

Date Received:

Control No:

Field Office and TSP Certification Plan Review Checklist
Conservation Activity Plan – Fish and Wildlife Habitat Plan
Practice Activity Code (142)
(Refer to National Bulletin 450-13-3 for a complete listing of CAP Criteria)

Purpose: The purpose of the checklist is to provide guidance for elements that need to be addressed or included in the Conservation Activity Plan (CAP). The checklists are recommended for use by NRCS staff and Technical Service Providers, but are not required. NRCS staff can use the checklist for administrative review of the sample plans submitted as part of the certification process as well as all other plans submitted after a TSP is certified. TSPs can use the checklist for a general guidance of elements to include in the plan, but it is still the TSP's responsibility to follow the CAP Plan Development Criteria for specific elements and the detail of each element to be included.

Instructions: The checklist should be completed and submitted with the sample plan or the hardcopy of the client's plan as described below:

- **Prospective TSP's** should submit the completed checklist and sample plan by mail or email (complete plans should be sent as a single electronic file for example pdf, word or scanned file) to the appropriate State TSP Coordinator for technical review to become a certified TSP. A list of State TSP Coordinators can be found at: <https://techreg.sc.egov.usda.gov/RptStateContact4Admin.aspx>.
- **Certified TSP's** should submit the completed checklist, hardcopy and electronic copy of the client's plan to the local NRCS Field Office or appropriate State TSP Coordinator for administrative review.
- **NRCS Staff** should complete the checklist for administrative review and place the completed checklist in the client's file. Administrative review involves a review of the content of the plan to ensure all required elements are present, but does not involve technical review for correctness. (Please Note: If technical review is needed, the completed checklist and client plan should be forwarded to the appropriate State Office staff or NHQ for technical review.)

Please Note: Should a State not have the technical specialist to conduct the technical review, requests can be submitted (by the State Office) to NHQ for review. For NHQ review please submit the complete plan and checklist by mail or email to the TSP Team. See below for address information.

Fish and Wildlife Habitat Plan

State/County:	Date Plan Submitted:
Producer/Owner:	Technical Service Provider:
<p>A Fish and Wildlife Habitat Plan is a site-specific plan developed for a client who is ready to plan and implement decisions with consideration for fish and wildlife habitat and other biological resources.</p> <p>Technical Guidance, Criteria, and Content for the Fish & Wildlife Plan is found at the URL: eDirectives http://directives.sc.egov.usda.gov/. Navigate to: Handbooks: Title 190 Ecological Sciences, Part 620 – National Biology Handbook and Part 610- National Environmental Compliance Handbook. Also navigate to Manuals: Title 190 Ecological Sciences, National Biology Manual and National Forestry Manual.</p> <p>Minimum components of a Fish & Wildlife Habitat Plan shall include:</p>	

1.	Fish and Wildlife Habitat Plan Criteria
<input type="checkbox"/>	<p>A. Background and Site Information:</p> <ol style="list-style-type: none"> 1. Landowner information – name, address, operation, size; 2. Location and plan map of parcel; 3. Documentation of existing practices/history; 4. Resource inventory; 5. Fish and wildlife resource concerns.
<input type="checkbox"/>	<p>B. Client Objectives:</p> <ol style="list-style-type: none"> 1. Manage working lands for fish and wildlife resources; 2. Increase populations of selected species or groups; 3. Maintain populations of selected species or groups; 4. Improve habitat for aquatic, wetland, and/or terrestrial species.
<input type="checkbox"/>	<p>C. Document Existing Conditions:</p> <ol style="list-style-type: none"> 1. Conservation plan map – boundaries, fields, streams, surface waters, wetlands, fences, riparian areas, land uses, etc.; 2. Soils map - legend, interpretations for fish and wildlife resources; 3. Client's decisions – conservation practices needed to achieve objectives; 4. Habitat assessment, evaluations, or Habitat Suitability Index (HIS) models; 5. Current management activities; 5. Carry capacity for selected species/resources.
<input type="checkbox"/>	<p>D. Desired Future Conditions/Goals:</p> <ol style="list-style-type: none"> 1. Improve or maintain fish and wildlife population levels; 2. Restoration of fish and wildlife species or habitat types.
<input type="checkbox"/>	<p>E. Assessing/Monitoring of fish and wildlife populations:</p> <ol style="list-style-type: none"> 1. Evaluation methods and approach; 2. Assessment design.
<input type="checkbox"/>	<p>F. Conservation Practices and/or Activities and Support Documents:</p> <ol style="list-style-type: none"> 1. Fish and wildlife-related Conservation Practice Standards; 2. Habitat assessment guides (State specific); 3. Requirements from State-specific Field Office Technical Guide.
2.	Deliverables
<input type="checkbox"/>	<p>A. Hardcopy of the plan for the Client that includes:</p> <ol style="list-style-type: none"> 1. Cover page-name/address/phone of the client and TSP, total acres of the plan,

<input type="checkbox"/>	<p>required signature blocks;</p> <ol style="list-style-type: none"> 2. Soils map and appropriate soil descriptions; 3. Resource assessment results; 4. Planned conservation practices and their respective practice site specific specifications in a NRCS approved jobsheet or separate practice plan for the following practices: <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Code</th> <th style="text-align: left;">Practice Name</th> </tr> </thead> <tbody> <tr> <td>643</td> <td>Restoration and Management of Declining Habitats</td> </tr> <tr> <td>644</td> <td>Wetland Wildlife Habitat Management</td> </tr> <tr> <td>645</td> <td>Upland Wildlife Habitat Management</td> </tr> </tbody> </table> <ol style="list-style-type: none"> 5. For other practices they shall be documented in the plan for the planned amount, the fields where the practice is to be applied and the planned year of application. 	Code	Practice Name	643	Restoration and Management of Declining Habitats	644	Wetland Wildlife Habitat Management	645	Upland Wildlife Habitat Management
Code	Practice Name								
643	Restoration and Management of Declining Habitats								
644	Wetland Wildlife Habitat Management								
645	Upland Wildlife Habitat Management								
<input type="checkbox"/>	<p>B. Complete hardcopy and electronic copy of the client's plan that includes:</p> <ol style="list-style-type: none"> 1. All appropriate digital supporting files; 2. Digital Conservation Plan Map with fields, features and structural practices located; 3. Digital Soils Map. 								

Yes	No	Checklist Approval
		I have administratively reviewed this Fish and Wildlife Habitat Plan and it meets all the FY13 Plan Development Criteria for Conservation Activity Plan 142.
NRCS Representative Name and Title (print or type):		
NRCS Representative Signature		Date:
Notes (If "No" is checked, include reasons for denial, comments, missing items that need to be added, etc.):		

Email: tsp@wdc.usda.gov.

Mailing Address: **Technical Service Provider Team**
 USDA - Natural Resources Conservation Service
 1400 Independence Ave SW, Room 6016
 Washington, DC 20250