

STATE OF WISCONSIN

FOREST STEWARDSHIP PROGRAM

2006

ADMINISTRATIVE AGENCY  
DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF FORESTRY

**APPLICATION DEADLINE: March 10, 2006**



**State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES**

101 S. Webster St.  
Box 7921  
Madison, Wisconsin 53707-7921  
Telephone 608-266-2621  
FAX 608-267-3579  
TTY 608-267-6897

**Subject:** Wisconsin Forest Stewardship Grants

**TO:** Interested Groups, Organizations, Federal, State, and County Officials

Do you find yourself with brilliant ideas for a forestry related project and no way to fund them? The 2006 Forest Stewardship Grant may be just the antidote; you supply the project, we supply the funding.

The program will have funds available for Forest Stewardship projects conducted by various groups, organizations, and agencies. The enclosed application package explains this program in detail.

This year we are seeking remarkable project proposals; those that are new, innovative, and exciting. Large and small projects alike will be considered for funding.

What's the catch you ask? **Grantees are required to match the Forest Stewardship funds on a 50-50, or dollar-for-dollar match.** This match can be in dollars or an in-kind match directly related to the project. **Matching funds cannot come from a federal source nor can they be matched with DNR Forestry staff time or resources.**

To be eligible for funding, the enclosed application must be completed and **postmarked no later than March 10th, 2006.**

I look forward to your participation in this program and to completion of a successful project. If you have any questions, please contact: Nicole Potvin, Forest Incentives and Legacy Specialist at (608) 266-2388, or send mail to:

Nicole Potvin  
Wisconsin Department of Natural Resources  
Division of Forestry, F/R 4  
P.O. Box 7921  
Madison, WI 53707.

Sincerely,

Nicole Potvin  
Forestry Incentive & Forest Legacy Coordinator

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# FOREST STEWARDSHIP GRANT PROGRAM

**OBJECTIVE:** The primary objective of the Wisconsin Forest Stewardship Program is to encourage private non-industrial forest landowners to consider all resources in the management of their forest lands. Secondary objectives are to encourage landowners to obtain a Forest Stewardship Plan to help meet their management objectives and protect the resources for future generations; and to educate landowners and the general public as to the importance of non-industrial private (NIPF) lands.

## GRANT PROCESS

1. Eligible applicants are groups, organizations, and various government agencies.
2. Although a dollar for dollar match is required, grant funds may be matched with cash (non-federal funds), in-kind services, or donated equipment necessary to the project. **DNR employee time, facilities or contributions may not be used as a match.**
3. There is no funding cap for 2006, however, funding is variable and dependent on approval of the federal budget. The average of total available funds for the past 5 years is approximately \$70,000.
4. This is a reimbursement program. Work must be completed and receipts or other documentation sent in with payment request.
5. Complete rules governing the grant program are contained in the Appendix. Please read these carefully.
6. Multiple proposals will be accepted, but only one proposal per organization can be funded in a given year.
7. Grantee must clearly define intended accomplishments and how they will be measured.
8. Grantees are required to submit a six month progress report and a final report detailing how the project is progressing in relation to the project's timeline.

## **AWARD PROCESS**

As determined by the Forest Stewardship Coordinating Committee, the procedure for submitting Forest Stewardship project proposals will be as follows:

Proposals must be submitted to: Nicole Potvin, Forestry Incentives; Forest Legacy Coordinator FR/4, P.O. Box 7921, Madison, WI 53707. E-mail copies are acceptable as long as the application format is similar and Word compatible. E-mail to: [nicole.potvin@dnr.state.wi.us](mailto:nicole.potvin@dnr.state.wi.us)

1. A sub-committee not involved in the award process will make preliminary recommendations to the Forest Stewardship Coordinating Committee.
2. Recommendations will be reviewed by the Forest Stewardship Coordinating Committee and final recommendations made to the State Forester.
3. The State Forester will determine which proposals to fund. Applicants will be notified June 1<sup>st</sup> of the status of their proposal. If federal funds have not been released to the states by June 1<sup>st</sup>, applicants will be notified of the delay.
4. The State Forester will notify all applicants of their status within 30 days of final project approval.
5. Work cannot start on projects until the Department and the applicant sign a grant agreement. Work conducted prior to the Department signing of the agreement will not be eligible for reimbursement.
6. Incomplete applications will not be considered.

State of Wisconsin  
Department of Natural Resources

WISCONSIN FOREST STEWARDSHIP GRANT APPLICATION  
Form 2400-116  
Rev. 09-01

Use of this (hard copy or electronic) form is required by the Department for any application filed pursuant to Chapter NR 47, Wis. Adm. Code. The Department will not consider your application unless you complete and submit this application form. Personally identifiable information on this form will be used for no other purposes.

1. Name and mailing address of organization or agency applying for grant:

Contact information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Project Title:

\_\_\_\_\_  
\_\_\_\_\_

3. Project Objectives: Provide a description of the proposed project.

4. Activity Plan: Describe how you will meet the proposed objectives specified above in twelve months. **Include a projected timetable.**

- 5. Values and Benefits of Project:
  - A. How will this project benefit private forest landowners?
  - B. How does it meet the criteria specified by the Forest Stewardship Program?
  
- 6. Project History & Innovation: Address the following:
  - A. Describe how the project is unique or innovative.
  - B. Describe how the project complements a previously funded Stewardship Project.
  - C. Does the proposed project complement another successful project and/or future phases of a multi-year project?
  - D. If not applicable enter N/A.
  
- 7. Budget Narrative: Along with the cost estimation worksheet, the budget should detail how items were derived.
  - A. Grant Share: Allocation of grant funds.
  - B. Cash Share: Funds donated by a supporting group **or** fees generated from attendance/admission charges.
  - C. In-Kind Share: Labor services or supplies donated to the project. List groups/agencies you anticipate will be supplying financial support.
  - D. Total Amount requested: (see **Cost Estimation Worksheet**).
  - E. Source: Identify individual/agency or organization supplying labor, services, or monies to the project. For example, if the budget includes travel, number of days and cost per day should be noted. Total wage hours for personnel should also be included.
  
- 8. Partnerships: Describe all partnerships formed or strengthened to complete the project. Indicate each partner's responsibility and attach letters of support from each major partner (provide percent of matching funds, if applicable). **Partners must submit a letter of support along with this proposal stating they understand their role in the project and the match.**
  
- 9. Letters of Support: Please include letters of support for the project. These can be letters of financial support and/or letters in support of the project.
  
- 10. Evaluation: Provide a clear description indicating how success of this project will or can be measured.

I hereby certify all the above information is true and correct.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

WISCONSIN FOREST STEWARDSHIP GRANT APPLICATION  
 State of Wisconsin Department of Natural Resources, Form 2400-116-Rev. 10-99

**Forest Stewardship Grant Cost Estimate Work Sheet (Submit with grant application)**  
 Form Available as Excel Spreadsheet as well

**Applicant(s)** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

Item	Expected Project Cost	Grant Share	Applicant		
			Cash Share	In-Kind Share	Source of Funding
<b>Component:</b>					
<b>Personnel *:</b>					
<b>Consultant Services:</b>					
<b>Equipment (specify) **: </b>					
<b>Supplies (specify):</b>					
<b>Fees (specify) ***:</b>					
<b>Other (specify) ***:</b>					
<b>TOTAL</b>	<b>a.</b>	<b>b.</b>	<b>c.</b>	<b>d.</b>	<b>e.</b>

**Sum boxes c + d = \_\_\_\_\_ Note: Total of boxes c+d must at least equal box b. Funding Requested Box b = \_\_\_\_\_**

\* Attendees time may be used, as part of a match, at the same rate as volunteer labor (\$10/hr). This figure may not exceed more that 24% of the total match for the grant. However, be cautious using this as match in case attendance is less than expected.

\*\*Use only that portion of the equipment cost used for the project.

\*\*\*Indicate any income that is expected (registration fees, charges, etc.) even if it will be expensed out again.



Microsoft Excel  
Worksheet

## APPENDIX

EXCERPTS from:  
**WISCONSIN ADMINISTRATIVE CODE - NR 47**  
**FORESTRY GRANT AND STATE AID ADMINISTRATION**  
APPLICABLE TO THE WISCONSIN FOREST STEWARDSHIP GRANT PROGRAM

### Subchapter I - General Provisions

NR 47.001 PURPOSE. The purpose of this chapter is to implement and administer grant and state aid programs pertaining to forestry and forest resources in the state.

NR 47.002 DEFINITIONS. For purposes of this chapter:

- (1) "Act" means the cooperative forestry assistance act as amended (16 USC 2101, et seq.).
- (2) "Committee" means the state forest stewardship coordinating committee created under s. NR 47.003.
- (3) "Department" means department of natural resources.
- (4) "Fiscal year" means October 1 through September 30.

Note: This is the fiscal year of the United States government.

- (5) "Forest service" means United States department of agriculture, U.S. forest service.
- (6) "Landowner" means any private individual, group, association, corporation, Indian tribe or other native group, or other private legal entity, excluding corporations whose stocks are publicly traded or legal entities principally engaged in the production of wood products.
- (7) "Nonindustrial private forest land" means rural lands with existing tree cover or which are suitable for growing trees and owned by any landowner as defined in this section.
- (8) "Project" means the practice or activity for which funds are applied for under this chapter.
- (9) "State" means the state of Wisconsin.
- (10) "State forester" means the state forester of the department's bureau of forestry, as appointed by the secretary of the department.

## NR 47.003 FOREST STEWARDSHIP COORDINATING COMMITTEE

- (1) **CREATION; COMPOSITION.** There is created a forest stewardship coordinating committee appointed by the state forester and chaired by the state forester or his or her designee. The state forester shall ensure that the membership of the committee is representative, to the extent practicable, of the following groups:
  - (a) The forest service, soil conservation service, agricultural stabilization and conservation service, and extension service;
  - (b) Representatives of:
    1. Local governments
    2. Consulting foresters
    3. Environmental organizations
    4. Forest products industry
    5. Forest landowners
    6. Land-trust organizations
    7. Conservation organizations
    8. The state fish and wildlife agency, and
    9. Any other individual determined appropriate by the state forester.

Note: The composition of the committee is as directed in the act.

- (2) **ROLE OF THE COMMITTEE.** The committee shall make recommendations to the state forester on administration of the forest stewardship program.

## NR 47.004 PROJECT REPORTS

- (1) **APPLICABILITY.** The provisions of this section apply only to subchapters I, II, IV and V.
- (2) **INTERIM REPORTS.** Each grant recipient may be required to submit to the department at no less than 3 month intervals, depending on the project period, by written request of the department, one or more interim reports which contain details of progress, findings, problems and other information regarding the status of the project.
- (3) **FINAL REPORTS.** Each grant recipient shall submit a final report to the department within 90 days after the grant expiration date. The final report shall include the following:
  - (a) Documentation of all project activities conducted during the grant period.
  - (b) Documentation of all project modifications that may have occurred, including the explanation of why modifications were necessary.
  - (c) Documentation of all public information and educational activities which were conducted.
  - (d) The conclusions and expected project results.
  - (e) An appendix that includes all references and supporting documents for the final report. A summary of all the applicable state and federal laws and regulations shall be made part of the applicant's appendix.

## NR 47.005 GRANTEE ACCOUNTABILITY

- (1) **APPLICABILITY.** The provisions of this section apply only to subchs. II, IV and V.
- (2) **RECORDS MANAGEMENT.** The grant recipient shall maintain an accounting system that accurately reflects all fiscal transactions, incorporates appropriate controls and safeguards, and provides a good audit trail, particularly to source or original documents, as directed in the project agreement.
  - (a) Fiscal controls and accounting procedures. Financial schedules and statements filed with grant applications and payment requests shall be based on records maintained under generally accepted accounting principles which meet the following minimum requirements:
    1. Project accounts shall separate grant receipts and eligible expenditures from those allocable to other programs and activities.
    2. Receipts and expenditures shall be listed in sufficient detail to provide a basis for accurate and complete program reporting.
    3. All project receipts shall be identified in sufficient detail to reflect their source and purpose.
    4. Supporting records for all project expenditures shall be itemized in detail to indicate the nature and appropriateness of each. Proof of payment, such as canceled checks or receipts from vendors, shall be maintained.
    5. Payroll records that reflect actual project hours worked by each employee as well as allocable gross wages and fringe benefits paid shall be maintained. Time and attendance records describing the work performed, specifying project hours worked by day, and both signed by the employee and bearing evidence of management review/approval, shall be maintained, along with computations showing hourly pay rates and allocation of fringe benefits.
  - (b) Consultant, construction and service contracts. Any work totaling \$10,000 or more per year shall be covered by a formal contract or agreement specifying financial terms, contract duration and services to be rendered.
- (3) **RECORDS RETENTION AND AUDITING.** The grantee shall retain all records pertaining to its project and make them available to the department on request for three years from the date of the final payment.

#### NR 47.006 GRANT VARIANCES

- (1) The department may approve in writing variances from non-statutory requirements of this subchapter upon request of the grantee when it is determined that variances are essential to effect necessary actions or department objectives, and where special circumstances make variances in the best interests of the state. Before granting a variance, the department shall take into account factors such as good cause, circumstances beyond the control of the grantee and financial hardship.
- (2) The department shall no later than September 30 notify its advisory committees to the stewardship and urban forestry programs of variances requested and granted under this section in the previous 12 months and provide the information to others on request.

#### NR 47.007 GRANT TERMINATION

- (1) The provisions of this section apply only to subchs. II, IV and V.
- (2) The department and a grantee may enter into an agreement to terminate the grant at any time. The agreement shall establish the effective date of termination of the project and the grant award, the basis for settlement of grant termination costs, and the amount and the date of payment of any sums due either party.
- (3) The department may terminate the grant in whole or in part and the grant recipient shall return the full grant amount if the department determines that:
  - (a) There has been no substantial performance on the demonstration project by the grantee, without good cause;
  - (b) There is substantial evidence that the grant was obtained by fraud; or
  - (c) There is substantial evidence of gross abuse or corrupt practices in the administration of the project.

#### NR 47.008 ENFORCEMENT

- (1) The provisions in this section apply only to subchs. II, IV and V.
- (2) The department may impose the following sanctions for noncompliance with the provisions of this subchapter, or any grant made under this chapter:
  - (a) The grant may be terminated under s. NR 47.006.
  - (b) Program costs directly related to the noncompliance may be declared ineligible.
  - (c) Other administrative and judicial remedies may be instituted as legally available and appropriate.
  - (d) Repayment of some or all payments that are related to noncompliance may be required.

## **SUBCHAPTER II - THE FOREST STEWARDSHIP GRANT PROGRAM**

NR 47.01 PURPOSE. The purpose of this subchapter is to establish procedures for the administration of federal grants to provide training to professionals, and education and assistance to landowners to carry out the objectives of the act, including the proper care and management of Wisconsin's nonindustrial privately owned forest lands.

NR 47.02 APPLICABILITY. This subchapter applies to all applicants for and recipients of grants under the forest stewardship program.

### NR 47.03 APPLICATION PROCEDURES

- (1) An eligible applicant, described under s. NR 47.05, may apply for a grant under this subchapter for purposes specified under s. NR 47.01. Applicants shall submit applications on prescribed department forms. Application forms shall include but not be limited to:
  - (a) A title and a description of the project.
  - (b) The objectives to be accomplished by the project.
  - (c) The value and benefits that will accrue from the project, consistent with the purpose of this subchapter.
  - (d) The timetable for completing the project.
  - (e) The estimated costs of the project.
- (2) Applications for grants shall be received by the department no later than the close of business on November 1 unless otherwise provided for on the application.
- (3) The department shall present applications to the committee for its recommendations.
- (4) The department shall evaluate applications to determine which applicants will receive grants according to the standards in this section.
- (5) Successful applicants shall be notified by the department in writing and sent a project agreement. Development work under the project agreement may not proceed until the agreement is signed by the department and the applicant.
- (6) Project agreements shall include, but not be limited to:
  - (a) Title and description of project.
  - (b) Name of project sponsor.
  - (c) Cost of project.
  - (d) All rules pertaining to the project.

Note: Applications are available from the Bureau of Forestry, P.O. Box 7921, Madison, WI 53707.

NR 47.05 ELIGIBLE APPLICANTS. Natural resource agencies, organizations and others interested in promoting the stewardship management of private nonindustrial forest lands are eligible to apply for a grant under this subchapter.

NR 47.06 ELIGIBLE PROJECTS; PREFERENCE

- (1) A project is eligible for funding under this subchapter if the project is capable of and directed towards achieving one or more of the following. Additionally, special emphasis may be placed, on an annual basis, in one of the following areas if designated in the application.
  - (a) Providing direct technical resource management assistance to landowners.
  - (b) Developing information and educational materials and programs on multi-resource stewardship management of forest lands for the general public, and especially landowners.
  - (c) Providing training and education to resource professionals and technicians that assist landowners in the stewardship of their forest lands.
- (2) In selecting projects for grant assistance, the department shall give preference to projects which are directed to accomplish one or more of the following. Preference to any area may be weighted based upon the recommendations of the forest stewardship coordinating committee and acceptance by the state forester.
  - (a) Complementing or continuing projects eligible or approved under this subchapter.
  - (b) Providing statewide or regional benefits.
  - (c) Providing education, training and planning to encourage forest landowner participation in forest stewardship.
  - (d) Improving the public's understanding and awareness of forest stewardship.
  - (e) Providing multiple resource benefits including, but not limited to, soil conservation, wildlife and fisheries habitat improvement, water quality improvement, endangered resources habitat improvement, aesthetics and non-commercial recreation.
  - (f) Implementing, complementing and expanding, rather than duplicating existing programs of government agencies and organizations.
  - (g) Improving forest land management through research.

NR 47.07 ELIGIBLE AND INELIGIBLE COSTS

- (1) **ELIGIBLE COSTS.** Reasonable and necessary project costs which are consistent with the approved project, as determined by the department and incurred during the project period are eligible for grants. Eligible costs may include, but are not limited to:
  - (a) Salaries and fringe benefit costs of personnel engaged in the project;
  - (b) The cost of necessary supplies and equipment used exclusively for project-related purposes over its useful life or the cost of that portion of supplies or equipment used for the project;
  - (c) The costs of leased equipment and facilities for the length of the project;

- (d) The reasonable value of in-kind contributions by the applicant of labor, equipment or facilities as supported by documentation reflecting specific assignment to the project.
- (e) Contract costs of qualified vendors to perform project activities.

## (2) INELIGIBLE COSTS

- (a) Costs not directly associated with or necessary for the implementation of the project as determined by the department are ineligible for grants. Ineligible costs include, but are not limited to:
  - 1. Fines and penalties due to violations of, or failure to comply with, federal, state or local laws or regulations;
  - 2. Ordinary operating expenses of local government applicants, such as salaries and expenses of public officials, which are not directly related to the project;
  - 3. Costs for which payment has been or will be received under another federal or state financial assistance program;
  - 4. Costs incurred in a contract which creates a real or apparent conflict of interest. An apparent conflict of interest arises when an official or employee of a grantee participates in the selection, awarding or administration of a contract supported by this project and:
    - a. The official or employee, or his or her spouse or partner, has an ownership interest in the firm selected for the contract; or
    - b. A person identified in subpar. a. receives a contract, gratuity or favor from the award of the contract.
- (b) Program costs incurred before or after the project period for the grant.

## NR 47.08 GRANT AWARDS; PAYMENT

- (1) Grants shall be awarded subject to execution of the project agreement, as specified in s. NR 47.03(5).
- (2) Grant payments may not be paid until a claim supported by evidence of cost has been received by the department, unless otherwise agreed upon by the department, in writing.
- (3) Payments may not be paid for project modification unless approved by the department.

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