

Documenting LIP Expenses, Volunteer Labor, Materials, Equipment

Please note that you will not be able to fill in any fields on this form. A version of this document in which you can fill in can be obtained by contacting the [LIP coordinator](#).

All items being donated or paid for should be included in the project scope in order to be considered in the total eligible costs. Forms to assist you in preparing the documentation are attached (You are not restricted to using only these forms so long as whatever documentation you provide contains the same necessary information).

Expenses: Costs resulting in actual expenditure are eligible for reimbursement.

- A. For Contracted Labor: Documentation = An invoice marked "paid" which includes the work date and work description (your contractor should be able to provide this). If the contractor has done work for multiple sites, denote on the invoice what portion is applicable to LIP.
- B. For Supplies/Equipment Maintenance: Documentation = A copy of the receipt with the item and the date (ex: what you would get from the store register). If the supplies are for multiple sites or the receipt contains several items, denote on the receipt what portion is applicable to LIP.
- C. Salary, wages, and benefits paid to hired workers: Documentation can vary depending on how your system is set up. Possible examples include a copy of the payroll ledger with the applicable payment/worker highlighted, canceled checks, etc. If the worker is responsible for multiple projects, you can denote in some way what proportion of the total is applicable to LIP, or attach a timesheet w/project area & dates if this is how they track it.

Donated Match:

- A. Volunteer Labor. Standard rate for general labor is \$12/hour. The documentation for all volunteer labor/time, must include the following:
 - The name of the volunteer
 - The dates he/she worked
 - The hours worked each day
 - A brief description of the work completed
 - Signature of the volunteer
 - Signature of project management review/approval
- B. Donated Supplies. Value assessed to donated supplies and materials should be based on the market value at the time of donation. The documentation for donated supplies must include the following:
 - Date of Donation
 - The name of the Donating Party
 - The signature of the donating party
 - Signature of project management review/approval

- The value of the donated supplies (market value at time of donation)
 - A brief statement describing the relation to the project work scope.
 - Signature of project management review/approval
- C. Donated Equipment. Standard equipment rates are included in this packet. Please contact the LIP Coordinator if an item is not listed or any questions arise. The documentation for the use of donated equipment must include the following:

- The name of the operator
- The type of equipment used (refer to LIP equipment descriptions / hp)
- The dates the equipment was used
- The number of hours used each day
- A brief description of the completed work
- Signature of project management review/approval

WI Landowner Incentive Program - 2007 Donated Equipment Rates

** Note that these rates are applicable for donated labor and equipment only. Actual rental rates may differ and are applicable at-cost with receipt/proof of payment. Please contact the LIP Coordinator for match rates not included in this list. **

Code	Category	Description	Rate
LIP-BC1	Brush Cutter	Handheld brush cutter / clearing saw	\$10/hour
LIP-BC2	Brush Cutter	Bush Hog	\$24/hour
LIP-BD1	Bulldozer	Agricultural type tractor – 4- wheel drive units, 20 through 64 hp	\$24/hour
LIP-BD2	Bulldozer	Agricultural type tractor – 4- wheel drive units, 65 through 79 hp	\$30/hour
LIP-BD3	Bulldozer	Agricultural type tractor – 4- wheel drive units, 80 through 99 hp	\$32/hour
LIP-BD4	Bulldozer	Track-type, 80 through 99 hp	\$39/hour
LIP-BD5	Bulldozer	Track-type, 100 through 149 hp	\$57/hour
LIP-CS1	Chainsaw	portable (14" bar)	\$8/hour
LIP-FM1	Forestry Mower	Forestry mower (>100 hp)	\$41/hour
LIP-FM2	Forestry Mower	Forestry mower (<100 hp)	\$48/hour
LIP-FL1	Forklift Attachment	For tractor	\$17/hour
LIP-HT1	Hand Tools	steel rakes, shovels	\$3/hour
LIP-VL1	Labor-general	Brush hauling, seeding, fire watchers, etc	\$12/hour
LIP-SL1	Loader	hydraulic	\$18/hour
LIP-MI1	Mileage	Professional miles to/from worksite	0.32/mi
LIP-MU1	Mulcher		\$27/hour
LIP-SK1	Skidder		\$44/hour
LIP-TR1	Tractor	Agricultural type-4 wheel drive, <65 hp	\$23/hour
LIP-TR4	Tractor	Agricultural type-4 wheel drive, 65-79 hp	\$29/hour
LIP-TL1	Trailer	Less than 1 Ton capacity (use manufacturer's rated capacity)	\$10/hour
LIP-TL2	Trailer	1-4 Ton capacity (use manufacturer's rated capacity)	\$12/hour
LIP-TR1	Truck	Rear drive or 4wd, 15,000 lbs and less	\$13/hour
LIP-TR3	Truck	Rear drive or 4wd, 15,001 through 22,999 lbs	\$19/hour
LIP-WE1	Weed Eater	self propelled, hand operated	\$6/hour
LIP-PB1	Prescribed Burn	Area burned < 5 acres	\$100/acre
LIP-PB2	Prescribed Burn	Area burned = 6-10 acres	\$80/acre
LIP-PB3	Prescribed Burn	Area burned = 11-20 acres	\$60/acre
LIP-PB4	Prescribed Burn	Area burned = 21-40 acres	\$40/acre
LIP-PB5	Prescribed Burn	Area burned > 40 acres	\$20/acre

