

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

**Forest Service Manual 3500 – Cooperative Watershed Management
Chapter 3510 - Watershed Protection And Flood Prevention Program**

Amendment: 3500-2000-1

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Approved by: Mike Dombeck, Chief

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Responsible Staff:

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Posting Instructions: This is a technical amendment that converts the format and style of this FSM title from Applixware to the current corporate word processing application. Since this amendment replaces all text except Interim Directives (ID's), do not check for the last transmittal received for this title; instead place this transmittal sheet at the front of the title. DO NOT remove ID's when posting this amendment. ID's are not being reformatted at this time.

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

Please read the new posting instructions (above) carefully.

3500: The entire amendment text has been reformatted and replaced, so that the amendment text on the Service-wide Directives Home Page in the Forest Service Web/Intranet (<http://fsweb.wo.fs.fed.us/directives/index.html>) corresponds with the amendment text on the Forest Service Directives Home Page in the Forest Service World Wide Web/Internet (<http://www.fs.fed.us/im/directives>).

Although some minor typographical and technical errors have been corrected, substantive direction has not been changed.

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The Watershed Protection and Flood Prevention Program is known as the Small Watershed Program or as the P.L. 566 Program.

3510.1 - Authority

The Watershed Protection and Flood Prevention Program operates under authority of P.L. 83-566, as amended. Complementary authorities and direction are in legislation, Executive orders, Administrative regulations, interagency memorandums and agreements, and in directives of the Soil Conservation Service.

3510.2 - Objective

To meet the sponsors' objectives and ensure the evaluation and consideration of all forests and forest rangelands from a multiple-use standpoint to solve resource, environmental, and socioeconomic problems in watersheds.

3510.3 - Policy

Assist project sponsors to develop and implement watershed work plans that include those forest watershed management and forestry land treatment activities that contribute toward solving watershed problems such as: (1) erosion, floodwater, and sediment; (2) water conservation, development, utilization, and disposal; and (3) proper land use.

3510.4 - Responsibilities

3510.41 - Soil Conservation Service

The Soil Conservation Service administers the program providing overall direction, procedures, and guidance. State Conservationists administer the program in their respective States.

3510.42 - Forest Service

The Forest Service administers the forestry aspects of the program on all forested lands including National Forests and National Grasslands and on adjacent rangelands under formal agreements (7 CFR subtitles A, 2.60 (a)(8) (ii)(iii)).

3510.42a - Cooperative Forestry

The Director, Cooperative Forestry, Washington Office, is responsible for Forest Service participation in this program including national coordination with the Soil Conservation Service.

3510.42b - Regional Foresters and the Area Director

Regional Foresters are responsible for the National Forest aspects of the program. Regional Foresters, except Region 9, and the Area Director, administer the program on other forested

lands, including coordination with the Soil Conservation Service State Conservationists. The Area Director coordinates the total program within the Northeastern Area States.

3510.42c - Station Directors

The Station Directors must approve or disapprove watershed work plans involving research areas.

3510.43 - States

The responsibility for the review, approvals, and setting of priorities of project applications varies by State. The governor, the State's water agency, the State's resources agency, or another agency designated by the governor, may have this responsibility.

3510.43a - State Forester

The State Forester may participate in all aspects of the program including preplanning, planning, and the installation of watershed treatment measures.

3510.44 - Sponsoring Local Organization

Sponsors have the responsibility to:

1. Apply for assistance in planning a watershed project.
2. Participate actively in project planning.
3. Execute a watershed work plan agreement.
4. Implement assigned portions of the work plan such as acquiring land rights or water rights.
5. Operate and maintain improvements installed by the project.

3510.6 - References

The Soil Conservation Service's National Watershed Manual, Parts 500-511, contains guidelines, operation procedures, and direction for the administration of the program.

3511 - Watershed Planning

Watershed planning includes all activities prior to implementation of an approved project work plan.

3511.1 - Preauthorization Planning

Preauthorization planning includes: (1) preapplication assistance; (2) application preparation; and (3) post application assistance leading to a Soil Conservation Service authorization of a planning start for a watershed project. Participate in preauthorization planning to ensure that forestry needs are recognized and forestry concerns properly addressed.

3511.2 - Watershed Work Plan Development

Cooperative Forestry, Washington Office, notifies the Regions or Area that the Soil Conservation Service has approved a watershed for planning. The Regional Forester or Area Director shall participate in the preparation of the watershed work plan environmental impact statement when forest lands are involved in a project or are affected by the project. The work plan development activities should include:

1. Compiling information on the forest resource.
2. Conducting a hydrologic survey of forest land.
3. Preparing forest land treatment plans.
4. Participating in plan formulation.
5. Contributing narrative material to the work plan-environmental impact statement.
6. Documenting the forestry findings to facilitate program implementation.

3511.3 - Watershed Work Plan Reviews

Prior to the preparation of the final document, watershed work plan environmental impact statements are subject to two reviews: (1) technical review draft, and (2) interagency review draft.

3511.31 - Technical Review Draft

The Soil Conservation Service's National Office and National Technical Center and the Forest Service make a formal technical review of all projects, except State Conservationist-approved watershed plans. This review determines if the plan is technically adequate, reasonable, and presents a rational approach that meets current policy and criteria.

The State Conservationist distributes draft plan environmental impact statements for this review. The Regional Forester or Area Director shall review the draft and ensure the technical adequacy of the plan. Comment directly to the State Conservationist. Send a copy of the comments to Cooperative Forestry, Washington Office.

Cooperative Forestry, Washington Office, reviews the draft plan for policy and coordinates the response with the Region or Area.

State Conservationist-approved watershed plans receive an in-State review. If the plan involves the Forest Service, the Regional Forester or Area Director shall review the document and comment directly to the State Conservationist.

3511.32 - Interagency Review Draft

This review provides a second opportunity for the Forest Service to see a copy of a watershed plan-environmental impact statement. The Regional Forester or Area Director receives an information copy of the draft when Congress approves the project or the Soil Conservation Service administratively approves it. The Regional Forester or Area Director shall review the plan to ensure that comments provided on the technical review draft have been addressed adequately. Notify Cooperative Forestry, Washington Office, of the results of this review.

When a State Conservationist-approved plan involves the Forest Service, the Regional Forester or Area Director receives a draft plan, shall review it, and comment directly to the State Conservationist.

3511.33 - Final Plan--Environmental Impact Statement

For Congressionally approved and administratively approved projects, the Forest Service receives copies of the final plan prior to the sponsor's approval of the document. For Congressionally approved projects, the Deputy Chief for State and Private Forestry shall comment and concur in the watershed work plan-environmental impact statement to the Chief, Soil Conservation Service. For administratively approved projects, the Regional Forester or Area Director shall comment and concur on the final plan to the State Conservationist.

Final approval of State Conservationist-approved projects occurs during the interagency review stage.

3512 - Watershed Operations

A project becomes operational when the Chief of the Soil Conservation Service authorizes Federal assistance for the installation of works of improvement. Cooperative Forestry, Washington Office, shall notify the Regional Forester or Area Director of project authorization. When the plan contains an accelerated forestry program, the Regional Forester or Area Director shall contact the State Forester to determine technical assistance and financial needs for the current fiscal year, as a basis for the preparation of inputs to the budget estimates and obligations report for the project. Detailed operational procedures are in the interagency agreement between the Soil Conservation Service and Forest Service (FSM 1541.16).

3512.1 - Watershed Work Plan Revision

During the operational stage, a change in conditions may warrant a revision or modification of a watershed work plan. A Regional Forester or the Area Director may initiate a change under one of several different procedures: (1) exchange of correspondence, (2) project agreement, and (3) revise or supplement a watershed plan-environmental impact statement.

3512.2 - Project Installation

Ensure that schedules for the installation of structural and land treatment measures on National Forest System lands and forestry measures on State and private lands are consistent with Soil Conservation Service installation schedules.

3513 - Administrative Controls

3513.1 - Reports

1. Annual Plan of Work. The interagency agreement, (FSM 1541.16) calls for the development of a 3-year program and financial plan (Report FS-3500-E). Regional Foresters and Area Director shall develop this plan jointly with the State Conservationist. Send a copy of the forestry inputs for each State to Cooperative Forestry, Washington Office. See FSM 1541.16 for format for developing plan.

2. Annual Accomplishment Report. Regional Foresters and Area Director shall prepare an accomplishment report (Report FS-3000-E) for each operational watershed project having a forestry program. Send a copy of each report and a summary of the Region's or Area's program accomplishments to Cooperative Forestry, Washington Office. Include narratives of selected projects having outstanding forestry accomplishments.

3. Budget Estimates and Future Obligations Report. Annually by April 15, the State Conservationist sends the Soil Conservation Service's National Office a financial plan for each operational watershed. Regional Foresters and Area Director shall provide the State Conservationist with cost estimates for projects that include an accelerated forestry program. Send a copy of each project input to Cooperative Forestry, Washington Office (Report FS-3500-B).

4. Project Completion Report. At the close of a project containing a forestry program, the Regional Forester or Area Director shall provide the State Conservationist with a status report (Report FS-3500-C) of forestry accomplishments and a final updated summary of treatment accomplished and cost incurred. Send copies of these documents to Cooperative Forestry, Washington Office.

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3513.2 - Records

Regions and Area shall maintain, within the framework of the National Finance Center accounting structure, records of obligations, expenditures, and unobligated balances for each project. Also include deposits and reimbursements for State Foresters.