

## Responsibilities of the Landowner and/or the Landowner's Agent

1. If the area has been harvested, a release from the timber contract must be secured prior to the beginning of the cost-share project.
2. Locate and mark all property lines prior to beginning work on the project.
3. Provide the contractor with the right of ingress and egress.
4. Choose and employ a contractor and make arrangements for completion of the work according to specifications and completion dates.
5. Notify the North Carolina Forest Service when the work on the practice is ready to begin, and when it is completed. Also furnish the name(s) of the contractor.
6. Ensure the work meets water quality standards and is performed in an environmentally sound manner as described in the management plan.
7. Make arrangements with the contractor as to who will purchase seedlings and provide for their storage before planting. Be sure to purchase seedlings of the proper seed source. Purchase and store any other supplies or materials needed to complete the practice.
8. Accomplish the approved practice.
9. Provide the necessary cost data to the North Carolina Forest Service or the FSA office, as required by the cost-share program being used.

*It is recommended that the landowner and contractor have a written contract specifying the details of what is to be done. The North Carolina Forest Service has two forest management information sheets, "Suggested Provisions for Site Preparation Contracts" and "Suggested Provisions for Tree Planting Contracts" available for use by landowners, contractors and their attorneys in developing a contract.*

*Water quality standards are outlined in "Forest Practices Guidelines Related to Water Quality". Forestry BMPs can be used to meet these guidelines.*

## Responsibilities of the Contractor

1. Contact landowners and arrange for work to be performed.
2. Secure a copy of the approved forest management plan and perform work as prescribed.
3. Make arrangement with the landowners for delivery and storage of necessary materials and supplied as agreed upon in the contract.
4. Notify the landowner and the North Carolina Forest Service when the work will begin.
5. Follow practice specifications and perform the work in an environmentally sound manner and in accordance with the BMPs outlined to meet the Forest Practice Guidelines Related to Water Quality.
6. Notify the landowner and the Division of Forest Resources upon completion of work.
7. Furnish the landowner with a proper invoice for work performed.

*Contractors are urged to attend site preparation and tree planting contractor meetings.*



North Carolina Department of  
Agriculture and Consumer Services  
Steve Troxler, Commissioner

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# North Carolina FOREST SERVICE

## A Guide to Cost-Share Assistance Requirements for Forestry Practices



[ncforestservice.gov](http://ncforestservice.gov)

## Introduction

Many private landowners are faced with the responsibility of finding contractors to undertake their forestry projects. While cost-share programs are designed to encourage landowners to re-establish and improve forest stands, the site preparation, tree planting and timber stand improvement (TSI) work has to meet predetermined specifications to qualify for cost-share program payment(s). These specifications are designed to assure the landowner of proper reforestation or TSI jobs, ensure compliance with federal or state guidelines, ensure environmentally sound activities, and the use of Best Management Practices (BMPs).

The North Carolina Forest Service, the contractor, the landowner and/or the landowner's agent (if applicable) have certain responsibilities toward seeing that the specifications of the approved practices(s) under the cost-share program are met. Compliance with these responsibilities will result in good quality work and avoid the failure to qualify for cost-share payments.

For information on available cost-share program, contact your local county ranger.



## General

In order to receive cost-share assistance, the landowner must submit a forest management plan for approval. The plan should contain the specific details necessary to describe the activities to be done. The plan can be prepared by the landowner, a consulting forester or the North Carolina Forest Service.

**A requirement of the cost-share program is that no work can be done on the project until the landowner receives an approval letter.**

Before payments on a cost-share project can be approved, the practice(s) prescribed in the management plan must be performed according to the specifications and standards outlined in the plan. Jobs that do not meet these specifications will not be approved until they are corrected.

**NOTE:** Contractors providing herbicide application services for landowners must be licensed as Commercial Pesticide Applicators in North Carolina. For information on obtaining a license, contact the North Carolina Department of Agriculture.

## Responsibilities of the North Carolina Forest Service

1. Encourage reforestation and timber stand improvement by private landowners.
2. Make landowners fully aware of cost-share program benefits/requirements.
3. Prepare or approve a management plan containing specific prescriptions for the area involved, including BMP requirements.
4. Advise landowners of their responsibilities.
5. Furnish landowners with a list of contractors and suggested provisions for contracts and provide follow-up assistance as needed.
6. Inspect work for compliance with program specifications.
7. Determine the acreage of the practice(s) completed that meet specifications except in those programs where acreage is determined by either the NRCS or FSA. These will be the official acreages on which payment is based.
8. Approve satisfactorily completed projects for cost-share payment.

*HOWEVER, when a project is not satisfactory, THEN the Division will:*

*Notify landowners or agents and contractors of any work that does not meet specifications and of corrections needed to bring the work into compliance.*

*Disapprove for cost-share payments any job that was not properly corrected and, therefore, does not meet specifications.*

9. On most reforestation projects, confirm adequate stocking of the stand after one growing season.