

WMA-PFGP Frequently Asked Questions

(August 2013)

General Application

- 1) How much total money is available annually through this program?
– Each fiscal year will allocate \$60,000.
- 2) Does the CWMA need a formally signed agreement or MOU?
– No, it is encouraged but not necessary; however, it creates a more competitive project.
- 3) If the program proposal is to fund a staff member, what pay rate do we use?
– The salary/pay rate is based on the individual organizations pay rate. \$15/hour is the standard volunteer labor rate, skilled labor or contract work may be higher.
- 4) Can you apply for several practices in one grant cycle?
–Yes, multiple practices are eligible as long as completion of them all within the designated timeframe is feasible.
- 5) Do proposed projects need to include on-the-ground invasive species control work?
–No. Applications proposing starting a CWMA are eligible; including all associated start-up costs, meetings, education and materials (travel expenses are NOT eligible).

Applicants (Weed Management Group)

- 1) Who can serve as the responsible party?
– State employees are not able to serve as the responsible party, but any other individual or group can. Responsible parties are responsible for tax implications and must submit a W-9 for payment.
- 2) Can public agencies or units of government be part of the Weed Management Area (WMA)?
– Yes. That is encouraged.
- 3) Can public agencies or units of government have work done on their land with WMA grant funds?
– No.
- 4) Can work done on public lands be a match for the WMA grant?
– No.

5) Is a “Person Participating” needed even if the practices are not “on the ground” work?
– Yes.

6) Can the applicant be an organization outside of Wisconsin as long as the work will be conducted in Wisconsin?
– Probably, but it may depend on the situation.

7) Do we need to know all the properties and species we will be working on at the time of application?
– No. At the time of application you only have to have one landowner on whose property work will be done; however, you should know the major target species and their relative abundance in the area to be worked on. At the time of the interim report, all private landowners need to be identified.

Eligible Lands

1) If an organization, such as a land trust, owns >500 acres, are they eligible to be a part of the WMA?
– Yes, anyone may be a member of the WMA.

2) If an organization, such as a land trust, owns >500 acres, are they eligible to have work done on their land (eg, be a “person participating”)?
– Maybe. If they own multiple parcels and the work being done is on non-industrial private forest land parcels of <500 acres, then those parcels are eligible.

3) Can a landowner with multiple parcels <500 acres, but with a total land ownership exceeding 500 acres, qualify if the practice is carried out on a parcel <500?
– No, an individual’s entire land ownership, under the same name, must not exceed 500 acres to qualify.

Eligible Practices

1) Can the grant cover overhead for the organization that is the grant recipient?
– Maybe. Since overhead is not an acceptable practice, it should not be listed separately. Instead it should be included in the total requested by practice. It can be referenced in the proposal narrative.

2) Can contractors be hired for invasive species control work?
– Yes, that is an eligible practice to be reimbursed.

3) Does match composed of members participating in education and outreach for the WMG qualify?
– Yes, as long as it is not a state employee and the work is associated with terrestrial forest plants. Works on aquatic invasive programs are not eligible for match.

- 4) Can WMG Coordinators focus on all lands within the identified WMA, not just non-industrial forest land?
– Yes, as long as the work is for terrestrial invasive plants that impact forests and the activity is clearly explained in the application, e.g. inventory.
- 5) Can aquatic invasive species projects be funded if not all the money is used up?
–No.
- 6) Are wetland invasive plant species practices eligible under this program?
– Depends on the habitat; only if the species are growing in or threatening a forest.
- 7) Are projects for control work in roadside ditches bordering private forest land eligible?
– Depends on the species and threat of the infestation.

Reimbursement

- 1) When can the money start to be used?
– Once you have received your award letter it will give you a start and finish date.
- 2) How does the reimbursement process work?
– Funds will be reimbursed after work is partially and /or completely finished. Applicants will submit a request for reimbursement along with an interim or final report and receipts. Applicants may receive up to one partial reimbursement along with the final reimbursement.
- 3) If I submit my W9, will I be responsible for all the tax liability from receiving this grant?
– Yes.
- 4) If we don't have a non-profit or agency to be the applicant, how do we avoid having one person accept all of the tax liability?
– At the time of application, you must submit a W9. This can be revised up to the point of reimbursement by submitting a new W9. Creating a Limited Liability Corporation may be a good option. <http://www.wisconsin.gov/state/byb/LLcompany.html>
<http://info.legalzoom.com/create-llc-wisconsin-3442.html>
- 5) If there are multiple landowners involved in the project, do each submit a W-9?
– Only one W-9 is needed to start the process, submitted with the participation agreement. A W-9 is required to receive payment; therefore, all will need to be submitted when payments are to be made. However, the group may submit a different W-9 at the time of request for payment.

Project Evaluation

- 1) How will proposals be evaluated?
 - a. Is the group eligible? If there are 3 separate persons and one is a person participating.
 - b. Is the project area eligible? Is the land being worked on private non-industrial forest land in Wisconsin?
 - c. Does the proposed project meet the acceptable practices?
 - d. Is there a 25% match available?
 - e. Is the application complete?
 - A completed and signed proposal
 - A project narrative
 - A completed and signed W9 form
 - A participation agreement signed by the WMG and at least one landowner who will be participating
 - f. Is the proposal for rapid response? If so, this will be competing for a separate pot of money and does not have an application deadline.

- 2) What are high priorities for the program? (not in priority order)
 - a. To assist new or existing WMGs/CWMAs get organized and underway, to the point that they can be self-supporting and know how to seek other funding.
 - b. To inventory for, contain and monitor for early detection species.
 - c. To inventory for, contain and monitor populations of invasive plants in high quality forests that will be regularly managed over a long time.
 - d. To keep invasive plants out of private lands that are being managed in conjunction with nearby public lands.
 - e. Sites with easements, natural area designation or other commitment to long term management of the invasives.
 - f. Projects that result in broad outreach to forest landowners and others.
 - g. Projects that create or implement long range management plans with the WMA.

- 3) What kind of projects will receive low priority?
 - a. Projects that control invasive plants that are widespread or abundant in the area.
 - b. Projects that will work on a few selected parcels in the midst of other unmanaged parcels.
 - c. Projects that will do control for one or two years with no or little likelihood of long-term follow-through.
 - d. Proposals that appear to not have been carefully planned by a group of partners who will be involved.
 - e. Proposals that appear to be focused on lands owned by the applicant or only a few WMG members.