

WMA-PFGP Frequently Asked Questions

(Updated 2022)

For definitions and more detailed information see [WMA-PFGP Application Instructions](#)

PDF Trouble

- Why won't the PDF open?
 - The application and payment forms are fillable PDFs that allow you to type into the document. These often have trouble opening on people's home computers. They must be opened with Internet Explorer or with Adobe PDF Reader.
 - These forms do not work on mobile devices and must be opened on a computer.
- How do I open the PDF fillable form?
 - See [DNR PDF Help Page](#) for detailed instructions.

General Application

- How much money is available through this program?
 - Currently, each fiscal year, WMA-PFGP receives \$60,000 to allocate to Weed Management Groups. A single Weed Management Group can be awarded up to \$15,000 per grant cycle.
- What pay rate is used for staff time and volunteer labor?
 - The salary/pay rate is based on the individual organization's pay rate. \$15/hour is the standard volunteer labor rate, skilled labor or contract work may be higher.
- Can a WMG apply for several practices in one grant cycle?
 - Yes, single projects that involve multiple practices are encouraged if the project is feasible and able to be completed within the grant cycle. However, a WMG may only apply for a grant once per year, except that a WMG may apply any number of times per year for a rapid response practice.
- Do proposed projects need to include on-the-ground invasive species management?
 - No. There are many invasive plant projects that do not include on-the-groundwork, such as outreach/education, management plan writing and WMG coordination.
- Are travel expenses an eligible cost?
 - No, costs associated with travel to and from sites/events are not a reimbursable and cannot be used as match. For a complete list of eligible and ineligible practices, see [WMA-PFGP Application Instructions](#).

Weed Management Group (WMG)

- Is a "Person Participating" needed even if the practices are not "on the ground" work?
 - Yes. A Weed Management Group must have at least 3 people, one of which is the "Person Participating."

- Who can serve as the “Responsible Party”?
 - Any individual or group can act as the “responsible party” except for state employees. The responsible Party is responsible for tax implications and must submit a W-9 for payment.
- Can public agencies or units of government be part of the Weed Management Group (WMG)?
 - Yes. Government entities may be part of a WMG. All work funded by the grant must be used to support non-industrial private forest land.
- Can public agencies or units of government be the “Person Participating”??
 - No. The person participating must be a non-industrial private forest landowner and all work under the WMA must be done on privately owned land.
- Can work done on public lands be a match for the WMA grant?
 - No. Only eligible costs as defined by NR 47.965(1) are eligible as match. A list of eligible and ineligible costs can be found in the [WMA-PFGP Application Instructions](#).
- Does a WMG need to know all the properties and species that will be managed at the time of application?
 - At the time of application, you must submit a Participation Agreement for at least one “person participating.” If the project involves multiple landowners, each must sign a participation agreement and those must be submitted as part of the reporting requirements. The WMG should know the major target species and their relative abundance in the area that is to be managed.

Eligible Lands

- If an organization, such as a land trust, owns more than 500 acres of nonindustrial private forest lands in the state, are they eligible to be a part of the WMG?
 - Yes, anyone may be a member of the WMG, but they cannot be the person participating or use funding for invasive species management on their property if the cumulative total of land owned by one entity is over 500 acres
- Can a landowner or organization such as a land trust be the “person participating” if they own multiple smaller parcels, but have a total land ownership in the state that exceeds 500 acres of nonindustrial private forest lands?
 - If the total deeded acres of an organization or individual is over 500 acres of nonindustrial private forest lands in the state, they are not eligible to be a “person participating.” The total land ownership under the same name must not exceed 500 acres to qualify for WMA-PFGP, even if it is noncontiguous, scattered parcels.

Eligible Practices

A full list of eligible practices and costs are listed in the [WMA-PFGP Application Instructions](#).

- Can I hire a contractor to complete the practices for my WMA-PFGP grant?
 - Yes, hiring a contractor to complete the proposed practice is an eligible cost. It is encouraged to hire a contractor to help complete your project quickly and efficiently. DNR keeps a list of contractors, some of which do invasive species management, on the DNR website [here](#).
- Are projects focusing on aquatic, wetland, or roadside ditch invasive species eligible under the WMA-PFGP?
 - There must be a clear connection to invasive plants threatening forest ecosystems on private lands. If funds are left over, they cannot be used outside of the scope of the original grant proposal.
- What are Coordination Costs and when should I apply for them?
 - Practice 2 – Coordination can only be used for one-time start-up costs for a WMG, the WMG Coordinator salary for up to one grant cycle, and for assisting a WMG in the formation of partnerships, goals, and objectives for the management of the Weed Management Area. Each WMG can only receive Coordination costs once in the lifetime of the organization.
 - If you have “coordination” costs associated with a specific practice, those should be incorporated into the budget of that practice. For example, if planning an outreach/education event, a group may include funding for the coordination and implementation of that event under the budget for Practice 1 – Outreach/Education.

Reimbursement

- How does the reimbursement process work?
 - Funds will be reimbursed once work has been completed. WMGs can request one partial reimbursement during the grant period and one final reimbursement at the end of grant period. WMGs must submit a Payment Request Form (Form 2400-141b) along with proof of payment for money spent and in-kind match.
- If I submit my W9, will I be responsible for all the tax liability from receiving this grant?
 - Yes, the one submitting the W9 is the “Responsible Party” and will receive the reimbursement payment. The W9 must be submitted with your application but can be revised up to the point of reimbursement.