

**Forest Service Manual
National Headquarters - Washington Office
Washington, DC**

**Forest Service Manual 3400 – Forest Health Protection
Chapter 3430 - Program Funding And Accomplishment Reporting**

Amendment: 3400-2009-1

Effective date: May 20, 2009

Duration: This amendment is effective until superseded or removed.

Approved by: Robin L. Thompson, Associate Deputy Chief

Date approved: May 13, 2009

Responsible Staff:

Last Change: 3400-90-2 to 3450

Superseded Document(s): 3400 Table of Contents, Amendment 3400-90-1, June 1, 1990; 3400 Zero Code, Amendment 3400-90-1, June 1, 1990; 3410, Amendment 3400-90-1, June 1, 1990; 3420, Amendment 3400-90-1, June 1, 1990; 3430, Amendment 3400-90-1, June 1, 1990; 3440, Amendment 3400-90-1, June 1, 1990; 3450, Amendment 3400-90-1, June 1, 1990

Posting Instructions: Amendments are numbered consecutively by title and calendar year. Post by document; remove the entire document and replace it with this amendment. Retain this transmittal as the first page(s) of this document. The last amendment to this title was 3400-90-2 to 3450.

Digest: Following is an explanation of the changes throughout the directive by section.

3400: Makes editorial and technical changes throughout the chapter. Replaces the term “forest pest management” with “forest health protection” to reflect the current organizational structure.

3401.1: Changes caption from “Federal Statutes” to “Laws.” Adds legislative authority for management of invasive plants on non-Federal lands and on Federal lands with tropical forests. Adds authority to accelerate information gathering to address forest-damaging insects and diseases, and to improve the capacity to detect insect and disease infestations at an early stage.

3401.2: Changes caption from “State Legislation” to “Regulations” and incorporates Department Regulations 9500-10 and 5600-001 in this section. Recodes existing direction to section 3401.4.

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3401.3: Changes caption from “Quarantine Regulations” to “Executive Orders.” Removes all obsolete existing text in the section and incorporates to this section cross-reference to Executive Order 13112.

3401.31: Removes code, caption, and obsolete direction for “Export Regulations.”

3403.32: Removes code, caption, and obsolete direction for “Import Regulations.”

3401.4: Establishes code and caption “State Legislation” and recodes to this section direction previously set out in section 3401.2.

3403: Updates and clarifies policy. Adds the activity of monitoring forest health. Adds provision for cooperation with other Federal agencies.

3404.11: Removes responsibility for the Chief to submit an annual national insect and disease conditions report to the Secretary and Congress.

3404.12: Removes responsibility of Deputy Chief for State and Private Forestry to approve requests for the extension of special project completion dates. Cross-references invasive species responsibilities of the Deputy Chief for National Forest System in FSM 2900.

3404.13: Changes the caption from “Director, Forest Pest Management” to “Director of Forest Health Protection.” Adds forest health monitoring to the responsibilities of the Director of Forest Health Protection. Revises the responsibility for making Federal financial assistance provided by Federal statutes available to both States and other cooperators.

3404.2: Changes caption from “Regional Foresters, Station Directors, and the Area Director” to “Regional Foresters, the Northeastern Area Director, and the Director of the International Institute of Tropical Forestry.” Replaces the term “integrated pest management” with “forest health protection activities.” Removes requirement to establish formal procedures to report pest surveillance discoveries.

3404.21: Changes caption from “Regional or Area Staff Director Having Forest Pest Management Responsibilities” to “Regions, Northeastern Area, and the International Institute of Tropical Forestry Forest Health Protection Program Leadership Responsibilities.”

3404.3: Replaces the term “integrated pest management” with “forest health protection.” Replaces the term “pest control projects” with “forest health protection projects.”

3405: Removes code and caption, and all obsolete terms from “Definitions” section.

3409.11: Changes caption from “Forest Pest Management Handbook” to “Forest Health Protection Handbook,” removes all obsolete existing text, and reserves code and caption for future use.

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3409.2: Removes code and caption.

3409.21: Removes code and caption, and all existing obsolete text.

3410: Makes editorial and technical changes throughout the chapter. Changes chapter title from “Pest Detection” to “Detection, Monitoring, and Evaluation.” Replaces the term “forest pest management” with “forest health protection” to reflect the current organizational structure.

3411: Changes caption from “Routine Field Surveillance” to “Detection and Monitoring.” Removes obsolete direction for surveillance and sets forth in this section new direction for detecting, monitoring, and evaluation of forest insect and disease conditions.

3412: Changes caption from “Detection Surveys” to “Reporting Detections of Insects and Diseases not Previously Known to Occur in the United States.” Revises procedure for reporting new pest introductions and replaces the term “new pest introductions” with “insects or disease causing agents not previously known to occur in the United States.”

3413: Establishes new code, caption, and sets forth new direction in this section for “Biological Evaluations.”

3413.04: Establishes new code, caption, and sets forth new direction in this section for “Responsibility” for staffs having forest health protection duties.

3420: Makes editorial and technical changes throughout the chapter. Changes chapter title from “Pest Management Evaluations” to “Management.” Replaces the term “forest pest management” with “forest health protection” to reflect the current organizational structure.

3421: Changes caption from “Biological Evaluation” to “Requirements for Forest Health Protection Prevention, Suppression, Eradication, and Restoration Projects.” Revises cooperative control project participation criteria.

3421.1: Changes caption from “Risk Evaluation” to “Requirements for All Prevention, Suppression, Eradication, and Restoration Projects” and sets forth in this section new direction for these requirements. Removes obsolete direction for conducting risk evaluation.

3421.2: Changes caption from “Initial Evaluation” to “Additional Requirements for Projects on Non-Federal Lands” and sets forth in this section new direction for these requirements. Removes obsolete direction for initial evaluation.

3421.3: Removes code, caption, and obsolete direction for “Pretreatment Evaluation.”

3421.4: Removes code, caption, and obsolete direction for “Post-Treatment Evaluation.”

3431.5: Removes code, caption, and obsolete direction for “Cooperation.”

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3422: Changes caption from “Economic Evaluation” to “Coordination with USDA Animal and Plant Health Inspection Service” and sets forth in this section new direction for cooperation between Federal and State agencies. Removes obsolete direction for economic evaluation.

3423: Changes caption from “Environmental Analysis” to “Documentation of Forest Health Protection Prevention, Suppression, Eradication, and Restoration Projects.” Revises requirements for documentation of proposed pest control projects. Changes the term “pest control projects” to “forest health protection prevention, suppression, eradication, and restoration projects.” Changes the requirement for an environmental analysis to requirement for appropriate analysis.

3424: Changes caption from “Loss Assessment” to “Forest Health Protection Prevention, Suppression, Eradication, and Restoration Project Record Keeping.” Changes requirements for control project record keeping.

3430: Makes editorial and technical changes throughout the chapter. Changes chapter title from “Forest Pest Management Control Project Standards” to “Program Funding and Accomplishment Reporting” and provides guidance on Forest Health Protection program funding and accomplishment reporting. Replaces the term “forest pest management” with “forest health protection” to reflect the current organizational structure. Removes obsolete direction throughout entire chapter and sets forth new direction in all sections.

3431: Changes caption from “Standards for Proposed Control Projects” to “Allocation and Use of Funds.”

3431.1: Establishes code and caption “Federal Lands Forest Health Management” and sets forth new direction in this section for using funds for management of invasive plants.

3431.12: Establishes code, caption, and sets forth new direction in this section on “Financial Assistance to Other Federal Agencies.”

3431.2: Establishes code and caption “Cooperative Lands Forest Health Management.”

3431.21: Establishes code, caption, and sets forth new direction in this section on the “Cooperative Forest Health Protection Program.”

3431.22: Establishes code, caption, and sets forth new direction in this section on “Cost-sharing Prevention, Suppression, Restoration, and Eradication Programs and Projects.”

3432: Changes caption from “Documentation of Proposed Control Projects” to “Special Technology Development, Pesticide Impact Assessment Program, Forest Health Monitoring Evaluation Monitoring Projects, and Other Program/Projects.”

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3432.1: Establishes code, caption, and sets forth new direction in this section on “Cost-sharing Special Technology Development, Pesticide Impact Assessment Program, Forest Health Monitoring Evaluation Monitoring Projects, and Other Program and Projects.”

3433: Changes caption from “Forest Service Participation in Cooperative Control Projects” to “Reporting Forest Health Conditions, Accomplishments, and Expenditures.”

3434: Changes caption from “Control Project Recordkeeping” to “Forest Health Protection Accomplishments.”

3435 through 3435.2: Removes codes, captions, and all obsolete direction for these sections.

3440: Removes obsolete direction from entire chapter. Changes chapter title from “Special Pest Management Projects” to “Special Forest Health Protection Projects” and reserves code and caption for future use.

3450: Removes obsolete direction from entire chapter. Changes chapter title from “Pest Management Administration” to “Forest Health Protection Administration” and reserves code and caption for future use.

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3431 - Allocation and Use of Funds

See FSH 6509.11g, chapter 20, for agency direction on the use of Forest Health Protection funds for the Federal Lands Forest Health Management and Cooperative Lands Forest Health Management budget line items.

See agencywide annual fiscal year Final Program Direction (<http://fs.fed.us/results/>) for guidance on use of allocations and allocation methodology.

3431.1 - Federal Lands Forest Health Management

The use of Federal Lands Forest Health Management funds for management of invasive plants is limited to technical assistance to Federal land managers, except in Hawaii and other States with tropical forests, as authorized by the Hawaii Tropical Forestry Recovery Act of 1992.

3431.12 - Financial Assistance to Other Federal Agencies

Financial assistance to other Federal agencies is limited to cost of conducting suppression and eradication projects. Requests for project funds are submitted annually by the Department of Interior and the Department of Defense agencies in accordance with time line and process developed by the Washington Office and the other Federal agencies. Funds are not cost-shared. Funding may be available to fully, or only partially, fund projects as proposed. Therefore, the other Federal agencies and tribes may be encouraged to contribute funds and resources toward project costs. In most cases, Forest Health Management funds are transferred from the Forest Service via the Department of the Treasury to either the Department of the Interior and the Department of Defense. In some cases, funds may be allocated directly to regions, the Northeastern Area (Area), or the International Institute of Tropical Forestry (IITF) for subsequent granting to States or other partners to facilitate treatment coordination and project efficiencies.

3431.2 - Cooperative Lands Forest Health Management

3431.21 - Cooperative Forest Health Protection Program

The Cooperative Forest Health Protection (CFHP) program provides Federal financial and technical assistance to States and territories to facilitate the surveying and monitoring of forest health conditions and providing technical assistance for the protection of forests and trees on non-Federal public and private lands from insects, disease causing agents, and invasive plants.

1. Qualifying Criteria. The Forest Service qualifies States to receive financial assistance if the State has all of the following:

- a. At least one full-time professional entomologist or pathologist on staff. Regional foresters, the Area Director, or the Director of IITF may waive this requirement if the

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State or territory can justify the waiver in writing. The waiver must explain the alternative options for access to a forest health specialist or expertise.

- b. A program that provides State and private land managers with technical assistance and training in forest health.
- c. A program to detect and monitor the effects of insects, disease causing agents, and invasive plants in accordance with national standards.
- d. A program to evaluate the need for protecting forest and tree resources from insects, disease causing agents, and invasive plants and determining control measures.
- e. A system that provides an annual report to regional foresters, the Area Director, or the Director of IITF on the effects of forest insects and disease causing agents.

2. Financial Assistance. The level of assistance is based upon 50 percent of the amount of non-Federal forest acres (\$.01/acre) in each State or territory supported by current Forest Service Forest Inventory and Analysis (FIA) data, and 50 percent of \$80,000 for a specialist position. Each State and territory is eligible for a minimum of \$50,000 and a maximum funding level that is equal to the total for the State with the second highest amount of non-Federal forest acres.

Calculations for each State and territory, based on the current FIA data, are available from the Washington Office, Forest Health Protection staff. Funds must be matched 100 percent with non-Federal funds or in-kind services. The actual amount of funds available annually may vary annually depending on:

- a. Funding levels appropriated for the Cooperative Lands Forest Health Management budget line items,
- b. Annual negotiations between the Forest Service and States and territories, and
- c. Changes in the number of non-federal forest lands in each State and territory based on Forest Service Forest Inventory and Analysis data.

Regions, the Area, and IITF may adjust, within the total amount of funding allocated for this purpose, the amount of funding granted to each State based on local needs and with the concurrence of the affected state forester or equivalent State official.

3431.22 - Cost-sharing Prevention, Suppression, Restoration, and Eradication Programs and Projects

Cost-share with States and territories up to a maximum of 50 percent of the total cost to implement prevention, suppression, restoration, and eradication projects (and programs) on non-Federal lands. The Federal share must be matched with non-Federal funds, or in-kind services, dedicated for the proposed project, therefore, do not include funds in consolidated payments (sec. 12, Cooperative Forestry Assistance Act, as amended).

Exceptions to the Forest Service 50 percent cost-share maximum requirement include:

1. Congressional Intent. Congress may appropriate funds through an Emergency Appropriation or other appropriation process to address specific pest conditions or threats. In these cases, Congress may specify a Federal cost-share.
2. Unplanned or unforeseen condition. In the event of an unplanned or unforeseen pest condition or threat, the Forest Service may provide up to a maximum of 75 percent of total project costs. In order to be eligible for an increased cost-share level, the project must be directed at a newly discovered infestation of an exotic organism, defined by Executive Order 13112, issued February 3, 1999, where:
 - a. The potential economic and/or environmental consequences of establishment or spread of the organism are high.
 - b. The involved State(s) cannot meet the normal 50 percent cost-share rate.
 - c. The project is in its first or second year; and
 - d. The organism has a strong potential to spread to other State(s).

Requests for exception from the 50 percent cost-share limit must be made to the Deputy Chief, State and Private Forestry.

3. Special projects and initiatives. Cost-share limits may, at times, be set for special projects and initiatives, such as the gypsy moth Slow-the-Spread. See annual program direction for cost-share limits for special projects or initiatives.

3432 - Special Technology Development, Pesticide Impact Assessment Program, Forest Health Monitoring Evaluation Monitoring Projects, and Other Programs and Projects

Regional foresters, the Area Director, the Director of IITF, and station directors may annually submit funding requests to the Chief for projects designed to develop, improve, transfer, demonstrate new forest health protection technology; pesticide assessments; forest health monitoring, or other appropriate projects. Submit such requests in the manner and time specified by annual letter from the Deputy Chief for State and Private Forestry.

3432.1 - Cost-sharing Special Technology Development, Pesticide Impact Assessment Program, Forest Health Monitoring Evaluation Monitoring Projects, and Other Programs and Projects

For projects with non-Federal partners, the Federal contributions must not exceed 50 percent of the total cost of the project. The Federal share must be matched with non-Federal funds, or in-kind services, dedicated for the proposed project, therefore, do not include funds in consolidated payments (sec. 12, Cooperative Forestry Assistance Act, as amended). The non-Federal cost-share requirement may be waived in cases when a project is specifically required to be conducted on Federal lands, or when the Forest Service is the primary benefactor of the project.

The Deputy Chief may, on a case-by-case basis and upon request of the Director of Forest Health Protection, approve a Federal contribution level greater than 50 percent to meet specific and time sensitive program needs.

3433 - Reporting Forest Health Conditions, Accomplishments, and Expenditures

Reporting requirements and due dates for submitting forest health conditions, accomplishment, expenditure, and other requested data and information to the Washington Office are transmitted in an annual letter from the Deputy Chief, State and Private Forestry to regional foresters, the Area Director, and the Director of IITF.

1. Annual National Forest Insect and Disease Conditions Report. The Washington Office, Forest Health Protection staff shall produce an annual nationwide report of forest insect and disease conditions for the previous calendar year.
2. Forest Health Update. The Washington Office, Forest Health Protection staff shall periodically produce a report summarizing major forest health conditions in the United States.
3. Annual Forest Health Highlights. Regions, the Area, and IITF shall work with State partners to annually produce a report highlighting forest health conditions for each State.

3434 - Forest Health Protection Accomplishments

The regions, Area, and IITF enter annual accomplishments into the Forest Health Protection Accomplishment Database, or other database established by the Washington Office, in accordance with the annual instruction letter sent out by the Deputy Chief, State and Private Forestry.