



New York State
Department of
Environmental Conservation

Procedural Guide for the
Administration of the Highlands Land Owner Assistance Program
(HLOAP)
Landowner Forest Stewardship Planning

December 22, 2003

Prepared by the Bureau of Private Land Services
Department of Environmental Conservation

PURPOSE - HLOAP FINANCIAL ASSISTANCE (cost share)

The New York - New Jersey Highlands Regional Study: 2002 Update, identified lands that are of a high conservation value and evaluated their likelihood of change.

Comprehensive natural resource planning on individual privately owned forested tracts can identify benefits and economic opportunities that owners can expect to enjoy. Such knowledge encourages owners to maintain lands in a natural condition and manage such in a sustainable manner. These actions contribute to providing publicly enjoyed benefits of clean air, water, quality habitat, aesthetic and recreational resources and forest products.

The Forest Stewardship Program (FSP), authorized by the 1990 Farm Bill (PL101-624), encourages active management under comprehensive plans by private landowners of their forested lands and related resources. In cooperation with the State forestry agencies and the State stewardship coordinating committees, the FSP promotes healthy sustainable forests, forest stewardship, and sustainable economic development.

The objective of a Highlands Land Owner Assistance Program (HLOAP) is to provide cost share assistance to encourage Forest Stewardship planning on 'forest land' and 'lands suitable for the establishment of forest'. Non-industrial private forest lands within the Highlands that have been identified as having a high conservation value and are susceptible to change are tracts on which such planning efforts are highly desirable and should be directed.

HLOAP cost share assistance complements the state's Cooperative Forest Management program providing cost share assistance for the development of Landowner Forest Stewardship Plans (LFSP) or upgrading other forest management plans to Forest Stewardship standards, that will guide the implementation of sustainable forestry practices.

The Department of Environmental Conservation will encourage owners who have a Landowner Forest Stewardship Plan in place to use appropriate technical and financial assistance to implement plan recommendations.

FUNCTIONS AND RESPONSIBILITIES

State Forester

The State Forester, Director of the Division of Lands and Forests shall:

- establish program priorities and procedures, guiding Regional forestry staff in Program administration
- monitor program progress
- report accomplishments to USDA-FS
- designate Service Representatives and their duties and authorities
- cooperate and coordinate with NGO partner for the disbursement of cost share assistance to eligible owners.

Regional Forester

The Regional Forester is responsible for overall HLOAP administration within DEC region 3.

The Regional Forester may serve as a DEC Service Representative in addition to the following functions:

- provide direction and supervision to staff to insure that Program is administered according to direction provided by the State Forester and applicable statute and federal program rule
- inform State Forester as needed of Program accomplishments, problems, issues, etc

DEC Service Representative

New York State Department of Environmental Conservation foresters (Forester I, II, III) in DEC Region 3 shall be considered as DEC Service Representatives authorized to perform the following HLOAP elements:

- approve Landowner Forest Stewardship Plans on behalf of the State Forester,
- determine the feasibility of HLOAP cost share for the development of LFSP and authorize the obligation of HLOAP funds to requests for cost share
- determine if LFSP have been satisfactorily developed per Program standards and authorize cost share payments to landowners
- maintain HLOAP funding record with amount distributed, amount obligated, amount authorized for cost share payment. Reconcile amounts with monthly report from Disbursement Administrator as needed
- other duties as directed by the State Forester required for the administration and implementation of the Program.

Service Representative

Private sector foresters, including Cooperating Foresters and other consulting, industrial and public foresters, who have a degree in forest management or associated discipline from an institution recognized or accredited by the Society of American Foresters shall be considered Service Representatives authorized to:

- prepare Landowner Forest Stewardship Plans
- provide professional services to landowners .

Cost Share Disbursement Administrator (Disbursement Administrator)

The New York Woodland Stewards (NYWS) will provide a cost share disbursement function for the HLOAP. Federal HLOAP - Forest Stewardship Program funds will be available directly to NYWS. A portion of funds available will be used to cover administrative costs. NYWS will be responsible for the following actions:

- conduct outreach to Highlands forest owners and municipal officials concerning opportunities available under this program initiative
- obligation of funds to approved projects, upon approval of DEC Service Representative
- payment of cost shares to landowners, upon authorization of DEC Service Representative
- maintenance of financial records and accomplishments according to procedures established by Program rules and/or Responsible Official of the USFS
- report program accomplishments and cost share funds expended, to the State Forester on a quarterly basis

Landowner participant

Landowners who wish to advantage themselves of HLOAP cost share assistance must meet program eligibility criteria. They are also responsible to:

- request cost share in a format prescribed by DEC, providing all requested information to serve as a basis to approve, disapprove or hold requests for cost share assistance
- arrange to have a LFSP developed with the assistance of a forester, after receiving notification from the Disbursement Administrator that the request for cost share has been approved and monies obligated to the development of a LFSP
- inform DEC Service Representative that the LFSP has been prepared providing a copy of the plan and documentation of costs incurred
- if necessary, request practice period extension at least 15 days prior to the initial practice approval termination date providing justification for the requested extension of approval period

PRIORITIES

It is desirable to first provide assistance under the HLOAP to tracts identified as having a high resource value and highly susceptible to land use change (see New York - New Jersey Highlands Regional Study: 2002 Update).

Sustainable forestry practice will be encouraged on other forested tracts, especially those with high resource values , through Forest Stewardship planning efforts.

Owners of tracts with Forest Legacy easements in place, requesting HLOAP assistance, will be given priority in the distribution of available funding.

FUND ALLOCATION

Requests for cost share assistance from landowners wishing to participate will be considered on a first come basis within the Highlands Area subject to a "batching period". DEC Service Representatives will utilize a maximum 45 day batching period, upon conclusion of which requests for cost share assistance will be approved or deferred if adequate funds are not available or disapproved if Program requirements are not met. Obligation of funds to eligible requests based upon priorities established above. Available funds not otherwise obligated to high priority requests within a batching period will be available to other eligible requests. Available funds not otherwise obligated per above shall be carried over to subsequent batching periods.

APPLICATION / APPROVAL PROCESS

- **Who**

All landowners of nonindustrial private forest land, including those who process forest products on a part-time or intermittent basis, and who meet the requirements of this section, are eligible to apply for and receive assistance under the Forest Land Enhancement Program without regard to race, color, religion, national origin, age, sex, disability, political belief, sexual orientation, or marital or family status.

- **Extent**

A landowner is eligible to receive cost share funds for the development of a Landowner Forest Stewardship Plan for contiguous tracts of forest land or lands suitable to establish forest on from 5 to 1000 acres in size.

Program participants may not receive more than \$10,000 in HLOAP cost share payments annually.

- **Management Plan**

The only type of management plan that may be cost-shared through the Program is a Landowner Forest Stewardship Plan (LFSP), the format adopted by the State Forester, with the concurrence of the SFSCC, dated October 2000 or any subsequent amendment or revision approved by the State Forester. Cost share for development of a LFSP or upgrading of an existing forest management plan to Forest Stewardship standards will only be available when all forest land or land suitable for the establishment of forest within a contiguous ownership is addressed within the LFSP. Ownerships that are crossed by roads, water bodies, utility corridors and the like will be considered contiguous for purposes of this program.

- **Ownership size**

To be eligible to receive cost-share under the Program, a landowner shall not own less than five (5) contiguous acres of forest land or land suitable for establishment of forest growth nor more than 1000. For ownerships greater than 1000 but less than 5000 the owner may request a waiver through the State Forester to the Area Director, USDA Forest Service.

- **Maintenance**

To be eligible to receive cost-share funds under the Program, a landowner must agree to keep tract in forest and manage tract in compliance with recommendations for activities detailed in LFSP for 10 years, unless otherwise approved by the State Forester.

- **Lease / easement holders**

A person or entity who has a long-term lease / easement on land must provide a copy of the lease to the DEC Service Representative to document that the holder may comply with a LFSP in accordance with Program requirements. The DEC Service Representative shall insure that the terms of the lease / easement are adequate to allow the person or entity to comply with eligibility requirements and program rules before approving any practice for obligation of funds.

- **Financial assistance will not be paid for the following:**

Cost incurred before an application for cost share is approved by the DEC Service Representative.

- **Landowners shall not be reimbursed with cost share for LFSP that recommends actions that would:**

lead to the impairment or net loss of wetlands;

contaminate ground water with chemicals;

impair soil productivity;

destroy or substantially degrade the habitat of rare threatened or endangered species or natural communities of similar rarity or endangerment.

- **Access**

Program participants must agree to provide Service Representatives the right of access to the participant's property for inspection purposes for the duration of the maintenance period, normally ten years from the date of cost share payment, to determine that the tract is maintained in forest and management is consistent with the LFSP.

- **Application**

Eligible landowners shall make application upon an HLOAP Application / Transaction form provided by DEC. Completed applications shall be submitted to the DEC Service Representative at the Regional DEC forestry office having geographical jurisdiction where the property is located. The Application/Transaction form must be executed by the landowner. If an owner has provided authority to another person or entity, to act on behalf of the owner in matters pertaining to HLOAP, an executed notarized Power of Attorney, in proper format must be submitted at the time of application. The application process establishes an agreement between the landowner and the Program, placing the owner in a position to meet certain Program requirements and standards. Proper execution of the application is required.

- **Approval process**

The DEC Service Representative will enter the request from the Application / Transaction form into a sequential ledger maintained at the Regional Forestry office level. A transaction number shall be assigned consisting of: two digit year, county code #, town code # and sequential number unique to the requests received in the town. The DEC Service Representative shall determine if there is a current approved Landowner Forest Stewardship Plan for the tract. The DEC Representative will also determine if the form has been properly executed by the landowner or duly authorized representative (see "Application" above).

The DEC Service Representative shall determine if the request is eligible, feasible and funds are available indicating his/her approval upon the Application / Transaction form. The DEC Service Representative must act upon the request within 45 days of receipt either authorizing obligation of HLOAP funds or advising the applicant and Disbursement Administrator of the absence of available funds. The DEC Service Representative may also determine that the applicant is ineligible to receive cost share assistance for one or more reasons. The applicant shall be so informed by the DEC Service Representative in writing.

If sufficient funds are not available to meet an eligible request, the DEC Service Representative shall so inform the applicant in writing. The request shall not be disapproved by the DEC Service Representative. It shall be maintained on the ledger until such time as adequate funds become available or the applicant requests cancellation or modification of the initial request.

Upon approval of the request for cost share by the DEC Service Representative, the Disbursement Administrator shall be provided an original and two copies of the approved Application / Transaction form indicating the amount of HLOAP funds to be obligated. The Disbursement Administrator shall record such practices and obligate the funding amount approved in its records and forward a copy of the approved Application / Transaction form to the applicant and one to the DEC Service Representative advising that the practice can be commenced. Upon notification by the applicant that the LFSP has been prepared, the DEC Service Representative shall certify that it has been completed according to Program standards and authorize cost share payment to the Disbursement Administrator utilizing the Application / Transaction form.

All communications and copies of pertinent documents, including the LFSP, pertaining to a request for HLOAP cost share assistance shall be maintained in an individual client file at the Regional forestry office level. These materials may be in the landowner's CFM / Stewardship file if one has been established.

- **Performance period / extensions**

Approvals and obligation of funds shall not exceed 6 months. Participants may request one extension, not to exceed 3 additional months. Such requests for an extension shall be approved or disapproved by the DEC Service Representative. A request for an extension must be made in writing by the applicant, to the DEC Service Representative, at least 15 days prior to the original approval termination date. In determining if an extension is appropriate; the size and scope of the planning process, time of the year shall be considered in addition to other factors germane to individual cases.

- **Cancellation of approvals**

Upon notice to the DEC Service Representative by an applicant, indicating that he / she does not intend to complete the development of a LFSP, such request for cost share assistance shall be cancelled by the DEC Service Representative in regional DEC ledger. The landowner and HLOAP Disbursement Administrator shall be notified of the cancellation in writing, whereupon those monies obligated shall become available for obligation to other requests approved by the DEC Service Representative.

Requests, that have had funds obligated to approved practices, will be cancelled if the applicant fails to report performance at the end of 6 months or additional approved extension period. The HLOAP Disbursement Administrator and the applicant shall be notified of the cancellation in writing by the DEC Service Representative. Those monies for a cancelled request shall become available for obligation to other requests approved by the DEC Service Representative.

- **Certification of Performance**

Upon completion of the development of a LFSP, the applicant shall certify to the DEC Service Representative and submit appropriate documentation of actual cost (paid invoices, cancelled checks, receipts, etc) of development of the LFSP. The DEC Service Representative shall determine the eligible amount of cost share funding due the applicant for the completed LFSP and authorize cost share payment to the Disbursement Administrator within 30 days of receipt of notification of completion and required cost documentation, etc., by the applicant, using the Application / Transaction form as record of such determination.

If any required document (Application / Transaction form, bills, invoices, cost records, etc) is not provided by the applicant or is incomplete, the DEC Service Representative shall advise the applicant in writing of the deficiency and provide an opportunity for the applicant to submit the required documents.

- **Payment**

The Disbursement Administrator shall provide cost share payment to the applicant upon certification by the DEC Service Representative that the LFSP has been satisfactorily completed, indicating the cost share amount and extent of accomplishment (acres). The Disbursement Administrator will issue appropriate IRS forms (1099) to program participants.

- **Maintenance and compliance**

Landowners must maintain the LFSP in effect for a minimum of 10 years unless otherwise directed and authorized by the State Forester for a period less than but not more than ten years. Landowners who fail to comply with the LFSP for the specified life span, will be required to repay the Program the cost share received. If title to the property is transferred, the original landowner is liable for the repayment if the new owner fails to maintain the practice.

Repayment of cost share for failure to comply with the LFSP will not be required by virtue of an involuntary taking by eminent domain or other involuntary proceeding; an involuntary proceeding that involves the establishment of rights of way for public highways or energy transmission purposes; or gas, oil or mineral exploration, development or extraction activity by an independent grantee pursuant to a lease or other conveyance of subsurface rights recorded more than ten years prior to the date of request for cost share.

Repayment of cost share for failure to comply with the LFSP will not be required by virtue that the owner does not actually implement recommended activities for economic or other justifiable reasons.

- **Recapture of funds for non-compliance**

Cost share payments made to participating landowners may be recaptured (monies returned by participating landowner) under the following circumstances:

a) If any landowner, successor or assignee uses any scheme or device to unjustly benefit from the Program, the financial assistance funds shall be withheld or a refund of all or part of any program payments otherwise due or paid that person shall be secured. A scheme or device includes but is not limited to coercion, fraud or misrepresentation, false claim, or any business dissolution, reorganization, revival or other legal mechanism designed for or having the effect of circumventing requirements of the Program;

(b) If any landowner or successor takes any action or fails to take action, which results in a land use change that prevents compliance with the approved LFSP for the duration of the practice life span, financial assistance funds shall be withheld or a recapture of all or any part of any Program payments otherwise due or paid shall be secured based on the extent and effect of the land use change;

(c) If a landowner sells, conveys or otherwise loses control of lands, upon which there is continuing obligation under the LFSP and a new landowner does not agree to assume the responsibility for following the LFSP, the landowner who was originally obligated to comply with the LFSP shall be liable to reimburse the Program for all cost share except as provided in above item, Maintenance and Compliance;

(d) Nothing in this section requiring the withholding or refunding of financial assistance funds shall preclude any penalty or liability otherwise imposed by law.

Upon learning that a program participant has initiated a land use change or management activity contradictory to the approved LFSP during the required life span, the DEC Service Representative shall so inform the Disbursement Administrator and the State Forester providing pertinent information including name, address, transaction number, practice and description of action leading to non maintenance. The Disbursement Administrator shall take appropriate actions to inform the program participant of the violation and proceed to recapture the cost share funds paid, returning such to the cost share fund account. Upon repayment of such funds to the Disbursement Administrator they shall become available for obligation to other eligible requests. The Disbursement Administrator shall inform the DEC Service Representative and the State Forester when such repayments are received.

- **Requests for cost share will not be approved unless cost share funds are available.**

Approval of an application by the DEC Service Representative, shall obligate funds and constitutes an agreement between the Program and the landowner to cost share the practice on a reimbursable basis upon DEC Service Representative verification that the practice has been implemented. No approvals shall be issued by the DEC Service Representative unless there are adequate funds available to obligate to the requested practices.

- **Approvals & permits**

Any person who implements recommendations of a LFSP developed under this Program shall be responsible for obtaining the authorities, easements, permits or other approvals necessary to the performance and maintenance of the practices in keeping with applicable laws and regulations.

- **Appeals procedures**

Any landowner, successor or assignee who is dissatisfied with any determination made under this Program by a DEC Service Representative, may request reconsideration by the DEC Regional Forester and if the matter is still not resolved, by the State Forester. All requests for reconsideration shall be in writing and shall contain factual information explaining the basis for requesting reconsideration. All decisions upon consideration shall be issued in writing.

APPENDIX

MUNICIPALITIES IN NEW YORK STATE IN THE HIGHLANDS STUDY AREA

Town and County code numbers for HLOAP

| Municipality Name | Code # | Type | County | Code # |
|-------------------|--------|------|-------------|--------|
| Beacon | 01 | City | Dutchess | 13 |
| Beekman | 02 | Town | Dutchess | 13 |
| Carmel | 03 | Town | Putnam | 37 |
| Clarkstown | 04 | Town | Rockland | 39 |
| Cornwall | 05 | Town | Orange | 33 |
| Cortlandt | 06 | Town | Westchester | 55 |
| East Fishkill | 07 | Town | Dutchess | 13 |
| Fishkill | 08 | Town | Dutchess | 13 |
| Haverstraw | 09 | Town | Rockland | 39 |
| Highlands | 10 | Town | Orange | 33 |
| Kent | 11 | Town | Putnam | 37 |
| Monroe | 12 | Town | Orange | 33 |
| Patterson | 13 | Town | Putnam | 37 |
| Pawling | 14 | Town | Dutchess | 13 |
| Peekskill | 15 | City | Westchester | 55 |
| Philipstown | 16 | Town | Putnam | 37 |
| Putnam Valley | 17 | Town | Putnam | 37 |
| Rampo | 18 | Town | Rockland | 39 |
| Somers | 19 | Town | Westchester | 55 |
| Southwest | 20 | Town | Putnam | 37 |
| Stony Point | 21 | Town | Rockland | 39 |
| Tuxedo | 22 | Town | Orange | 33 |
| Warwick | 23 | Town | Orange | 33 |
| Woodbury | 24 | Town | Orange | 33 |
| Yorktown | 25 | Town | Westchester | 55 |

Highlands Land Owner Assistance Program

Practice Description: Landowner Forest Stewardship Plans (LFSP)

Purpose: Development or revision of a Forest Stewardship Plan, or upgrading of an existing forest management plan to meet Forest Stewardship Plan standards.

Eligible Components and cost share rates: Cost share shall be 75% of actual costs not to exceed the following rates for new plans and 50% for revised or updated plans:

| | | |
|-----------------------------|----------|--------------|
| New Forest Stewardship Plan | H NFSP | \$ 250 /plan |
| Plus 5 to 50 acres | H SP-1 | \$ 9 /acre |
| 51 to 100 acres | H SP-2 | \$ 7 /acre |
| 101 to 500 acres | H SP-3 | \$ 5 /acre |
| 500 plus acres | H SP-4 | \$ 4 /acre |
| Revised or updated Plan | H RFSP | \$ 100 /plan |
| Plus 5 to 50 acres | H RSP-1 | \$ 4 /acre |
| 51 to 100 acres | H RFSP-2 | \$ 3 /acre |
| 101 to 500 acres | H RFSP-3 | \$ 2 /acre |
| 500 plus acres | H RFSP-4 | \$ 1 /acre |

Standards and Specifications: Cost share is authorized for the preparation of a LFSP prepared to format dated October 2000, adopted by the State Forester with concurrence of the State Forest Stewardship Coordinating Committee.

Cost share is authorized to revise existing LFSP with an expired life span (management recommendations not current) and upgrade other forest management plans to LFSP standards.

stand identification
water bodies, roads, structures, other physical features
scale, north arrow

9. Ten year schedule summarizing recommended management activities and priority. A chart summarizing recommendations by stand is suggested.

OPTIONAL PLAN ELEMENTS - Elements that, if resources permit and in the opinion of the professional preparing plan are appropriate to address landowner goals, should be included.

1. Stand characteristics: based on a reliable field inventory (one that can be replicated with similar results) that includes:
 - stand age - determined by measurement or growth model
 - stocking - trees and BA per acre
 - volume - board feet, cords, cubic feet and / or tons per acre
 - growth rate - annual unit of growth based on increment boring or growth model
2. Discussion of interaction with other surrounding properties. Narrative description of how use, management and condition of surrounding parcels impact management of landowner's property.
Narrative on any significant cultural resources present and identification of regional/subsection hierarchy. Archeological Site Inventory Maps and USFS National Ecoregional map by R. Bailey or Ecological Units of the Eastern US by Keys, McNab & Carpenter are useful references.
3. Description of long range silvicultural objectives for each stand or management unit, related to landowner goals.
4. Management Unit Analysis Table that summarizes stands or management units by:
 - area
 - site class
 - cover or timber type
 - management objective
 - recommended management activity
5. TIME narrative that summarizes landowners Time, Interest, Money and Energy to implement management plan.

New York State Department of Environmental Conservation
Division of Lands & Forests
Region 3



Website: www.dec.state.ny.us

<DATE>

<LANDOWNER>
<ADDRESS>
<CITY, STATE, ZIP>

Dear <LANDOWNER>

This will acknowledge receipt of your request for HLOAP cost share assistance, transaction # ____ ____, to develop a Landowner Forest Stewardship Plan or upgrade an existing forest management plan to Forest Stewardship standards.

At the current time there are insufficient funds available to obligate to your request for financial assistance. Your request will be kept on file and will be considered as additional funds may become available.

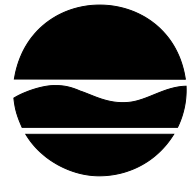
If you desire to cancel your request or to modify it please contact my office.

Sincerely,

<NAME>
Senior Forester
DEC HLOAP Service
Representative

New York State Department of Environmental Conservation
Division of Lands & Forests
Region 3

Website: *www.dec.state.ny.us*



Erin M. Crotty
Commissioner

MEMORANDUM

<DATE>

< HLOAP DISBURSEMENT ADMINISTRATOR >

Please be advised that I have approved the attached Application / Transaction form (s):

_____ for applicant < NAME OF LANDOWNER >

for the extent and funding indicated in Part 2.

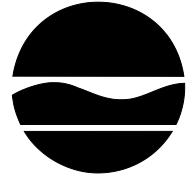
Please inform the applicant of this approval and that they now can proceed to prepare a LFSP or upgrade an existing forest management plan to Forest Stewardship standards. Please inform the applicant that upon completion of the preparation or upgrading to a LFSP, they must notify my office, furnishing a copy of the plan and cost documentation.

<NAME>
Senior Forester
DEC HLOAP Service
Representative

att. - trans. form

New York State Department of Environmental Conservation
Division of Lands & Forests
Region 3

Website: www.dec.state.ny.us



Erin M. Crotty
Commissioner

<DATE>

<LANDOWNER>
<ADDRESS>
<CITY, STATE, ZIP>

Dear <LANDOWNER>

This will acknowledge receipt of your request for HLOAP cost share assistance, transaction # ____ ____, to develop a Landowner Forest Stewardship Plan for your property, or upgrade an existing forest management plan to Forest Stewardship standards.

To enable proper consideration of your request, all information requested in Part 1 of the Application / Transaction form must be provided. I am returning your Application to provide the opportunity for you to supply this information. Please resubmit your request for assistance for consideration.

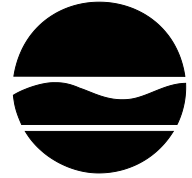
Please contact my office if you should have questions concerning this matter.

Sincerely,

<NAME>
Senior Forester
DEC HLOAP Service
Representative

att. - trans. form

New York State Department of Environmental Conservation
Division of Lands & Forests
Region
Website: *www.dec.state.ny.us*



Erin M. Crotty
Commissioner

<DATE>

<LANDOWNER>
<ADDRESS>
<CITY, STATE, ZIP>

Dear <LANDOWNER>

This will acknowledge receipt of your notification that you have completed development of a Landowner Forest Stewardship Plan (LFSP) or upgrading of an existing forest management plan, approved as transaction # ____ _ .

To enable proper determination of cost and proper practice installation, requisite for authorization of cost share payment the following information must be submitted:

- all information requested in Part 3 of the Application / Transaction
- documentation of incurred costs for professional / technical services
- copy of LFSP
- other _____

I am returning your Application / Transaction form to provide the opportunity for you to supply this information. Please resubmit your notification of practice installation with the above requested information and documentation for further consideration.

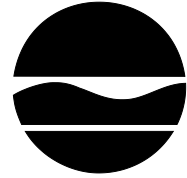
Please contact my office if you should have questions concerning this matter.

Sincerely,

<NAME>
Senior Forester
DEC HLOAP Service
Representative

att. - trans. form

New York State Department of Environmental Conservation
Division of Lands & Forests
Region 3



Erin M. Crotty
Commissioner

Website: *www.dec.state.ny.us*

<DATE>

<LANDOWNER>
<ADDRESS>
<CITY, STATE, ZIP>

Dear <LANDOWNER>

This will acknowledge receipt of your request for HLOAP financial assistance to prepare a Landowner Forest Stewardship Plan (LFSP) or upgrading of an existing forest management plan to Forest Stewardship standards, that has been assigned transaction number ____ _ ,

Your request for assistance can not be approved for funding for the following reason(s).

- there is currently an approved Landowner Forest Stewardship Plan in place for the property on which assistance is requested
- tract covered by your request is not located in geographic area where program is available
- property size does not meet size requirements established for program
- program or annual maximum payment limits have previously been met
- cost share assistance is not authorized for LFSP developed prior to approval
- other _____

Remarks: _____

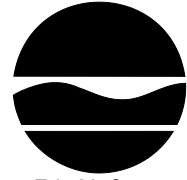
If you believe that this determination has been made in error because of the lack of required information or documents, please feel free to contact my office to supply such for reconsideration of your request.

Please contact my office if you should have questions concerning this matter.

Sincerely,

<NAME>
Senior Forester
DEC HLOAP Service
Representative

New York State Department of Environmental Conservation
Division of Lands & Forests
Region 3



Erin M. Crotty
Commissioner

Website: *www.dec.state.ny.us*

<DATE>

<LANDOWNER>
<ADDRESS>
<CITY, STATE, ZIP>

Dear <LANDOWNER>

Reference is made to your request for HLOAP financial assistance to prepare a Landowner Forest Stewardship Plan or upgrade an existing forest management plan to Forest Stewardship standards, assigned transaction number ____ ____, original practice approval date _____, approval termination date _____

Your practice approval is terminated for the following reason(s).

- completion of a LFSP has not been reported within the original approval period
- completion of a LFSP has not been reported within the extension of approval period
- you have elected not to complete the preparation of a LFSP
- other _____

Remarks: _____

If you believe that this determination has been made in error because of the lack of required information or documents, please feel free to contact my office to supply such for reconsideration of your request within 15 days of the date of this letter.

Please contact my office if you should have questions concerning this matter.

Sincerely,

<NAME>
Senior Forester
DEC HLOAP Service
Representative