

**For:** ME, NH, NY, and VT State and County Offices, State Foresters, and Service Foresters

**Completing SIP-ICE Practices**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

In 1998, a supplemental appropriation was designated for the States of Maine, New Hampshire, New York, and Vermont for severe ice storm damage that had occurred in these States. Policy and procedure for SIP-ICE, as the supplemental appropriation became known, were established in Notice SIP-23.

**B**

**Purpose**

Notice SIP-33 required SIP-ICE funds to be obligated by March 30, 2001. This notice provides guidance for FSA and State Forestry Office employees to ensure that all SIP-ICE applications have final performance recorded no later than COB September 30, 2002.

**C**

**Contact**

If there are questions about this notice:

- County Offices may contact the applicable State Office
- FSA State Offices may contact Ilka Gray, CEPD, at 202-690-0794
- Forest Service (FS) or State Forestry Offices may contact regional FS offices
- Regional FS offices may contact Hal Brockman, FS, at 202-205-1694.

<p><b>Disposal Date</b></p> <p>January 1, 2003</p>	<p><b>Distribution</b></p> <p>Above State Offices; State Offices relay to County Offices</p>
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## Notice SIP-36

### 2 Ensuring That Final Performance is Recorded

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#### A

##### Completing SIP-ICE Practices

**All SIP-ICE applications must have final performance reported no later than COB September 30, 2002.** Failure to complete SIP-ICE practices by that date will result in the cancellation of the application(s).

County Offices must ensure that all participant's who have not reported final performance, are notified in writing that they have until September 30, 2002, to complete the practice or the applications will be canceled.

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#### B

##### Notifying Producers

By March 1, 2002, County Offices must consult with Service Foresters to identify producers that have applications for which final performance has not been reported.

County Offices shall either:

- modify the miscellaneous letter option in the CRES software
- use a word processor to develop a letter using Exhibit 2.

**Note:** Either method must contain the language as listed in Exhibit 2.

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#### C

##### Handling Appeals

Appeals shall be handled by the State Forester according to established procedure.

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## Notice SIP-36

### 3 Action

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#### A

#### State Office Action

State Offices shall:

- immediately provide a copy of this notice to the County Offices listed in Exhibit 1 and FS State Offices or applicable State Forestry Offices
  - ensure that County Offices timely notify producers.
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#### B

#### County Office Action

County Offices shall:

- immediately, upon consultation with the Service Forester, identify producers that have applications for which final performance has not been reported and notify these producers of the SIP-ICE practice completion deadline as required by subparagraph 2 B
  - on October 1, 2002, or as soon as possible thereafter, upon consulting with the Service Forester, cancel any SIP-ICE applications for which final performance has not been recorded.
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#### C

#### State Forester Action

State Foresters shall ensure that Service Foresters are aware of the provisions in this notice.

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#### D

#### Service Forester Action

Service Foresters shall:

- immediately consult with the FSA County Office to identify producers that have SIP-ICE applications for which final performance has not been reported.

**Note:** The County Office will notify the same producers of the SIP-ICE practice completion deadline using the template letter attached in Exhibit 2.

- on October 1, 2002, or as soon as possible thereafter, consult with the County Office to determine SIP-ICE applications for which final performance has not been recorded.
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**State and County Offices Authorized for SIP-ICE Allocations**

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The following are State and County Offices that were authorized for SIP-ICE allocations.

<b>Maine</b>		
Androscoggin	Knox	Somerset
Aroostook (Southern district only)	Lincoln	Waldo
Cumberland	Oxford	Washington
Franklin	Penobscot	York
Hancock	Piscataquis	
Kennebec	Sagadahoc	
<b>New Hampshire</b>		
Belknap	Coos	Merrimack
Carroll	Grafton	Strafford
Cheshire	Hillsborough	Sullivan
<b>New York</b>		
Clinton	Franklin	Lewis
Essex	Jefferson	St. Lawrence
<b>Vermont</b>		
Addison	Franklin	Rutland
Bennington	Grande Isle	Washington
Caledonia	Lamoille	Windham
Chittenden	Orange	Windsor
Essex	Orleans	

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**Expiring Practice Notification Letter Example**

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The following is an example of an expiring practice notification letter.

(Enter applicant's name and address)

Stewardship Incentive Program  
Date: \_\_\_\_\_

Dear Landowner,

Records maintained by FSA show that the U.S. Forest Service Stewardship Incentive Program (SIP) practice for which you were approved has not been completed as of the date of this letter.

Because the practice expiration date for this practice is [Enter MM/DD/YYYY], it is imperative that you do either of the following to remain eligible for cost-sharing:

- complete this practice and notify the [Enter State name] State Forester's local office by the expiration date
- have the practice expiration date extended by the State Forester's local office.

If you have decided not to implement this practice, please notify the State Forester's local office as soon as possible. The address and telephone number of the State Forester's local office are:

[Enter the name, job title, mailing address, and telephone number of the Service Forester designated as the county contact point.]

If you have recently completed this practice and submitted your complete SIP-245, page 2, to the [Enter State name] State Forester's local office, please ignore this letter.

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County Executive Director

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