

Community Forest Program Application Reference Checklist

This checklist combines the Community Forest Program (CFP) application requirements as identified in the CFP Rule (36 CFR Part 230 Subpart A, **§ 230.4 Application requirements**) ([published 04/02/2021; 86 FR 17302](#)) and the application requirements in the Request for Applications: The Community Forest and Open Space Conservation Program ([published 08/13/2021; 86 FR 44686](#))

The Applicant:

- ☐ has a DUNS Number
- ☐ is registered in [SAM](#)
- ☐ send an Email to SM.FS.CFP@usda.gov confirming an application was submitted to the State Forester or equivalent Tribal official by the application deadline of January 10, 2022

The CFP application material must:

- ☐ include an application narrative including budget table is no more than **8 pages**
- ☐ include no more than two maps (eight and half inches by eleven inches in size) of sufficient scale to show the location of the property in relation to roads and other improvements as well as parks, refuges, green/open space, urban natural areas, or other protected lands in the vicinity
- ☐ documentation verifying that the applicant is an eligible entity
- ☐ documentation proposed acquisition is of eligible lands

CFP Applications must include details of the property proposed for acquisition:

- ☐ description of the property, including acreage and county location
- ☐ description of current land uses, including improvements
- ☐ description of forest type and vegetative cover
- ☐ description of applicable zoning and other land use regulations affecting the property
- ☐ description of relationship of the property within and its contributions to landscape conservation initiatives, as well as any environmental justice initiatives, if applicable ([Refer to CFP Scoring Guidance](#))
- ☐ description of any threats of conversion to non-forest uses, including any encumbrances on the property that prevent conversion to non-forest uses ([Refer to CFP Scoring Guidance](#))

Detailed description of the type of community being served and the extent of community benefits, including to underserved communities

- ☐ economic benefits, such as timber and non-timber products resulting from sustainable forest management, recreation, and tourism ([Refer to CFP Scoring Guidance](#))
- ☐ environmental benefits, including clean air and water, stormwater management, wildlife habitat, and cultural resources ([Refer to CFP Scoring Guidance](#))
- ☐ benefits from forest-based experiential learning, including K-12 conservation education programs; vocational education programs in disciplines such as forestry and environmental biology; and environmental education through individual study or voluntary participation in programs offered by organizations such as 4-H, Boy or Girl Scouts, Master Gardeners, etc. ([Refer to CFP Scoring Guidance](#))
- ☐ benefits from serving as replicable models of effective forest stewardship for private landowners ([Refer to CFP Scoring Guidance](#))
- ☐ recreational benefits such as hiking, hunting, and fishing secured through public access ([Refer to CFP Scoring Guidance](#))

Information regarding the proposed establishment of a community forest, including:

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- ☐ description of the benefiting community, including demographics, availability of and access to green spaces and other vulnerabilities including health, economic, environmental and climate impacts faced by the community and a description of the associated benefits
- ☐ description of community involvement, including underrepresented communities, to-date in the planning of the community forest acquisition, and the participation of different community groups anticipated in long-term management ([Refer to CFP Scoring Guidance](#))
- ☐ description of the planned public access and the rationale for any proposed limitations such as protection of cultural (including tangible and intangible resources) or natural resources, or public health and safety concerns
- ☐ identification of persons and organizations that support the project, a description of how they represent the greater population of the community benefiting from the establishment and management of the community forest, their specific role in establishing and managing the community forest
- ☐ description of the resources that will be used to maintain and manage the property as a community forest in perpetuity.
- ☐ If the project is within the designated boundary of a Federal management unit, a letter of support for the project from the Federal land manager

Information regarding the proposed land acquisition, including:

- ☐ proposed project budget not exceeding \$600,000 and technical assistance needs as coordinated with the State Forester or equivalent Tribal government official (section § 230.6 of the final program rule)
- ☐ request for State Forester, or equivalent Tribal official, technical assistance in Community Forest Plan preparation should be listed separately in the budget, along with their estimated costs of providing assistance
- ☐ status of due diligence, including signed option or purchase and sale agreement, title search, minerals determination, and appraisal
- ☐ description and status of at least 50% cost share (secure, pending, commitment letter, etc.)
- ☐ status of negotiations with participating landowner(s) including purchase options, contracts, and other terms and conditions of sale
- ☐ proposed timeline for completing the acquisition and establishing the community forest
- ☐ long term management costs and funding source(s)