



## MEMORANDUM

Date: May 19, 2017

To: State Foresters  
Forest Service Regional Foresters, Station Directors, Area Director, IITF Director, and State & Private Forestry Leadership

Re: Ten-year Revisions of State Forest Action Plans

*The State and Private Forestry Board provides the following guidance as the State Forest Action Plans approach the 10-year mark from their original completion in June 2010.*

### **Background:**

The state Forest Action Plans collectively represent *the* strategic plan for the nation's forests. As many of you will recall, the impetus for this historic effort grew out of the Food, Conservation, and Energy Act of 2008 (the 2008 Farm Bill) when Congress tasked the 50 states, eight territories, and the District of Columbia with crafting assessments of the forests within their boundaries, and developing strategies to address threats and improve forest health.

The resulting Statewide Forest Resource Assessments and Strategies, collectively referred to as the Forest Action Plans, provide an analysis of forest conditions and trends, identify strategies to ensure healthy trees and forests into the future, and delineate priority forest landscape areas. They offer practical, long-term plans for investing state, federal, and other resources where they can be most effective in achieving national conservation goals. All Forest Action Plans are publically available on the National Association of State Foresters' website [www.forestactionplans.org](http://www.forestactionplans.org).

### **Requirements and Process:**

The attached checklist provides the list of requirements, per the Cooperative Forestry Assistance Act, for the Forest Action Plans. In addition to formal U.S. Forest Service (FS) review and approval, it is recommended that the State Forester offer opportunity for informal input on drafts of the Forest Action Plan earlier in the process.

1. The State Forester completes the top of the checklist and submits it, along with the Forest Action Plan document(s), to the relevant FS Regional Forester, Area, or IITF Director.
2. The Regional Forester, Area, or IITF Director, reviews the Forest Action Plan to ensure it meets the checklist requirements, fills out and signs the checklist, and forwards it to the Deputy Chief for State and Private Forestry.
3. The Deputy Chief for State and Private Forestry approves on behalf of the Secretary of Agriculture.

### **System for Review:**

To facilitate access to the revised documents for review and analysis work, the State and Private Forestry Board will decide on the best mechanism for a password-protected (or not public web) forum to allow for electronic uploading and downloading of the revised Statewide Forest Resource Assessments and Strategies, and requirements checklist.

Uploading documents to this location will be the official means of submitting assessments and strategies for all states except the Pacific islands and territories. Alternate arrangements will be made for receiving electronic copies of these eight State Forest Assessments and Strategies.

*Additional information about this digital platform and submission process will follow.*

**Timing and Flexibility:**

Forest Action Plan updates are required at least every 10 years; however, minor changes and full revisions may have been completed by the states and territories since June 2010.

The State and Private Forestry Board understands the importance of flexibility for states to format and time Forest Action Plans updates to best suit state needs, while also meeting federal requirements. Due dates for this 10-year revision, and future five-year reviews, are based on when each individual state last completed a full update or full revision to their Forest Action Plan.

For states that have not completed a full revision since 2010 (even if some substantive changes were made to portions of the Forest Action Plan), the deadline for revisions is June 2020.

All national priorities sections or reports (submitted in fall 2015) should be revised, along with the strategies and assessments. Once the NASF performance measures reporting system is operational, these performance measures must be incorporated into future versions of the Forest Action Plans.



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