



American
Forest
Foundation



A Forester's Guide to the
Family Forest Carbon Program
in the Northeastern U.S.

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Introduction

The Family Forest Carbon Program (FFCP) is a program that was created to support America's family forest owners in improving forest health and managing their forests in ways that help mitigate climate change. The program is designed to help landowners meet their forest management goals including recreation, creating wildlife habitat, and producing sustainable forest products. The FFCP is a partnership between the American Forest Foundation (AFF) and The Nature Conservancy (TNC). FFCP is administered by the Family Forest Impact Foundation, LLC (FFIF), which is an affiliate of AFF.

The FFCP is an opportunity to engage forest landowners who own as little as 30 acres of forestland with new types of incentives supported by the carbon market, helping contribute to the cost of forest management practices and offering opportunities for income. Landowners interested in this program will work with an FFCP or professional forester that will provide technical assistance and professional guidance to landowners on the best options for their forests.

Landowner Benefits of the Program:

1. Expert guidance from an FFCP forester on how to improve the health of their woods, create habitat for wildlife, and treat invasive species.
2. A stipend to develop or update a forest management plan customized for their land.
3. Annual payments over 20 years to help landowners care for their woods.
4. Ability to financially invest in the legacy of their land.
5. Management flexibility and guidelines on sustainable forest management if or when the landowner chooses to harvest within terms.
6. An opportunity to make a positive impact on their land, wildlife and the climate through a credible, private not for profit run effort.
7. An avenue to increase the long-term health and value of their forest.

This guide applies to the work of FFCP in the states of New York, Vermont, Massachusetts, New Hampshire and Maine. Foresters can use this guide to learn more about how FFCP works, and how they might be able to engage with it either through contracting with FFCP or working directly with landowners. It contains information on the FFCP approach, landowner eligibility, qualifying forest management practices, forester approval, and the enrollment process.

Approach

Traditional carbon programs are based on payments tied to the measured carbon stocks at the project or property level. Most landowners have historically been restricted from accessing these programs because of the high costs associated with measurement, monitoring and verification of carbon stocks on parcels less than several thousand acres in size.

FFCP is different. It incentivizes specific forest management practices which have been scientifically demonstrated to enhance carbon stocks, improve forest health, and provide other important ecosystem benefits. Landowners are paid for implementing practices, not for their carbon stocks. Carbon gain is tied to specific forestry practices and calculations are done per practice instead of per property. The amount of carbon sequestered through these practices is verified through on-the-ground monitoring of a random sampling of properties. By using the random sampling approach across many properties enrolled in the program, the FFCP opens the door for owners of family forests as small as 30 acres to participate.

The methodology used by FFCP to calculate the carbon benefit of its work is a new one that both reduces costs and increases the rigor and additionality of the credits it produces. The program uses a grouped project carbon

accounting methodology that measures carbon benefits at a landscape scale, instead of isolating and tracking the specific benefit for every enrolled property. Although the FFCP monitors each landowner's compliance with his or her contractual obligations, specific carbon measurements are made on a randomly selected subset of properties. This enables us to spread what are still high monitoring and verification costs across all enrolled landowners via a random sample approach, ensuring that we are still maintaining a robust and statistically significant calculation of the overall carbon benefit.

In addition, the methodology advances the integrity of environmental claims arising from carbon projects by selling carbon credits only when/if the forest management done on lands enrolled in the FFCP result in higher carbon stocks than control (US Forest Service Forest Inventory and Analysis (FIA)) plots across the whole landscape. Project plots are matched with non-project control plots (FIA plots) that are similar across several different criteria and covariates, and the two sets of plots are compared over time. This accounting approach isolates a single variable – the presence of a contract between the FFCP and an enrolled landowner – and observes the difference in carbon stocks because of that variable. As part of every verification cycle, the program will re-measure both the permanent monitoring plots in the selected enrolled FFCP properties¹ and update the baseline composite plots based on updated FIA data. Both the FFCP monitoring plots and FIA control plots are based on real observations and data collected in the field, *not* on long-term growth and yield modeling. The difference between the project and baseline plots equals the carbon benefit that can then be verified and eventually monetized².

It is important to note that FFCP bears all the risks associated with this approach. Landowners are guaranteed payments over the life of the contract so long as they comply with its forest management terms³, and carbon is only sold once it is measured on the ground

¹ The likelihood of a monitoring plot being located on any particular individual property depends on property size and the number of monitoring stands (based on forest type and practice) in the cohort, as well as how much land we expect to enroll in the monitoring cohort. We aim for 30 monitoring strata (ten plots per stratum) per practice per cohort. The more land in any one property that is enrolled, the greater the chances it gets selected. If a property does have a plot, up to one monitoring visit a year may be required. There is no cost or obligation to the landowner where a plot is located (management should occur agnostic to the presence of a plot, similar to a CFI plot). We'll give landowners at least ten days' notice before we come to monitor the plot, do our best to coordinate a time that works for the landowner or forester if they want to join us, and will send the landowner a report on the findings for your plot specifically, as well as the landscape level report that all landowners will get each year.

² You can learn more about the methodology here: <https://www.forestfoundation.org/why-we-do-it/family-forest-blog/determining-a-true-carbon-benefit-part-1-additionality>

³ In the event of a natural disturbance that significantly impacts carbon stocks on the forest, a contract with a landowner may be modified or terminated at no cost to the landowner. Any payments made to the landowner during the contract term will be honored.

The Role of a Forester

There are two different ways that foresters may be involved in the FFCP:

1. Approved Foresters - who currently represent landowners and develop project planning and documentation as part of that work.
2. Participating Foresters – who represent their landowners and also serve new landowners with FFCP for project planning.

With either of these relationships, the process of supporting landowners through program enrollment is largely similar. Landowners interested in the FFCP will work with a forester to delineate a project area and collect basic forest stand information. The forester will support the landowner in determining which areas of the property are appropriate for which FFCP practices. If the landowner has a current management plan, that may be used as the basis for project delineation and planning.

Properties enrolled in state current use tax programs are likely eligible for enrollment in FFCP. There are many considerations in planning a project on a property enrolled in a current use tax program, and these are described below. For properties enrolled in a current use program, landowners or their foresters ***must inform FFCP before enrolling*** in order to ensure alignment between the two programs (see details below).

If the landowner does not have a forest management plan, this will require a joint site visit between the landowner and forester to discuss the landowner's forest management goals and tour the property together to identify potential project locations. The forester will need to delineate the project area and practices and provide this information to FFCP.

FFCP staff outreach foresters and contracted consulting foresters will provide visits and project planning services for landowners who do not have a prior relationship with a forester. This will be done at no cost to the landowner. In the cases where landowners come in through FFCP marketing channels but do have a prior relationship with a forester, we will encourage that landowner to continue working with their existing forester if the forester is FFCP-approved. In these cases, FFCP will provide financial support to the forester to compensate these services, which should be performed at no net cost to the landowner. These payment rates are outlined in Table 1.

FFCP will also provide opportunities for foresters to take on new landowner clients who are interested in enrolling in the FFCP. FFCP will pay foresters for completing each of these visits and submitting FFCP Project Planning Information as outlined below.

The payments for services outlined below are based on Project Area acreage and are meant to include all costs associated with completing the project planning visit and completing the project planning forms, including all time, materials, mileage, and travel. ***Consulting foresters shall not charge the landowner for any work related to these specific tasks.***

FFCP Approved and Participating Foresters

Natural Resource Professionals meeting the requirements of an FFCP Approved or Participating Forester as described below are encouraged to work with landowners to plan FFCP projects. The FFCP will work with Approved and Participating Foresters to ensure they are prepared to work with their landowner clients and have access to online tools to assist with planning and documentation. From time to time, FFCP may contract directly with Participating Foresters to conduct site assessments, collect data, or develop management and project planning documents. FFCP will maintain a list of Participating Foresters on our website as a resource for landowners.

The question of whether to be a Participating vs. Approved Forester comes down to whether you would like to receive new clients who come into the FFCP and don't yet have a forester with whom they work. Approved Foresters work with existing clients only, while Participating Foresters work both with their existing clients and with new clients who are interested in the FFCP and referred to the Participating Forester by the program. Most of the foresters we've worked with so far choose to be a Participating Forester as they want to receive new client leads that are interested in the FFCP.

Consulting foresters must comply with all state forestry laws, including being licensed in the state(s) in which they are practicing, if applicable. Foresters can apply to become a Participating or Approved Forester by visiting <https://www.familyforestcarbon.org/foresters>. In addition to completing a training on FFCP practices and processes, foresters must meet one or more of the following requirements:

- State Licensed Forester in the Following States:
 - Vermont
 - Massachusetts
 - New Hampshire
 - Maine
- New York State DEC Cooperating Forester
- Meets New York state requirements to write 480a plans⁴
- Society of American Foresters Certified Forester
- American Tree Farm System (ATFS) Tree Farm Inspector
- Association of Consulting Foresters Full Member
- NRCS Technical Service Provider
- Forest Stewards Guild Professional Member

A sample of the consulting forester contract can be found in [Appendix A](#).

Summary of Consulting Forester Tasks

See additional details in a flow chart in [Appendix C](#).

1. If the landowner does not have a forest management plan, a site visit shall be conducted to confirm eligibility and delineate stands. A forest management plan shall be completed within one year of enrollment.
2. If the landowner has a forest management plan, the forester skips step one and reviews the plan.
3. If the landowner is enrolled in a current use program or is interested in becoming enrolled, the forester shall advise the landowner on the program's alignment or conflict with FFCP requirements.
4. The forester completes the Project Planning and Information Form (see [Appendix D](#).) and uploads it along with the forest management plan and stand shapefiles. Additional details can be found in [Appendix E](#).
5. The forester submits invoices for work completed.

⁴ "Forester means an individual who has graduated from a school of forestry recognized by the Society of American Foresters, or who possesses qualifications for the practice of forestry essentially equivalent to those possessed by a graduate of a school of forestry in a curriculum of forest management recognized by the Society of American Foresters."

Payments for Project Planning Services

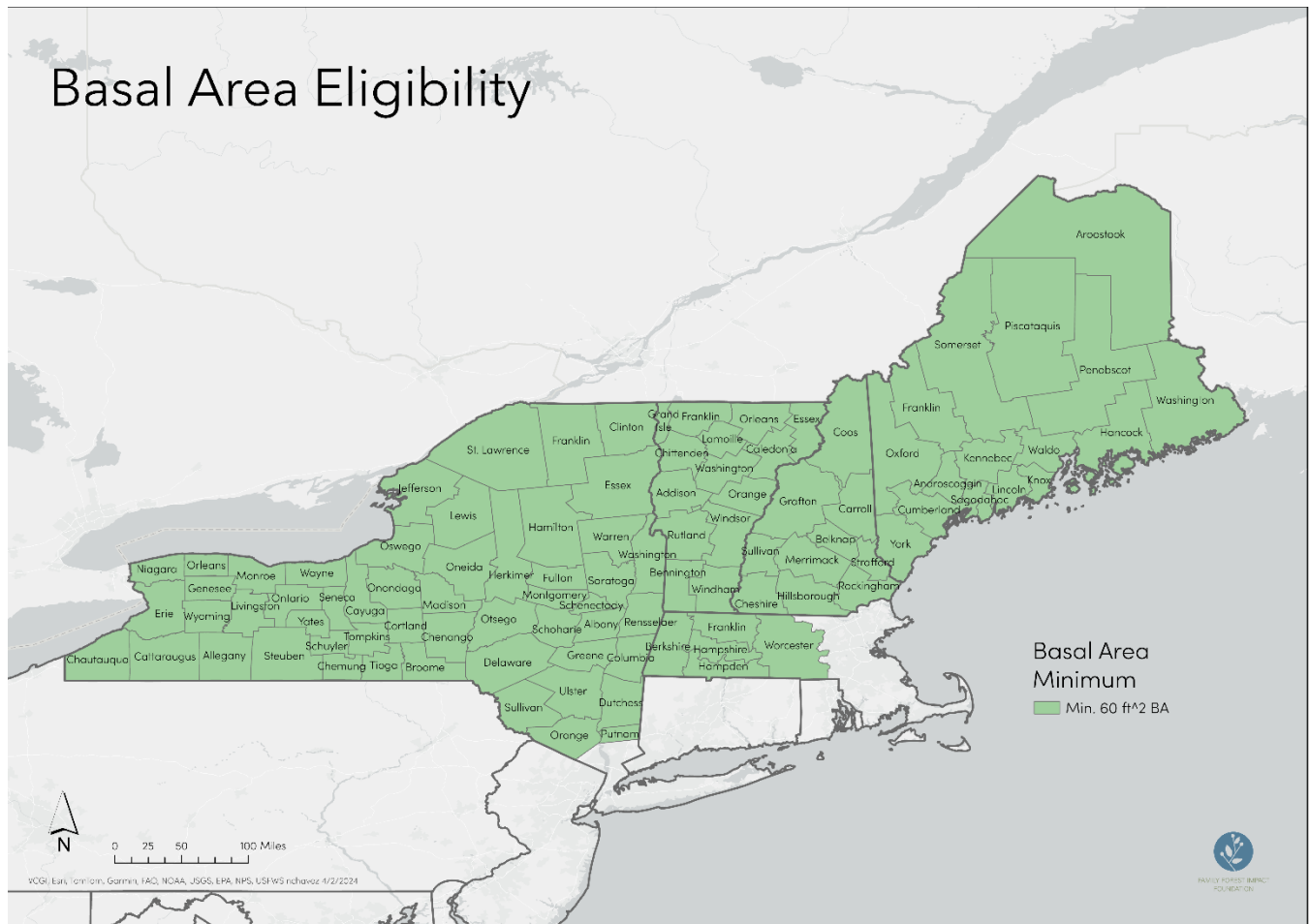
Project area acre range (Forested acreage less maintained areas)	Payment for submitting project planning data, and spatial data. (FMP - NO Site Visit Needed)	Payment for completing a site visit, submitting project planning data, and spatial data. (Site Visit Needed)
30-99 acres	\$200	\$500
100-199 acres	\$250	\$600
200-299 acres	\$300	\$900
300-499 acres	\$350	\$1,100
500-999 acres	\$450	\$1,400
1000-1499 acres	\$500	\$1,600
1500-1999 acres	\$600	\$1,900
2000+ acres	\$700	\$2,100

Table 1: Forester payment rates. CANNOT EXCEED RATES. BILLING CANNOT START UNTIL A CRM WOODLAND HAS BEEN ASSIGNED. Services are billed to FFIF representative and will be paid upon successful completion of pre-enrollment project planning activities. See billing guidelines in [Appendix B](#).

Family Forest Carbon Program Eligibility

It is the goal of FFCP to be as inclusive as possible toward family forest ownerships while maintaining the financial feasibility of the program. To be eligible for enrollment in the FFCP, the following criteria must be met:

1. The property in the following counties meet that county's minimum threshold for basal area stocking. The minimum basal area stocking threshold is 60 sqft/ac in New York, Vermont, New Hampshire, Massachusetts, and Maine. These thresholds were adjusted in April of 2024 due to carbon remodeling that led to better clarity on typical regional harvest rates and intensities which allowed us to lower the stocking threshold.



1. The property is in private ownership, including ownership by individuals, families, trusts, corporations, or non-profit organizations⁵.
2. Forest type within the project area is Maple-Beech-Birch forest-type group as defined by the US Forest Service FIA forest typing⁶. The following forest types are included in the Maple-Beech-Birch group.
 - a. Sugar maple-beech-yellow birch with associates being butternut, basswood, red maple, eastern hemlock, northern red oak, white ash, white pine, black cherry, sweet birch, American elm, rock elm, and eastern hophornbeam.

⁵ At this time, land owned by land trusts are not eligible to enroll.

⁶ FIA forest type description and species composition were found in the USFS FIA National Core Field Guide, Volume 1: Field Data Collection, Version 9.1

- b. Black cherry with associates being sugar maple, northern red oak, red maple, white ash, basswood, sweet birch, butternut, American elm and eastern hemlock.
 - c. Hard maple-basswood with associates being black maple, white ash, northern red oak, eastern hophornbeam, American elm, red maple, eastern white pine, eastern hemlock.
 - d. Red maple-upland: This type is dominated by red maple and some of the wide variety of northern hardwood associates include sugar maple, beech, birch, aspen and assorted softwood species.
3. Forests must be naturally occurring (no plantations, areas subject to enrichment planting may be approved on a case-by-case basis).
 4. Forests **must be able to be commercially harvested**. Forests must be physically accessible and available for harvest.
 5. The average basal area within the project area is above the basal area threshold of 60 sqft/ac. The project area must also have at least 2,000 board feet per acre of standing timber and a quadratic mean diameter of at least 8". Foresters shall conduct a quick cruise or rapid assessment of whether a stand has sufficient size, stocking and volume to be commercially harvested, for example as described by Ohio State University Extension's fact sheet (<https://ohioline.osu.edu/factsheet/F-35-02>).
 6. The project area is not subject to any existing legal encumbrance (e.g., conservation easement or state/local restrictions) that prohibits timber harvest activity (e.g. riparian buffers, designated reserves or no harvest areas) within the project area.⁷ Note that enrollment in a state Current Use program does not represent a disqualifying restriction. Also, sugaring operations do not disqualify forest that otherwise is eligible.
 7. The whole property must be subject to a forest management plan that is less than 10 years old.
 8. The minimum size of an enrolled project area is 30 forested acres under the same ownership.

Practices

The Family Forest Carbon Program is based on forest management practices which have been scientifically demonstrated to enhance carbon stocks and improve forest health, following recommendations from the *Healthy Forests for our Future*⁸ guide developed by The Nature Conservancy and the Northern Institute of Applied Climate Science.

There are three practices described in the guide that are currently available for support through FFCP: *Increase Time Between Harvests*, *Create Gaps to Promote Regeneration*, and *Retain More Carbon in a Thinning*. In the FFCP, the *Increase Time Between Harvests* practice is called "Grow Older Forests," while the *Create Gaps* and *Thinning* practices are combined into a practice called *Enhance Your Woodland*. This is done for simplicity of contracting and increasing landowner flexibility.

These practices represent archetypes for management, and the forester and landowner should work together to determine which practices are appropriate for different forest stands based on the landowner's management

⁷ Land subject to a conservation easement that permits timber harvest may be eligible and will be determined on a case-by-case basis.

⁸ Marx, L.M., Zimmerman, C.L., Ontl, T.A., and Janowiak, M.J. 2021. *Healthy Forests for our Future: A management guide to increase carbon storage in Northeast forests*. The Nature Conservancy and Northern Institute of Applied Climate Science, pp. 1-40. [web link here](#).

goals and forest conditions. These practices may be combined within a single project, so long as they are delineated prior to a signed contract as per the terms described below.

The two FFCP practices are as follows:

Grow Older Forests⁹

This practice produces carbon benefits through increased total forest carbon stocks by eliminating carbon removal from harvest activities. This practice includes a commitment not to harvest over a 20-year period. The intent of this practice is to allow forest stands and trees to grow for longer, which can then be managed sustainably for timber over the long term while retaining higher carbon stocks on-site than before the practice was implemented. This practice can cover an entire ownership or on forest stands within the ownership through foregoing tree harvesting within the area enrolled in the practice. When landowners determine that the preferred long-term management strategy for their forest is a no-cut forest reserve beyond the life of the FFCP contract, FFCP can help connect landowners to local conservation partners to help explore options for long-term or permanent protections.

Specifications:

During the course of the contract period, this practice prohibits any forest harvest within the enrolled area with the following exceptions:

- I. allows for salvage resulting from storm events or pest/pathogen outbreak, with prior approval by FFCP¹⁰;
- II. allows for harvesting to control a pest or pathogen outbreak, with prior approval by FFCP.
- III. requires the retention of any downed wood on site, unless a waiver is obtained from FFCP related to a storm event, novel pest, or pathogen outbreak.
- IV. recommends treatment of invasive plants, and of native competing vegetation that limits the ability of new seedlings or saplings to grow.
- V. allows for the use of fencing or tree shelters to control deer and moose browse.
- VI. allows for the harvest of firewood for personal use, up to an annual maximum based on the table below. Live trees must be less than 12" DBH and shall be from lower canopy strata. Firewood harvest must be evenly distributed throughout the project area and not confined to one area and may not be conducted in a manner that is intended to result in a Substantial Harvest or conducted if they cause or contribute to any Prohibited Removal. Firewood transport should adhere to local guidance and regulations.

Forested Project Area (acres)	Max Cords/year
30-199	5
200-299	10
300-399	15
400-499	20
500+	25

Table 2. Maximum Firewood Harvest

⁹ Foresters should be aware of the potential conflict between the Grow Older Forests practice and certain state current use requirements. If a landowner is interested in enrolling Grow Older Forests, the forester needs to advise them on this conflict and consult with the local county or service forester before enrollment.

¹⁰ Approval for post-disturbance salvage will be evaluated on a case-by-case basis and will consider the extent of the damage and the future trajectory of the affected area within the property, and the landscape impact of the disturbance.

Enhance Your Woodland

The Enhance Your Woodland (EYW) practice is for family forest owners who want the option to actively manage their woodland within the next 20 years. **Under the EYW practice, thinning and/or a gap harvest can be applied. The thinning and gap harvest treatments described below should be considered a pair of archetypes to be emulated, with local forest conditions determining the specific prescription for a given stand.**

The create gaps and thinning practices, as described in the Healthy Forests for our Future guide, are different treatments with different management goals. However, in terms of the contract that governs them, the practices have many similarities, including requiring some areas of the forest to be left unharvested,, putting a cap on the total amount of basal area removed, and providing for sufficient snags and other biodiversity safeguards. The practices have been combined into a single contract to allow a landowner and their forester flexibility to adaptively manage, and to simplify the practices into a set of contract “sideboards” that apply to both practices and are easy to apply and verify on the ground.

Specifications:

Enrolled Project Area

- Total timber harvest over the contract period must be less than 15% of total basal area within the overall enrolled project area according to most recent inventory.
- Harvest of firewood for personal use, up to an annual maximum based on the table below, is permitted. Live trees must be less than 12” DBH and shall be from lower canopy strata. Firewood harvest must be evenly distributed throughout the project area and not confined to one area and may not be conducted in a manner that is intended to result in or reduce the requirements for a Substantial Harvest or conducted if they cause or contribute to any Prohibited Removal. Firewood transport should adhere to local guidance and regulations.

Forested Project Area (acres)	Max Cords/year
30-199	5
200-299	10
300-399	15
400-499	20
500+	25

Table 2. Maximum Firewood Harvest

Stand Unit

- Basal area removal may not exceed 25% of the Basal Area per acre in any Harvest Area (in an individual Harvest or cumulatively over time) compared to the Basal Area per acre set forth in the Initial Timber Assessment over the 20-year period.
- Quadratic mean diameter within a harvested unit must not be reduced by more than 10% over the 20-year period.
- Patches and canopy gaps may not exceed 20% of any harvested unit.
- Patches and gaps can be up to 5 contiguous acres in size, and patches and gaps must be separated from adjacent patches or gaps by an unharvested buffer of at least 250 feet.
- Within thinned areas and canopy gaps and patches, retain at least 4 live trees per acre that are in the upper 20% of diameter class for the stand. Retained trees must aim to represent the different tree species present on site and maintain or increase the percentage of AGS in the project area.

- All snags should be left standing except where they need to be felled for safety. In this case, felled snags should be left on site.
- All downed wood and tops shall be left on-site.
- All timber harvests must comply with state or local Acceptable Management Practices or Best Management Practices.
- These specifications may be amended or waived in salvage situations with approval by FFCP.

This set of common rules will be used as enforceable contract terms, allowing the landowner the flexibility to apply specific prescriptions to their forest that do not fit within the boundaries of the individual practice prescriptions. It will be particularly useful in the sort of heterogeneous stands that are common in the Northeast, in which a combination of thinning and small group selection is often the appropriate prescription. Within the boundaries of these terms, foresters will have the latitude to recommend site-specific prescriptions that best fit the silvicultural objectives of the stand.

Project Planning

Foresters and other natural resource professionals should utilize this guide to plan forestry practices through the Family Forest Carbon Program (FFCP). The steps included in the project include forest stand delineation, project area selection, data collection, and data summarizing and reporting.

Please review the ownership structure before your visits with landowners and project planning. Ensure the landowner has full ownership of all parcels where project planning will take place. Our contracts are based on the data from deeds registered with the county that dictates the legal owner of the land. The named owner on the deed is who the contract will be constructed for, even if it is an LLC or org that is solely owned by an individual landowner. After the contract is signed, we file it with the county to transfer the enrolled project area carbon rights over to us, so we need the ownership to match. If it does not match, the county bounces it back to us and slows down the process.

Thus, if for example one parcel is under the landowner's name, and another parcel is under an LLC owned by the landowner – they need to be two separate projects/contracts. Same goes if, for example one parcel is owned by one brother and the other parcels are owned by the other brother. So, in summary, if there is a complex ownership structure, you must collect the appropriate amount of data and plan the projects (submit planning forms) separately even though they are theoretically the same owner. We sympathize and share in how cumbersome this is but appreciate the extra work on the front end, so we don't have to go back and re-collect data to fix it.

If you know of or have discovered that there's a land survey that is more accurate than the county parcel data, please send that to us if you can get a copy. At a minimum, please let us know about it when submitting the data so we can ask the landowner for it.

Project Area Delineation

The forester will need to delineate the project area and provide this information to FFCP staff in the form of spatial data uploaded into the Woodcamp profile. The forester must ensure the landowner agrees to project boundary prior to submitting the project to FFCP, including any landowner desires to develop future residences or structures on the property. The practice area should align with forest stands identified in a property's forest management plan as appropriate. Reference [Appendix F](#) for a detailed criteria for determining forested stands and [Appendix G](#) for stand delineation that are eligible for enrollment.

It is critically important that the stand delineation for the FFCP enrolled project area is accurate to preserve the integrity of our monitoring data.

There are two methods for conducting this evaluation:

Landowner with existing forest management plan:

An existing forest management plan with stand maps and descriptions can be used to determine eligibility. Review the plan to determine if it is still representative to the property and use the Project Planning and Information Form as seen in [Appendix D](#) to articulate the eligibility of each stand based on stocking, volume, and harvest recommendation data.

Landowner without forest management plan:

Eligible forest stands will need to be delineated and digitally mapped for landowners without forest management plans based on the eligibility criteria above. Eligible forest type, commercial volume and stocking should be verified through field reconnaissance and inventory as needed.

Stand Delineation:

The project area is to be delineated using the following criteria:

1. Forest Type - Maple/Beech/Birch - At least 50% of the stocking in the project area is composed of sugar maple, red maple, American beech, yellow birch, paper birch, sweet birch with minor associates being black cherry, aspen, butternut, American basswood, hemlock, northern red oak, white ash, American elm, rock elm, eastern hophornbeam. See FIA Forest type descriptions above in Eligibility.
2. Stocking - the stocking within the project area meets the basal area threshold of 60+ sqft/ac.
3. Size class – at least 8” or higher in mean (or quadratic) stand diameter.
4. Volume – at least 2,000 board feet per acre

Due to the variability of naturally regenerated stands across the northeastern states, there are some recommended protocols for typing a forest, especially if it contains a mix of different forest types and species. Some examples that come to mind are oak/hickory and spruce/fir forests, which can cohabitate with maple/beech/birch at varying degrees across the landscape.

If a stand has less than 50% Maple-Beech-Birch (as determined by FIA Forest Type Group in [Eligibility](#) above), please use this Decision Key in [Appendix G](#).

Data Collection

Additional data must be collected for the stands in which an FFCP practice is prescribed. The data required depends on the practice.

Landowners or their foresters will need to provide information to FFCP to determine eligibility. Common to all practices, information provided should include:

- Landowner information
- Parcel ID numbers (if known)
- Size of FFCP project area
- Spatial location of FFCP project area, including ineligible areas with other cover type
- Any future plans for development or homesites that would need to be excluded from the project area.
- Any forest health risks or invasives identified.
- Any recommended management treatments

Variable radius plot sampling at the minimum sampling intensity in table 3 below should include species, and volume.

Project Size (acres)	Minimum # of Plots
100	7
150	8
200	9
300	11
500+	15

Table 3: Sampling Intensity by Forested Acres

CRM

Project Planning information shall be submitted to FFCP via our CRM located here: <https://crm.woodscamp.com/>

This article explains how a forester can enroll their existing clients in the Family Forest Carbon Program:

<https://woodscamp.zendesk.com/hc/en-us/articles/1500012699462-How-to-enroll-your-EXISTING-landowners-into-the-Family-Forest-Carbon-Program-through-the-CRM->

This article explains how to enroll a *NEW* Landowner that is assigned to a forester by the Family Forest Carbon Program: <https://woodscamp.zendesk.com/hc/en-us/articles/1500006524922-How-to-Enroll-a-NEW-Landowner-that-is-assigned-to-you-by-WoodsCamp-or-the-Family-Forest-Carbon-Program>

The online CRM (Client Relationship Manager) is a tool that foresters must utilize to complete project planning for the FFCP. It also contains a mapping tool that enables foresters to delineate project areas and upload spatial data. Once a forester signs up to participate with FFCP, the program will provide log-in and information on how to use our CRM.

Within the database, the Foresters will be expected to utilize the different tabs within the Landowner's Woodland profile. Below is a summary of what the tabs are, and how to interact with the tabs.

- **Summary:** Basic information about the landowner and woodland, including email address and phone number, forested acres for billing, and parcel ID information.
- **Mapping:** Contains the spatial data pertaining to the landowner's woodland. Here you will delineate FFCP boundaries, including creating boundaries for ineligible cover types. Spatial data (IE parcel boundaries) can be downloaded for use in mapping applications, and it can also be uploaded for boundary creation.
- **Management Plan:** Upload a new written forest management plan for the landowner or download existing forest management plans for review.
- **Qualification:** Important notes that were annotated during the intake process after a landowner has visited the website and connected with FFCP staff. Including information regarding ownership structure, any recent harvesting activity, and current forest management plans.
- **Timeline:** Communicate important information to FFCP Staff regarding project planning process. Please see the guidance in [Appendix H](#).
- **FFCP Documentation Tab:** Where the FFCP project planning process is finalized. The steps within Documentation must be completed for every landowner, regardless of eligibility status – including delivering the information on the FFCP National Planning Form.

Ongoing Implementation

Forest Management Plans

Landowners enrolling in FFCP will be offered support to develop a forest management plan or amend an existing plan for compliance with FFCP practices. Landowners who are interested in developing a new management plan have the option of adopting a management plan developed using the FFCP management plan template (when available) at no cost to the landowner, or to accept financial support for their forester to develop their own plan, such as a plan suitable for NRCS funding applications or state current use tax programs (payments to support the development of a template-based plan or the amendment or development of an individual plan are described below in Table 3. With either planning option, plans must be updated once they are ten years old, and FFCP will provide additional support for this update.

Other management plans:

If the landowner would like a more detailed plan, e.g., to apply for NRCS funding or enroll (or continue enrollment) in a state current use tax program, we will refer them to consulting foresters in their state/location/area if they do not already have a relationship with a forester. In these cases, the landowners and foresters will be responsible for negotiating the total cost of the FMP, to which FFCP will contribute a set amount to defray costs depending on the project acreage. The *landowner will be paid* for the creation of the management plan which will defray the costs of the forester's fees. In addition, the plan must incorporate adaptive management (described below). Landowners shall maintain a current management plan that is no more than ten years old. The landowners and foresters will be responsible for negotiating the total cost of any plan updates, to which FFCP will contribute a set amount to defray costs depending on the project acreage.

Landowners must work with a professional forester to not only write but also to implement their forest management plan. Foresters and landowners linked together through FFCP may continue working together on additional projects that fit within the allowances of the practice, such as timber sales, if both parties wish to do so. *The cost of these services will be borne by the landowner.*

Project area acre range (Forested acreage less maintained areas)	<u>Payment to Forester for preparing FFCP Management Plan Template</u> (Available in select states)
30-99 acres	\$600
100-199 acres	\$700
200-299 acres	\$800
300-499 acres	\$900
500-999 acres	\$1,000
1000-1499 acres	\$1,100
1500-1999 acres	\$1,200
2000+ acres	\$1,300

Table 3 FFCP Management Plan Template payments CANNOT EXCEED RATES. BILLING CANNOT START UNTIL THE LANDOWNER HAS BEEN ENROLLED IN FFCP. Services are billed to FFIF representative and will be paid upon successful completion of management planning activities.

Coordination with State Agencies

Ongoing coordination between FFCP and state agencies is necessary to ensure compatibility and alignment of FFCP with state regulations and programs, including current use tax programs (Vermont UVA, New York 480a, Massachusetts Chapter 61, New Hampshire Current Use and Maine Tree Growth). For properties enrolled in a current use program, this will require coordination between the landowner and FFCP in order to ensure clear expectations and understanding. Before executing a contract, the landowner or their forester will inform FFCP of existing enrollment or intent to enroll in a state current use tax program. FFCP will advise the landowner and their forester on the alignment and potential conflict between the programs and their own woodland management. Once current use enrollment is confirmed, FFCP will batch landowner information, including parcel information and FFCP practice, and provide it to County/Service Foresters on a regular basis.

Where existing current use management plans need to be rewritten or amended to accommodate FFCP practices, FFCP will provide financial support to the landowner for the development of new management plans and management plan amendments. New plans and amendments will be submitted by the landowner following the usual state current use tax program schedule. Revised management plans will follow the standard state format and will meet the requirements of the current use program. The landowner and their forester will be responsible for coordinating the compliance requirements of the current use program with the requirements of FFCP. Areas within properties that are restricted from management (for instance, riparian buffers) as part of state BMP/AMPs required for compliance with state current use programs should be excluded from the FFCP project area.

Practice Confirmation

After a landowner is enrolled in FFCP, it will be necessary to provide updates that describe activities on the enrolled property. This allows us to confirm compliance with the contract terms and address any potential issues around management implementation that might arise.

If a landowner decides to conduct a timber harvest while enrolled in FFCP, their forester will need to conduct a pre-harvest cruise at least 30 days in advance and provide data at the harvest unit level to FFCP describing the basal area, QMD and growing stock (% AGS and UGS by basal area), and any forest health issues or concerns, as well as a shapefile describing the harvest boundary and area of impact to each stand. Following the operation, the landowner's forester will conduct a post-harvest cruise, recording the same metrics at the same sampling intensity, and submit both cruise reports and the shapefile describing the harvest boundary and impact to stands to FFCP within 30 days of harvest. FFCP will review harvest documentation for consistency with the requirements of the contract and will inform the landowner of any potential problems. ***The cost of this work is borne by the landowner, and the landowner and forester should negotiate a fair and reasonable rate for the service.***

For the pre- and post-harvest cruise, foresters should follow the procedure below in order to establish the precision necessary to confirm compliance with the contract's forest management terms:

Collect data on trees more than 5" DBH that are "in" according to a 10 or 20-factor prism. Trees selected by the prism are identified as two species, measured for DBH, and evaluated for quality. On the tally sheet, species is recorded in one of three ways: the Forest Service species code, a mnemonic code, or a forester-defined code. DBH should be measured and recorded by 1- or 2-inch size classes. For example, trees that are 15.50 to 16.49 inches DBH are recorded as 16 inches when using the 1-inch class. With the 2-inch class, trees that are 15.00 to 16.99 inches DBH are recorded as 16 inches. Acceptable Growing Stock is defined as trees of a desirable species that contain at least one log, or will in the future, and likely will persist for another 15 years. Unacceptable Growing Stock is defined as trees of an undesirable species, or do not contain at least one log and never will or are unlikely to live another 15 years.

Inventory plots for the purposes of pre- and post-harvest data collection should follow the following minimum sampling density guidance:

- For stands smaller than 10 acres, use one plot per acre.
- For stands of 10 acres or larger, use 10 plots plus 1 additional plot for each 5 acres above 10 acres.

Future Practices and Forest Health and Resilience

The FFCP practices include numerous safeguards that ensure the long-term resilience of the forest, which also helps to secure its carbon stock and ensure net future carbon sequestration. These are “climate-smart” practices, considering both short-term carbon gain and long-term resilience. As noted in the practice specifications above, it is also important for landowners and foresters to work with loggers to safeguard streams, wetlands, and soils when considering access and operations. While 20 years is a short amount of time from the standpoint of a forest, it is long enough that it may require adaptive management during the contract term. For example, a landowner who plans to create gap openings in their forest might shift harvest to another part of the stand, harvest fewer trees, or change the timing of harvest if a storm or forest pest creates natural gaps in the forest during the contract period.

Recognizing that the current financial structure of the carbon markets does not support practices such as removal of invasive plants, competing vegetation, protection of seedlings and saplings from deer browse, or tree planting, we strongly encourage foresters to include these practices in management plans where appropriate, and require foresters to notify FFCP where invasive plants, competing vegetation or deer browse is so severe as to prevent regeneration of native tree species. Currently, other programs such as those offered by the US Natural Resources Conservation Service and various state programs may provide technical and/or financial assistance to cover the cost of these practices. Over time, as carbon markets mature, some of these practices may be incorporated into the FFCP to further enhance forest health and resilience alongside carbon benefits. Guidance on many of these practices can be found in the Healthy Forests for our Future guide and the forest resilience guides and publications in its resources section. Carbon stocking is only one of many important values that can be shaped by forest management decisions.

A summary of stressors that reduce resiliency, impact health and may limit the ability of forests to sequester and store carbon can be found in the following publications and tools. The forest resilience check list and scorecard are tools that can help facilitate a discussion regarding forest health with landowners.

- Increasing Forest Resiliency for an Uncertain Future ([Link](#))
- Keep Forests Healthy Scorecard ([Link](#))
- Keeping Your Woods Healthy in the Years Ahead, NIACS VT Coverts and FPR ([Link](#))

FFIF and Consultant agree as follows:

I. SCOPE OF AGREEMENT

This Agreement shall cover the responsibilities of the parties.

The Family Forest Impact Foundation, working with partners to execute the Family Forest Carbon Program (FFCP), has as a strategic priority to provide landowners with the motivation and guidance necessary to enhance carbon storage and sequestration on their properties, while also enhancing other co-benefits including forest resiliency, wildlife habitat, water quality, and sustainable wood supply.

The Family Forest Impact Foundation, LLC (FFIF), will occasionally provide opportunities for Participating Foresters to take on new landowner clients who are interested in enrolling in the FFCP. The FFIF will pay Participating Foresters for completing each of these visits and submitting FFCP Project Planning Data, as outlined in the FFCP Forester Manual.

The FFIF will also pay Participating and Approved Foresters to submit FFCP Project Planning Data as described in the FFCP Forester Manual for their existing landowner clients who have a current forest management plan. Payments to Consultants will not be based on any landowner outcome, only for services rendered.

The following fees outlined below are based on project area acreage and are meant to include all costs associated with completing the project planning visit, completing the project planning forms, and completing the Forest Management Plans including all time, materials, mileage, and travel. Consultant shall not charge the landowner for any work related to FFCP project planning or the preparation of a Forest Management Plan using the FFCP template. Consultant can charge the landowner for costs associated with developing a plan in a format agreed upon with the landowner, beyond the portion of the cost paid by FFIF.

Forester/Landowner (LO) Payment Table

Project area acre range	Payment to submit practice planning and	Payment to conduct site visit and submit planning and info form for	Payment to prepare or update ¹¹ a Forest Management Plan (using
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¹¹ This is the maximum available amount for a plan amendment. The actual cost will be determined based on the extent of the edits required.

	info form from existing mgt plan	landowner without mgt plan	AFF template) or defray cost of individual plan
30-99	\$200	\$600	\$800
100-499	\$300	\$800	\$1200
500+	\$400	\$1600	\$1600

II. RESPONSIBILITIES OF THE PARTIES

A. Consultant Responsibilities:

1. Consultants must comply with all state forestry laws, including being licensed in the state(s) in which they are practicing, if applicable.
2. To become an FFCP-participating or approved forester, the consultant must meet one or more of the following requirements **(please check applicable qualifications):**
 - Vermont or Massachusetts licensed forester
 - New York Cooperating Forester
 - Meets New York state requirements to write 480a plans¹²
 - Society of American Foresters Certified Forester
 - American Tree Farm System (ATFS) Tree Farm Inspector
 - Association of Consulting Foresters Full Member
3. Consultants must participate in training before they are accepted into the program as FFCP-participating or FFCP-approved consultants. Trainings will include information on FFCP Practices, and project planning and reporting requirements.
4. Consultant must provide a list of counties they are interested and committed to service. Project partners will only provide landowner leads to a forester based on these stated preferences.
5. Consultant will accept or decline landowner leads within 1 week of receiving a lead. If declined, consultant will inform FFCP via email. If accepted, the consultant must contact and schedule a visit within 1 week of receiving a lead and conduct a field visit within 30 days.
6. Consultant will utilize the Landowner CRM for submitting project planning documents, updating the landowner status and notes, and mapping the stands that comprise the practice and project areas.
7. The forester will update the CRM within 1 week when a visit has been completed, including the landowner status and what the results of the visit are (project planning completed, landowner no longer interested, or additional visits needed to complete project planning). They must submit any completed project planning documents within 2 weeks of the completed visit.

¹² “Forester means an individual who has graduated from a school of forestry recognized by the Society of American Foresters, or who possesses qualifications for the practice of forestry essentially equivalent to those possessed by a graduate of a school of forestry in a curriculum of forest management recognized by the Society of American Foresters.”

Specifics regarding this reporting requirement will be covered in a brief training session, mentioned above. If the forester does not update the CRM within 2 weeks, FFIF reserves the right to reassign the landowner lead.

8. In the case that the visit was put on hold or canceled, consultants must update the online CRM within 1 week along with the reason why. This will help the program improve and keep track of existing projects.
9. Consultant must submit a monthly invoice for months in which project planning data was submitted and/or a landowner for whom the landowner completed the visit signed their FFCP Landowner Agreement.
10. Consultants must agree to work cooperatively with our project partners (i.e., the American Forest Foundation and The Nature Conservancy, among others).
11. Consultant must agree to sign a written contract articulating these requirements and other project roles and responsibilities. Failure to follow contract terms could result in dismissal as an FFCP-Approved Forester.

B. FFIF/Partner Responsibilities:

- i. Provide training and support for what the consultant should communicate to the landowner and how to record data.
- ii. Track interest from landowners that comes in from outreach efforts.
- iii. Provide initial contact to those landowners interested in meeting with a consulting forester.
- iv. Subject to Consultant completing all Consultant Responsibilities, FFIF will pay Consultant for project planning work based on invoices submitted, in addition to bonuses, not to exceed amount per project planning visit and submission laid out in payment table above. Payment will be made within 60 days after submission of Consultant W-9 and invoice, whichever is later.
- v. FFIF will provide all necessary landowner contact data to Consultant as well as all resources needed to plan the project, including FFCP Forester Manual, Project Planning and Information Forms, and an account in the Landowner CRM to keep track of next steps and submit project data.

III. PERSONNEL

Consultant is responsible for all employee-related salary and applicable benefits to Consultant and Consultant's personnel performing under this Agreement and all actions or inactions performed by Consultant and/or Consultant's personnel in connection with this Agreement.

IV. TERM AND TERMINATION

- A. This Agreement shall begin at signing and expire on December 31, 2023, unless terminated earlier in accordance with the terms of this Agreement.
- B. This Agreement may be terminated by either party upon fifteen (15) days advanced written notice in the event of:
 - i. a material breach of this Agreement by the other party.
 - ii. fraud by the other party.

- iii. insolvency, bankruptcy, reorganization or receivership of one of the parties;
 - iv. breach of fiduciary duties by one of the parties;
 - v. FFIF's dissatisfaction with the quality of the project;
 - vi. Consultant's failure to complete the project in a timely manner or;
 - vii. Gross or willful negligence, persistent or prolonged neglect or misconduct by one of the parties.
- C. This Agreement may be terminated, without cause, by either party upon thirty (30) days advance written notice to the other party.
- D. Upon Termination of this Agreement, Consultant shall immediately, within thirty (30) days, deliver all work performed pursuant to this Agreement to FFIF, including documents provided to Consultant by FFIF and any work in progress, such as notes, drafts, and sketches) and shall, upon FFIF's written request, document on a time and materials basis, in detail, the status of the services that have been terminated and the delivered work. If requested by FFIF, Consultants shall, after termination, cooperate on a time and materials basis with FFIF in its or another's efforts on FFIF's behalf to complete any services or deliverables set forth in writing and to provide for an orderly transition.

V. NONDISCLOSURE

During the course of the term of this Agreement, Consultant may have access to information of a confidential and proprietary nature. Such confidential information may include, without limitation, membership lists, corporate or facility data regarding FFIF members, information about trade secrets, costs, markets, strategies, plans for future development, and any other development, and any other information of a similar nature pertaining to FFIF. Consultant hereby expressly covenants and agrees that, at any time during the term or after termination or expiration of this Agreement, Consultant shall not use, furnish, or disclose any confidential or proprietary information to any other person, corporation, association, or other entity without the prior written consent of FFIF. This section shall survive termination of this Agreement.

VI. TRADEMARKS

Consultant agrees that FFIF has the exclusive right to the names FAMILY FOREST IMPACT FOUNDATION and FAMILY FOREST CARBON PROGRAM, as well as the FFIF logo. Consultant agrees that said logo and names shall not be used outside of the context of this Agreement without the prior written approval of the appropriate party.

VII. NOTICE

Any notice or report required or permitted to be given under provisions of this Agreement shall be in writing and be delivered either by mail or by personal delivery. If delivered by mail, notices shall be sent by Federal Express or a similar type of delivery service, or by certified, or registered mail, return receipt requested; with all postage and charges prepaid. All notices shall be addressed to the

individuals in the capacities indicated below, or as specified by subsequent written notice delivered by the party whose address has changed.

For FFIF:

Christine Cadigan
Director
Family Forest Impact Foundation
2000 M St NW, Ste. 550
Washington, DC 20036

For Consultant:

Name:

Title:

Address:

City, State Zip:

VIII. INDEMNIFICATION

- A. Consultant agrees to indemnify and hold FFIF harmless for all liability, claims, and damages, including the cost of defense and investigation incident thereto, arising as a result of Consultant's negligence or knowing misrepresentations.
- B. Consultant shall indemnify and hold FFIF harmless from any proceedings or claims asserted against FFIF resulting from materials solely furnished by Consultant involving copyright infringement, violations of personal rights of privacy, misappropriation of ideas or rights and literary piracy or plagiarism, excepting claims arising from materials or information furnished by FFIF or from matters with respect to which Consultant has advised FFIF, in writing, of the legal risks involved and FFIF, by its specific approval, has assumed the risks thereof, in which case FFIF shall so indemnify Consultant.
- C. FFIF agrees to indemnify and hold Consultant harmless from all liability, claims, and damages, including the cost of defense and investigation incident thereto, arising as a result of FFIF's negligence or knowing misrepresentation.

IX. INSURANCE

Consultant shall obtain, maintain, and provide evidence of insurance in minimum amounts of \$100,000/occurrence and \$200,000 aggregate to provide coverage for any liabilities arising out of or resulting from Consultant's obligations pursuant to this Agreement. Consultant shall provide proof of insurance upon execution of this Agreement.

X. GOVERNING LAW

Any controversy or claim arising out of or relating to this Agreement, shall: first, be settled by best attempts of the parties to craft a mutually agreeable resolution and, second, be settled with the assistance and facilitation of a trained mediator who is mutually selected by the parties. The parties to this Agreement to share equally any costs and professional fees involved in mediation proceedings, but not the preparation for the proceedings on the part of the parties to the dispute.

This Agreement shall be governed by and pursuant to the laws of the District of Columbia. Any and all suits or claims by either party shall be brought in the District of Columbia.

XI. ENTIRE AGREEMENT/SEVERABILITY

This Agreement constitutes the entire agreements between the parties hereto and supersedes all prior understandings and writings and may be amended or modified only by a writing signed by the parties. If any provision of this Agreement, or the application thereof to any person or circumstances, shall to any extent be void, invalid, unenforceable, or illegal for any reason, the remainder of this Agreement, or the application of such term to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each term of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

XII. WAIVER

The failure of either party to insist upon strict performance of any of the terms or provisions of this Agreement or to exercise any right or remedy contained herein shall not be construed as a waiver or as a relinquishment for the future of such term, provision, right, or remedy. Neither this Agreement nor any provisions thereof may be changed, waived, or discharged, except by an instrument in writing signed by the parties.

XIII. EQUAL OPPORTUNITY

Consultant agrees that it is in compliance with Executive Order 11246 and Revised Order No. 4, the Vietnam-Era Veterans Readjustment Assistance Act of 1974, the Vocational Rehabilitation Act of 1973, and other federal and state anti-discrimination laws.

XIV. MISCELLANEOUS

- A. Consultant will be independent for its performance under this Agreement. This Agreement will not be construed to constitute either party as a representative, agent, employee, partner, or joint ventures of the other.
- B. Neither party shall be liable for any failure or delay in the performance of its obligations due to a fire, flood, earthquake, elements of nature, or acts of God, acts of war, terrorism, riots, civil disorder, rebellions, or other similar cause beyond the reasonable control of the party affected, provided such default or delay could not have been prevented by reasonable precautions and cannot reasonably be circumvented, and provided further that the party hindered or delayed immediately notifies the other party describing the circumstances causing delay

XV. GEOGRAPHIC RESTRICTIONS

- A. Consultant must either provide a list of counties they are available to service or indicate that they would *not* like to take on new clients at all. Project partners may reach out to consultant from time to time with new leads in these counties.

XVI. Consultant/Participating Foresters should list counties in which they are willing to provide service below:

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their authorized representatives.

FAMILY FOREST IMPACT FOUNDATION, LLC:

Nathan Truitt

Vice President of Strategic Partnerships

Date

CONSULTANT:

Signature: _____

Name: _____ Date

Company: _____

Address: _____

Phone: _____

E-mail: _____

APPENDIX B: CONSULTING FORESTER BILLING GUIDE

Consulting Forester Service	Billable Party	Price
Project Planning (No Site Visit Needed)	FFIF, Send invoice to neforester@foresfoundation.org	Not to exceed designated rates. Reference Table 1
Project Planning (Site Visit Needed)	FFIF, Send invoice to neforester@forestfoundation.org	Not to exceed designated rates. Reference Table 1
Management Plan Amendment	Landowner	The landowner is provided this stipend in their FFCP contract.
New Management Plan (FFCP Template)	FFIF, Send invoice to neforester@foresfoundation.org	Not to exceed designated rates. Reference Table 3
New Management Plan Development (third party)	Landowner	The landowner is provided this stipend in their FFCP contract. Consultants can charge the Landowner for costs associated with developing a plan in a format agreed upon, beyond the portion of the cost paid by FFIF.
Pre-Harvest Data Collection	Landowner	Negotiate a fair market price for service.
Post-Harvest Data Collection	Landowner	Negotiate a fair market price for service.

Payments for Project Planning Services

Project area acre range (Forested acreage less maintained areas)	Payment for submitting project planning data, and spatial data. (FMP - NO Site Visit Needed)	Payment for completing a site visit, submitting project planning data, and spatial data. (Site Visit Needed)
30-99 acres	\$200	\$500
100-199 acres	\$250	\$600
200-299 acres	\$300	\$900
300-499 acres	\$350	\$1,100
500-999 acres	\$450	\$1,400
1000-1499 acres	\$500	\$1,600
1500-1999 acres	\$600	\$1,900
2000+ acres	\$700	\$2,100

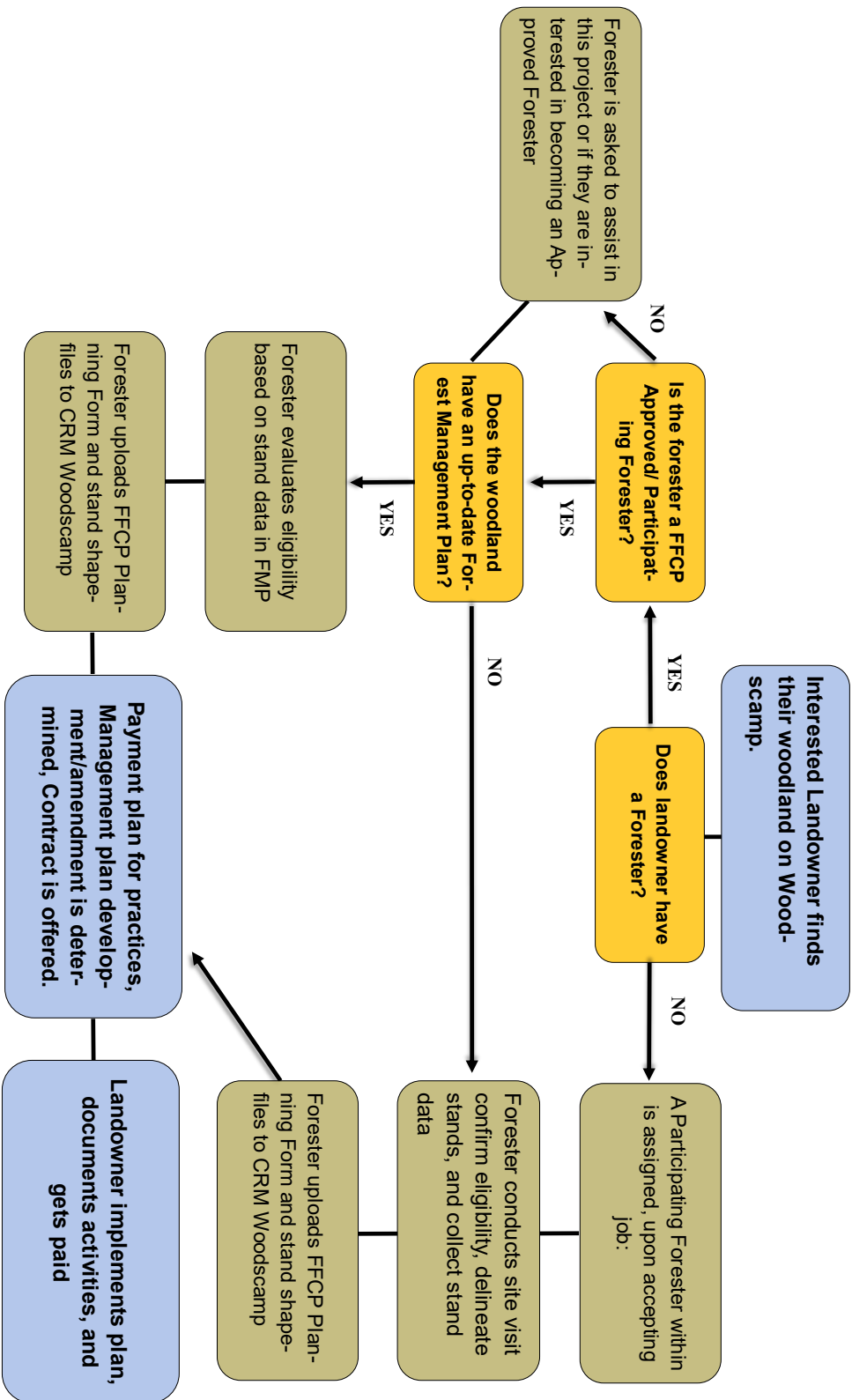
Payments for utilizing the FFCP Forest Management Plan Template

Project area acre range (Forested acreage less maintained areas)	Payment to Forester for preparing FFCP Management Plan Template (Available in select states)
30-99 acres	\$600
100-199 acres	\$700
200-299 acres	\$800
300-499 acres	\$900
500-999 acres	\$1,000
1000-1499 acres	\$1,100
1500-1999 acres	\$1,200
2000+ acres	\$1,300

Payments made *TO LANDOWNER* to reimburse for 3rd party management plan

Project area acre range (Forested acreage less maintained area)	Payment to Landowner for preparing 3rd Party Management Plan (NRCS CAP 106, state run forestry program management plan, stewardship plan, etc.)	Payment to Landowner for preparing Management Plan Amendment (Adding language to current plan beyond Adaptive Management, which will be done in house)
30-99 acres	\$600	\$150
100-199 acres	\$700	\$175
200-299 acres	\$800	\$200
300-499 acres	\$900	\$225
500-999 acres	\$1,000	\$250
1000-1499 acres	\$1,100	\$275
1500-1999 acres	\$1,200	\$300
2000+ acres	\$1,300	\$325

APPENDIX C: FORESTER PROCESS FLOWCHART



APPENDIX D. PROJECT PLANNING AND INFORMATION FORM

Project Planning and Information Form Family Forest Carbon Program Eligibility

Landowner Information

Landowner Name:	
Tax Parcel ID Number(s) (if known):	
Email:	
Property Acreage:	
Forested Acreage:	
Is there a conservation easement?	
Are there invasive species in need of treatment?	

Planner Information

Planner Name:	
Company:	
Email:	
Senior Forest Manager Approval:	
Date Reviewed:	

Stand Level Information

Recommended Enrollment Practice	Stand #	Acres	Does the stand meet the forest type requirement?	Does the stand meet the volume requirement?	Does the stand meet the stocking requirement?	Recommended/ Approved management activities	Stand details or other notes
EYW	1	34.00	Yes	Yes	Yes	Thinning -reduce basal area from 80 sqft/ac to 65 sqft/ac	Treatment aligns with Enhance Your Woodland practice
			56% SM, 44% YB	3.2 MBF/ac, 12.3" MSD	80 sqft/ac, above B-line		
GOF	2	58.00	Yes	Yes	Yes	None	
			32% SM, 24% YB, 22% Be, 22% RS	3.8 MBF/ac, 13.0" MSD	92 sqft/ac, B-line		

APPENDIX E. PROJECT PLANNING AND ENROLLMENT PROCESS

Landowners or their foresters will need to provide information to FFCP in order to determine eligibility and landowner incentive rates. This information includes:

- Property location, size
- Deed
- Conservation easements or other encumbrances on the property
- Current Use status
- Project and practice boundaries and size

This information may be submitted to FFCP via the Woodscamp CRM located here: <https://crm.woodscamp.com/>

This article explains how a forester can enroll their existing clients in the Family Forest Carbon Program: <https://woodscamp.zendesk.com/hc/en-us/articles/1500012699462-How-to-enroll-your-EXISTING-landowners-into-the-Family-Forest-Carbon-Program-through-the-CRM->

This article explains how to enroll a *NEW* Landowner that is assigned to a forester by the Family Forest Carbon Program: <https://woodscamp.zendesk.com/hc/en-us/articles/1500006524922-How-to-Enroll-a-NEW-Landowner-that-is-assigned-to-you-by-WoodsCamp-or-the-Family-Forest-Carbon-Program>

The online CRM (Client Relationship Manager) is a tool for foresters to track and upload landowner and project planning information. It also contains helpful tools such as a mapping tool that enables foresters to delineate project areas and upload shapefiles. Once a forester signs up as an FFCP-Approved Forester, AFF will provide log-in and information on how to use the CRM. Foresters should fill out these forms on the online Client Relations Management site (CRM) found at <https://crm.woodscamp.com>. In addition to the planning form, foresters will use the CRM Mapping tool to delineate the project areas or upload their own geospatial information.

The forester will need to delineate the project area and provide this information to FFCP staff in the form of delineation on the CRM map (preferred), a shapefile, series of GPS points, or delineation on an accurate map. The practice area should align with forest stands identified in a property's forest management plan as appropriate.

A flowchart describing the enrollment process can be found in [Appendix C](#).

APPENDIX F. CRITERIA FOR DELINEATING FOREST LAND IN FFCP

Follow the decision key to determine if an area qualifies as a forest for FFCP Enrollment.

1. Is the area in question tree covered?
 - a. Yes go to 2.
 - b. No go to 7.
2. Is the area in question at least an acre?
 - a. Yes go to 3.
 - b. No go to 6.
3. Does the area in question measure at least 120' at its widest?
 - a. Yes go to 4.
 - b. No go to 6.
4. Is the area in question in an agricultural production setting (i.e., fruit orchards) or urban setting (i.e., city park)?
 - a. Yes EXCLUDE the area.
 - b. No go to 5.
5. Does the area in question have less than 10% canopy cover by live tally trees of any size?
 - a. Yes EXCLUDE the area.
 - b. No INCLUDE the area.
6. Is the area in question embedded in the forest landscape?
 - a. Yes INCLUDE the area.
 - b. No EXCLUDE the area.
7. Is the area in question embedded in the forest landscape?
 - a. Yes go to 8.
 - b. No EXCLUDE the area.
8. Is the area in question a permanent, man-made structure such as a well site, home site, or Right of Way?
 - a. Yes EXCLUDE the area.
 - b. No got to 9.
9. Is the area at least an acre AND at least 120' wide at its widest?
 - a. Yes EXCLUDE the area.
 - b. No INCLUDE the area.

As a rule of thumb, exclude areas from the project area (stand) if area in question is:

- If tree-covered:
 - Less than 10 percent canopy cover by live tally trees of any size or has had at least 10 percent canopy cover of live tally species in the past, based on the presence of stumps, snags, or other evidence, or
 - Less than 1 acre in area and not embedded in larger forest, or
 - Less than 120' wide at its widest and not embedded in larger forest, or
 - Less than 120' wide at its widest or 363' long at its longest if the area is roadside, streamside, or shelterbelt strips, or
 - Area is tree-covered in agricultural production settings, such as fruit orchards, or tree-covered in urban settings, such as city parks.
- If not tree-covered but embedded in forest land:
 - At least 1 acre in size and at least 120' wide at its widest.
 - Permanent, man-made structure such as:
 - Well-pad
 - Home site
 - Right of way of any size

Examples:



Figure 1. The area in question (red) is greater than 1 acre, but it includes areas with tree cover that are less than 120' wide. However, at its widest, the area is at least 120' wide, so the entire polygon is included.



Figure 2. The area in question (red) is less than 1 acre but is part of a forested area greater than 1 acre. At its widest, the area is at least 120', so it is included.



Figure 3. Even though the area in question (red) is less than 120' wide, it is a component of a larger forested block that is at least one acre in area and at least 120' wide. Thus, the area is included.



Figure 4. A complex example with all areas included. Even though some sections are less than 120' wide, at the block's widest, it is at least 120' wide.

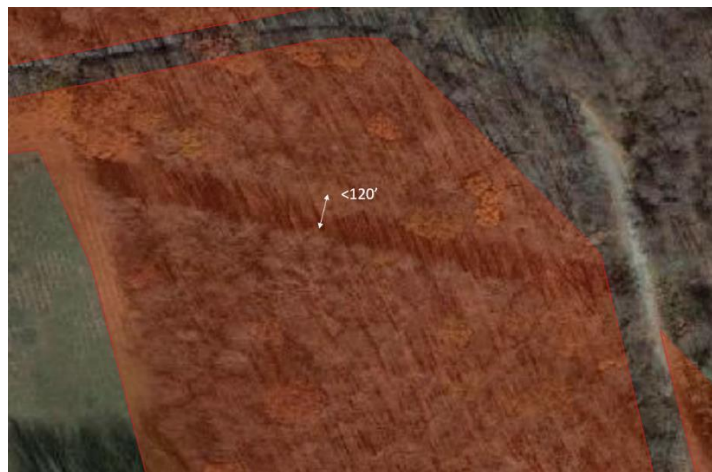


Figure 5. Since the right-of-way is less than 120' wide and is embedded in forest land, it can be considered forest land and does not need to be excluded.



Figure 6. This area is at least 120' wide at its widest, but it is less than one acre in area. The non-forest areas around it are greater than one acre in size. Thus, the noted island would be excluded.

APPENDIX G: CRITERIA FOR DETERMINING ELIGIBLE FOREST TYPES

Due to the variability of naturally regenerated stands across the northeastern states, there are some recommended protocols for typing a forest, especially if it contains a mix of different forest types and species. Some examples that come to mind are oak/hickory and spruce/fir forests, which can cohabitate with maple/beech/birch at varying degrees across the landscape.

1. Does the area in question have less than 50% Maple-beech-birch?
 - a. Yes go to 2.
 - b. No INCLUDE in project area.
2. Is this area less than 25 acres in size?
 - a. Yes go to 3.
 - b. No EXCLUDE from project area.
3. If the area in question were excluded, would there still be at least 30 eligible acres to enroll?
 - a. Yes INCLUDE in project area.
 - b. No EXCLUDE from project area.

Therefore, stands with less than 50% MBB cannot be included in the project area unless they are fewer than 25 acres in size, AND the remainder of the project area contains at least 30 acres of stands with more than 50% MBB.

Exclusion stands can exist on the property and are not enrolled in FFCP. You may have more than 1 excluded stands, but total project area must meet the eligibility conditions.

APPENDIX H: CRM TIMELINE

Actions taken with a landowner should be documented in the CRM Timeline Tab.

Actions to save into the timeline:

- Accepting client or declining client due to capacity issues.
 - o Please note, you must inform your Senior Forestry Manager of a declined lead in addition to making a timeline note.
- Reached out to the landowner via email or phone to schedule field visit.
- Field visit scheduled for mm/dd/yyyy.
- Field visit completed; landowner was ineligible or eligible for FFCP. If the landowner was eligible, state the practice and number of acres they qualified landowners.
- Provide detailed notes for the Account Managers to communicate back to landowner on ineligible areas.
 - o Ex: Only has 8 acres of aspen, and we need to see a minimum of 30 acres to enter the program. The oak/hardwood stand that was 21 ac didn't qualify because it was not the correct mixture to match the 50% BA requirement of sugar maple, red maple, American beech, yellow birch, sweet birch, paper birch, black cherry, basswood, and/or white ash AND this region does not meet the minimum 30 acre to enter the program. The remainder of the property was pine.
- Plan to work with landowner to write forest management plan once they sign their FFCP contract and receive the stipend.

Once you hit save, the database will date stamp your note and it becomes part of the file.