



Design and Implementation Activity

Forest Management Practice Design DIA 165

Definition

Design a single or combination of forest related conservation practices to treat one or more resource concerns. Forest management activities are site-specific forestry and/or agroforestry conservation practices as prescribed in a forest management plan.

REQUIREMENTS

General Requirements

A Design and Implementation Activity (DIA) assists a participant with implementing their conservation plan by providing site-specific instructions, requirements, plans, or specifications for putting conservation practices and enhancements on the land.

A DIA may involve providing assistance for a single conservation practice or a combination of structural, vegetative, or land management conservation practices, enhancements, and management activities.

Prior to initiation of the DIA, the Technical Service Provider (TSP) will schedule a conference with the participant and Natural Resources Conservation Service (NRCS) field office staff to ensure an understanding of the participant objectives (including practices to be covered by the DIA), required deliverables, and characteristics of the DIA tasks. The meeting between all parties may take place in person or electronically.

The participant and conservation planner have determined which practices a TSP will provide DIA assistance for. The TSP must have certification in NRCS Registry for each practice they will provide assistance for through this DIA. If not certified for a practice(s), a TSP can use a subcontractor who is a certified TSP for the practice(s). If there are no available certified TSPs, then that practice shall be removed from the scope of the participant's DIA.

DIA assistance is based on the participant's conservation plan and applicable conservation practice standards and related technical guidance provided in the NRCS Field Office Technical Guide (FOTG). Each NRCS State Office publishes appropriate technical guidance and reference information in the state's version of the FOTG. DIA assistance must conform with the conservation practice standards included in FOTG, Section 4 for the state where the practice(s) are to be implemented. A Technical Service Provider (TSP) may use conservation practice supporting documents found in the applicable state's FOTG, Section 4 to facilitate delivery of appropriate information to the participant. Examples of conservation practice supporting documents include statements of work (SOW), implementation requirements (IR), practice specifications (PS), standard drawings (SD), General Specifications (GS), Construction Specifications (CS), Material Specifications (MS), and design support tools. The FOTG homepage hyperlink is: <https://efotg.sc.egov.usda.gov/#/>.

The TSP will develop silvicultural prescriptions for forest management practices as outlined in each state adopted Conservation Practice Standard (CPS) and Statement of Work (SOW) found in the NRCS Field Office Technical Guide for the state in which the practices are being implemented.

The TSP will maintain an ongoing record of DIA related discussions with the client. The TSP document notes will include dates of assistance, all parties present, notes of significant information, and decisions reached. Any correspondence between the TSP and the participant related to the development of the DIA will be included in the record.

The TSP may use any of the Conservation Practice Documents, such as implementation requirements, templates, Standard Detail Drawings, etc. located in the state's FOTG.

Technical Requirements

The DIA must be developed by a TSP who meets NRCS Forest Management certification requirements.

Minimum technical criteria to be addressed in the development of the DIA:

- 1) Must comply with Federal, Tribal, State, and local laws, regulations, and permit requirements and meet the producer's objectives.
- 2) This conservation planning activity applies to nonindustrial private forest land and other land uses where the participant's objective is to engage in forest-related and/or agroforestry conservation practices.
- 3) The conservation practices must meet the NRCS planning criteria for one or more plant, animal, water, air, or soil resource concerns.
- 4) All conservation practices designed in this conservation planning activity may include, as appropriate, but is not limited to, the conservation practices listed below:

Code	Practice Name
311	Alley Cropping
379	Forest Farming
380	Windbreak/Shelterbelt Establishment and Renovation
381	Silvopasture
383	Fuel Break
384	Woody Residue Treatment
391	Riparian Forest Buffer
394	Firebreak
472	Access Control
490	Tree/Shrub Site Preparation
612	Tree/Shrub Establishment
654	Road/Trail/Landing Closure and Treatment
655	Forest Trails and Landings
660	Tree/Shrub Pruning
666	Forest Stand Improvement

- 5) Any NRCS conservation practice may be designed, as appropriate, to address resource concerns and meet participant objectives. Below are examples of additional conservation practices that are commonly designed and implemented along with the primary forestry and agroforestry practices. Confirm practices are offered in a state by reviewing the state's FOTG. Practices must be designed by an appropriately certified TSP for forestry, agroforestry, and all other associated practices.

Code	Practice name
314	Brush Management
315	Herbaceous Weed Treatment
327	Conservation Cover
338	Prescribed Burning
342	Critical Area Planting
382	Fence
395	Stream Habitat Improvement and Management
420	Wildlife habitat planting
560	Access Road
578	Stream Crossing
580	Streambank and Shoreline Protection
595	Integrated Pest Management
643	Restoration of Rare or Declining Natural Communities
644	Wetland Wildlife Habitat Management
645	Upland Wildlife Habitat Management
647	Early Successional Habitat Development/Management

DELIVERABLES

The TSP must provide documentation showing all the tasks indicated in the **General Requirements** section, the **Technical Requirements** section, and the following sections:

Cover Page

The cover page must include the following:

- 1) DIA name and number.
- 2) Participant information: Name, farm bill program name, contract number (TSP obtains contract number from participant), land identification (e.g., state, county, farm, and tract number).
 - a) Farm identification:
 - i) Farm name, owner name, street address, and county/state.
 - ii) Primary phone number of the client.
- 3) TSP name, TSP number, TSP expiration date, mailing address, phone number, email address.
- 4) A statement by the TSP that services meet the DIA requirements, such as:

I certify the work completed and delivered for this DIA:

- *Complies with all applicable Federal, State, Tribal, and local laws and regulations.*
- *Meets the General and Technical Requirements for this DIA.*
- *The planned practices are based on NRCS Conservation Practice Standards in the state Field Office Technical Guide where the practices are to be implemented.*
- *Is consistent with and meets the conservation goals and objectives for which the program contract was entered into by the participant.*
- *Incorporates alternatives that are both cost effective and appropriate to address the resource issue(s) and participant's objective(s).*

TSP Signature _____ Date _____

- 5) Participant's acceptance statement indicating:

I accept the completed DIA deliverables as thorough and satisfying my objectives.

Participant Signature _____ Date _____

- 6) A designated space for an NRCS reviewer to certify the agency's acceptance of the completed DIA.

NRCS administrative review completion by:

Signature _____ Title _____ Date _____

Notes and Correspondence

- 1) Provide notes, in date-order that:
 - a) Document each interaction with the participant, results of that interaction, and the date of the interaction.
 - b) Document each site visit, its participants, the activity completed in the field, and results of each site visit.
 - c) Provide initials of the note-maker, if more than one person provides the assistance.
- 2) Provide copies of correspondence between the TSP and the participant relating to decision-making and completion of this DIA. For example, description of alternatives presented for evaluation and decision-making.

Implementation Maps

Maps for a DIA must include these features:

- a) Map title.
- b) Participant's name.
- c) Assisted By [TSP planner's name].
- d) Name of applicable conservation district, county, and State.
- e) Date prepared.
- f) Map scale.
- g) Information needed to locate the planning area, such as geographic coordinates, public land survey coordinates, etc.
- h) North arrow.
- i) Appropriate map symbols and a map symbol legend on the map or as an attachment.
- j) Forest management plan base map (this may consist of several maps to account for the entire planning area). This map will specifically include:
 - i) Boundary lines for the Planning Land Units (PLUs) with labels (name, number, or both). A PLU is a unique geographic area, defined by a polygon, that has common land use and is owned, operated, or managed by the same participant(s). The PLU is the minimum unit for planning.
 - ii) Acreage of each PLU.

- iii) Forest stand boundaries.
 - iv) Unique identifying code for each forest stand.
 - v) Location of planned and applied conservation practices. These may be identified by stand number linked to planned and applied practices identified in the CPA or DIA.
 - vi) If the planning area includes nonprivate lands, such as Federal or Tribal lands, include a land status map displaying land ownership categories (Private, State Trust, BLM, Tribal, and Territorial, etc.).
- k) Resource maps of the PLU
- i) Soils maps, and other resource maps as applicable.
 - ii) An existing wetland delineation map, if applicable.

Design or Implementation Details

- 1) Develop site-specific written instructions for implementing each planned conservation practice or activity included in the participant's DIA. Those instructions must:
 - a) Include, as a minimum, all items listed in each CPS "Plans and Specifications" section and the applicable Practice Specification (PS).
 - b) Include all items listed in the "Operations and Maintenance" section.
 - c) These items may be included in a single document or in multiple documents, as long as all specification information is provided.
- 2) Statement of Work documents in a state's FOTG Section 4, include a Design section that lists deliverables needed for the participant's successful implementation.
- 3) Implementation Requirement documents in a state's FOTG Section 4 may be used to prepare and deliver site-specific conservation practice instructions, but are not required to be used.
- 4) Develop and provide all supporting documentation, including any additional items required by the State Conservationist.

Supporting Documentation

Provide results of design tools, resource assessments, or other analyses that are required to meet the Criteria in the state's CPS and PS.

Deliver Completed Work

The TSP must:

- 1) Prepare and provide their participant two sets of the items listed in Deliverables.
 - a) One set is for the participant to keep.
 - b) The other set is for sharing with the local NRCS Office.
 - c) The TSP may transmit a set of the Deliverables to the local NRCS Office, if their participant has authorized it. It is recommended to provide NRCS field office an opportunity to review the DIA deliverables, prior to asking for its acceptance.
- 2) Upload electronic copies of all the Deliverables items on NRCS Registry.

References

USDA Natural Resources Conservation Service. National Planning Procedures Handbook.
<https://directives.sc.egov.usda.gov/viewerFS.aspx?hid=44407>