



Are you interested in the Qualified Forest Program (QFP)?

The Forestry Assistance Program Forester can help!

Following is an outline providing general guidance on how to enroll in the Qualified Forest Tax Program (QFP). For additional assistance, please contact your local FAP forester.

1. Verify your enrollment eligibility:
  - a. The maximum acreage eligible for enrollment is 640 acres per tax collecting unit
  - b. Each parcel must qualify to enroll
  - c. Is the property 20-39.9 acres?
    - i. If yes, the property must be at least 80% stocked in productive forest\* to enroll. Enrollment is based on parcel tax ID acreage, please ask for further clarification.
    - ii. If no, your property does not qualify for QFP.
  - d. Is the property 40 acres or over?
    - i. If yes, the property must be at least 50% stocked in productive forest\* to enroll. Enrollment is based on parcel tax ID acreage, please ask for further clarification.
    - ii. If no, your property does not qualify for QFP.
  - e. If you understand the requirements set forth by this program and are qualified to enroll, you may proceed by hiring a qualified forester (step 2).
2. Hire a qualified forester to write a forest management plan covering the properties you would like enrolled. The qualified forester must be registered with the Michigan Department of Agriculture and Rural Development-MDARD:
  - a. The forest management plan must cover all items included in the checklist required by MDARD, the checklist can be found at [MDARD - Qualified Forest Program](#)
  - b. There are 2 cost sharing programs in Michigan to offset the cost of forest management plans, if you are interested, those two programs are:
    - i. The Environmental Quality Incentive Program (EQIP) – this program, which is run by the NRCS-USDA, offers a flat rate cost-share based on acreage. This plan must be written by a forester who is Technical Service Provider certified by the NRCS. Applications are accepted all year but funding is dispersed only once per year.
    - ii. The Forest Stewardship Plan (FSP) – this program, which is run by the DNR, pays approximately one quarter of the forest management plan.

\*Productive forest: defined as forestland capable of producing forest products of at least 20 cubic feet per acre per year, this can be determined by referencing a county soils books or the NRCS web soil survey website.

Sara Kelso  
FAP/Alger and Marquette County Conservation District Forester  
(906) 251-3071  
[sara.kelso@macd.org](mailto:sara.kelso@macd.org)

This plan must be written by a FSP certified forester. Funding is available almost year round.

3. Once the plan has been completed, complete and submit the paperwork for QFP. The following steps must be completed and submitted **no later than September 1<sup>st</sup> of the current year** to receive the tax exemption for the following year and any subsequent years:
  - a. Complete the application, and practice schedule. All forms and informational documents can be found at [www.michigan.gov/qfp](http://www.michigan.gov/qfp).
  - b. Send a digital copy of (1) the forest management plan, (2) your completed application, (3) your completed practice schedule, (4) a copy of your most recent tax bills, and (5) a copy of your property deed to [MDARD-QFP@michigan.gov](mailto:MDARD-QFP@michigan.gov).
  - c. Send a hard copy of the application only, and a \$50.00 application fee to:  
QFP  
MDARD-ESD  
P.O. Box 30776  
Lansing, MI 48909
4. Once these materials are received by MDARD, the local conservation district Forester will verify eligibility and fill out the verification form (which may or may not be forwarded to the landowner). MDARD will then issue and send tax affidavits back to the landowner, with an instruction letter on where to file them.
  - a. The landowner should review the affidavits carefully to determine if all of the information is accurate. If any errors are found, please send an email to [mdard-qfp@michigan.gov](mailto:mdard-qfp@michigan.gov) describing the changes that need to be made or mark the corrections on the document and fax it to 517-335-3131.
  - b. If the affidavits are correct, please sign them in the presence of a Notary Public. Once all owners have signed the affidavits, record them with:
    1. County Register of Deeds; landowner is responsible for recording costs which are typically \$14.00 for the first page, and \$3.00 for each additional page. Request a copy of the affidavits for your records (there may be a fee for copies).
    2. **And** the Township Supervisor. The township must receive the recorded affidavits AS SOON AS POSSIBLE in order for the proper tax benefits to be in place for the subsequent year. upon receipt of the affidavits, the Township Supervisor will make the necessary adjustments to the local tax rolls.

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