

Wisconsin Forest Landowner Grant Program (WFLGP) Application Instructions (form 2400-126)

Instructions for page 1 of the application (To be completed by landowner, consulting forester or DNR Forester)

Grant Number: This will be filled in by Central Office staff. This number is unique to the application/landowner and will be included on the Grant Award letter. This number should be referenced on all correspondence and payment request.

Emergency Funding: Indicate if application is for funding under a Designated Emergency. Consult with DNR Forester.

Landowner Applicant: Enter applicant's name and current address, e-mail and phone information for correspondence & payment. Enter business name if applicable. Trusts, LLC and partnerships should be entered under business name. The individual name or the business name must match the W-9 submitted.

Property Information

- County/Municipality: Provide the name of the county & town/village/city where the land/work will be completed
- Enter the legal descriptions of practice location. Where needed write additional legal descriptions on a separate sheet and attach to application.

Forest Stewardship plan:

- *Is the land in MFL? Answer yes or no.*
- *Previous WFLGP grant? Answer yes or no.*
- Choose one of the next 3 options that describes the status of the landowner's plan
- Indicate the number of acres to be included in the new/revised plan if applying for development of a plan.
- Indicate if other government grants have been received, enter name of grant

Assembly District and Senate District: This will be filled in by Central Office staff. This information will tell in which District the practices will occur.

Applicant Certification: Landowner must sign and date the application. Enter the date using the drop down provided on the fillable form.

Instructions for page 2 of the application (to be completed by approving DNR Forester)

Eligible Private Forestry Practices: Review the priority of the practices being applied for.
Note: currently no funding is available for priority 2 practices.

Priority 1, Practices 1 – 4

1. Stewardship Plan Development
2. Reforestation and Afforestation
3. Forest Improvement
4. Soil and Water Protection and Improvement

Priority 2, Practices 5 –7

5. Wetland and Riparian Protection, Restoration and Creation
6. Wildlife Habitat Enhancement
7. Endangered or Threatened Resources Protection, Rare Natural Community, Historic, Cultural and Archaeological Protection, Restoration, Enhancement and Maintenance

Practice Number: Enter the appropriate practice number.

Component Code: Enter the 4 letter code that identifies the Technical component. These codes can be found in Chapter 60 of the Private Forest Handbook.

Example: Component code TAAA = Preparation of new landowner Forest Stewardship Plan (FSP): 30 acres or less
Component code TAAE = Site prep – heavy

Number of Units: Enter the number of approved units for the component code.

Unit Label: This will be filled in automatically when you choose the practice number.

Estimated Payment: Determine what the total estimated cost will be to complete a component, multiply by the cost share percentage and enter that number on this line. The amount entered may not exceed the established Not-to-Exceed (NTE) rate times the number of units. NTE rates can be found in Chapter 60 of the Private Forestry Handbook. The current cost-share percentage for regular applications is 50% and the cost-share percentage for Designated Emergencies is 60%. If you exceed the NTE rate, a message box will appear.

Total: Enter the total estimated payment for all components on this line. This dollar amount is what will be encumbered (set aside) in the landowners name for future payments. Once this dollar amount has been encumbered it cannot be increased.

Needs Determination: Provide a brief description of the type of work that is being done by the landowner

Note: A completed and signed W-9 form must be submitted along with the WFLGP application.

Payment Request

Landowner Name & Address: When requesting a payment, fill in the landowner's full name and address . IF the address is different than the address on page 1 please note if the address change is permanent or temporary (e.g., moved, wants payment sent to winter mailing address, etc.).

Payment Request: Foresters can only request two payments per grant, a partial and a final. If it is a partial payment use the section titled "Payment Request: PARTIAL". If it is a final payment use the section titled "Payment Request: FINAL". If there is a balance remaining after the payment has been made, that balance will lapse and will no longer be available to the landowner.

Grant Number: Each grant is assigned a unique number. Always include this number with all correspondence or payment requests. Foresters can find this number on the funding list published after each funding cycle or on the grant award letter. This number identifies the fiscal year that the grant was awarded. If a landowner has more than one WFLGP grant, this number will assure that the funds are being paid out of the correct grant.

Component Code: Enter the 4 letter code that identifies the completed technical component.

Number of Unites: Enter the actual number of units completed for each component. This number may vary from approved figures.

Units Label: Enter the unit label for each component code.

Actual Cost: Provide the total cost of each component (actual cost landowner paid for each component).

Payment Requested: For regular grants enter 50% (current percentage) of the actual cost of each component but do not to exceed the regular NTE rate for the component. For grants under a Designated Emergency enter 60% of the actual cost of each component but do not exceed the emergency NTE rate for the component.

Total: Enter the total amount being requested. This cannot be more than what has been encumbered in the grant

DNR Forester: Forester must sign and date each payment request