United States Department of Agriculture
Natural Resources Conservation Service

Date Received: **Control No:**

Field Office and TSP Certification Plan Review Checklist

Conservation Activity Plan – Pollinator Habitat Enhancement Plan Practice Activity Code (146)

(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 checklists 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.

Pollinator Habitat Enhancement Plan	
State/County:	**Date Plan Submitted:**
Producer/Owner:	**Technical Service Provider:**

A Pollinator Habitat Enhancement Plan is s site-specific conservation plan developed for a client that addresses the improvement, restoration, enhancement or expansion of flower-rich habitat that supports native and/or managed pollinators.

Technical Guidance, Criteria, and Content for the Pollinator Habitat Enhancement Plan is found at the URL: eDirectives http://directives.sc.egov.usda.gov/. Navigate to: Manuals Title 190 Ecological Sciences, National Biology Manual.

Minimum components of a Pollinator Habitat Enhancement Plan shall include:

1.	**Background and site information:**
☐	a. Landowner information – name, address, operation, size ; b. Location and plan map of parcel.
2.	**Identify client objectives such as:**
☐	a. Improve pollination service provided by wild (unmanaged bees) by: 1. Increasing floral diversity and ensuring continuous and diverse bloom; 2. Increasing undisturbed habitat/ground (including the creation of alkali or other ground-nesting bee beds); 3. Increasing nesting opportunities for tunnel-nesting bees; 4. Providing pollinator refugia. b. Improve pollination service provided by managed bees by: 1. Increasing floral diversity and ensuring continuous and diverse bloom; 2. Providing readily accessible clean water. c. Increase diversity and availability of butterfly host plants; d. Increase abundance of beneficial insects important for pest management; e. Improve cost efficiency (e.g. removal of marginal crop land from production and/or improvement of produce quality from enhanced pollination); f. Maintain or improve wildlife habitat; g. Maintain or improve water quality; h. Prevent or reduce erosion; i. Beautify the landscape; j. Provide pollinator populations with refuge from pesticides; k. Change or adjust pesticide use to reduce hazards for pollinator populations.
3.	**Document Existing conditions:**
☐	a. Conservation plan map – field boundaries, streams, surface waters, wetlands, fences, and land uses, etc.; b. Soils map and appropriate soil descriptions for land use and resource concerns; c. Identify the number of acres available; d. Use an appropriate State or NRCS approved habitat assessment, evaluation, or Habitat Suitability Index model and the Ecological Site Description (where available) to define the existing conditions for wildlife; e. Current management practices and activities on cropped and non-cropped portions of the property.

4.	**Desired Future Conditions/Goals:**
☐	a. The plant species composition benefits a diverse pollinator community (i.e., at least 12 species of flowering plants, three of which are in bloom at any one time during the early, mid and late periods of the growing season. Note: if the planting is designed to support adjacent insect-pollinated agriculture, then: 1. Minimize bloom competition with insect-pollinated crops; 2. Take care to avoid plants that may serve as crop pest or disease hosts. b. Minimize weed competition, with inclusion, where appropriate, of beneficial "weeds" (e.g., milkweed as Monarch butterfly host plants); c. Large areas of undisturbed pollinator habitat are available: 1. No tillage in areas appropriate for ground-nesting bees; 2. Overgrown bunch grasses for bumble bee nest sites; 3. Host plants for butterflies; 4. Tree cavities, standing dead trees, exfoliating bark, pithy or hollow stems such as elderberry and rubus spp. (e.g., in riparian or adjacent land) for wood-nesting bees. d. Recordkeeping: 1. Dates of first flowering for each of the pollinator-friendly forage plant species; 2. Specific pollinators, plants visited and time-frame (date range) of visits; 3. Evidence of ground-nesting and wood nesting bee activity; 4. If providing crop pollination services, record crop yields. e. Monitoring plan including specific dates and data to be recorded; f. Operation and Maintenance for practices including assurances these will be followed; g. Adequate clean water source(s) for honey bees.
5.	**Pollinator Habitat Planning Documentation:**
☐	a. Conservation Plan Map – scale, north arrow, planned and existing boundaries, fields, land use, appropriate map symbols, and, where available, the identification of ecological sites by field; b. Soils Map – legend, appropriate interpretations, and, where available, the ecological site descriptions; c. Resource concerns addressed by the conservation plan; d. Contingency Plans – for harsh winter conditions, drought, fire, flooding, and other extraordinary events; e. Conservation Plan (record of decisions) – shall include: 1. Planned conservation practices and the site-specific specifications in a NRcS approved job sheet or separate plan when the following practices are planned:

Code	Practice Name
327	Conservation Cover
340	Cover Crop
342	Critical Area Planting
386	Field Border
390	Riparian Herbaceous Cover
391	Riparian Forest Buffer
393	Filter Strip
422	Hedgerow Planting
645	Upland Wildlife Habitat Management

2. For other planned practices, document the planned amount, the fields where the practice is to be applied and the planned year of application.

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6.	Deliverables:
☐	a. Hardcopy of the plan for the client: b. Complete hardcopy and electronic copy of the client's plan for NRCS: 1. All applicable digital supporting documents 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 Pollinator Habitat Enhancement Plan and it meets all the FY13 Plan Development Criteria for Conservation Activity Plan 146.		
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