

# Gypsy Moth Suppression Grant Program 2010-11

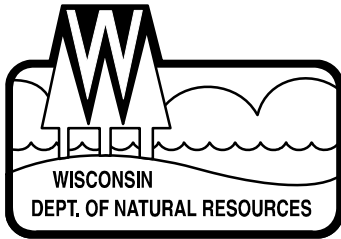
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## Guidelines and Application



Application Deadline  
December 3, 2010





## State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

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To Prospective Applicants for the 2010-11 Gypsy Moth Suppression Program:

The gypsy moth, a foreign tree pest, is now established in Wisconsin. This pest typically goes through periodic outbreaks where its numbers increase dramatically. During outbreaks, entire forests may be defoliated, causing stress and mortality of trees. To prevent this, gypsy moth outbreaks can be treated with insecticide to reduce their numbers to tolerable levels.

We invite you to participate in the 2010-11 Wisconsin Gypsy Moth Suppression Program. This is a voluntary program that involves counties and landowners in a state-organized aerial insecticide treatment to suppress damaging gypsy moth populations. In addition to offering a safe, effective and affordable spray program, the Department of Natural Resources (DNR) will apply to the federal government for a grant to provide cost sharing for these treatments to participants. **Changes in the federal budget for 2011, however, may reduce or eliminate federal funds for this cost-sharing grant. If that occurs, the DNR will not be able to provide this cost reduction to participants but will continue to provide the aerial spray program to suppress gypsy moth populations.**

Applicant counties must designate a county coordinator who will act as a contact for the public and the DNR. County coordinators will be responsible for activities such as communicating with residents and community governments, mapping proposed treatment blocks, collecting spray funds and other administrative tasks. The project period for spraying in 2011 began July 1, 2010 and will end June 30, 2011.

County and DNR bureau applicants must complete the grant application form and submit it with digitized treatment block maps to the DNR postmarked by December 3, 2010. The enclosed packet explains the program in detail. Your regional coordinator will provide you with a Microsoft Excel spreadsheet that the DNR will use to notify entities such as police, fire departments, hospitals and schools prior to spraying. This spreadsheet must be completed according to listed instructions and submitted with your application form.

If you have any questions or would like assistance, contact the DNR staff listed at the end of the packet, or visit the program website at <http://gypsymoth.wi.gov>.

Sincerely,

Mary Rose Teves, Acting Director  
Bureau of Community Financial Assistance

Paul DeLong, Chief Forester  
Division of Forestry



## Introduction

The Wisconsin Department of Natural Resources (DNR) Gypsy Moth Suppression Program is a voluntary partnership that involves the state, counties, municipalities and landowners in a state-organized aerial insecticide treatment to suppress damaging gypsy moth populations.

Counties and DNR bureaus are eligible applicants for this voluntary program, provided they have designated a county or bureau coordinator who is responsible for the implementation of the program in that county or bureau.

Through this program, the primary role of the DNR is to offer a safe, effective and affordable aerial spray program. The DNR also provides partners with technical expertise, resources for education and outreach, and a legal umbrella to deal with the requirements for conducting an aerial spray under Wisconsin law. In addition, the DNR applies to the federal government for a grant that is available to states to provide participants up to 50% reimbursement for the cost of these treatments and associated administrative costs. **Changes in the federal budget each year may reduce or eliminate federal funds for this cost-sharing grant. If that occurs, the DNR will not be able to provide this cost reimbursement to participants but will continue to provide the aerial spray program to suppress gypsy moth populations.**

The Suppression Program on non-DNR lands is offered through counties. Participating counties designate a county coordinator who acts as a contact between the public and the DNR so that the spray treatment can happen in a manner most appropriate and serving of the local area. County coordinators are responsible for tasks that are best done or can only be done at the local level, including determining areas to be sprayed, mapping proposed treatment blocks, communicating with residents and communities, collecting spray funds and disbursing any cost share reimbursement. **County coordinators are not expected to do all of the required work by themselves. They may delegate most tasks to communities, lake associations or volunteers as appropriate, but they do provide oversight within the county.**

**DNR bureau coordinators will administer the spray program for bureau properties, and will delegate many tasks to local property managers.**

Applicants must complete the grant application form and submit it to the DNR with digitized treatment block maps with a **postmark no later than December 3, 2010**. This guide to applying to the DNR Gypsy Moth Suppression Program offers program details and instructions for applicants.

NOTE: Changes to program requirements implemented last year include the following: 1) all eligible spray blocks must now have 50% or more canopy coverage, 2) egg mass surveys must be located at least 150 feet apart, and 3) spray blocks should be a "compact and regular shape" as described on page 8.

## Timeline and Checklist

***\*Dates in bold are requirements found in ch. NR 47, Wis. Adm. Code. The other dates are subject to change.***

**\* "Coordinator" refers to either a county or DNR bureau coordinator**

- September:** DNR conducts suppression program training sessions for county coordinators, municipal contacts and DNR staff.
- September – November:** Coordinator or their designee advertises the availability of the suppression program within their county or DNR bureau.
- September – November:** Coordinator or their designee takes requests for treatment from municipalities, landowners and DNR lands, determines areas proposed for treatment on the basis of these requests and determines if these areas are eligible for the program.
- November 5:** Coordinator provides the DNR suppression program with an estimate of the total acres proposed for treatment.
- December 3:** Applications and digitized maps for the suppression program must be postmarked by the first Friday in December.

- Early December:* Coordinator submits electronic spreadsheet of telephone and email contacts for each treatment block (the Public Services Notification List), including
  - Schools (public and private school principals or directors), licensed daycare providers (directors), nursing homes (directors), hospitals and clinics (nursing supervisors), local health departments (directors), local 911 dispatch (shift supervisors), police (media/outreach liaisons and chiefs), sheriff (sheriffs), fire departments (chiefs), emergency management agencies (directors), other institutions and organizations as needed (such as airport staff, medical flight rescue programs, etc...), and a representative of the municipality who is willing to be the local contact (if applicable).
- December - January 15:** DNR reviews applications and notifies coordinator of block eligibility. Ineligible or incomplete blocks will be revised with the help of the coordinator and local contacts.
- January 15 - March 1:** Public and landowner notification.
  1. Coordinator or their designee notifies the public and landowners within proposed treatment blocks and within a buffer area surrounding those blocks that is determined by the municipality or coordinator, of the following:
    - Location of proposed block.
    - Insecticide to be used, approximate timing of treatment and how to register an objection to treatment of property.
    - Name, address and phone number of coordinator or local designee who will be responding to objections.
  2. Coordinator or their designee notifies the public and landowners in the following forms:
    - Legal notice and press release at least 10 days before the local objector deadline. (See below.)
    - Facilitated public meeting at least 7 days before the local objector deadline. We recommend:
      - Having the meeting prior to February 11.
      - Each county conduct one notification meeting for all participating communities in the county. DNR designees have one meeting for all properties in that county or may combine their notification meeting with the county meeting, at the county's discretion.
      - The coordinator or designee facilitate the meeting.
      - The coordinator or designee be present at each public meeting.
      - A local contact from participating municipalities be present at each public meeting.
    - If you will be doing a mailing, we recommend notification at least 10 days before the local objector deadline containing the information from No. 1 above.
    - Coordinator or their designee keeps a log of phone calls and other responses to the announcement of proposed spray blocks.
  3. Coordinator or their designee works to resolve landowner objections to treatment.
    - February 18: Recommended local objector deadline, which allows 2 weeks for negotiation before the deadline for providing final block boundaries.
    - All municipalities within the county need to use the same deadline set by the county coordinator.
    - Coordinator notifies DNR of objectors and how objections were resolved, before March 4.
- February 15:** DNR provides per-acre cost estimate to applicants once received from contractor.
  - Coordinator arranges for and/or collects total cost of aerial insecticide treatment in that county or DNR bureau.
- February 15:** Applicant enters into an agreement with DNR regarding **potential** local cost sharing and continued eligibility as a grantee. Agreement needs to be signed and returned to the DNR by April 1 in order to participate in the program.
- March 4:** Coordinator provides DNR with final treatment block boundary and acreage, per required specifications.
  - Coordinator or their designee provides final acreage that will be treated if reductions due to objectors were necessary.
  - The portion of the block containing the objector plus up to 250-foot buffer around property will be removed by this date if objection is not resolved.
  - The DNR sends county and bureau coordinators an invoice for total cost of aerial insecticide treatment as soon as is practical.
- April 1:** Coordinator signs and returns grant agreement.

- April:** Coordinator submits total cost of aerial insecticide treatment to the DNR suppression program within 30 calendar days of invoice or by April 30, 2011, whichever comes first.
- Mid-April:** DNR conducts spray observer training.
- Early May to early June:** Coordinator and/or designees conduct larval hatch and development sampling to help time the spraying.
- Mid-May to early June:** Aerial insecticide treatment. Coordinator arranges for ground observers when spraying is planned.
- Late June:** Coordinator arranges for post-suppression evaluation if needed.
- July 15: If federal funding is available, county coordinator submits a record of expenses for administrative costs incurred during the period from the previous July 1 through June 30, if reimbursement for these expenses is desired.**
- By September 30:** If federal cost sharing is available, the coordinator receives a check for reimbursing spray program participants and distributes the reimbursement to those who paid for the treatments.

## How to Select a County Coordinator

**Definition:** The county coordinator is a person who acts as a contact for the public and the DNR, coordinates the logistics of a suppression spray in the county, and is officially designated by the county to this role. County coordinators do not administer spraying on DNR lands.

- The county coordinator position is part-time, with busy periods September through November and again in February through the spray season in May or June.
- The DNR requires the person filling this position to be responsible to all landowners within the county and be able to complete all local tasks by their deadlines (or ensure that they are completed by others).
- Any arrangement that can fulfill these requirements is acceptable. Counties may assign the work to a current employee, hire a part time employee, contract the work out, share a coordinator between counties, appoint a volunteer or appoint a willing municipal employee.
- A participating county will usually designate the county coordinator by resolution or contract.
- Counties may add their administrative costs to the treatment cost when billing landowners or communities for the spray program services.

## Duties of the County Coordinator

***\*The County Coordinator may delegate many of these tasks to the local level, yet remains responsible for ensuring that the work is completed.***

Most of the duties of the county coordinator, established in ch. NR 47.913, Wis. Adm. Code are listed below. Although the ultimate responsibility for these tasks lies with the county coordinator, **tasks may be delegated to the municipal level.** County coordinators are responsible for meeting DNR dates in the timeline, although they may implement earlier deadlines for participating municipalities.

- Determine proposed treatment areas.
  - ✓ Respond to requests for assistance from residents and keep an electronic log of names, addresses and phone numbers of property owners who call throughout the summer with concerns about gypsy moth.
  - ✓ Conduct or coordinate egg mass population surveys within the proposed spray blocks to determine if the areas are eligible (detailed instructions for these surveys are provided by the DNR).
  - ✓ Determine whether the areas proposed for treatments are eligible by using ground observations or aerial photos of canopy cover and proportion of host trees.
  - ✓ Identify and map the treatment blocks in GIS format and send them to the DNR.

- ✓ Complete and file all applications with the DNR (this task may not be delegated to someone else by the county coordinator).
- Serve as the local source of information and assistance for residents regarding the county's participation in the suppression program.
  - ✓ Advertise the availability of the suppression program in the county.
  - ✓ Notify residents within eligible treatment blocks and surrounding areas by all of the first three methods below. (The fourth method is optional.)
    1. Publication of a Class One legal notice in a local newspaper.
    2. A press release.
    3. A public notification meeting.
    4. A direct mailing to landowners is **optional** though recommended in communities participating for the first time. Direct mailings are eligible for cost sharing if it is available.
  - ✓ Maintain a Public Notification Response log to record all phone calls and public contact that occurs in response to the public notification of proposed spray blocks. **Note:** This log must be submitted to the DNR in April. See log sheet details below.
  - ✓ Accommodate residents within the proposed spray blocks who object to treatment of their property. The coordinator or local delegated person should talk with the objector to determine the reason for objecting to treatment. Frequently, the objector will remove his or her objection when provided with additional information or the option of being notified prior to spraying. The DNR provides direct email notification during the spray program to any person who registers for this service. If the objector does not drop their objection the block must be revised or dropped. The coordinator or local delegated person will notify all residents whose property will not be sprayed if a block is revised or dropped.
- Serve as financial administrator regarding the county's participation in the suppression program.
  - ✓ Collect money for aerial treatments from participating communities and landowners. See Page 10 for more details on how this can be done.
  - ✓ If federal cost sharing is available:
    - The county coordinator may submit a reimbursement request to the DNR for county and municipal administrative costs which includes records of these expenses.
    - The county coordinator must redistribute cost share to those who paid for treatment and administrative costs. The county may reimburse itself first to the maximum of 50% of its net costs before redistributing the remaining cost share to participants. (This task may not be delegated to someone else by the county coordinator.)
- Provide DNR with local hatch and development data to time the spraying, and assist on spray days.
  - ✓ Attend hatch and development/ground observer training and provide hatch and development data for use in properly timing treatments.
  - ✓ Assist during the spray treatments in that county.
  - ✓ Perform a post-treatment evaluation, if needed. (See details below.)

**Using the public notification response log sheet:**

**\*Call log must be supplied to the DNR electronically.**

- Use this form to maintain a record of phone calls, emails and other public contacts that occur in response to public notification of proposed spray blocks. Copy the form as needed. Log Sheets do not need to be broken down by individual treatment block.

- Public Notification Response Log Sheet forms are **due April 1 in an electronic format**.
- A summary of the electronic record of all responses will be published in the Environmental Assessment and submitted to the USDA Forest Service to document the response to proposed treatments.

### **Post-suppression treatment evaluations:**

The DNR will conduct aerial or ground surveys of all suppression blocks after treatment. If we find defoliation, we may ask county or municipal contacts to examine the area with us to determine why defoliation occurred.

## **Duties of DNR Property Managers**

- DNR lands may apply directly to the program through their bureaus
- Each participating DNR bureau will appoint a 'bureau coordinator' to oversee spraying on all properties managed by that bureau. Many duties will be delegated to individual property managers that are requesting aerial spraying.
- In order to participate, a DNR property must have an approved gypsy moth management plan. Contact gypsy moth program staff for more details.
- Program requirements are very similar to requirements and timelines for counties. (See the timeline in these guidelines for details).
- Each bureau will have its own internal procedures for submitting applications, securing funding, prioritizing treatments when funds are limited, etc. Contact your bureau or DNR gypsy moth staff for details.
- If non-DNR land is included in the proposed aerial treatment area, the procedures for responding to objectors are the same as for county coordinators

## **How to Select a Municipal Contact**

**Definition:** The municipal contact is an employee or volunteer who works closely with the county coordinator. This person may be the main contact for the residents of that community, and coordinates the logistics of a suppression spray within the municipality. They may serve in other capacities as agreed to with the county coordinator and the DNR.

## **Duties of the Municipal Contact**

Counties often run their suppression spray programs through the municipalities and allow each municipality to determine where spray treatments are needed in their community and collect funds for the treatments. The county combines all of the applications and payments and officially applies to the DNR on behalf of the entire county. Therefore, duties of the municipal contact are commonly the same as the duties of the county coordinator, but at a more local level. The **only** duties listed above for the county coordinator that cannot be performed by a municipal contact are:

- Complete and file all applications for the entire county. This includes the Suppression Program application and the application for cost share reimbursement. Municipal contacts may fill out the forms, however, for signature by the county coordinator.
- Receive the check for the county for cost share reimbursement from the DNR. County coordinators may give municipal contacts their municipality's share of the reimbursement and require them to distribute it appropriately to those who paid for treatment and administrative costs.

Also, municipalities may need to work with adjacent municipalities when infestations and proposed treatment areas cross municipal boundaries.

Note: Some municipal governments do not participate in the program. Landowners in these municipalities should contact the county coordinator for advice on how their municipality could participate in the spray program or how they might otherwise obtain treatment.

# How to Determine Treatment Areas

## Eligibility requirements:

Each treatment block in the grant application will be reviewed to determine eligibility using the checklist below. A portion of the spray blocks will be visited for a field inspection. Eligible treatment blocks must include the following:

- A. At least 20 contiguous acres in a **compact and regular shape**; blocks may include multiple landowners. (See **NOTE** below.)
- B. Canopy coverage of 50% or more (see definition and instructions below)
- C. 50% or more of the canopy must be moderately or highly-susceptible hosts. (See definition below.)
- D. The following minimum average number of egg masses per acre:
  - 500 egg masses per acre on residential land or high-use recreational land.
  - 1,000 egg masses per acre on rural land.
  - See below for instructions on conducting a 1/40 acre egg mass survey.

## **NOTE:**

1. To be considered a compact and regular shape, all parts of all proposed spray blocks should be at least 300 feet in width AND
2. Borders of blocks must be straight lines with the exception of shorelines of rivers or lakes. Fractions of a spray swath width may not be treated. Swaths will usually be 150' but may be 100' in width if a twin-engine airplane is required.
3. Proposed spray blocks that are **less than 50 acres** have additional criteria to be considered compact and regular.
  - a) Blocks should have a width of at least 300 feet and a total width close to an even multiple of 150 feet reflecting a full swath width by the applicator aircraft. Fractions of a spray swath width may not be treated.
  - b) When accommodating objectors, the remaining block width should be at least 300 feet. Additional width should be close to an even multiple of 150 feet. Fractions of a spray swath width may not be treated.
  - c) All block corners should be right angles. Natural shorelines are exempted from this requirement, but applicants should know that fractions of a spray swath width may not be treated.

## Targeting spray treatment blocks:

It is highly recommended that counties and municipalities consider what areas would benefit most from treatment and whether the landowners would be willing to pay for its protection. The areas most threatened by an outbreak include a combination of where the pest is present in high numbers and where its favorite trees are located.

Complaints of nuisance caterpillars or defoliation in the current summer are two easily observable indicators of potential problems next summer. Egg mass surveys can also be done to predict the population for next year. These surveys are a requirement for blocks submitted through the DNR Suppression Program.

Consider the distribution of the favored hosts in the area you are considering spraying (see below for a list of favored hosts). You may be able to exclude some areas that would never be damaged because they have no favored trees. Conversely, you may want to extend your spray block to cover areas dominated by favored trees which are likely to be severely damaged by an outbreak. Aerial photos can indicate areas covered in susceptible species, such as oak, that could be considered for treatment. These photos will also show areas dominated by conifers and areas that are open fields, and should not be included in a spray treatment area. (See the resources below to find out where aerial photos are available for your use.)

Finally, when determining the area threatened, also keep in mind whether the landowners are likely to be willing to pay for its protection. The economic and emotional value of the trees is one factor to consider. In residential or recreational areas the trees are of much higher value, and therefore, tolerance for defoliation and tree mortality are much lower than in woodlots. In woodlots the cost of spraying may exceed the value of the timber saved. Thus, a property owner whose land contains high value trees may be willing to pay for spraying, whereas a landowner with lower-value trees may not. However, trees growing on very sandy soil, those already in poor health, or those weakened by drought stress may suffer very heavy mortality and thus protection would be needed if catastrophic loss is to be avoided.

### **Resources to help plan treatment blocks:**

- Printable aerial photos are available online at Google Maps ([www.google.com](http://www.google.com)) or Yahoo Maps ([www.yahoo.com](http://www.yahoo.com)).
- Plat maps can be obtained from the County Clerk or Land Information Office.
- Parcel maps can be obtained from the municipal government, and are often available online at the county's GIS or Land Information Office website.

### **Definition of high-use recreational land:**

High-use recreational land is used primarily for recreation and where trees are at a similar density, stress level, and individual value to those in residential areas. This category includes campgrounds, urban parks, playgrounds, and the areas within 500 feet around parking areas, trail heads and boat landings.

### **Instructions for estimating canopy coverage:**

From the ground, look for the total coverage of the canopy over an area, not the number of trees. Single large trees can have a canopy that covers a considerable area. What percentage of the total ground area of the block do trees shade?

Rule of thumb: If most of the trees in an area are less than 25' in height, it may be difficult to achieve the 50% minimum canopy coverage.

### **Definition of susceptible host trees for use in eligibility criteria:**

50% of the canopy must be made up of any combination of the following:

- a. Overstory species: Apple and crabapple, basswood (or linden), big-tooth and quaking aspen, white and river birch, box elder, tamarack, mountain ash, poplar, oak, willow, pine (except scotch), spruce, hemlock or chestnut
- b. Understory species: Alder, crabapple, hawthorn, hazelnut, hop hornbeam (or ironwood), Amelanchier (juneberry or serviceberry), sumac or witch hazel

### **Instructions for conducting a 1/40<sup>th</sup> acre fixed radius egg mass survey:**

- a. Select an area that is representative of the treatment block in terms of tree species, tree density and property type of interest (residential or woodlot, for example).
- b. Take a stake with an 18 ½' long string attached and outline a circle.
- c. Count all current year's egg masses on everything that falls within the circle. Use binoculars to find fresh egg masses high in trees. Also count this year's egg masses that have been treated with egg mass oil; these represent egg masses that can't be seen higher in the tree. Estimate the number of new egg masses in the circle if more than 50.
- d. Egg mass surveys must be at least 150 feet apart in order to get a good representation of the true population.
- e. Required minimum number of survey plots per treatment block:
  - 20-50 acres, 3 survey plots required.
  - 51-100 acres, 4 survey plots required.
  - 101-200 acres, 6 survey plots required.
  - > 200 acres, 6 survey plots plus one plot for each additional 100 acres.
  - If there is significant variation in the survey results, perform more surveys until the distribution of the population becomes clearer. You may choose to alter preliminary block boundaries, or you could have a very concentrated population that might be better treated by oiling the egg masses and spraying from the ground.
- f. Minimum average number of egg masses required:
  - 12.5 egg mass average among the survey plots x 40 = 500 egg masses/acre.
  - 25 egg mass average among the survey plots x 40 = 1,000 egg masses/acre.
- g. Mark the location of each 1/40<sup>th</sup> acre egg mass survey plot with a circle in black on all maps.
- h. Mark the results of each 1/40<sup>th</sup> acre egg mass survey to the right of the survey plot circle on all maps.

### Naming treatment areas:

In order to track blocks we need unique names for them. Please name each block using the county name plus a block number. We will use this name to organize statewide activities where a local name would be confusing. Numbering a county's blocks from west to east or north to south is suggested. We also ask that you provide a more local identifier such as 'Madison 3' or 'Appleton Pierce Park' to help with ease of identification.

## **How to Fund Spraying in the Gypsy Moth Suppression Program**

There are many options for collecting payment for spray treatments and administrative costs. These include:

- Payment from municipal or county general revenues.
- A special assessment or special charge on properties, either a flat charge or based on the size of the parcel.
- Implementing a mill rate adjustment to pay for spraying.
- Sharing the expense between landowners and municipalities.
- Payment through a community group such as a lake association, lake district or group formed specifically for control of gypsy moth in a given area.
- Landowners directly pay for the spraying.
  - ✓ This works well with individual woodlot owners, but has been problematic in residential areas with many smaller parcels due to erratic participation and difficulty in contacting seasonal residents. Difficulties have also been experienced when several adjacent woodlot owners apply to the program, but one later decides not to pay. It is best to get the money prior to application and plan to collect more than may be estimated to cover any changes in costs.
  - ✓ Because of difficulties in reaching all residents, the county coordinator should start collecting money months in advance of April 1 and may want to have landowners sign an agreement. Collecting more funds than are needed is recommended due to non-payment by some landowners.
  - ✓ The county coordinator may want to assign block coordinators to assist with collecting money and serve as ground observers.
  - ✓ The county coordinator will be responsible for obtaining payment for all of the area submitted in the application, with the exception of endangered resource or objector exclusion areas.
- When budgeting, plan for administrative expenses to range from \$5-\$25 per acre. Small treatment blocks are likely to have higher administrative costs per acre. Excessive administrative expenses may be subject to audit by both the USDA Forest Service and the DNR.

## **Cost Reimbursements**

Counties and DNR bureaus are eligible applicants for cost share funding through this program, provided they have designated a county or bureau coordinator who is responsible for the implementation of the program in that county or bureau.

### How are costs reimbursed, if cost sharing funds are available?

An estimate of the per acre cost should be known by mid-February and a final invoice will be sent soon after. **Grantees will pay the entire cost of their aerial spray within 30 days of invoice or by April 30, 2011, whichever comes first.**

Grantees will incur costs for both aerial treatment and associated administrative work prior to reimbursement. Grant reimbursement requests, complete with records of eligible administrative expenses, must be postmarked by July 15, 2011, for the period beginning July 1, 2010 and ending June 30, 2011.

One check for cost share reimbursement of aerial treatments and administrative expenses will be sent after the final grant reimbursement requests (due July 15) are reviewed. Grantees are responsible for all costs that exceed the amount reimbursed. Expenses must be reasonable and necessary for completion of the program.

Note: Cost share reimbursement is now a maximum of 50% for all land ownership types.

The DNR reimbursement check will be made payable and sent to the grant sponsor. The grant sponsor may then divide the reimbursement among municipalities if necessary under the agreements made with them. Reimbursements for DNR lands will be returned to each participating bureau.

Note: The county may use these funds to first reimburse up to 50% of its net administrative costs, before returning the remaining funds to landowners or communities that paid for the spraying.

## How to Track Eligible Administrative Expenses

Administrative expenses related to participation in the suppression program are eligible for partial reimbursement if cost sharing is available and if they are appropriately tracked and documented in the grant reimbursement request. Participants are encouraged to keep track of administrative expenses, but this is not a requirement if not applying for a cost sharing grant.

- Track administrative expenses as they occur during the entire grant year, as thoroughly and accurately as possible.
- **The cost of aerial application is not considered an administrative expense and will automatically be added to grant reimbursements.**
- Expenses are cost shared only for treatment blocks that receive aerial insecticide treatment as part of this program.
- Lists of eligible and ineligible administrative expenses are provided in the Frequently Asked Questions section at the end of this guide.
- Copy the grant Reimbursement Request Form for each block; you may copy the worksheets for each block **OR** consolidate the worksheets into one and indicate how the expenses are divided per block (i.e., percentage, divided equally, etc.).
  - The Mileage Tracking Worksheet is used to document vehicle use associated with each treatment block (see DOT rate details below).
  - Use the Cash Expenditures Summary to itemize all other categories of eligible administrative expenses, except mileage and personnel. This includes supplies, maps, postage, educational materials, landowner notification supplies and other expenses directly related to the Gypsy Moth Suppression Program.
  - Use the Labor Services Worksheet to track individual names, work descriptions, salary/wage (not including benefits), benefit rates and the total amount of labor expenses (see DOA fringe rate details below).
- Proof of payment documentation for the expenses must be kept on file. These include invoices, receipts, canceled checks, copies of newspaper advertisements, time sheets, and mileage records.
- An expense is eligible on the date the service takes place, rather than the date the invoice arrives.
- Expenses are subject to audit by the DNR and the USDA Forest Service. All records related to a grant must be retained for a minimum of four years following reimbursement.
- Establishment of adequate internal systems of financial control following generally accepted accounting and auditing principles is necessary.

### **DOA fringe rate and DOT mileage rates used:**

The DOA fringe rate is used to set the maximum limit for fringe benefit reimbursement. Use the lesser of the actual county rate or the DOA rate to reimburse fringe benefits.

- Current DOA rate for permanent/project/seasonal and limited term employees will be sent to sponsors in June.

The DOT rate is used to set the maximum limit for mileage reimbursement. Use the lesser of the actual county rate or the DOT rate to reimburse mileage.

- The current DOT rate will be sent to sponsors in June.

## Grant Application Due Dates for County Coordinators

**December 3, 2010:** Send completed application materials postmarked by the first Friday in December to the DNR staff contact for your county, listed on page 15. Each treatment block requires the following information. Copy the forms for each additional treatment block as needed. Submit 2 copies of application materials including maps for each block.

- Grant application pages one and two, Parts 1 through 7.
- Digitized map in ESRI's shapefile format in Wisconsin Transverse Mercator (WTM) NAD83/91 projection. For projection parameters see <http://www.dnr.state.wi.us/maps/gis/wtm8391.html>.
- 2 printouts of the digitized map.
- For residential areas, one parcel map showing spray block boundaries.
- For woodlots, one plat map showing spray block boundaries.
- Completed municipal and emergency services contact list on electronic spreadsheet.

### April 1, 2011

- Signed Grant Agreement due to DNR
- Electronic Public Notification Response Log Sheets are due following the notification process

**April 2011:** Payment for the total cost of aerial insecticide treatment is due to DNR within 30 calendar days of invoice or April 30, whichever occurs first

**July 15, 2011:** If federal cost share funding is available, reimbursement requests for administrative expenses are due to your DNR staff contact for expenses incurred from July 1 through June 30. (If expenses are divided equally or by a percentage per block, indicate such and submit 1 set of grant reimbursement request documents with an explanation or spreadsheet detailing block breakdown.) Each payment unit (usually all blocks within a community) requires the following information:

- Eligible Administrative Expense Summary (Page 1).
- Mileage Tracking Worksheet (Page 2).
- Cash Expenditures Summary (Page 3).
- Labor Services Worksheet (Page 4)



## Frequently Asked Questions about Applying for the Gypsy Moth Suppression Program

### Why should a block be a “compact and regular” shape?

The aircraft used in the Suppression Program apply the pesticide in adjacent, parallel swaths to ensure all parts of a block are covered. The aircraft's equipment can only produce a swath width of 100 or 150 feet, depending on which aircraft is used. Rectangular spray blocks with widths that are close to evenly divisible by 150 feet are most effectively treated from the air. If spray block boundaries have acute angles or curves, the aircraft will not be able to apply treatment to parts of the block that are less than 150 feet in width. The Suppression Program cannot legally treat areas outside of the spray block to make sure that all of an irregularly-shaped block is sprayed. The parameters for a “compact and regular” shaped block are provided so that spray blocks created can be effectively treated.

### What is considered a “compact and regular” shape?

1. To be considered a compact and regular shape, all parts of all proposed spray blocks should be at least 300 feet in width AND
2. Borders of blocks must be straight lines with the exception of shorelines of rivers or lakes.
3. Fractions of a spray swath width may not be treated.
4. Proposed spray blocks that are **less than 50 acres** have additional criteria to be considered compact and regular.
  - Blocks should have a width of at least 300 feet and a total width close to an even multiple of 150 feet reflecting a full swath width by the applicator aircraft. When accommodating objectors, the

remaining block width should be at least 300 feet. Additional width should be close to an even multiple of 150 feet.

- All block corners should be right angles. Natural shorelines are exempted from this requirement, but applicants should know that fractions of a spray swath width may not be treated.

#### **What administrative expenses are eligible for cost sharing, if it is available?**

- Topographic maps, aerial photos and personal safety equipment.
- Communication supplies, including the rental of communication equipment used to coordinate the aerial treatment. Costs incurred for cellular phone service is eligible but limited to the period of April 20 through June 10, if the expenses are directly related to aerial treatments.
- Landowner notification supplies, including supplies and postage for notification mailings, costs of publication of legal notices, costs associated with the public meeting to discuss specific proposed spray blocks, phone bills and documented proportion of office rental.
- Educational materials, including the costs of producing or reprinting publications, literature and maps necessary to inform the public generally about the suppression program.
- Newspaper advertisements relevant to the spray program, including the announcement of autumn informational meetings and winter notification meetings.
- Personnel costs including salary, wage and benefits, not to exceed the Department of Administration (DOA) fringe rate, for time administering the cost share program. 'Personnel Costs' includes the county coordinator and municipal contact, contract employees, administrative support, temporary employees and accounting support--which provide services such as attending DNR training sessions, preparing applications, egg mass surveys in treated spray blocks, collecting treatment funds and hatch and development sampling used to time the spraying. For mileage accrued in vehicles used in preparation of sprayed blocks and during suppression activities, the Department of Transportation (DOT) equipment rate may be used if there is no locally established rate. The local rate may not exceed the DOT rate.

#### **What administrative expenses are not eligible for cost sharing?**

- Costs associated with treatment blocks that are not sprayed through this program. This includes treatment blocks that withdraw from the program prior to spraying.
- Costs associated with treatments for gypsy moth other than aerial spraying done through this program. Examples include expenses for barrier bands, collection bands, pesticides applied by ground and oiling egg masses.
- Cost of capital equipment that is not directly necessary or dedicated to the completion of the suppression project including autos, trucks, buildings, computers, and copiers.
- Cost of surveys and biological evaluations in areas other than the treatment blocks.
- Salaries of temporary and permanent personnel for time not directly related to the suppression project. Volunteer time is not eligible for cost share.
- Attendance at professional meetings and conferences.

#### **What pesticides are used in the Suppression Program and how does the DNR decide on these products?**

Most blocks in the Suppression Program are treated with an insecticide containing *Bacillus thuringiensis* Kurstaki (Btk) as the active ingredient. Btk insecticides affect some species of caterpillars, including the gypsy moth, and have an active life of 4-7 days once sprayed. They are fairly environmentally benign and can also be safely used near water. Impacts on human health, wildlife, fish and other insects are minimal.

For situations where federal or state-listed threatened or endangered moths and butterflies occur within a spray block, the state program has access to the gypsy moth-specific, viral insecticide 'Gypchek,' allowing treatment of these blocks. This product is not commercially available.

#### **What is the difference between the DNR's Suppression Program and the Department of Agriculture, Trade and Consumer Protection's (DATCP) Slow the Spread Program?**

- The goal of DNR's Suppression Program is to protect valuable trees from mortality by controlling gypsy moth population outbreaks in areas where the gypsy moth is established. The suppression program sprays only where landowners and local governments request treatment.

- The goal of DATCP's Slow the Spread (STS) Program is to attack low and isolated populations of gypsy moth, west of the area where the pest is generally established in an effort to reduce the rate of expansion by this pest into new areas. The populations treated by the STS program are very low and do not pose a threat of defoliation. The STS program treats areas on the basis of trapping results. Landowners or communities cannot request areas be treated by the STS program.
- To see general program boundaries, visit <http://gypsymoth.wi.gov>.

For more information on this subject, visit our cooperative web site at the following address:

<http://gypsymoth.wi.gov>



## DNR Gypsy Moth Contacts

To find out if there is a county coordinator or municipal contact for your county, visit <http://gypsymoth.wi.gov> and link to the suppression program for the current listing. If a county is not listed, contact the regional coordinator nearest you.

**Note: Counties may have a different DNR staff contact for this program year**

|  |   |
|--|---|
| <p><b><u>Northeast Wisconsin:</u></b> Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, Waupaca and Winnebago Counties</p> <p><b><u>Southeast Wisconsin:</u></b> Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington and Waukesha Counties</p> <p><b>Bill McNee</b> - Gypsy Moth Suppression Coordinator</p> <p>2984 Shawano Ave.<br/>Green Bay, WI 54313<br/>Telephone: (920) 662-5430<br/>Fax: (920) 662-5159<br/>Email: <a href="mailto:Bill.Mcnee@wisconsin.gov">Bill.Mcnee@wisconsin.gov</a></p> | <p><b><u>Central Wisconsin:</u></b> Adams, Green Lake, Juneau, Marathon, Marquette, Monroe, Portage, Waushara and Wood Counties</p> <p><b>Beginning November 8, 2010</b></p> <p><b>Mike Hillstrom</b> - Forest Health Specialist</p> <p>473 Griffith Avenue<br/>Wisconsin Rapids, WI 54494<br/>Telephone: (715) 421-7800<br/>Fax: (715) 421-7830<br/>Email: to be determined</p>  |
| <p><b><u>Southwest Wisconsin:</u></b> Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock and Sauk Counties</p> <p><b>Mark Guthmiller</b> - Forest Health Specialist</p> <p>3911 Fish Hatchery Rd<br/>Fitchburg, WI 53711<br/>Telephone: (608) 275-3223<br/>Fax: (608) 275-3338<br/>Email: <a href="mailto:Mark.Guthmiller@wisconsin.gov">Mark.Guthmiller@wisconsin.gov</a></p>  | <p><b><u>Northern Wisconsin:</u></b> Ashland, Florence, Forest, Iron, Langlade, Lincoln, Oneida and Vilas Counties</p> <p><b>Brian Schwingle</b> - Forest Health Specialist</p> <p>107 Sutliff Ave.<br/>Rhineland, WI 54501<br/>Telephone: (715) 365-8908<br/>Fax: (715) 365-8932<br/>Email: <a href="mailto:Brian.Schwingle@wisconsin.gov">Brian.Schwingle@wisconsin.gov</a></p> |
| <p><b>For statewide gypsy moth questions, contact:</b></p> <p><b>Andrea Diss-Torrance</b> - Gypsy Moth Program Coordinator, Division of Forestry</p> <p>101 S. Webster St., Box 7921<br/>Madison, WI 53707-7921<br/>Telephone: (608) 264-9247<br/>Fax: (608) 266-8576<br/>email: <a href="mailto:Andrea.DissTorrance@wisconsin.gov">Andrea.DissTorrance@wisconsin.gov</a></p>  | <p><b>For grant questions, contact:</b></p> <p><b>Sue Kocken</b> - Gypsy Moth Grant Manager, Government Outreach Team</p> <p>2984 Shawano Ave.<br/>Green Bay, WI 54313<br/>Telephone: (920) 662-5487<br/>Fax: (920) 662-5418<br/>email: <a href="mailto:Susan.Kocken@wisconsin.gov">Susan.Kocken@wisconsin.gov</a></p>  |

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Wisconsin Department of Natural Resources  
PO Box 7921  
Madison, WI



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**Notice:** Information requested on this form is required to apply for a grant under ch. NR 47, Wis. Adm. Code. The Department will be unable to process your application unless you complete and submit this form **postmarked by the First Friday in December**. Personal information collected will be used for program administration and may also be made available to requesters under Wisconsin's Open Records law [ss. 19.31 – 19.39, Wis. Stats.]

**Part 1: County or Bureau Coordinator Information**

|                      |       |          |                   |            |  |
|----------------------|-------|----------|-------------------|------------|--|
| County or DNR Bureau |       |          | Coordinator Title |            |  |
| Coordinator Name     |       |          | Daytime Phone     |            |  |
| Street               |       |          | Email Address     |            |  |
| City                 | State | ZIP Code | Fax               | Cell Phone |  |

**Part 2: Local Contact Information**

|                              |       |          |               |            |  |
|------------------------------|-------|----------|---------------|------------|--|
| Municipality or DNR Property |       |          | Contact Title |            |  |
| Contact Name                 |       |          | Daytime Phone |            |  |
| Street                       |       |          | Email Address |            |  |
| City                         | State | ZIP Code | Fax           | Cell Phone |  |

**Part 3: Treatment Block Information**

Complete the following information for **EACH** block. Copy this form for **EACH** additional treatment block. Include all section numbers that fall within the block.

|   |  |   |      |       |         |
|---|--|---|------|-------|---------|
| County name & number of block   |  | Municipality or DNR property name & number if more than one |      |       |         |
| Site Description , select one   |  |   | Town | Range | Section |
| <input type="checkbox"/> Residential Urban/Suburban <input type="checkbox"/> Residential Rural <input type="checkbox"/> Woodlot <input type="checkbox"/> Park or Recreational Lands |  |   |      |       |         |

\_\_\_\_\_ **Estimated total acres in treatment block** (will be cost shared up to 50%)

*Provide a GIS file of gypsy moth treatment blocks in the following format to your DNR regional suppression coordinator:*

1. Shapefile of the treatment block polygons in Wisconsin Transverse Mercator (WTM) NAD83/91 projection (**county coordinates will not be accepted**). For projection parameters see <http://www.dnr.state.wi.us/maps/gis/wtm8391.html>.
2. Each polygon must have a block name (=county name & number), county and treatment type associated to it in the shapefile attribute table. Treatment type will be determined after screening for endangered species, use XX until treatment is determined.
3. For further details on mapping requirements, first consult with your county coordinator. If additional details are needed, contact Nick Clemens, GIS Coordinator at DATCP, (608) 224-4585 or email [nick.clemens@wisconsin.gov](mailto:nick.clemens@wisconsin.gov).
4. Provide 2 printouts of the digitized map

*Include the following information on each map printout:*

- A. The treatment block boundaries. See block design directions in guidelines. Adjacent blocks need to be treated as one block. For communities with more than 1 spray block, include a map that shows block locations relative to one another.
- B. Mark all aerial hazards (radio and cell towers, high power transmission lines, etc.) and institutions in or near a block (schools, hospitals, nursing homes, etc.) with black triangles and identify each triangle with specific hazard or institution.
- C. The location of 1/40<sup>th</sup> acre egg mass survey plots with a black circle.
- D. The results of 1/40<sup>th</sup> acre egg mass surveys to the right of the survey plot circle.

*For residential areas, provide one copy of a tax assessor's map showing the location of residences in each treatment block. For rural areas, provide one copy of a plat map for each block. Keep maps to a maximum size of 11"x17". Mark the following information on each map:*

- A. The treatment block boundaries in red.
- B. The location of each 1/40<sup>th</sup> acre egg mass survey plot with a black circle.
- C. The results of 1/40<sup>th</sup> acre egg mass surveys to the right of the survey plot circle.

**Part 5: Calculating Egg Masses Per Acre**

- Select the appropriate row for the estimated number of acres in the block in Column A.
- Read across the row to find the minimum number of survey plots required in Column B.
- Add the egg mass results together to equal a sum in Column C.
- Divide the sum in Column C by the minimum number of required surveys in Column B to equal an average in Column D.
- Multiply the average in Column D by 40 to get the egg mass per acre in Column E.
- For blocks that contain both residential and rural areas, separate the land ownership categories and conduct the appropriate number of surveys within each area. Contact a Suppression Coordinator for help.

| Column A<br>Number of Acres in Block | Column B<br>Minimum Number of Required Survey Plots       | Column C<br>Sum of Egg Masses in all Survey Plots   | Column D<br>Average Number Egg Masses Per Survey Plot<br>C sum ÷ B = D average | Column E<br>Egg Masses per Acre Estimated from D Average x 40            |
|--------------------------------------|---|---|--|--|
| 20-50                                | 3   | $\frac{\quad + \quad + \quad}{\text{(egg mass)}} = \frac{\quad}{\text{(C sum)}}$                                    | $\frac{\quad}{\text{(C sum)}} \div B = \frac{\quad}{\text{(D average)}}$       | $\frac{\quad}{\text{(D average)}} \times 40 = \quad$ egg masses per acre |
| 51-100                               | 4   | $\frac{\quad + \quad + \quad + \quad}{\text{(C sum)}}$  | $\frac{\quad}{\text{(C sum)}} \div B = \frac{\quad}{\text{(D average)}}$       | $\frac{\quad}{\text{(D average)}} \times 40 = \quad$ egg masses per acre |
| 101-200                              | 6   | $\frac{\quad + \quad + \quad + \quad + \quad + \quad}{\text{(C sum)}}$  | $\frac{\quad}{\text{(C sum)}} \div B = \frac{\quad}{\text{(D average)}}$       | $\frac{\quad}{\text{(D average)}} \times 40 = \quad$ egg masses per acre |
| Over 200                             | 6 + 1 plot for each additional 100 acres (ex: 350 ac = 7) | $\frac{\quad + \quad + \quad + \quad + \quad + \quad + \quad}{\text{(C sum)}}$<br>sum of additional plots as needed | $\frac{\quad}{\text{(C sum)}} \div B = \frac{\quad}{\text{(D average)}}$       | $\frac{\quad}{\text{(D average)}} \times 40 = \quad$ egg masses per acre |

**Part 6: Eligibility Checklist**

**Each** treatment block must meet the following criteria to be eligible for aerial treatment and cost share funding:

- A. The block is at least 20 contiguous acres in a compact and regular shape (check one).  Yes  No
- B. The canopy coverage is 50% or more (check one).  Yes  No
- C. The canopy coverage is 50% or more susceptible hosts (check one).  Yes  No
- D. As determined by 1/40<sup>th</sup> acre surveys, the minimum average number of egg masses per acre is (check one):  
 500 egg masses per acre on residential land and high use recreational land, or  
 1,000 egg masses per acre on rural land
- E. Will the county be requiring pre-payment for all or any portion of administration costs?  Yes  No

**Part 7: Applicant Certification**

I certify that, to the best of my knowledge and belief, data provided on this form is true and correct, and in accordance with ch. NR 47, Wis. Adm. Code. No other state or federal aid, grant or loan programs are used to match this grant (County applicants only).

|  |             |  |             |
|--|-------------|--|-------------|
| County or Bureau Coordinator Signature | Date Signed | Local Coordinator Signature (Optional) | Date Signed |
|--|-------------|--|-------------|

**Mail completed grant application and treatment block digital files postmarked by the first Friday in December to the DNR Regional Gypsy Moth Suppression Coordinator listed in the instructions.**

**For DNR Use Only**

|                           |                                      |                                 |
|---------------------------|--------------------------------------|---------------------------------|
| Date Application Received | Region Coordinator Approval and Date | Grant Manager Approval and Date |
|---------------------------|--------------------------------------|---------------------------------|