

Wisconsin Forest Landowner Grant Program (WFLGP) Application Instructions

Application Number: This number is unique to the application/landowner and should be referenced on all correspondence and payment request. Central Office staff assigns this number to the application/landowner. The Landowner number is located on the funding list and award letters.

Landowner Applicant: Enter applicant's current address and phone information for correspondence & payment.

Property Information

- **County/Township:** Provide the name of the county & township where the land/work will be completed
- **Total Forest Stewardship Plan Acreage:** How many acres of land are included in the existing Forest Stewardship Plan
- **Have You Previously Received a WFLGP Grant:** Indicate Yes or No

Forest Stewardship plan: Choose one of the 3 options that apply to the landowner & indicate acreage of new/revised plan if applicable

Applicant Certification: Landowner must sign and date the application

Instructions for page 2 of the application

Property Information: Enter County and legal descriptions of practice location

Check one Priority per Application: Indicate priority 1 or 2 by placing a checkmark in the appropriate box. Only one priority can be applied for per application (reason: there are different budget codes for each priority)

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

DNR Forester approving practice(s)

Practice Number: Enter a number 1 through 8. Under Priority 1 practices 1-3 apply. Under Priority 2 practices 4-8 apply.

Priority 1 , Practices 1 – 3

1. Stewardship Plan Development
2. Reforestation and Afforestation
3. Forest Improvement

Priority 2, Practices 4 – 8

4. Soil and Water Protection and Improvement
5. Wetland and Riparian Protection, Restoration and Creation
6. Fish and Wildlife Habitat Enhancement
7. Recreational, Historic and Esthetic Forest Enhancement
8. Endangered or Threatened Resources Protection

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 Land Forest Stewardship Plan (LFSP)
Component code TAAF = Revision of existing management plan

Acres Approved: Enter the approved acres for the component code.

Units Approved: Enter the approved units for the component code. Only use the Units column if the Units being cost shared are not measured in Acres, otherwise leave blank and report under the **Acres Approved**. Component codes are found in Chapter 60 of the Private Forestry Handbook.

Example: Enter the approved lineal length of fencing or number of trees planted. If there are no units, do not fill in this field.

Estimated Payment (Currently 50% of Total): 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. If other than 50% indicate percentage.

Total: Enter the total estimated payment on this line. This dollar amount is what will be encumbered (set aside) in the landowner's name for future payments. Once this dollar amount has been encumbered it can not be increased.

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

DNR Forester: At time of application Forester must sign and date the application.

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 verify the landowner's current mailing address.

Payment Request: Foresters can only request two payments per grant, a partial and a final. Indicate by circling partial or final. If final is indicated and there is a remaining balance after the payment has been made, that balance will lapse and will no longer be available to the landowner.

Applicant Number: Each landowner 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. 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.

Acres Completed: Enter the actual acreage or completed acreage for each component. This number may vary from approved figures.

Units Completed: A unit is defined as a measurement other than acreage.

Example: Enter the total lineal length of fencing or number of trees planted. If there are no units, do not fill in this field.

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

Payment Requested: Provide 50% (current percentage) of the actual cost of each component.

Total: Enter the total amount being requested. This amount should be 50% of the actual cost and can not be more than what has been encumbered in the grant

DNR Forester: Forester must sign and date both partial and final payment request