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Date: June 5, 2012

TO: Northeastern Area Forest Legacy Program (FLP) State Lead Agencies

Enclosed is a copy of the National Forest Service Headquarters Call Letter to the Regions, Northeastern Area State and Private Forestry (NA S&PF) and IITF for Fiscal Year (FY) 2014 Forest Legacy Program (FLP) project nominations and a document containing the updated scoring guidance (May 8, 2012) on which the FY 2014 FLP project nominations will be evaluated. Following is the procedure by which the NA S&PF will help the States submit their FY 2014 FLP projects.

All State FLPs will be evaluated for core performance requirements as outlined on the National Call Letter. The NA S&PF must inform the National Panel of State FLP projects that should not be considered this year if the State has FLP performance deficiencies. A State self-assessment report card is enclosed. Provide the scope and score for each of the program elements and return the report card to [draimo@fs.fed.us](mailto:draimo@fs.fed.us) by **August 17, 2012**. This report card is an aid in State FLP evaluation. The final NA S&PF recommendation of each State's FLP performance will be made to the National Panel by November 30, 2012, before which time, States will have the opportunity to remedy any deficiencies identified in the report card or by NA S&PF FLP staff.

The Northeastern Area (NA S&PF) FLP staff will host a conference call on **Friday, August 17, 2012 from 10 AM-12 Noon EDT** to provide information on steps for project submission, clarify all due dates associated with this call for projects, and offer the opportunity for questions regarding the FLP project prioritization process. (Call- in information will be sent via email close to the time of the call.).

Over the summer, State Forest Stewardship Coordinating Committees (SFSCC) or the committees delegated the FLP responsibilities of the SFSCC, should be meeting to prioritize their FY 2014 projects. The deadline for NA S&PF to submit a list of recommended FLP projects to the Washington Office is November 30, 2012. In order for NA S&PF to complete its role in the process, it is necessary for each State to enter all FY 2014 project information into the Forest Legacy Information System (FLIS) by Monday, **October 15, 2012**. **Because we expect FLIS to be upgraded to FLIS2 before the deadline for project submission, we recommend withholding project entry into FLIS until after July 15, 2012.**

The FLIS entry should:

1. Name the project using a term that will NOT identify the landowner/s of the project;
2. Address the four criteria under the appropriate criterion heading;
3. List specific tracts that make up a project in order of priority (recommended tract naming: Tract 1, Tract 2, Tract 3, etc. or Tract A, Tract B, Tract C, etc.);
4. Estimate project costs; FLP request should not exceed \$7,000,000 per project;
5. Estimate all costs of each tract rounded to the nearest \$5,000;
6. Estimate cost-share, which should be at least 25 percent of the total project cost;
7. Include a map of the project that shows how it fits into a land protection conservation strategy.



For the same deadline, **October 15, 2012**, please supply the following in a letter to the Area Director:

1. Indicate the State/Stewardship Committee/Forest Legacy Committee recommendation of your projects (NOTE: priority ranking is no longer required; but will be respected if given);
2. Assurance that each project has been reviewed, evaluated, and prioritized this year by the State's Forest Stewardship Coordinating Committee and approved by the State Lead Agency;
3. Assurance that each tract is consistent with the goals of the State Assessment and Strategy and/or the State's Assessment of Need (AON);
4. Assurance that each tract is located within a designated Forest Legacy Area;
5. A determination of whether or not the project may be phased. For phased projects, indicate which phase of the project is being considered this year. (The expectation of the National FLP ranking panel is that a phase will be acquired independent of the entire project and that the State is not "banking" funds over the years to complete the entire project in a single closing.) (Be advised that by stating the project may NOT be phased there is the risk that the National FLP ranking panel will opt not to fund the project.)
6. The name and phone number of a State representative who may be contacted on January 9–10, 2013, to answer questions about your FLP proposals.

The NA S&PF FLP staff will coordinate a mock ranking of the FY 2014 NA S&PF FLP projects on **Wednesday and Thursday, November 14 – 15, 2012**, by reviewing the top three State FLP project briefs. Two State coordinators will participate with the NA S&PF FLP staff on the Mock Panel. The NA S&PF Mock Panel will be broadcast over a telephone line so that State and project proponents will be able to listen in.

Upon completion of the mock panel evaluation, each State will receive the following feedback:

- 1) Their project brief mock panel rank;
- 2) Any comments that the NA S&PF Mock Panel noted that might improve the project write-up; and
- 3) An alert if any "fatal flaws" were found in a specific project brief (if not corrected, the NA S&PF will not forward the project for consideration by the National panel.) "Fatal flaws" are limited to:
  - Failure to follow ALL of the project submission instructions in the call for FY 2014 projects;
  - Failure to include a map that identifies the property to be protected, identifies nearby and adjacent protected lands, and FLP-funded and -completed tracts;
  - Failure to identify **Forest** values to be protected by the FLP;
  - Failure to provide to the NA S&PF FLP staff a letter of support for ALL entities listed as supporting parties of the proposed FLP project.

You will have the opportunity to revise the projects in FLIS up until **November 30, 2012**.

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If you have questions about the FLP panel process or the Forest Legacy Information System, please do not hesitate to contact Deirdre Raimo at (603) 868-7695 or Neal Bungard at (603) 868-7719.

Sincerely,

*/s/ Tony L. Ferguson*  
TONY L. FERGUSON  
Area Director

Enclosures

cc:  
NA FLP Staff