



**North Carolina Department of Agriculture
and Consumer Services**
N.C. Forest Service



Steven W. Troxler
Commissioner

Gregory M. Hicks
Assistant Commissioner

February 29, 2024

MEMORANDUM

To: All NCFS

From: Ron Myers – Forest Management Branch Head
Jaimee Cappelletti – FDP Program Administrator

CC: Sean Brogan – Asst. State Forester-Forest Management & Development

Subject: **Forest Development Program (FDP) Funding Information for SFY 2024-2025**

SFY 2024-2025 FDP Budget

This memo outlines how North Carolina’s Forest Development Program (FDP) will operate during State Fiscal Year 2024-2025. We greatly appreciate the continued financial support by North Carolina’s wood products companies and legislative appropriations to the FDP program.

This table summarizes the anticipated FDP Budget for SFY 2024-2025. These figures may be adjusted in the future based on actual timber assessment monies paid into the FDP fund and released funds from cancelled projects.

Anticipated Forest Development Program Budget for SFY 2024-2025:	
Conservative Projection of <i>timber assessment</i> monies for SFY 2024-2025	\$1,300,000
Administrative costs (North Carolina Forest Service)	(-\$65,000)
Administrative costs (North Carolina Department of Revenue)	(-\$65,000)
Subtotal FDP Fund	\$1,170,000
Anticipated Reserve Funds from FDP Cash Assessment account (includes cancellations, reduced acres, and lower costs on completed projects)	\$500,000
Projected Interest generated from the FDP Assessment account from FY 2023-2024	\$37,000
Legislative Appropriations	\$1,000,000
Anticipated SFY 2024-2025 FDP Funding	\$2,707,000

FDP Program Information for SFY 2024-2025

FDP Program Enrollment Periods

- There will be two enrollment periods when applications can be accepted by local NCFS county offices. They include the following starting and closing dates:
 - **Base Fund and Mountain Fund enrollment period will begin on March 1st, 2024, and will close on the last Friday in May, 5/31/2024.**
 - All consultant applications must be submitted to the designated district office no later than Friday, May 24th, 2024, to be considered for funding.
 - **Plant Only Fund enrollment period will begin on September 1st, 2024, and will close on the last Friday in October, 10/25/2024.**
 - All Plant Only consultant applications must be submitted to the designated district office no later than Friday, October 18th, 2024, to be considered for funding.

FDP Program Funding

- The FDP program will continue to utilize a “Random Draw” lottery to award funding.
- The FDP program is authorized to allocate funds into two special funds (Mountain, Plant Only). Base Funds will be allocated to NCFS Districts within the Piedmont and Coastal Plain regions. Allocations to these fund sources for SFY 2024-2025 are as follows:
 - **“Base Fund” - \$1,707,000** available for funding new projects (projects with site preparation *and* tree planting; and projects with forest stand improvement practices). Projects will be randomly selected by the NCFS state headquarters office starting on **June 3rd, 2024**. Projects will be funded following a secondary review to ensure projects/landowners meet program requirements and do not exceed the 100 acres or \$10,000 per State Fiscal Year max cap funding rule.
 - **\$583,136** available for projects within NCFS Region 1 - Coastal Plain
 - **\$1,123,863** available for projects within NCFS Region 2 - Piedmont
 - **“Mountain Fund” - \$300,000** available for funding new projects. Projects will be randomly selected by the NCFS state headquarters office starting on **June 3rd, 2024**. Projects will be funded following a secondary review to ensure projects/landowners meet program requirements and do not exceed the 100 acres or \$10,000 per State Fiscal Year max cap funding rule.
 - **“Plant Only” - \$700,000** available for funding new projects (tree planting only projects). Projects will be randomly selected by the NCFS state headquarters office starting on **November 1st, 2024**. Projects will be funded following a secondary review to ensure projects/landowners meet program requirements and do not exceed the 100 acres or \$10,000 per State Fiscal Year max cap funding rule.

FDP Funding Process

- Area funding pools will correspond with NCFS District boundaries that provide support to their respective counties (See attached NCFS Map).
- Plant Only funding will be allocated to only one statewide funding pool.
- All applications will be placed into their respective funding pool based on county & NCFS district location by FDP fund source. Each application will be assigned a unique request number within each area funding pool.
- Applicants will receive funding if their application number is drawn during the random draw process, until available funds are exhausted.
- All applicants that are awarded funding will receive a formal approval letter from the NCFS state headquarters office to notify recipients of the award amount, project start date, and program funding requirements.
- Any unfunded applications will be returned to their respective NCFS district office and a formal letter should be sent to the applicant from the corresponding NCFS district office notifying them that their application was not awarded funding and future options available to them.

FDP Application Process

All new requests for funding must be submitted on the current **Forestry Cost-Share Funding Application (Form 4910-3)**.

Required Fields 1-11

- Program Name: FDP or Forest Development Program should be entered in the Program Name box.
- Box 1, Landowner Information should include the landowner's mailing address, phone number, and email. This information should match the information submitted on the W9 form.
- If applicable, Box 1a, Consultant/Agent should include the consultant/agent's mailing address, phone number, and email.
- Box 2a, Joint Owner names should include joint owner names, if applicable, for the project.
- Box 7, SSN/Tax ID should only include the last 4 digits of landowner's social security number or tax identification number. This information should match the information submitted on the W9 form.
- Box 8, Description of Practices box should be completed with the list of practices needed for the project.
 - Site preparation practices should be listed above tree planting practices.
 - Specify sub-practices as listed on the prevailing rates
 - Specify tree species when appropriate
- Box 9, Acres Needed should indicate the number of acres needed for the practice specified in the previous box.
- Box 10, Prevailing Rate should be the current rate specified by the FY 2024-2025 FDP prevailing rates spreadsheet.

Example:

PRACTICES NEEDED		
8) Description of Practices	9) Acres Needed	10) Prevailing Rate
SP - Chemical Control Site, Site Prep, Aerial	10	\$ 135
TP - Hand Plant, Containerized, Longleaf	10	\$ 165
FSI - Release of Seedlings	10	\$ 120
TOTAL ACRES	10	

Required Application Signatures

- Landowner signature – Can be hand signed or electronically signed. Electronic signatures must be date and time stamped. (Adobe Acrobat Reader is an example of a widely used software used for electronic signatures.) <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html> (NCFS does not endorse Adobe Software products, used for informational purposes only)
- NCFS Forester/Representative Signature should be completed by an NCFS forester or NCFS employee designated by the NCFS District Forester.
- Power of Attorney (POA) documentation is required for projects using POA signature in place of landowner signature.

Example of Acceptable Electronic Signatures:

Smokey Bear	Digitally signed by Smokey Bear Date: 2023.02.14 13:53:45 -0500'	Owner	(Seal)	02/14/2023	Jaimee Cappelletti	Digitally signed by Jaimee Cappelletti Date: 2023.02.14 13:55:12 -0500'	(Seal)	02/14/2023
Signature of Landowner or Representative		Title		Date	Signature of NCFS Forester/Representative			Date

Required Form for Payment

- **State of North Carolina Substitute W9 form (Rev 10/2023) is required at time of reimbursement request.** This form is a legal document that **cannot** be changed or altered after the landowner has signed it, therefore it is imperative that this form be filled out completely, accurately, and legibly. All fields with an asterisk (*) are required to be filled out.
 - Box #2 (SSN/Identification Number) should match the SSN/Identification number listed on the project application.
 - Box #4 (legal name) should match the name the landowner has submitted to the Federal IRS for tax purposes.
 - Box #5 (business name) should only be completed if the project is a single member LLC that uses an SSN.
 - Box #6 (legal address) should match the address listed on the project application. All sections of legal address are to be completed: address line 1, city, state, zip (full 9 digits required – use USPS.com zip code look up to confirm last 4 digits), county (applies to legal address, not property address).

- Box #7 (remittance address) should only be completed if the reimbursement payment should be sent to a different mailing address (example: post office box, bank address, etc.).
- Box #8 (contact name) should match the landowner's name, or contact name for any project for a company, group, trust, etc.
- Box #9 (phone number) should be the landowner's phone number only.
- Box #11 (email address) should be the landowner's email address only. **NEW**
- Box #12 (entity type) should be completed in consideration of the individual landowner (or company, group, trust, etc.) the W9 is referencing.
- Box 13 (entity classification) references the entity whom the W9 is about and should be completed as "Other" with the specification box completed as "landowner" or "private" or the appropriate classification entered below "Other".
- Printed Name/Printed Title should match the name of the Authorized US signature below.
- The form must be dated with a current date. The form is not valid if dated more than 12 months from date of reimbursement request submission.

FDP \$10,000 Maximum Reimbursement Payment Cap

- A \$10,000 maximum reimbursement payment cap per landowner per State Fiscal Year will be applied at the time of funding and may result in a decrease of requested acres for funding. Landowners are not guaranteed to receive a full \$10,000 reimbursement payment, especially for projects that are completed under budget.
- The FDP program will make reimbursement payments based on actual costs, up to a prevailing rate for approved practices, whichever is less. FDP applications will **not** be adjusted if work is completed for less than the approved rate at time of funding.
- Options to help plan for this \$10,000 project cap include using a lower prevailing rate, reducing the number of practices applied for by conducting 1-2 practices "out-of-pocket", and keeping total estimated project cost/acre at or under \$250 dollars/acre on 100-acre projects.

FDP Prevailing Rates

- The FY 2024-2025 FDP prevailing rates have been updated and will be posted on the NC Forest Service FDP webpage at http://ncforestservice.gov/Managing_your_forest/fdp.htm
- When new projects are funded, they will be associated with FY 2024-2025 program funding and corresponding prevailing rates.

FDP Program Contacts

- If you have specific questions about this memo, please contact Jaimee Cappelletti – FDP Administrator at 919-857-4832 (Jaimee.Cappelletti@ncagr.gov) or Ron Myers – Forest Management Branch Head at 919-857-4811 (Ron.Myers@ncagr.gov.)





Forest Development Program

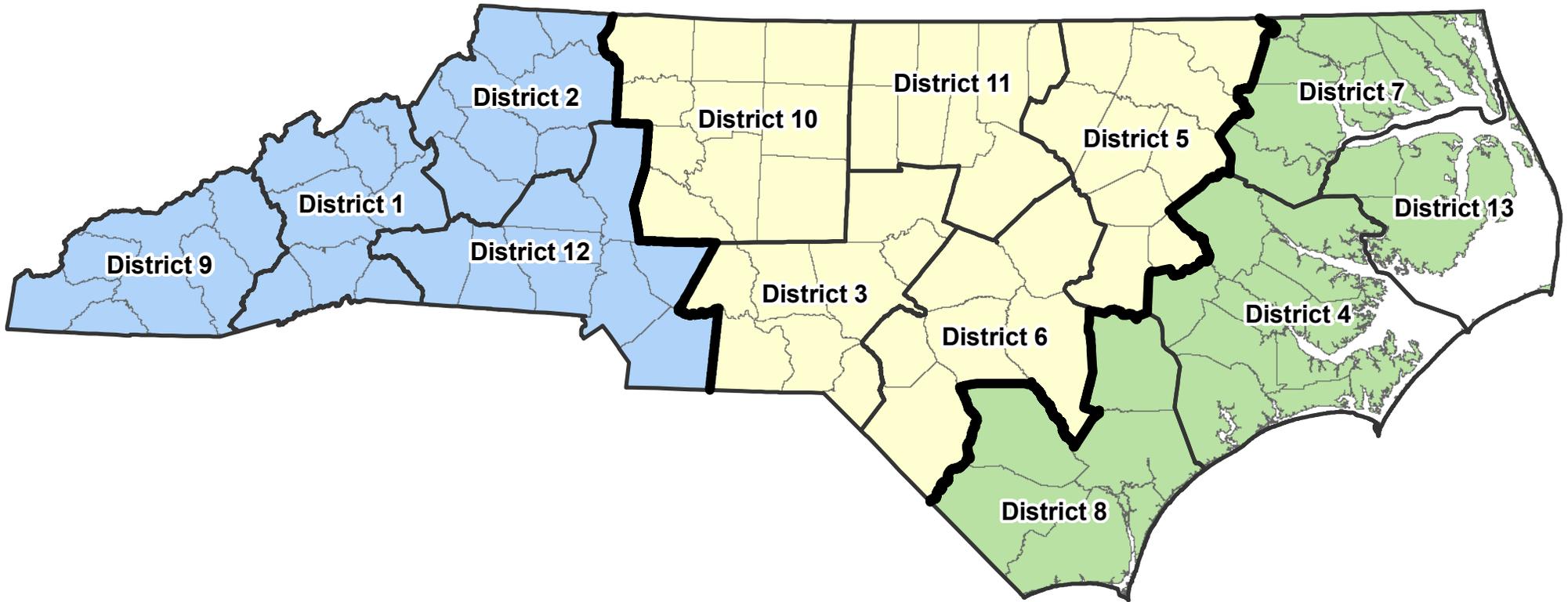


Funds Allocation Map Fiscal Year 2024-2025

Region 3

Region 2

Region 1



FDP Fund Source	Funding Amount	NCFS Region
Coastal Plain Base Fund	\$583,136	1
Piedmont Base Fund	\$1,123,863	2
Mountain Fund	\$300,000	3
Plant Only	\$700,000	Statewide

