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## A FORESTER'S GUIDE TO THE FAMILY FOREST CARBON PROGRAM IN THE MIDWEST

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## Introduction

The Family Forest Carbon Program (FFCP) is a program that was created by the American Forest Foundation and The Nature Conservancy, and it supports America's family forest owners in improving forest health and addressing climate change. The program helps landowners care for their woods through active, sustainable management. Specifically, the program provides payments to implement forest practices that increase the carbon sequestered and stored on the land, expert consultation from an FFCP forester, a forest management plan customized to the landowner's property and support to increase the value of their woods over the next two decades. The program, in turn, sells the carbon captured by enrolled landowners as high integrity verified carbon credits to the voluntary carbon marketplace to ethical companies who are looking to neutralize their unavoidable emissions. AFF is the implementation partner and represents the program in its relationships with foresters and landowners.

FFCP is an opportunity to engage forest landowners, who own as little as 30 forested acres, 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 forester that will provide technical assistance and professional guidance to landowners on the best options for their forests. In summary, FFCP is a program that financially supports landowners in caring for their woods.

### 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 manual applies to the work of FFCP within the enrollment region of the associated practices (described [below](#)) in the states of Michigan, Wisconsin and Minnesota. Foresters can use this manual to learn more about how FFCP works, and how they might be able to engage with it through contracting with FFCP and then working directly with interested 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 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 gains are 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, 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 the forest management done on lands enrolled in the FFCP result in higher carbon stocks than the control (US Forest Service Forest Inventory and Analysis (FIA)). FFCP 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 properties<sup>1</sup> 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 monetized<sup>2</sup>. FFCP's methodology was approved by the Verra, Verified Carbon Standard registry in the fall of 2022, so FFCP enrolled properties are bringing high integrity verified carbon credits to the voluntary carbon marketplace with our landowners.

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<sup>1</sup> 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.

<sup>2</sup> 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>

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 terms<sup>3</sup>, and carbon is only sold once it is actually measured on the ground.

## Remodeling Efforts

Since opening to landowner enrollment in the Summer of 2022, our program has achieved significant milestones and has provided valuable insights into our climate change impact in the region. We have identified some key learnings that have helped focus the program's efforts for practice refinements.

With the commitment to continual learnings, we are now implementing the following refinements to our **Growing Mature Forests Practice**.

1. The 130 basal area per acre **harvest requirement has been removed**.
2. Landowners who have 50% BA of the **oak/hickory** (O-H) FIA Forest Type Group are now eligible, alongside the maple/beech/birch (M-B-B) FIA Forest Type Group. This can be a combination of the two FIA Forest Type Groups to meet the minimum eligible FFCP project area size of 30 acres.
3. The minimum eligible basal area per acre of the FFCP project area has been lowered to **90 sqft/ac**.
4. **Forested stands** with less than 50% of the species breakout required to be classified for the O-H or M-B-B FIA Forest Type Group **can be included** in the FFCP project area if they meet the basal area requirement of **90 sqft/ac** and are **less than 25 acres** in size.

The **Promoting Diverse Forests Practice** for the **aspen/birch FIA Forest Type Group** remains unavailable for landowner enrollment.

While these learnings have been instrumental in informing our program design, we recognize the need for continuous refinement moving forward to ensure that we stay at the forefront of innovation and cater to the evolving needs of landowners who participate in the fight against climate change.

## Landowner Outreach

The FFCP has several strategies for recruiting forest landowners to the program. The program builds on existing landowner and forester networks by utilizing existing outreach efforts, along with new technologies. Landowners interested in learning more about the Family Forest Carbon Program will be directed to our [website](#). Once there, they can find information regarding the program including the Midwest Practice Sheet which provides a 2-page overview of the program. The practice Sheet can also be found in [Appendix F](#) of this manual. Once they are ready to explore what FFCP can offer them, landowners utilize the [online mapping tool](#) to locate their property and start the process of eligibility and enrollment into the program.

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<sup>3</sup> 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

Once Landowners have located their property on the FFCP website and the screening tool determines they have 30 forested acres, FFCP staff talk to the landowner about their property goals and forest types to determine if the program would be a good fit. If the program is determined to be a good fit for the landowner, an FFCP participating or approved forester will be assigned to determine if their property meets state specific eligibility and then plan an FFCP project. Assignments will depend on proximity to landowner, and consulting forester capacity in the CRM database.

As mentioned above, there are two different ways that foresters may be involved in the FFCP:

1. FFCP-Approved: can plan FFCP projects on their existing clients' land and will not be sent new landowners/leads to visit.
2. FFCP-Participating: will receive new client leads and help to verify eligibility and plan Family Forest Carbon Program (FFCP) projects for those new clients. They can also plan projects on their existing clients' land.

With either of these relationships, the process of supporting landowners through program enrollment is largely similar. Landowners interested in the FFCP will come to the Family Forest Carbon Program's website and locate their property on the website tool. The FFCP forester will support the landowner in determining which areas of the property are appropriate and what FFCP practices could be applied. If the landowner has a current management plan, that may be used as the basis for project delineation and planning.

The Consultant, either electing to be a "Participating Forester" or an "Approved Forester" with FFCP, must follow the Scope of Work contained within Exhibit A of the FFIF Non-Federal Contract for Forester Services Template (Reference [Appendix A](#)). Participating Foresters are not obligated to accept new leads. If you would like to decline a lead, please make a note in the CRM timeline and notify your [FFCP Representative](#) so we can reassign that landowner to another forester. Approved Foresters are able to plan FFCP projects on their existing clients' land but will not be sent new landowners/leads to visit.

Properties enrolled in state funded forestry programs are potentially eligible for enrollment in FFCP. There are many considerations in planning an FFCP project on a property enrolled in a state funded forestry program, and these are described below. For properties enrolled in said program, landowners or their foresters **must inform FFCP before enrolling** to ensure alignment between the two programs (see section "Coordination with State Agencies" 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 apply the appropriate FFCP practices, then provide this information to FFCP through our CRM database (described below).

FFCP foresters will provide visits and project planning services for landowners who do not have a prior relationship with a forester. 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-participating or approved.

The payments for services outlined below ([Table 1](#)) 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. This includes all time, materials, mileage, and travel. **FFCP foresters shall not charge the landowner for any work related to these specific tasks.**

## What does your FFCP participation look like?

- **Sign** our Consulting Forester Agreement, on an annual basis.
- **Training** to understand the basics of FFCP and how to plan projects with us.
- Ability to offer **carbon market consultation services** to your clients.
- **Payments to you** for planning FFCP projects.
  - The FFCP project planning process is simple!
  - 1. *Clients are sent to you via our CRM database, either accept or decline the client within 2 weeks.*
    - You can participate with us by either working with your existing client base only - **FFCP Approved Foresters**, or you may accept new clients – **FFCP Participating Foresters**.
    - There is no penalty for declining a client that is sent to you.
    - You have full control over how many clients are sent to you in a month - we want FFCP to compliment your business and know you have many priorities to balance.
  - 2. *Determine FFCP eligibility, and then plan a project with the landowner.*
    - Prior to your involvement, an FFCP Account Manager has connected with the landowner about the basics of the program. During this conversation, they gather information to help you with project planning, including their current forest management plan.
    - You have full control over determining whether a site visit is needed for FFCP eligibility.
    - If a site visit is needed, a simple cruise is done, and spatial data is collected for mapping.
    - YOU RECEIVE PAYMENTS no matter the outcome of FFCP eligibility.
  - 3. *Upload your documents and spatial data into our CRM database.*
    - The CRM is a web-based database that requires internet access.
    - You will input project information and create a map with spatial data of the FFCP footprint.
    - Please make notes about progress with each landowner in the “timeline” tab of the CRM.
    - After you are finished with project planning, the landowner’s FFCP Account Manager handles communications regarding their offer and contract to sign.
  - 4. *Submit an invoice to your FFCP Senior Forestry Manager for payment.*
    - Once submitted, you will receive payment and you are done with project planning!
- **Connecting you to clients** who will need a forest management plan written for their property.
  - Landowners who participate in FFCP must develop a management plan for their entire forested acreage. The landowner has 2 years from the date of signing to develop an FMP.
  - The landowner receives the stipend, and then decides who will write the plan along with the type of forest management plan (SFIA, 2(c), MFL, CFP, QFP, NRCS, or Basic Stewardship Plan).
- **Professional on-staff forester support** should you have any questions about the FFCP project planning process for a landowner.
- **Ongoing support**, as a participating or approved forester with us, you will be kept in the loop regarding all things FFCP, including any pertinent updates.

## Planning an FFCP Project

Once connected to the Landowner through the CRM database, the FFCP forester will assess the property to determine if state specific practice criteria are met and then develop a project. During project planning, the FFCP forester is expected to review ownership type and structure, discuss the landowner’s forest management goals and then identify the areas where FFCP can be applied. The FFCP forester can delineate the project area through a site visit. If a landowner has a current forest management plan the project area may be delineated directly from a current plan, however a site visit may still be necessary. For example, if the landowner conducted a recent timber harvest a site visit will be needed. In many project

planning scenarios, setting up a project will require coordination of a field visit with the landowner. If a site visit is needed, the forester will update our CRM database with information regarding landowner outreach, date site visit scheduled (if applicable), eligibility determination, and project planning data. The forester will either evaluate/collect forest inventory and spatial data to determine eligibility, and if possible, delineate a project area and collect basic forest stand data.

The FFCP will work with foresters to ensure that they are prepared to work with landowners and have access to the online Customer Relationship Management tool (CRM) to assist with planning. A detailed step-by-step guide can be found by following the link to [Project Planning](#).

## FFCP Approved and Participating Foresters

Natural Resource Professionals meeting the qualification requirements of an FFCP Approved, or Participating Forester are encouraged to sign our Agreement and work with landowners to plan FFCP projects. A sample of the consulting forester agreement can be found in Appendix A. FFCP will work with Approved and Participating Foresters to ensure they are prepared to work with their landowner clients and have access to the online tools to assist with planning and documentation.

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 website 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.

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 contacting [mwforester@forestfoundation.org](mailto:mwforester@forestfoundation.org).**

FFCP Foresters must meet one of the following qualifications to be Approved or Participating:

- Society of American Foresters Certified Forester
- American Tree Farm System (ATFS) Tree Farm Inspector
- Association of Consulting Foresters Full Member
- Forest Stewards Guild Professional Member
- NRCS - Technical Service Provider (TSP)
- Wisconsin Cooperating Forester
- Wisconsin Consulting Forester
- Wisconsin Association of Consulting Forester
- Michigan Association of Consulting Forester
- Minnesota Association of Consulting Forester
- Certified Managed Forest Law Plan Writer
- Michigan Registered Forester
- Michigan ACF Certified Forester
- Minnesota Stewardship/SFIA/2c Plan Writer
- Minnesota Association of Consulting Forester
- 2 years of professional forestry experience



If you selected 2 years of professional experience in the forestry field: you must provide detailed explanation of knowledge, skills, and abilities to complete responsibilities of the Agreement to FFIF representative. In the space below, list successful completion of jobs or contracts with associated date ranges, professional training in forestry with associated date ranges, and any other applicable information needed to evaluate your forestry experience. FFIF reserves the right to determine acceptable forestry experience.

## Summary of Consulting Forester Tasks

1. Reach out to the landowner to set up a site visit (if needed) and confirm ownership type and structure with landowner. Enter this information into our CRM database.
2. If the landowner **does not** have a forest management plan, a site visit must be conducted to confirm eligibility and delineate FFCP project area and other ineligible cover types including but not limited to fields, marsh, and current and future homesites.
3. If the landowner has a forest management plan, the FFCP forester may skip step one if FFCP eligibility can be determined. If eligibility is unable to be assessed from an existing plan, please complete step two.
4. If the landowner is enrolled in a state funded forestry program or is interested in becoming enrolled, the FFCP forester shall advise the landowner on the program’s alignment or conflict with FFCP requirements.
5. After eligibility is determined, complete the FFCP National Project Planning Form. Using our CRM database, move through project planning – regardless of the outcome of eligibility. Including uploading spatial data associated with the imprint of their project.
6. The forester submits invoices for work completed. FFCP Foresters shall submit project planning invoices to your FFCP Representative at [mwforester@forestfoundation.org](mailto:mwforester@forestfoundation.org) See [Appendix B](#) for a comprehensive billing guide.
7. Develop a forest management plan for the landowner, if needed, and upload it into our CRM. Upon signing an FFCP contract, the landowner has 2 years to develop the plan and deliver it to the program.

## Payments for Services:

Table 1: Forester Payment Table for Project Planning based on Project Size in acres.\* CANNOT EXCEED RATES.

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

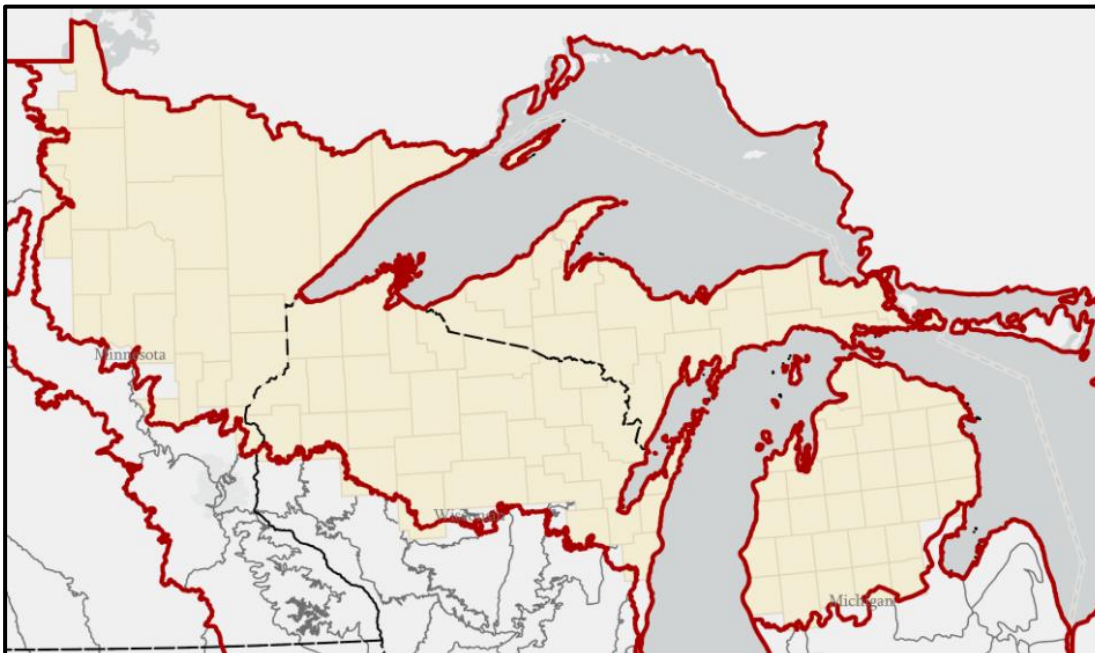
\*Payment rates are subject to change with notification to Forester within 30 days of said change. A new agreement will be sent to Forester for change acceptance within 30 days of change.

\*If the landowner chooses to pursue a 3<sup>rd</sup> party written FMP, then the landowner receives the stipend to develop the plan and contracts with a forester of their choosing. The landowner also receives the stipend to make any necessary amendment for their current FMP.

## 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 is located within a FFCP service area, see map of eligible counties on page 10.
2. The property is not or has not been enrolled in any other forest carbon programs.
3. The property is in private non-industrial ownership. This includes ownership by individuals, families, trusts, corporations, or non-profit organizations.
4. Forests must be naturally occurring. No plantations, areas subject to enrichment planting may be approved on a case-by-case basis. Plantations are defined as any contiguous area, at least 5 acres in size, where planted trees make up 50% of the basal area per acre.
5. Silvopastoral systems are not eligible for FFCP. Silvopastoral systems are defined as domestic livestock (IE pigs, sheep, goats, cattle) that are grazed in a forest setting for multiple consecutive years.
6. Forests **must be able to be commercially harvested and functionally accessible by harvest equipment**. These metrics are defined by FFCP and found within the practice descriptions below. Foresters shall conduct a quick cruise, if applicable, to determine if a stand meets these state specific criteria during the project planning process.



Eligible Counties Map - Midwest

7. 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.<sup>4</sup> Note that enrollment in a state funded forestry program does not represent a disqualifying restriction. Please note that other non-commercial forestry activities such as sugaring operations do not disqualify a forest that otherwise is eligible.

8. The entire forested acreage of the property must be subject to a written forest management plan per term of the contract.
9. The minimum size of an enrolled project area is 30 forested acres.
10. If the property meets the criteria above, the forest stands must be evaluated to determine FFCP eligibility and the overall acreage for FFCP enrollment.

## Midwest Eligible Practice

As of November 2023, the aspen practice (Promoting Diverse Forests) is closed for any new enrollments. The FFCP team is re-evaluating the best way to incorporate aspen into an FFCP practice, while also ensuring the carbon benefit is realized.

The Family Forest Carbon Program is based on improved forest management practices which have been scientifically demonstrated to enhance carbon stocks over traditional forest management practices and follows recommendations from the Climate Change Field Guide for Northern Wisconsin Forests<sup>5</sup> guide Climate Change Field Guide for Northern Wisconsin Forests: site level considerations and adaptations 2<sup>nd</sup> Edition.

There is one practice described in the guide that is currently available for support through FFCP: Growing Mature Forests.

This practice represents an archetype for management, and the forester and landowner should work together to determine if appropriate for different forest stands based on the landowner's management goals and forest conditions.

The Growing Mature Forests practice is as follows:

## Growing Mature Forests

### PRACTICE DESCRIPTION AND SPECIFICATIONS:

1. General Description - The purpose of this practice is to increase forest carbon storage by letting trees grow larger while still allowing sustainable harvesting to occur. Through this practice landowners can enhance wildlife habitat, increase carbon storage and long-term timber value. The practice involves the Landowner engaging the assistance of a professional forester to develop and adhere to a management plan to increase standing timber volume and forest carbon stocks during the 20-year Term of the Agreement, then design and administer all harvests the landowner undertakes to meet the following requirements for live tree retention.
2. An FFCP project area must be a minimum of 30 acres in size consisting of greater than 50% maple/beech/birch (M-B-B) and/or Oak/hickory (O-H) as defined at the US Forest Service FIA forest type group level, with a minimum basal area per acre of 90 sq/ft. Reference Appendix E for the guide to keying out forest type groups in the program.
  - a. Inclusion of ineligible areas. These regions may not exceed 25 acres total for a single FFCP project.

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<sup>4</sup> Land subject to a conservation easement that permits timber harvest may be eligible and will be determined on a case-by-case basis.

<sup>5</sup> [Climate change field guide for northern Wisconsin forests, 2nd Edition | Climate Change Response Framework](#)

- b. Ineligible FIA Forest type groups, are forested areas that consist of less than 50% M-B-B and/or O-H FIA forest type groups, can be included in the FFCP project (see bullet 2. for definition of a minimum FFCP project area) if they meet the minimum basal area requirement of 90 sq ft/ac. and are fewer than 25 acres total (see bullet a.).
  - c. Small area inclusions, are forested areas within the FFCP project area boundary (see bullet 2. for definition of a minimum FFCP project area), that are less than 5 acres in size and do not meet the minimum basal area requirement of 90 sqft/ac., can be included in the FFCP project - so long as the sum of small low stocked area inclusions AND ineligible FIA forest type groups (see bullet b.) do not exceed 25 total acres of the project (see bullet a.). These low stocked small area inclusions must be entirely inside the FFCP project area's boundary (see bullet 2. for definition of a minimum FFCP project area). Enrolling low stocked small area inclusions that are adjacent or non-contiguous to the FFCP Project area is not allowed (see bullet 2. for definition of a minimum FFCP project area).
3. If the landowner already has a forest management plan, it should be submitted to FFCP staff for review.
  4. The intended result of this practice is to build the standing commercial and environmental value of the forest while allowing a working forest pursuant to the Landowner's management goals.
  5. Operable timber harvest conditions, specifically minimum stocking of 90 sq.ft/acre within the Project Area.
  6. Prohibited Removals. The Landowner shall not conduct or allow any dead wood or live tree removal, including girdling and hinge cutting, that results in:
    - a. A reduction of more than 25% of the Basal Area per acre in the Contract Area (in an individual harvest or cumulatively over time) compared to the Basal Area per acre set forth in the Initial Timber Assessment; or
    - b. A reduction of more than 10% in the aggregate (in an individual harvest or cumulatively over time) of the Quadratic Mean Diameter of the Contract Area as set forth in the Initial Timber Assessment; or
    - c. A reduction of more than 10% in the Quadratic Mean Diameter determined in accordance with the most recent forest inventory for the Contract Area; or
    - d. Any reduction or removal that does not comply with applicable legal or program requirements related to habitat protection and/or does not comply with all timber harvest regulatory best management practices and voluntary best management practices related to protecting water quality
  7. During a harvest, the ideal goal is to leave 5 logs per acre on site either standing dead or on the ground as coarse woody debris. Commercial removal of dead wood from the project area is not permitted. See Table 2 for personal use, annual maximum firewood harvest limits in the FFCP project area.
  8. Removal of invasive species using methods that do not significantly impact stand health or structure is allowed at any time, given the invasives are not equal to 5" DBH or greater.
  9. Landowner shall not place (or allow to be placed) any legal restrictions on the property that permanently prohibits timber harvesting within the Project Area.

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

**Table 2: Annual Maximum Firewood Harvest**

## 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 dictate 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.

## Stand Delineation

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. 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 C for a detailed explanation of delineating FFCP stands and Appendix D for creating new boundaries and stand delineation for the FFCP.

**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 when it was written and use the Project Planning Information 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.

## 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

For Growing Mature Forests, the areas eligible for FFCP projects must have a minimum stocking of 100 sq.ft. of basal area per acre., with at least 50% of the species contained within the maple-beech-birch forest group type as defined in #2. of the Growing Mature Forests Practice. Variable radius plot sampling at the minimum sampling intensity in table 3 below should include species, and stocking.

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

**Table 3: Sampling Intensity by Project Size**

## 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 a log-in and information on how to use our CRM.

Within 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 E.

**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.

## Contracts

While it is not the consulting forester's responsibility to draw up a Landowner's contract, it is important to have some basic knowledge of them since your work contributes to the total contract price that is offered to the Landowner. The total contract price is based on the forester's delineation of project acres. The acres delineated for each practice are translated into a contract price for each individual landowner. For the Midwest region, GMF and PD have two distinct per acre rates seen below.

[Growing Mature Forests \(GMF\)](#) – \$200 per acre over the 20-year contract (\$10 per acre, per year)

More information will be delivered to the foresters after the mandatory FFCP Training.

## 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. There must be one compliant management plan in existence for the life of the contract, and FFCP will provide financial assistance based on the total forested acreage on their property.

If a landowner does not have a plan and would like one that also meets the standards for a desired state program, we will refer them to consulting foresters with the corresponding credentials to create said plan in their state/location/area. In these cases, the landowners and foresters will be responsible for negotiating the total cost of the FMP, to which FFCP will contribute a stipend based on forested acreage of their property. In addition, the plan **must** incorporate adaptive management (described below). Landowners must maintain a plan that is no more than twenty years old.

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.**

### Adaptive Management

Describe current and likely future threats to forest health the landowner should be aware of. For current threats, discuss what level of risk these threats pose and what mitigation options are available. For likely future threats, discuss what the landowner / land manager should look for when monitoring the property and who the landowner should contact if a threat is discovered (ex. DNR Service Forester, Consulting Forester, Extension). Forest management plans should be adaptive; the plan can be updated to include monitoring progress and results, lessons learned, and revised management recommendations as needed. Though only one plan is required per life of the contract – frequent, informal updates are encouraged so that the most current information is incorporated into decision making.

### 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 state funded forestry programs. For properties enrolled in a state funded forestry 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 funded forestry program. FFCP will advise the landowner and their forester on the alignment and potential conflict between the programs and their own woodland management.

Where existing state funded forestry program management plans need to be amended to accommodate FFCP practices, FFCP will provide a flat rate based on the property size to the landowner for the development of a management plan amendment. The landowner and their forester will be responsible for coordinating the compliance requirements of the applicable state forestry program within the requirements of FFCP. Areas within properties that are restricted from management (for instance, riparian buffers) as part of state BMPs required for compliance with state forestry programs should be excluded from the FFCP project area.



### Example Programs (including but not limited to):

#### **MI:**

- Qualified Forest Program (QFP)
- Commercial Forest Program (CF)

#### **WI:**

- Managed Forest Law (MFL)
- Forest Crop Law (FCL)

See [Appendix I](#) for guidance on enrollment with MFL & FCL Landowners.

#### **MN:**

- Sustainable Forest Incentive Act (SFIA)
- Class 2c Managed Forest Land

## 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.

## Pre- and Post- Harvest Data Collection

If a landowner decides to conduct a timber harvest while enrolled in FFCP, their forester will need to collect pre-harvest data at least 30 days in advance and provide the data to FFCP.

For Growing Mature Forests the forester will need to describe the basal area, QMD, any forest health issues or invasive species concerns, as well as spatial data describing the harvest boundary and area of impact on the landowner's property within our CRM database at the 90<sup>th</sup> percentile sampling intensity. 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 spatial data describing the harvest boundary and impact to stands to FFCP within 30 days of harvest within the CRM database. 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.

For pre- and post-harvest cruise, install variable radius plots at the minimum sampling intensity listed below in table 4. Record species, DBH, and merchantable height for each tree. Only merchantable live trees shall be included in the inventory. Tree species should be recorded with common name or FIA Code. Diameter should be recorded in 1" classes. Heights should be recorded in 16-foot logs to include half logs.

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

Harvest Area Size (acres)	Minimum # of Plots
<10	1 plot per acre
>10	10 + 1 additional plot for each 5 acres above the initial 10

**Table 4. Sampling Intensity for Pre- and Post-Harvest Data**

## APPENDIX A: FORESTER AGREEMENT EXHIBIT A

### Exhibit A

#### Contractor's Scope of Work and Schedule

The signed “forester” above shall be either a “Participating Forester” or an “Approved Forester”. **Please check one:**

- Participating Foresters** will receive new client leads and help to verify eligibility and plan Family Forest Carbon Program (FFCP) projects for those new clients. They can also plan projects on their existing clients’ land.
- Approved Foresters** can plan FFCP projects on their existing clients’ land but will not be sent new landowners/leads to visit.

FFIF and Forester agree as follows:

#### 1. 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 Foresters 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. Foresters cannot exceed rates for project planning, and cannot bill for services rendered to landowner prior to a CRM Woodland assignment.

*Signed Forester 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 (FFCP template only available in select states). Signed Forester can charge the landowner for costs associated with developing a 3<sup>rd</sup> party management plan, as agreed upon with the landowner, beyond the portion of the cost paid by FFIF.*

**Forester Payment Table for Project Planning based on Project Size.**

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

**\*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 ALL project planning activities.**

\*Payment rates are subject to change with notification to Forester within 30 days of said change. A new agreement will be sent to Forester for change acceptance within 30 days of change.

**Forester Payment Table for Post-Enrollment FFCP Management Plan Development\* based on Property Size.**

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

**\*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. Template Plans are only available in select states.**

\*Payment rates are subject to change with notification to Forester within 30 days of said change. A new agreement will be sent to Forester for change acceptance within 30 days of change.

\*If the landowner chooses to pursue a 3<sup>rd</sup> party written FMP, then the landowner receives the stipend to develop the plan and contracts with a forester of their choosing. The landowner also receives the stipend to make any necessary amendment for their current FMP.

## 2. RESPONSIBILITIES OF THE PARTIES

### 2.1 Forester Responsibilities:

- 2.1.1 Foresters must comply with all state forestry laws, including being licensed in the state(s) in which they are practicing, if applicable.
- 2.1.2 To become an FFCP-participating or approved forester, the Forester must meet **one** of the following requirements (**please select best applicable qualification**):

If you selected 2 years of professional experience in the forestry field provide detailed explanation of knowledge, skills, and abilities to complete responsibilities of the Agreement to FFIF representative, including experience in dendrology, forest measurements, and sampling. List most applicable experience. FFIF reserves the right to determine acceptable forestry experience.

- 2.1.3 Foresters must participate in a FFCP forester training before they are accepted into the program as FFCP-participating or FFCP-approved Foresters. Trainings will include information on FFCP Practices, and project planning and reporting requirements.
- 2.1.4 Foresters must provide a list of counties they are interested in and **committed** to service. The program will provide landowner leads to a forester based on these location preferences, and Approved Foresters will only receive landowner leads who are their current clients in counties selected in the Agreement. If the Forester consistently does not respond to a landowner request for services within a county they have registered to service, FFIF reserves the right to follow up with the Forester, reassign the landowner lead, and if need be, terminate the agreement.
- 2.1.5 Forester will accept or decline landowner leads within **2 weeks** of receiving a lead. If declined, the Forester will update the CRM database timeline tab, and then inform their FFIF representative contact via email and provide the reason for declining. If the landowner's lead is accepted, the Forester must contact and schedule a visit, if applicable, within 1 week of accepting the lead. Then update the CRM database timeline tab when the site visit is, if applicable, and when project planning will be conducted. FFIF reserves the right to determine the reasonable timeframe in which to service the landowner lead and will communicate to the Forester if service timelines are unreasonable. FFIF reserves the right to follow up with the Forester, reassign the landowner lead, and if need be, terminate the agreement if landowner lead actions chronically exceed expected timelines.
- 2.1.6 The Forester **must** utilize the CRM database for all activities related to project planning. The timeline tab will be utilized to accept/decline landowner leads, update project planning status to include when a site visit has been scheduled if applicable and enter any useful notes for Account Managers to read about the progress of project planning activities. If a landowner lead is declined, a forester **must** reach out to their Senior Forestry Manager to notify them so the landowner can be reassigned. The FFCP documentation tab will be utilized to submit project planning data and upload the National FFCP Planning Form. The mapping tab will be utilized for providing spatial data for FFCP project areas and stands ineligible for FFCP. The management plan tab will be utilized to upload any completed/amended forest management plans for the landowner. (See Forester Manual)
- 2.1.7 The Forester will update the CRM database and submit completed project planning data to include spatial data, within **2 weeks** of a completed site visit or reviewing a forest management

plan. Specifics regarding this reporting requirement will be covered in the training session mentioned above. If the Forester does not update the CRM database within **2 weeks**, FFIF reserves the right to follow up with the Forester, reassign the landowner lead, and if need be, terminate the agreement if project planning completion chronically exceeds 2 weeks.

- 2.1.8 In the event a scheduled project planning site visit is put on hold or canceled, Foresters must update the Timeline tab in CRM and provide the reason for delay or cancellation. Foresters must notify their FFIF representative contact within if the visit was cancelled. This will help the program improve and keep track of existing projects.
- 2.1.9 In the case that the Forester was selected to update an existing management plan or contracted to development a new management plan, the Forester agrees to follow the management plan requirements set forth by the program and complete the update or development within 2 years of receiving the request. Specifically, all FFCP Landowners enrolled in FFCP must include Adaptive Management information.
- 2.1.10 Forester must submit an invoice for landowner project planning, and FFCP Forest Management Plan Template Development (only applicable in select states) in rates not to exceed above tables in this document. Only services rendered after a CRM woodland has been assigned can be billed to FFIF. The forester also agrees that they will not charge the landowners any fees related to these activities that FFIF is financially responsible for. An example invoice with the minimum required fields can be emailed to Forester, if needed. All invoices MUST include an invoice number to be processed.
- 2.1.11 Forester must agree to work cooperatively with our project partners (i.e., the American Forest Foundation and The Nature Conservancy, among others).
- 2.1.12 Forester must agree to sign this written Agreement articulating these requirements and other project roles and responsibilities. Failure to follow Agreement terms could result in termination of the Agreement.
- 2.1.13 If you are an organization that hires multiple foresters that work in the **same office or location**, we MUST create a CRM group for your organization. One forester will be the point of contact for ALL woodland assignments, however every forester in the organization's group will be able to access all collectively assigned woodlands upon logging into the CRM. The organization can then make assignments internally while still maintaining the forester point of contact in the CRM. All details must be recorded in the timeline for each woodland. On the project planning forms only one forester that has completed the project planning for each woodland may be listed. Upon completion of the woodland assignment, only one invoice is to be submitted per woodland.

## **2.2 FFIF/Partner Responsibilities:**

- 2.2.1 Provide training and support for what the Forester should communicate to the landowner and how to record FFCP project data in the CRM.
- 2.2.2 Track interest from landowners that comes in from outreach efforts and FFCP website.
- 2.2.3 Provide initial contact to those landowners interested in meeting with a consulting forester.
- 2.2.4 Subject to Forester completing all listed responsibilities in the Agreement, FFIF will pay Forester for project planning work, and FFCP management plan template development (only available in select states), for the invoice submitted so long as the invoice does not to exceed amount described in payment tables above. Payment will be made within 30 days after submission of each of the following: Forester W-9, New Vendor Form, and invoice, whichever is later.
- 2.2.5 FFIF will provide all necessary landowner contact data to Forester as well as all resources needed to plan the FFCP project, including FFCP Forester Manual, Project Planning and

Information Form Templates, and an account in the Landowner CRM to keep track of next steps and submit project data.

### 3. GEOGRAPHIC RESTRICTIONS

- 3.1 Forester **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 Foresters from time to time with new leads in these counties.
- 3.2 Foresters should choose counties in which they **are willing and able** to provide service in the table below:



## APPENDIX B: CONSULTING FORESTER BILLING GUIDE

Consulting Forester Service	Billable Party	Price
Project Planning (No Site Visit Needed)	FFIF, Send invoice to <a href="mailto:mwforester@foresfoundation.org">mwforester@foresfoundation.org</a>	Not to exceed designated rates. Reference <a href="#">Table 1</a>
Project Planning (Site Visit Needed)	FFIF, Send invoice to <a href="mailto:mwforester@forestfoundation.org">mwforester@forestfoundation.org</a>	Not to exceed designated rates. Reference <a href="#">Table 1</a>
Management Plan Amendment	Landowner	Landowner is provided this stipend in their FFCP contract.
New Management Plan Development	Landowner	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.

## Appendix C: CRITERIA FOR DELINEATING FOREST LAND IN FFCP

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

## Appendix D: CREATION OF NEW BOUNDARIES FOR FFCP ENROLLMENT

### Introduction

As various users begin uploading and updating boundaries into the CRM, the protocol was developed to standardize the quality of data being imported/created.

There are different preferences for stand delineation, geographic feature representation and exclusionary areas. All these features are important to capture, but must be consistent to avoid confusion and extra work when generating contacts and for MRV documentation.

This document will provide examples and assumes you already know the [basics of creating stands in the CRM](#) and [How to Delineate a Forest for FFCP](#).

### Enrollment Boundary

A defined area that is enrolled in the Family Forest Carbon Program that is subject to contract terms. This is also sometimes referred to as project boundary, project area, contract boundary, woodland.

### Start

CRM Stands should be clearly outlined, named and without overlap. The term *stands* in the CRM currently refers to the individual layers which represent a feature. It is not synonymous with a forestry stand.

Ultimately, each contiguous boundary should consist of 1 layer or stand. This layer in the CRM should encompass the outer most enrollment boundary and any exclusions. It should be clearly named as the FFCP boundary.

This property (image below ) has multiple stands and multiple areas that need excluding. Color has been added to show stands. Each stand and exclusion is its own “layer” or stand component in the CRM.

For a contract to be generated, this extra information is not needed.



*Figure 1 Boundary with multiple stands and exclusions*

Utilizing the [Clip or Snap](#) (depending on need) and the [Exclude](#) tool, one clean boundary should be created at the end. This final layer should be dragged to the top of the stands list and tied to the contract. It should also be locked so that it is not accidentally edited further



All other layers should be hidden and not linked to the contract.



- FFCP Boundary: 18759-1
- exclude--mountain top landing
- exclude--landing 2
- exclude--landing 5
- exclude--landing 4
- exclude--buildings and disturbed areas
- exclude--landing 1
- Stand 4--Birch TSI
- Stand 1
- Stand 3

Figure 2 Ideal End Result. FFCP Boundary with woodland ID is at the top and is the only visible layer

An enrolled boundary can have multiple stands within the boundary, but the final boundary to be used for contract and MRV purposes is an exterior boundary with no stand delineation. The only extra lines within the boundary should come from exclusions.

The final boundary should follow this naming format: **FFCP Boundary: [WoodlandID]-[stand number]**. I.E., FFCP Boundary: [WoodlandID]-1, FFCP Boundary: [WoodlandID]-2, FFCP Boundary: [WoodlandID]-etc.

If there are multiple non-contiguous parcels being enrolled, then each boundary gets the next number in the sequence. See figure 4 for an example.

If there are multiple contracts, each stand needs to be duplicated and tied to the corresponding contract. The stands naming format would be as follows: FFCP Boundary: [WoodlandID]-[contract #]-[stand number]. I.E., FFCP Boundary: [WoodlandID]-1-1, FFCP Boundary: [WoodlandID]-1-2, FFCP Boundary: [WoodlandID]-2-1, FFCP Boundary: [WoodlandID]-2-2.

Below (figure 3) is an example of 1 enrollment boundary that consists of non-contiguous *forestry* stands. Because these stands are associated with 1 parcel and 1 contract, they will remain together as 1 unit for enrollment tracking purposes.

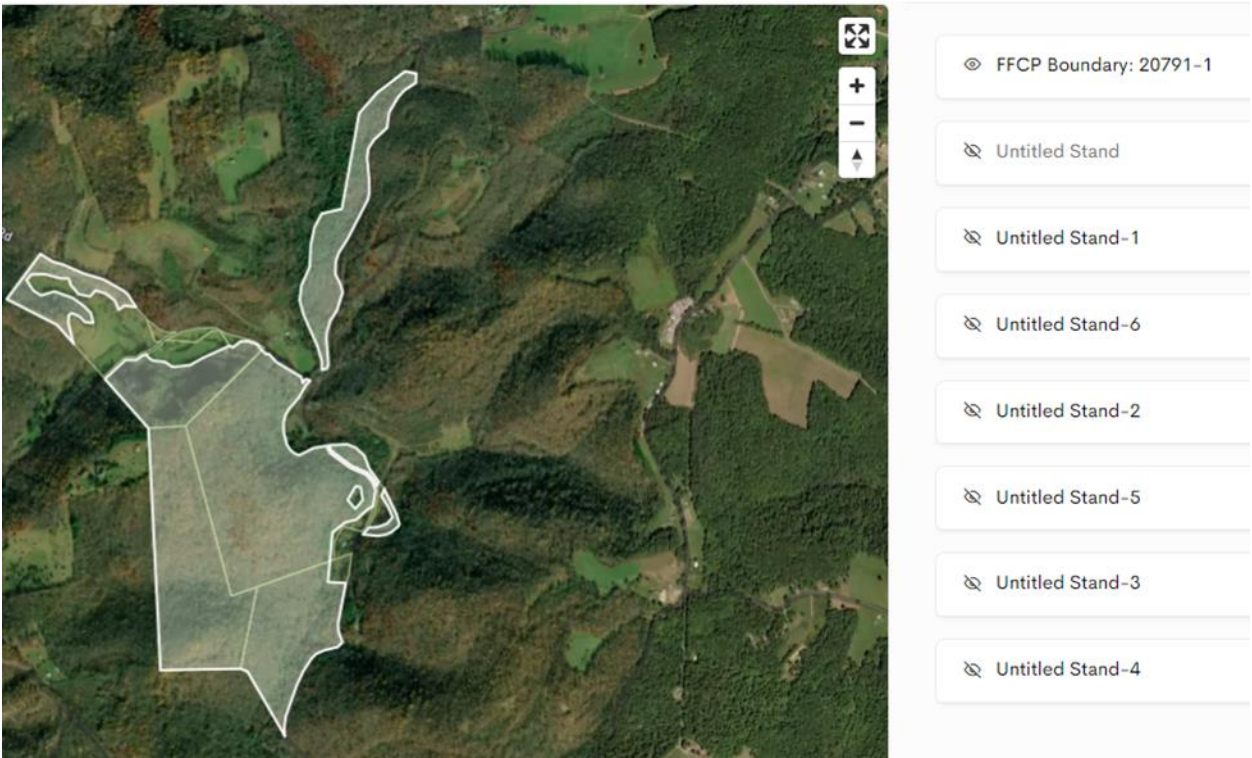


Figure 3 Another example showing non-contiguous Forestry stands. These are still considered 1 enrollment boundary.



Figure 4 An example of 3 non-contiguous parcels enrolled under 1 contract. There are different ownerships in between the parcels, making this a non-contiguous enrollment. As such, the boundaries should be labeled and split into 3 CRM stands.

## Exclusions

Any non-forested areas greater than 1 acre should be excluded from enrollment. See "[How to Delineate a Forest for FFCP](#)" for more details. Some of these items include but are not limited to:

- Ponds
- Landing pads
- Roads
- Fields

## Common Issues

Below are a series of examples of issues to avoid.

- Stands crossing over each other or not aligned. If there are stands next to each other, they should be touching without gaps or cross overs in between. In the case of roads, there should not be cross over on the roads.



- Multiple stands with the same name or with no clear distinction between the final, official boundary to be used.

## Dealing with non-contiguous parcels

Can I add my other properties that are not connected?

It is important to note that for eligibility purposes, in order for a LO's non-contiguous parcels to be eligible, each individual parcel must meet FFCP's minimum acreage and acceptable forest requirements.

- Example 1 – Bob has 50 eligible contiguous acres, and another 40 eligible contiguous acres elsewhere in the city, that do not connect with his original 50 acres – Both these areas would be eligible for contracts.
- Example 2 – Bob has 50 eligible contiguous acres, and another contiguous 20 acres elsewhere in the city, that do not connect with the original 50 acres. In this example, only his original 50 eligible acres area is eligible for contract since the 2<sup>nd</sup> area does not meet our 30 acre minimum requirement by itself.
- Example 3 – Bob has 20 contiguous acres in one area of the city, and another 15 contiguous acres in the next town over that do not connect. Neither property would be eligible for contract, as neither one meets our minimum 30 forested acre requirements by themselves.

It is important to note that the ownership/deeded title must match on all properties in order to be considered under 1 contract. SO, for example, if a husband owns parcel A alone, but owns parcel B with minimum program requirements individually to qualify.

## E: CRM TIMELINE

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

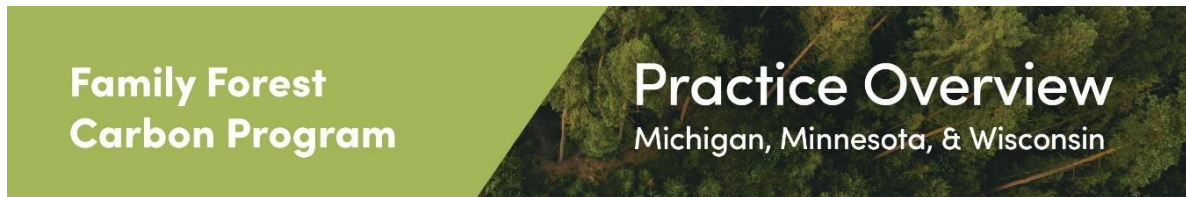
Actions to save into the timeline:

- 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 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 IE: 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.

# Appendix F: MIDWEST PRACTICE SHEET

See below for the Midwest Practice Sheet or visit the website for a downloadable PDF that can be shared with landowners.



The **Family Forest Carbon Program** provides America's family forest owners with resources and payments to manage their land with climate-friendly sustainable practices that help grow more resilient forests, conserve biodiversity, add value to timber stands, and mitigate climate impacts. The management practice available to landowners in Michigan, Minnesota, and Wisconsin is *Growing Mature Forests*.

### Premium Program Option Available:

Interested in receiving higher payments and access to federal assistance programs? If you have an Farm Service Agency (FSA) Farm & Tract Number or are willing to get one, you can qualify for our premier practice option. Getting an FSA number increases the dollar amount you receive through the Family Forest Carbon Program, and we can help you find even more programs that can benefit you.

### Benefits of Enrollment:

- Expert guidance from a professional forester to help you achieve your goals for your woodland.
- Financial assistance to develop a forest management plan, or update your existing plan to comply with the program.
- Annual payments that can help cover the cost of owning and maintaining your land throughout the 20-year contract term.
- Management flexibility to harvest sustainably, including a firewood allowance based on acreage.
- Continued privacy and ownership of your land, without restrictions on recreational activities such as hunting and fishing.
- The opportunity to join a community of likeminded landowners committed to caring for their forests and the planet.

### Payment Terms & Calculations:

- **Contract Term:** 20 years
- **Payment Terms:** \$200/acre over the 20-year contract period

*\*Disclaimer: For landowners with an FSA Farm & Tract Number, we can offer a 20% higher premium payment to help you reach your woodland goals. Our team can provide more details and advise you on the process when you schedule a call.*

### Program Payment Schedule:

Project Year	% of Total
Payment 1 (issued within 60 days of signature)	20%
Annual Payment in Years 2-8	3%
Annual Payment in Years 9-14	4%
Annual Payment in Years 15-19	5%
Payment in Year 20	10%

*\*Disclaimer: This practice overview is not intended to address every aspect of enrollment in the Family Forest Carbon Program. Complete terms and conditions are detailed in the enrollment contract.*

### Forest Management Plans:

- If you do not have a plan, the Family Forest Carbon Program will provide you with financial support to develop a plan that is consistent with the program.
- If you already have a forest management plan, the Family Forest Carbon Program will support you in updating it.

### 1 Confirm Eligibility

Use our secure online mapping tool to find your property and learn whether you are likely to qualify.

### 2 Meet Our Team

Schedule a call with our team to discuss your goals, answer any questions you have, and determine next steps for enrollment.

### 3 Offer and Enrollment

You'll receive payment terms and a complete contract to review before enrollment. Then, we'll send you your first payment!

Learn more and get started at [familyforestcarbon.org](http://familyforestcarbon.org)



# Family Forest Carbon Program

# Practice Overview

Michigan, Minnesota, & Wisconsin

## Growing Mature Forests:

This practice is designed to allow your forest to grow older and larger trees than average forests in your local landscape. This practice promotes long-term forest health, improves habitat for the numerous wildlife species that rely on mature forests, and increases the commercial and environmental value of the woodland while allowing you to maintain a working forest.

- Enroll at least 30 acres of forest land with maple-beech-birch or oak-hickory species making up at least 50% of the basal area, and a minimum of 90 sq. ft/acre.
- Harvests may not remove more than 25% of the basal area at the time of the harvest.
- Harvests may not reduce the quadratic mean diameter by more than 10%.

## General Mangement Allowances:

### Invasive Species Removal

- Removal of invasive species using methods that do not significantly impact stand health or structure is allowed at any time.

### Firewood Allowance:

30-199	5
200-299	10
300-299	15
400-499	20
500+	25

## General Eligibility Requirements:

- Enroll at least 30 acres of eligible land in the project. You can enroll all or part of your property and use a mix of practices on the same property.
- Forests must be naturally occurring (i.e., no plantations).
- The project area cannot be subject to any existing legal encumbrance that restricts timber harvest activity.
- Agree to submit a form attesting to your compliance with practice requirements once every five years.



Learn more and get started at  
[familyforestcarbon.org](https://familyforestcarbon.org)



American  
Forest  
Foundation

The Nature  
Conservancy  
Protecting nature. Preserving life.

## Appendix G: FIA FOREST TYPE GROUP KEY

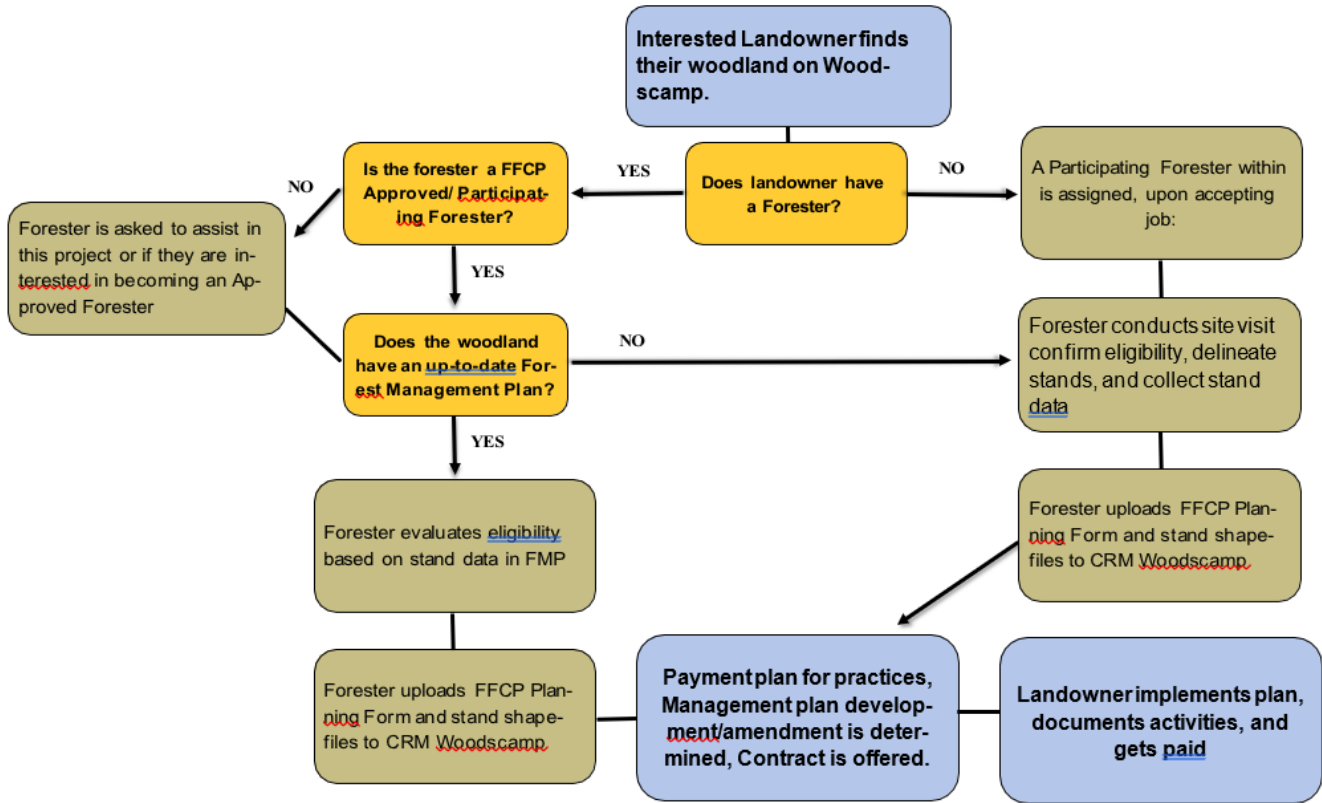
**Instructions:** The key is intended to be used in the field, based on observations and/or measurements, of stand-level basal area per acre (BAA), assessed by species and species group.

<b>1</b>	<b>a</b>	At least 50% of BAA is comprised of SOFTWOOD species	go to 2
	<b>b</b>	Less than 50% of BAA is in those species	go to 6
<b>2</b>	<b>a</b>	At least 50% of BAA is comprised of the following PINE SPP: LOBLOLLY, SHORTLEAF, SAND, SPRUCE, TABLE MTN, PITCH, POND, VIRGINIA	LOBLOLLY-SHORTLEAF PINE (160)
	<b>b</b>	Less than 50% of BAA is in those species	go to 3
<b>3</b>	<b>a</b>	At least 50% of BAA is comprised of LONGLEAF PINE or SLASH PINE	LONGLEAF-SLASH PINE (140)
	<b>b</b>	Less than 50% of BAA is in those species	go to 4
<b>4</b>	<b>a</b>	At least 50% of BAA is comprised of WHITE/RED/JACK PINE or EASTERN HEMLOCK	WHITE-RED-JACK PINE (100)
	<b>b</b>	Less than 50% of BAA is in those species	go to 5
<b>5</b>	<b>a</b>	At least 50% of BAA is comprised of WHITE/BLACK/RED SPRUCE, BALSAM FIR, NORTHERN WHITE CEDAR, or TAMARACK	SPRUCE-FIR (120)
	<b>b</b>	Less than 50% of BAA is in those species	OTHER EASTERN SOFTWOODS (170)
<b>6</b>	<b>a</b>	Approximately 25-49% of BAA is comprised of PINE species or EASTERN RED CEDAR	OAK-PINE (400)
	<b>b</b>	Less than 25% of BAA is in those species	go to 7
<b>7</b>	<b>a</b>	At least 50% of BAA is comprised of NORTHERN RED OAK or BLACK WALNUT	OAK-HICKORY (500)
	<b>b</b>	Less than 50% of BAA is in those species	go to 8
<b>8</b>	<b>a</b>	At least 50% of BAA is comprised of SILVER MAPLE, PECAN, SUGARBERRY, HACKBERRY, SYCAMORE, BLACK ASH, COTTONWOOD SPP, WILLOW SPP, RIVER BIRCH, BOXELDER, or SWAMP WHITE OAK	ELM-ASH-COTTONWOOD (700)
	<b>b</b>	Less than 50% of BAA is in those species	go to 9



<b>9</b>	<b>a</b>	At least 50% of BAA is comprised of BALDCYPRESS, PONDCYPRESS, SWEET/RED BAY, WATER/SWAMP TUPELO, OVERCUP/CHERRYBARK/SHUMARD/SWAMP CHESTNUT OAK, WATER/SHELLBARK HICKORY, ATLANTIC WHITE CEDAR or MAGNOLIA SPP.	OAK-GUM-CYPRESS (600)
	<b>b</b>	Less than 50% of BAA is in those species	go to 10
<b>10</b>	<b>a</b>	At least 50% of BAA is comprised of OAK species, HICKORY species, YELLOW POPLAR, BLACK WALNUT, SASSAFRAS, LOCUST species, BLACK GUM, or SWEETGUM	OAK-HICKORY (500)
	<b>b</b>	Less than 50% of BAA is in those species	go to 11
<b>11</b>	<b>a</b>	At least 50% of BAA is comprised of MAPLE spp, BEECH, YELLOW/BLACK BIRCH, BLACK CHERRY, ASH spp, BASSWOOD, IRONWOOD, NORTHERN RED OAK, or BLACK WALNUT	MAPLE-BEECH-BIRCH (800)
	<b>b</b>	Less than 50% of BAA is in those species	go to 12
<b>12</b>	<b>a</b>	At least 50% of BAA is comprised of BIGTOOTH/QUAKING ASPEN or WHITE/GREY BIRCH	ASPEN-BIRCH (900)
	<b>b</b>	Less than 50% of BAA is in those species	

# Appendix H: FORESTER PROCESS FLOWCHART



## Appendix I: WISCONSIN MANAGED FOREST LAW AND FOREST CROP LAW INTEGRATION PROCESS

There may be times when a Forester who participates with FFCP is assigned to a landowner enrolled in the Wisconsin DNR Managed Forest Law (MFL) or Forest Crop Law (FCL) programs. These two programs are designed to encourage the management of private forest lands for the production of future forest crops for commercial use through sound forestry practices, while recognizing the objectives of the individual property owners, compatible recreational uses, watershed protection, development of wildlife habitat and accessibility of private property to the public for recreational purposes.

The primary tool for landowners to practice sound forestry is their MFL or FCL plans. MFL and FCL plans contain a list of mandatory practices that must be completed by the landowner and the year in which they are due. Landowners are responsible for executing their mandatory practices in a timely fashion. If landowners do not execute their mandatory practices in a timely fashion, enforcement cases may be brought against them.

As you begin eligibility and project planning for these landowners, it is important to make note of the following circumstances you may encounter:

- Landowners may have multiple MFL or FCL plans associated with one woodland profile in the CRM. All active plans should be uploaded in the CRM Timeline for FFCP Forester review.
- A single point of contact (landowner) may be associated with multiple CRM woodland profiles. Reminder that FFCP issues contracts to a single deeded entity.

Eligibility evaluation and project planning for these landowners will largely remain the same, but may have additional touchpoints for Foresters and the Wisconsin DNR's Tax Law Forestry Specialist. Your eligibility evaluation should start by reading all timeline notes and reviewing the mandatory practices within the MFL or FCL plan.

Within their MFL/FCL plan, the Land Exam and Practices Report will contain the information that is needed to determine the next steps in the workflow below:

- 1) LO informs the program they are enrolled in MFL/FCL.
  - a. FFCP will have this information documented in the CRM Qualification tab, the MFL/FCL plan(s) will be uploaded into the CRM>Management Plan tab.
- 2) FFCP Staff Foresters review MFL/FCL plans to confirm project potential.
  - a. This review will be placed in the CRM Timeline for you to review.

- 3) An FFCP Forester is assigned when there is project potential and conducts a field visit to determine project area, and impacts to their MFL/FCL plan.
  - a. In general the FFCP sustainable harvesting guidelines allow for the silvicultural application of thinning(s), and single tree selection(s) or group tree selection(s).
  - b. If the FFCP Project Area DOES NOT affect the MFL/FCL mandatory practice type(s) or schedule(s), proceed to step 6.
  
- 4) If there are changes to mandatory practice type(s) or schedule(s), the FFCP Forester assigned sends an email to the [local WI DNR Tax Law Forestry Specialist](#) attaching the landowner's completed FFCP National Planning Form for an integration proposal with the DNR. This email must also include the Landowner and your [FFCP representative](#).
  - a. There are additional fields on the FFCP National Planning Form for MFL/FCL landowners that must be completed in order to clearly communicate with the Department.

The following fields must be completed on the FFCP National Planning Form:

    1. MFL/FCL Order Numbers – this information can be found on the MFL/FCL plan.
    2. MFL/FCL re-enrollment plans - yes or no, will need to ask landowner this question.
    3. Stand Level Information > For MFL/FCL Program Only - must document the MFL/FCL Order Number and MFL/FCL Stand Number that the FFCP project area will affect and document the proposed mandatory practice type(s) and/or schedule(s) changes for both program
  - b. The purpose of this conversation with the local WI DNR Tax Law Forestry Specialist is to notify the department of the landowner's interest and address any high level concerns that the department may have regarding impacts of the proposed mandatory harvest type and/or schedule changes.
  - c. The FFCP Forester must get confirmation from the local WI DNR Tax Law Forestry Specialist that the integration proposal will be acceptable in regards to MFL statues and rules, and that the landowner may enroll in both programs at the same time.
  
- 5) The FFCP Forester assigned will document this confirmation of compatible integration with local WI DNR Tax Law Forestry Specialist in the Timeline of the woodland.
  
- 6) The FFCP Forester assigned will then finalize the project in the CRM database after all appropriate steps are taken for integration.

Following all applicable steps above will be critical to successful integration between the two programs. If you have any questions regarding this process, please reach out to your [FFCP representative](#).