Plan Approval section of the application form. After completing the CWF Stewardship Plan Approval section, the state forest agency will return the application to you.
 - Pike and Monroe Counties, PA:** Mike Roche, 570-895-4039
 - Wayne County, PA:** John Maza, 570-945-7133
 - Sullivan, Ulster and Orange Counties, NY:** Mike Pogue, 845-256-3075
 - Delaware County, NY:** Josh Borst, 607-652-3607
 - Sussex and Warren Counties, NJ:** Jon Klischies, 609-984-0827, or Jack Shuart, 973-786-5035
8. To obtain payment from CWF once your plan is approved, submit a copy of your approved plan and your forester's bill along with the signed CWF Stewardship Plan Approval section to the Common Waters Fund contact listed in your contract. The Common Waters Fund will reimburse you for plan costs *up to* the approved rates in your state, plus additional inventory costs. These rates are listed on the website and in your County Coordinator's Partner Handbook. They are taken from each state's rate schedule and adjusted to cover *approximately* 100% of the cost of preparing a Forest Stewardship Plan. You should receive your check within approximately six weeks of project verification and approval by the Common Waters Fund.

Related Programs:

You may use your CWF Forest Stewardship Plan for enrollment in other forest management programs if the resulting plan meets the requirements of those programs.

If you are interested in enrolling in your state's preferential property tax assessment program, the state forest agency contact for your county can provide you with information on eligibility and application requirements. It is your responsibility to ensure that your forester incorporates any requirements into your plan, and to enroll and comply with the program.

The CWF County Coordinator can also provide you with information on American Tree Farm and Forest Stewardship Council certification, as well as The Nature Conservancy's Working Woodlands program, if you are interested in these programs.

Common Waters Fund Forest Stewardship Plan Standards

Forest Stewardship Plans written with funding from the Common Waters Fund must meet a few additional standards beyond each state's current Forest Stewardship Program standards to ensure that water quality and other ecosystem services are adequately addressed. These include specific requirements for Stand Inventory, Riparian Area planning, and Access System planning.¹ The rigorous stand inventory requirement ensures that a landowner will have the best information possible about the resources on their forest land to inform management decisions, such as timber management or marketing ecosystem services. The riparian area planning and access system standards address important water quality concerns, so they are very important to the CWF program. Riparian (stream side) areas are very important to water quality. Forested riparian areas (often called riparian forest buffers) slow runoff and help filter out sediment and nutrients before water reaches a stream, which protects water quality for both aquatic species and humans. By requiring that plans include a special focus on the riparian areas on your property, CWF helps ensure that these important areas will be well-managed to maintain or improve their water quality benefits.

The access system planning requirement addresses the existing and planned roads and trails on your property. Because roads and trails are major sources of sediment entering streams in forested areas, it is important to carefully plan out where they will be located and what Best Management Practices (BMPs) should be installed to minimize erosion over their life span. It is also important to inspect existing roads, trails, and other high-use areas such as log landings to identify and resolve any erosion problems.

These requirements are described separately (right) for each state.

¹ The riparian planning and access system standards were developed by the New York Watershed Forestry Program.

New Jersey

Plans shall meet the Minimum Guidelines for NJ Forest Stewardship Plans: http://www.state.nj.us/dep/parksandforests/forest/min_guide_nj_stew.pdf. In addition, plans must meet the additional requirements for Stand Inventory, Riparian Areas, and Access System planning as detailed in the Forest Stewardship Plan Additional Requirements for New Jersey (request this document from your County Coordinator or view it at <http://www.commonwatersfund.org/forest-stewardship-plans-additional-requirements-new-jersey>).

If your application is accepted by the Common Waters Fund, you are guaranteed funding for the cost of writing your plan up to the approved CWF cost share rates in your state. Your County Coordinator can provide you with detailed payment rate information, or you can view it on the Common Waters Fund website.

New York

Plans shall meet the Watershed Forest Management Planning standards of the Watershed Forestry Program, as listed in pages 19-26 of the program handbook: http://www.nycwatershed.org/pdfs/Forestry_Handbook.pdf. In addition, the Stand Inventory must meet the requirements described in Forest Stewardship Plan Additional Requirements for New York (request this document from your County Coordinator or view it at <http://www.commonwatersfund.org/forest-stewardship-plans-additional-requirements-new-york>).

If your application is accepted by the Common Waters Fund, you are guaranteed funding for the cost of writing your plan up to the approved CWF cost share rates in your state. Your County Coordinator can provide you with detailed payment rate information, or you can view it on the Common Waters Fund website.

Pennsylvania

Plans shall meet the Minimum Standards in the "PA Forest Stewardship Plan Instructions and Minimum Standards" document. In addition, plans must meet the additional requirements for Stand Inventory, Riparian Areas, and Access System planning as detailed in the Forest Stewardship Plan Additional Requirements for Pennsylvania (request this document from your County Coordinator or view it at <http://www.commonwatersfund.org/forest-stewardship-plans-additional-requirements-pennsylvania>).

If your application is accepted by the Common Waters Fund, you are guaranteed funding for the cost of writing your plan up to the approved CWF cost share rates in your state. Your County Coordinator can provide you with detailed payment rate information, or you can view it on the Common Waters Fund website.