State of Wisconsin
Department of Natural Resources

Private Forestry
Handbook
2470.5

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CHAPTER 1

PROGRAM GUIDELINES

INTRODUCTION

This handbook provides guidelines to be followed in forest management assistance to private landowners and in related cooperative efforts with partners including other agencies, non-governmental organizations and private enterprises. It gives instructions to implement the program policies, priorities, limitations, exceptions and prohibitions that are outlined in s. NR 1.21, Wis. Adm. Code (see Supplemental Information).

Policy

As described in s. NR 1.211, Wis. Adm. Code, the Department's goal is to provide administration and leadership that promotes sustainable forestry for multiple benefits (including timber, fish and wildlife, threatened and endangered species, natural communities, soil and water protection, recreation and aesthetics) to private landowners and the citizens of the state.

Priorities

The priorities listed in s. NR 1.212, Wis. Adm. Code, are directed at assistance to private landowners. Other Department programs, assignments, duties in position descriptions, Secretary's objectives, etc. must also be taken into account when scheduling work.

An important concept to recognize in ss. NR 1.212(1) and (2) is that services from Department foresters are part of a larger **private forestry assistance network** in Wisconsin. The rule establishes work priorities for Department foresters to make the most efficient use of their time in concert with private forestry assistance available from others in the network. The rule lays out the means by which the Department can achieve the goal of sustainable forestry on private lands. Priority 1 activities are services that the public generally relies on Department foresters to provide, while priority 2 activities are important services that partners may be in a better position to supply.

The order of priority 1 and 2 activities in the rule is significant and should play a role in annual work planning. Foresters and supervisors should, however, also be practical in scheduling and mixing tasks in consideration of statutory mandates or deadlines, seasonal needs, weather, availability of other resource professionals or other factors. It is not the intent of the rule that all priority 1a tasks be done before proceeding to priority 1b, etc., or that all priority 1 activities be completed before doing those listed under priority 2.

Department foresters should direct people seeking assistance to other resources (for example, services offered by cooperating foresters) if they cannot provide those services on a timely basis. That concern is especially acute for priority 1a (initial contacts for management guidance) and priority 1b (timber sale guidance) requests. Landowners who do not get prompt help in these situations might lose interest in pursuing sound management or take uninformed action that could damage the resource.

Timely service is defined as a verbal response within a week (including mailing a Directory or other information if appropriate and scheduling a future appointment), with a field visit within three months or less unless another understanding is reached with the people making a request. Other tasks may also demand prompt action depending upon the season, financial opportunities, resource risks or other factors.

Foresters who cannot respond to demands within time periods they and their clients are comfortable with should make referrals immediately or seek assistance through their forestry team leader. For additional information about handling requests, see Chapter 20.

Limitations, Exemptions and Prohibitions

Section NR 1.212(3) itemizes limitations, exemptions and prohibited services.

Department foresters may not provide a landowner more than three workdays (24 hours) of technical forestry assistance in a calendar year. That does not mean that landowners have a right to expect or demand that level of service. Foresters should consider other requests and priorities and strive to provide quality service to as many landowners as reasonable.

The other work limitations in the rule focus on timber sale assistance, which are covered in Chapters 10 and 30 of this Handbook.

Exemptions to the three-day service limit are allowed for work related to forest tax law enrollment, administration and enforcement; administration of federal cost-sharing incentive programs; and assistance to other units of government (as time and priorities allow).

The rule lists specific services that Department foresters may not provide, including:

1. Appraisals of forest land, timber, timber damage, or right–of–ways. This prohibition does not preclude Department foresters from providing general information on established stumpage values and current market trends.

2. Timber sale boundary establishment other than with a hand compass.

3. Private boundary line establishment by any means.

4. Preparation or enforcement of timber sale contracts other than providing an approved sample contract form.

5. Investigation or involvement with civil trespass, other than when investigating for a violation of ch. 26, Wis. Stats.

6. Shearing of Christmas trees except for instructional or educational purposes.

7. Arboriculture and tree–trimming.

8. Performing cultural practices or tree planting except for instructional or educational purposes.

9. Scaling cut forest products except for instructional or educational purposes.

Outside Employment

Department staff should be aware of outside employment rules found in Manual Code 9103.21 (see Supplemental Information). The Manual Code details the circumstances under which agency personnel are permitted to engage in forestry-related outside employment. The rule requires *prior approval* by the Bureau of Human Resources, in conjunction with the Bureau of Legal Services and the Division of Forestry, for permitted outside employment activities. The purpose of the rule is to avoid any actual or perceived conflicts of interest.

CHAPTER 10

PRIVATE FORESTRY ASSISTANCE

COOPERATING FORESTER PROGRAM

The referral of landowners to Cooperating Foresters is a form of assistance to the forest landowner as authorized by the statutes and ss. NR 1.212 and NR 1.213, Wis. Adm. Code. This chapter provides guidelines for this cooperative effort and provides details related to the administration of the Cooperating Forester Agreement (see Appendix B).

GOAL

To increase the number of landowners seeking professional forestry advice and to promote and facilitate sustainable forest management on as much forest land acreage as possible.

ELIGIBILITY FOR CONSULTING AND INDUSTRIAL FORESTERS

1. Persons or firms desiring to enter into or continue under a Cooperating Forester Agreement shall meet the requirements as specified in s. NR 1.213, Wis. Adm. Code, and shall adhere to the terms and conditions of the Cooperating Forester Agreement (Form 2400-97). Under the definition in s. NR 1.21(2)(e), Wis. Adm. Code, Cooperating Foresters are required to have "a bachelor's or higher degree in forestry from a school of forestry with a curriculum accredited by the Society of American Foresters, or an equivalent degree, as determined by the chief state forester."

   The criteria for a **substantially equivalent degree** must include a minimum of eleven courses across four broad areas of study as follows:

   a. Forest Ecology and Biology: a minimum of one course in each of the following subject areas:
   - Dendrology
   - Forest Ecology
   - Soils

   b. Measurement of Forest Resource: A minimum of one course in each of the following subject areas:
   - Forest Measurements
   - Sampling Design and Techniques
   - Surveying and Mapping

   c. Management of Forest Resources: A minimum of one course in each of the following subject areas:
   - Forest Management
   - Silviculture
   - Forest Protection

   d. Forest Resource Policy and Administration: A minimum of one course in two of the following subject areas:
   - Forest Policy
   - Forest Economics
   - Business Management

   Note: Persons identified as a consulting forester in the Department's consulting forester list as of February 1, 1989, are eligible ("grandfathered") for the Cooperating Forester Program even if they do not meet the educational requirements specified above. If such persons drop off the list because of failure to renew or any other reason, they may not return to the program unless all the current program requirements, including education, are met.

2. Applicants shall meet such other eligibility criteria or comply with such requirements as shall be established by the Chief State Forester as a condition of entering into a Cooperating Forester Agreement.

3. When a business or company (firm) seeks participation in Wisconsin's Cooperating Forester program, all employees and agents acting on behalf of the firm must comply with all requirements of the Cooperating Forester Agreement. Degree and annual training requirements only apply to individuals listed as Cooperating Foresters and not to "other staff". It is expected that Cooperating Foresters will ensure all work by "other staff" meets appropriate standards.

DEPARTMENT RESPONSIBILITIES

1. Department personnel shall comply with their obligations as outlined in the Cooperating Forester Agreement (see Appendix B).

2. The Division of Forestry shall maintain a directory of cooperating foresters (the directory). The Department will revise the directory annually in July and may publish the *Directory of Foresters* (Publ-FR-021). Copies of the directory may be made available to Cooperating Foresters and the public upon request.

   Department foresters may develop local directories for distribution based on all the Cooperating Foresters in the directory that serve the county. Local directories shall not include foresters that are not on the directory from the Central Office. Local directories shall include the following statement: "The Department of Natural Resources presents this listing with no intended endorsement of particular private Cooperating Foresters, their qualifications, or services rendered. The Department does not guarantee or warrant the performance of Cooperating Foresters. No criticism is implied of private foresters not listed."

3. Department foresters shall maintain a record of forestry assistance requests (see Chapter 20), which Cooperating Foresters may review. Department foresters shall make landowner records and pertinent documents available for review. Copies will be provided upon request, subject to charges, in accordance with the Public Records Law, ch. 19, subch. II, Wis. Stats., and s. NR 2.195, Wis. Adm. Code.

4. Department foresters shall allow Cooperating Foresters to check out aerial photos for a period of one week or other mutually agreed time, provided the photos are not needed for an immediate project in the Department office. Cooperating Foresters shall be held responsible for replacement costs if aerial photos are not returned on time or are returned in a damaged condition. Cooperating Foresters shall not be allowed to check out additional photos until they have paid for non-returned or damaged photos.

5. Field staff and Central Office personnel shall assist Cooperating Foresters with Natural Heritage Inventory (NHI) data for actions that are reviewed, funded or approved by the Department such as MFL plans and practices or WFLGP Forest Stewardship plans and practices, to the extent that it is available and accessible, within reasonable workload limitations. Data sharing should follow the procedure outlined in the Appendix 10 of the Forest Tax Law Handbook and adhere to the terms of NR 29.04, Wis. Adm. Code.

   a. DNR foresters should only provide data to participating Cooperating Foresters. The Department may require Cooperating Foresters to obtain formal education, training or experience in using NHI information.

   b. Cooperating Foresters may be referred to the standard data request procedure (see http://dnr.wi.gov keyword: ER Review) if workload becomes a limiting factor or for projects that the Department does not review, fund or approve.

6. Field staff and Central Office personnel shall assist Cooperating Foresters with Archeological and Historic site information for tracts where they will be providing service to non-industrial private forest owners and the DNR has the responsibility to review, fund or approve the practice. Data sharing should follow the procedure outlined for MFL plans in Appendix 11 of the Forest Tax Law Handbook.

7. Department foresters shall promote the use of Cooperating Foresters. Sections 2 a-e of the Cooperating Forester Agreement provide procedures the department should follow for promoting services of Cooperating Foresters.

8. Supervisory approval for timber marking assistance that deviates from the referral procedure (as discussed in Chapter 30 of this Handbook) is required. Documentation of the supervisory approval which includes the reason for the approval shall be placed in the landowner's file.

9. The Central Office will provide Cooperating Foresters with publications, bulletins, GIS data, stumpage value reports and mandatory practice reports for tax law lands as provided in the Agreement.

10. Annually, the Central Office will send Cooperating Foresters tax-law mandatory practice data. The mandatory practice data is mailed by the end of February each year and includes mandatory practices scheduled in the current year and the next year.

Department Foresters are encouraged to inform the affected landowners that they might be receiving a contact from Cooperating Foresters. That information could be conveyed with a mandatory practice reminder letter to the landowner. Department Foresters are directed to send mandatory practice reminder letters by March 31 of the year before the practice is scheduled (see Forest Tax Law Handbook).

Department foresters may proceed with timber sale set up assistance to landowners on the tax-law mandatory practice list any time after January 1 of the year the practice is scheduled. Attention will be given to older (backlog) practices first. Work on current year practices may begin only after all backlog practices are completed or accounted.

11. Department Foresters providing private forestry assistance shall annually attend at least 10 hours of professional training relevant to services provided. The Division of Forestry may conduct or sponsor periodic training on current forest management topics for the benefit of both Cooperating Foresters and Department personnel.

12. The Department shall promote cooperation and communication between Department and Cooperating Foresters. **Department and Cooperating Foresters should each**:

    a. Demonstrate mutual professional respect for one another.
    b. Recognize that Department and Cooperating Foresters work within different constraints and demands.
    c. Work together on stand analysis, developing prescriptions, marking timber or other tasks to foster mutual understanding and rapport on resource management and landowner interactions.
    d. Participate in locally arranged training and peer review opportunities.
    e. Avoid conflict through proactive communication.
    f. Take the initiative and make the first contact.
    g. Show an interest in what others are doing and get involved when practical.
    h. Talk with one another or other objective experts prior to an issue becoming controversial.
    i. Keep an open mind and remember that proposals consistent with site capability, the landowner's objectives, Department approved forest management guidelines and (where applicable) specific statutory or administrative rule requirements are valid and legitimate.
    j. Pursue all reasonable measures to resolve communications problems including personality differences.
    k. Be prompt in response to review of plans, plan amendments, cost sharing projects and other proposals. If delays are anticipated, say so. Allow one another adequate time to respond.
    l. Avoid nit picking over inconsequential details or matters of style.

COOPERATING FORESTER RESPONSIBILITIES

1. Cooperating Foresters shall adhere to s. NR 1.213, Wis. Adm. Code, and the terms and conditions of the Cooperating Forester Agreement.

2. Cooperating Foresters shall base their forest management assistance to private landowners on either:

    a. The silviculture guidelines in Department handbooks, publications and directives as provided in 3 a. and 3 b. of the Cooperating Forester agreement; or

    c. A written, science-based forest management commitment submitted by the Cooperating Forester and approved by the Chief State Forester. A commitment shall describe the Cooperating Forester's silvicultural principles and techniques used for management planning and outline the procedure to monitor the success of the techniques and, when necessary, update plans. A summary of peer-reviewed research or technical references that support the techniques are recommended in management commitment proposals. The Central Office Private Forestry Specialist, Forest Tax Law Field Specialist, Department Silviculturist, regional foresters and others may be involved in the review of proposals.

3. Cooperating Foresters are required to contact the Department and obtain its agreement **prior** to initiating any resource management practice that varies significantly[1] from an approved Forest Crop Law (FCL) or Managed Forest Law (MFL) plan or approved cost-sharing program project plan. Plan amendments need to be documented in writing and require signed acknowledgment from the Department and landowner.

4. Cooperating Foresters shall submit annual accomplishment reports, and timber stumpage volume and value reports to the Department by July 1st of every year.

5. Cooperating Foresters shall inform the local DNR Forester within a reasonable amount of time (generally a week) if a timber sale referral (tax law or non-tax law) has been contracted or refused, or if a landowner rejects the services offered. Personal contacts, telephone calls, written notes or e-mail are all welcome and acceptable ways to communicate. Cooperating Foresters shall check to ensure the landowner has complied with forest tax law cutting notice filing requirements according to the procedure referenced in Chapter 20 of the Forest Tax Law handbook before commencing a harvest under their supervision. Cooperating Foresters are also encouraged to send a copy of the sale prospectus for any marked timber sale on tax law land to the DNR forester for inclusion in the property file.

6. Cooperating Foresters shall annually attend at least 10 hours of professional training relevant to services provided, and submit annually a Continuing Education report to the Department by July 1st of every year.

7. Cooperating Foresters shall promote communication and cooperation as detailed in paragraph 12 of "Department Responsibilities", above.

8. Cooperating Foresters shall comply with all provisions specified in the Cooperating Forester Agreement. This includes employees of Cooperating firms and agents acting on behalf of Cooperating Foresters.

PROCEDURE FOR COOPERATING FORESTER APPLICATION

1. Individuals or firms desiring to participate in the Cooperating Forester program as a Cooperating Forester, and be listed as a Cooperating Forester in the published *Directory of Foresters* or the online Forestry Assistance Locator shall submit an application and agreement to the Central Office Private Forestry Specialist, Division of Forestry, utilizing the Cooperating Forester Application (Form 2400-96) and Cooperating Forester Agreement (Form 2400-97). Completed forms are accepted any time during the year, but must be received by **July 1** to be included in the next year's published *Directory of Foresters*. Applications may be mailed to the following address:

   WDNR
   PO Box 7921
   Madison, WI 53707
   Attn: Private Forestry Staff Specialist

2. The application and agreement will remain in effect unless the agreement is:

   - Terminated by the Cooperating Forester
   - Terminated by the DNR
   - Changed or otherwise modified in such a way that would cause a new agreement to be signed and executed by the Cooperating Forester and the DNR

3. The applicant shall provide such information for listing and agree to comply with such requirements as may be required by the Chief State Forester.

4. The Central Office Private Forestry Specialist will review applications for completeness and include successful applicants in the next revision of the published directory and next update of the online Forestry Assistance Locator.

5. A copy of the signed agreement shall be forwarded to the Cooperating Forester.

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[1] A change is not significant if the modified practice achieves the same objective and maintains landowner agreement. Three examples of changes that are not significant include:

1. A plan may call for an alternate row thinning of a pine plantation. Instead, the Cooperating Forester decides to take two rows and leave two rows to avoid damage by machinery.
2. A treatment year might be adjusted sooner by a few years, but the residual stocking in a stand would still remain within acceptable levels.
3. A Cooperating Forester elects to use a synthetic weed barrier rather than herbicide.

PROCEDURE FOR MAINTAINING COOPERATING FORESTER STATUS

1. Cooperating Foresters desiring to maintain their status as a Cooperating Forester must submit the following required reports annually on or before **July 1**:

    - Continuing Education Report
    - Annual Accomplishment Report (Form 2400-100)
    - Stumpage Value Report (Form 2400-025)

2. Annual reporting shall coincide with the state fiscal year **(July 1 – June 30)**. The maintenance period for submitting all required reports will be from **May 1 – July 1**.The DNR will provide an initial notification followed by periodic reminders during the maintenance period to Cooperating Foresters informing them of the reporting requirements and filing deadlines.

3. All reports are due on or before **July 1**.

PROCEDURE FOR TERMINATING THE COOPERATING FORESTER AGREEMENT – COOPERATING FORESTER

1. A Cooperating Forester may terminate the Cooperating Forester Agreement at any time. The Cooperating Forester must notify the Central Office Private Forestry Specialist either verbally or in writing of their intent to terminate the agreement. Written requests can be submitted by email, or sent to the following mailing address:

    WDNR
    PO Box 7921
    Madison, WI 53707
    Attn: Private Forestry Specialist

    The DNR will follow-up with a written response confirming the Cooperating Forester's intent to terminate the agreement. Once the agreement has been terminated, status as a Certified Plan Writer (CPW) will also be revoked, if applicable.

2. Agreements terminated by Cooperating Foresters can be renewed through the application process at any time if the Cooperating Forester was in good standing with the department when the agreement was terminated and has completed all program requirements. In such cases where the Cooperating Forester was unable to complete requirements during the active agreement, the department may require retroactive completion of program requirements before re-entering the agreement with the Cooperating Forester.

PROCEDURE FOR TERMINATING THE COOPERATING FORESTER AGREEMENT - DNR

1. The DNR reserves the right to terminate the Cooperating Forester Agreement in whole or in part, without penalty, due to non-appropriation of funds or unavailability of DNR staff to provide the cooperative services required in the agreement.

2. The DNR reserves the right to terminate the Cooperating Forester Agreement if through investigation it is determined that the Cooperating Forester did not adhere to the terms and conditions of the Agreement, including but not limited to:

    a. Failure to adhere to the principles of sound forestry as defined in 3.a-d. of the Cooperating Forester Agreement.

    b. Failure to meet established deadlines
        i. Cooperating Foresters must notify the Central Office Private Forestry Specialist by **June 15** if they are unable to meet the reporting deadline of **July 1**. **A 30 day extension may be granted for unforeseen or extenuating circumstances.**
        ii. Cooperating Foresters who fail to notify the Central Office Private Forestry Specialist and who fail to meet the established reporting deadline of **July 1** will be subject to automatic termination from the Cooperating Forester program. The DNR will send a written notice to the Cooperating Forester indicating that their Cooperating Forester Agreement has been terminated.

    c. Failure to meet annual Continuing Education requirements
        i. Wis. Adm. Code s. NR 1.213(3)(d) requires Cooperating Foresters attend a minimum of 10 hours of Department approved training annually.
        ii. Cooperating Foresters must notify the Central Office Private Forestry Specialist by **June 15** if they are unable to meet the annual requirement of 10 hours of Department approved training by **July 1**. **A 30 day extension may be granted for unforeseen or extenuating circumstances.**
        iii. Cooperating Foresters who fail to notify the Central Office Private Forestry Specialist and who fail to meet the annual 10 hour training requirement by **July 1** will be subject to automatic termination from the Cooperating Forester program. The DNR will send a written notice to the Cooperating Forester indicating that their Cooperating Forester Agreement has been terminated.

3. Except as provided in paragraph 4 below, Cooperating Foresters whose agreement has been terminated by the department may not re-apply to the Cooperating Forester Program, nor may they become a participant in the program through another firm's Cooperating Forester agreement, for a duration of time determined by the Chief State Forester.

4. Cooperating Foresters whose agreement has been terminated by the department for failure to meet established deadlines or annual Continuing Education requirements, as noted in 2.b. and 2.c. above, may not re-apply to the Cooperating Forester Program, nor may they become a participant in the program through another firm's Cooperating Forester agreement, unless they fulfill retroactive completion of any program requirements and were otherwise in good standing in the program, or after 12 months from the time the agreement was terminated.

5. Cooperating Foresters whose agreement has been terminated will be notified by email or by certified mail if no email address was provided, to be sent no later than the next business day.

6. Termination of a Cooperating Forester agreement will result in immediate removal of the Cooperating Forester from the program and revocation of CPW status, if applicable.

7. The DNR's decision to terminate a Cooperating Forester Agreement can be disputed by the Cooperating Forester. The Cooperating Forester must submit their request to dispute the Department's decision in writing to the Central Office Private Forestry Specialist **within 30 days after the decision to terminate the agreement has been made, as noted in the termination letter**. The Cooperating Forester Dispute Resolution Process will be used to address the dispute (See Cooperating Forester Dispute Resolution Process). Cooperating Foresters also have the right to petition for a review of the Department's decision under ch. 227, Wis. Stats.

COOPERATING FORESTER DISPUTE RESOLUTION PROCESS

The intent and purpose of the Cooperating Forester Dispute Resolution Process (DRP) is to establish a process whereby a Cooperating Forester whose Cooperating Forester Agreement has been terminated can dispute the Department's decision to terminate the agreement. The DRP may also be initiated as a result of a recommendation by the expert panel involved in the Tax Law Dispute Resolution Process (Tax Law DRP; Tax Law Handbook, Chapter 31). The DRP shall follow the process outlined below.

Process

To initiate the DRP, the Cooperating Forester must submit an appeal in writing to the Chief State Forester **within 30 days of the decision** to terminate the agreement.The DRP should be completed within 45 days of a Cooperating Forester's request to dispute the department's decision, or referral for action from the Tax Law DRP. The Central Office Private Forestry Specialist will facilitate the DRP and maintain a written record of the action. Travel expenses for the selected DRP panel may be covered by the Division of Forestry. If the dispute to be resolved occurs on land where the DNR does not have access authority, the Cooperating Forester involved will be responsible for obtaining permission from the landowner.

1) Initiation of the DRP and selection of the DRP panel

Upon receipt of a Cooperating Forester's request to initiate the DRP to dispute the termination of a Cooperating Forester Agreement, or upon referral from the Tax Law DRP, the Cooperating Forester in consultation with the Central Office Private Forestry Specialist should assemble a DRP panel within 10 days, if possible and provide the panel selection to the Chief State Forester. The panel selection process should begin with the Cooperating Forester proposing a candidate to represent each of the following groups, for a total of 3 proposed candidates:

1. A District Forestry Leader from a DNR district not involved in the dispute
2. A Cooperating Forester from the current list of Cooperating Foresters.
3. A member of the Wisconsin Society of American Forester (SAF) who is not a DNR forester

It is the responsibility of the Cooperating Forester to ensure the proposed candidates are willing to serve as a member of the DRP panel. If the Cooperating Forester fails to propose candidates who agree to serve on the DRP panel within 10 days of the DRP request, the DRP request will be considered closed and proceedings will not continue.

Once selected, the Cooperating Forester will work with the Central Office Private Forestry Specialist to ensure that the panel is agreeable to both parties and, to the extent possible, consist of candidates who do not have a conflict of interest.

After the selection of the panel, the Central Office Private Forestry Specialist will serve in a support role for the DRP panel but will not be involved in the questioning or decision making. The Central Office Private Forestry Specialist may draft letters and other documents but the DRP panel is responsible for content and review.

Within three days of receiving the final panel selection, the Chief State Forester or their designee will notify all nominated DRP panel members of their selection.

2) Solution obtained by DRP panel

Upon notification and acceptance of their nomination, the DRP panel will designate a team leader. The role of the team leader includes administration of the team and communication of progress and the final reccomendation to the Department. The team leader should not have more influence on the final recommendation than any other panel member.

The DRP panel may request the Cooperating Forester and the Department provide a summary of the dispute and any additional evidence needed during the DRP procedure. This material should be provided to the DRP panel within 3 business days of a request.

The DRP panel may also convene the parties and/or conduct a site visit for the purpose of hearing the dispute from the parties involved and as an opportunity to gather information. Others may be invited to provide material as needed to present information or to answer questions that the DRP panel may have.

As soon as possible after the DRP panel has been selected, and within 30 day maximum, the DRP panel will determine a solution to the dispute and provide a recommendation to the Chief State Forester. The majority recommendation must be in writing and supported by any relevant evidence, with an explanation of the minority opinion, if one exists.

3) State Forester Decision

Upon receipt of the recommendation from the DRP panel, the Chief State Forester will review the recommendation(s), and render a written decision as soon as practicable. The Chief State Forester may:

1. Accept as written, or accept with modifications, or reject the recommendation of the DRP Panel.
2. Seek additional clarification on the DRP panel's recommendation. In these instances, the Chief State Forester may re-convene the DRP panel. This should occur within 5 days, if practicable, of receipt of DRP panel's recommendation.

WORKING WITH COOPERATING FORESTERS

The Division has created the following guidance for DNR Foresters. The intent and purpose of this guidance is to support the Division's broader intent to build capacity of private sector partners. The central and overarching outcome is to increase the amount of sustainable forest management across the State's landscape.

The following guidance offers ideas on how to think about and work with Cooperating Foresters in the field establishing practices. 'Establishing practices' should be broadly interpreted to include activities which include as well as extend beyond the traditional professional forestry realm.

In a very real sense, DNR Foresters and Cooperating Foresters are collegues within the broader forestry community. Although DNR and Cooperating Foresters work under different employment constructs and conditions, our collective work and roles are largely interdependent and reliant upon each other. Further, the currency used between colleagues in any profession typically involves the trading of skills, knowledge and understanding in order to achieve a goal or objective. Much of this interdependent interaction and currency exchange between DNR and Cooperating Foresters heavily depends upon mutual trust and respect.

Trust is a primary factor in how people work together, listen to one another, and build effective relationships. Trust is also a critical link to all good relationships, both personal and professional. There are four primary factors that influence the degree to which one person will trust another; those four factors are:

1. **Motivation:** What are your/their motives, and are they in the right place?
2. **Capacity:** Can you/they do the work at hand, and are you/they competent?
3. **Dependable:** Can I count on you/them to do what you/they say you will?
4. **Collegiality**: Is there a united commitment to the common purpose, and do you/they respect their/your abilities to work toward that purpose?

These questions can be used to guide interactions with collegues in the important work of sustainably managing Wisconsin's forests. With these in mind, here are some examples of how to enhance working relationships with collegues, such as Cooperting Foresters and other partners:

- The value and benefit of working alongside our colleagues cannot be emphasized enough. Work face-to-face with Cooperating Foresters and partners as much as possible. Minimize e-mail conversations or drawn-out, back-and-forth email exchanges where so much of the personal touch is minimized, or worse, subject to misinterpretation. When face-to-face is not feasible, use the phone when a more complete conversation is necessary. You will gain much value from the personal engagement with Cooperating Foresters and partners; the investment of your time will strengthen the interpersonal connection, build trust and establish credibility.

- Wherever possible, invest your time on the front end of activities as you collaborate and work toward common goals with Cooperating Foresters. For example, proactively engage in pre-planning or pre-sale site visits to understand and discuss landowner goals/objectives, applicable silvicultural options, mitigate issues/concerns, etc. before management plans or cutting notices are submitted for review and approval, if required. Being proactive and addressing these types of issues early-on in the process leads to quicker turn-around with less time spent on reviewing, approving or revising management plans and cutting notices, and reduced costs.

Remember that Cooperating Foresters invest a significant amount of time into plan writing and sale establishment activities. When it is necessary to return a plan for corrections or approve a cutting notice (if required or requested by the landowner), the payoff in efficiencies resulting from your initial investment will be less time, money and mental fatigue (for you and the Cooperating Forester) spent on remedial work.

- As a follow-up to initial, first-time landowner requests for assistance (e.g. walk-through/cruise of the property, information and education, written management recommendations), reach out to the landowner to determine who is providing assistance to them.

  If you aren't all-ready doing this, here's the benefit. Once the service provider is known, it is then possible to reach out directly to that service provider and share the information that you obtained during the initial walk-through with the landowner. It's an efficiency gained, a service boost and helps build the relationship between you, the Cooperating Forester, and the landowner.

- Involve and include Cooperating Foresters and partners in agency or local training and in-services as much as possible. Involve them in determining mutually beneficial subject matter and in the development of material content.

- Similarly, engage socially with Cooperating Foresters and partners as opportunities present themselves through informal group gatherings/discussions, locally arranged meet-and-greet social functions, team-building exercises, or other activities deemed appropriate.

PROGRAM OBJECTIVITY

Department foresters must not recommend the services of any specific Cooperating Forester or otherwise demonstrate preferential treatment.

Department foresters should make available to landowners the advertising brochures and pamphlets from all Cooperating Foresters who provide them. This is done as a service to landowners to assist them in selecting a consulting or industrial forester.

It is the policy of the Department to promote a program of *Cooperating Foresters*. If a landowner asks about a consulting or industrial forester who is not a Cooperating Forester, DNR foresters are free to provide factual information of which they are aware. As noted previously, foresters who are not Cooperating Foresters may not be included in locally produced directories. People may also be referred to the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) Hotline (phone 800-422-7128) to check for complaints about foresters or timber producers.

Many DNR foresters maintain lists of timber producers working in their county. Timber producer lists (logger lists) may be provided to people who have need for a timber harvest as recommended by a professional forester. Landowners should not, however, be referred to loggers for forest management advice or guidance on the need for a harvest. A professional forester should provide that information.

Department foresters must not make general allegations that timber producers or loggers might be untrustworthy. Although a prescription to cut timber should come from a forester, landowners are free to sell timber directly to loggers if they wish. There is no regulation that landowners hire a professional forester to conduct timber sales. If land is enrolled in a forest tax program, the only requirement is that a harvest conforms to the silvicultural specifications in a Department approved plan.

COMPLAINTS INVOLVING COOPERATING FORESTERS

The purpose of this policy is to provide guidance to DNR Foresters and other program staff, and ensure that a consistent process is followed when responding to complaints involving Cooperating Foresters, regardless of who submits the complaint.

It is the policy of the Division of Forestry that all complaints involving Cooperating Foresters be evaluated and, if necessary, investigated to the fullest extent practicable to determine adherence to the terms and conditions of the Cooperating Forester Agreement.

PROCEDURE FOR SUBMITTING COMPLAINTS INVOLVING COOPERATING FORESTERS

Complaints concerning Cooperating Foresters must be documented in writing using the Cooperating Forester Statement of Complaint Form. Complaints may be submitted to the Private Forestry Specialist or DNR Forestry field staff using any of the following methods:

- Electronic – complaints submitted by email

- Mail – complaints may be mailed directly to the Private Forestry Specialist at the following address:

  WDNR
  PO Box 7921
  Madison, WI 53707
  Attn: Private Forestry Staff Specialist
- Hand – complaints may be hand delivered to the DNR Forestry Headquarter Office in Madison, or any DNR Service Center, Ranger Station or Field Office location. Go to www.dnr.wi.gov to find the appropriate location to submit the complaint.

- Verbal / Phone – complaints may be conveyed verbally (in-person or over the phone) to the Private Forestry Specialist or any DNR Forestry field staff. In these instances, the person(s) filing the complaint should first be directed to complete and return the Cooperating Forester Statement of Complaint Form. DNR Forestry staff may complete the form on their behalf, but will require follow-up action to obtain the persons signature and date on the form prior to submitting the complaint for evaluation.

The Private Forestry Specialist will notify the Cooperating Forester identified on the Cooperating Forester Statement of Complaint Form that the Department has received a complaint, and will advise the Cooperating Forester of the evaluation process.

COMPLAINT CONSULTATION REQUIRED

All complaints concerning Cooperating Foresters shall include an initial consultation involving the Private Forestry Specialist, Forester or Tax Law Forestry Specialist and Forestry Team Leader or Tax Law Team Leader. Determining which Forester or Tax Law Forestry Specialist and Team Leader will be involved in the initial consultation will be based on the County location of the land involved in the complaint and if the land is tax law vs. non-tax law. The purpose of the consultation shall be to:

- Evaluate the complaint (e.g. is the complaint credible; does the complaint involve a Cooperating Forester?);
- Determine whether an investigation is required;
- Assign an investigating forester (if needed); or
- Refer the complaint to an appropriate agency or organization

Investigation not required

If, during the consultation, it is determined that the complaint does not require an investigation, the Private Forestry Specialist will notify the Cooperating Forester of the determination, and the complaint will be considered 'closed'.

Investigation required

If it is determined that an investigation is required, an impartial DNR investigating forester will be selected by the Team Leader. At this time, the Private Forestry Specialist will notify the Cooperating Forester of the determination to initiate a complaint investigation.

Complaint Referrals

In instances where it is determined the Department does not have statutory or administrative authority over a complaint filed through this process (e.g. a non-Cooperating Forester, logger, etc.), the complaint and complainant may be referred to another agency or organization for their consideration and follow-up. The Private Forestry Specialist may notify the Cooperating Forester that the complaint has been referred. Such agencies and organizations include, but are not limited to:

- Law enforcement, if a violation of law has been alleged
- Department of Agriculture, Trade and Consumer Protection (DATCP)
- Better Business Bureau (BBB)
- Professional Organization(s) to which an individual may belong, such as:
  - Society of American Foresters (SAF)
  - Master Logger Program
  - Sustainable Forestry Initiative (SFI) – State Implementation Committee
  - Wisconsin Consulting Foresters (WCF)
  - Association of Consulting Foresters (ACF)

INVESTIGATING THE COMPLAINT

Complaints involving Cooperating Foresters must be thoroughly and objectively investigated. The assigned investigating forester will be provided written guidance and direction prior to beginning the investigation, including a description of the complaint, the 'scope' of the investigation and the parties involved. The investigation process should be completed in a thorough and timely manner – investigating and documenting the allegations contained in the complaint – and should generally not exceed 30 days.

The investigation process may include, but is not limited to, calls to the complainant, field investigation, photos, and initial interviews. This will insure proper documentation of the complaint and to help determine adherence to the terms and conditions of the Cooperating Forester Agreement.

Upon completion of the investigation, the investigating forester will provide the Private Forestry Specialist a report (use Case Activity Report; Form 4100-160) containing all relevant information including the following items:

- summary of the investigation
- findings and supporting evidence gathered during the investigative process
- recommended course of action(s)

Post Investigation Consultation

The Private Forestry Specialist will arrange a consultation meeting with the Public/Private Section Chief, investigating forester, Team Leader, and others in the supervisory chain-of-command as deemed necessary, to review the report, and consider and/or confirm recommendation(s) contained therein. The recommendation(s) will then be provided to the Chief State Forester for a final decision.

STATE FORESTER DECISION

The Chief State Forester will review the recommendation(s), and render a written decision as soon as practicable. The written decision will also include a description of the applicable appeal rights.

The State Forester will notify the Private Forestry Specialist of the written decision, and include the investigating forester, Team Leader and the appropriate supervisory chain-of-command in the notification. The Private Forestry Specialist will notify the Cooperating Forester of the State Forester's final decision.

APPEALS

Decisions made by the department may be appealed using the following processes:

- **Cooperating Forester Dispute Resolution Process** – if the decision is to terminate the Cooperating Forester Agreement, the decision may be disputed by initiating the Cooperating Forester Dispute Resolution Process; this process can be found in Chapter 10 of the Private Forestry Handbook.

- **Contested Case Hearing / Request for Judicial Review** – a final decision by the Department may be reviewed under s. 227.42, Wis. Stats. (contested case hearings) and/or ss. 227.52 and 227.53, Wis. Stats. (judicial review).

Appeal Process

Wisconsin statutes and administrative rules establish time periods within which requests to review Department decisions must be filed. For judicial review of a decision pursuant to sections 227.52 and 227.53, Wis. Stats., a person has 30 days after the decision is mailed, or otherwise served by the Department, to file petition with the appropriate circuit court and serve the petition on the Department. Such a petition for judicial review must name the Department of Natural Resources as the respondent.

To request a contested case hearing pursuant to section 227.42, Wis. Stats., a person has 30 days after the decision is mailed, or otherwise served by the Department, to serve a petition for hearing to the Secretary of the Department of Natural Resources. All requests for contested case hearings must be made in accordance with section NR 2.05(5), Wis. Adm. Code, and served on the Secretary in accordance with section NR 2.03, Wis. Adm. Code. The filing of a request for a contested case hearing does not extend the 30 day period for filing a petition for judicial review.

If a hearing is scheduled, the investigating forester, as well as the Private Forestry Specialist or other DNR staff or experts as needed, may be called upon to provide further information or to testify at the hearing and present evidence in support of the Department's case at any scheduled hearings.

If a hearing is not scheduled, the Bureau of Legal Services will provide a written determination indicating the reason(s), and what other course of action should be taken.

CHAPTER 15

SCHOOL AND COMMUNITY FOREST LAW

The School and Community Forest Law, s. 28.20, Wis. Stats., enacted in 1947, allows schools, villages, cities, and towns to own land and practice forestry.

What is the Purpose?

The original intent of the law was to demonstrate the economic advantages of managing timber and to allow municipalities to receive an income from these lands.

Over the years, forestry and forestry education have changed. Lands entered under the law provide an excellent opportunity to demonstrate sustainable forestry and to teach about land stewardship.

The Wisconsin Constitution limits the expenditure of public funds or use of public resources to works that advance public purposes or interests. Section 28.01, Wis. Stats., charges the Department with supervision of the forests of the state and advance the cause of forestry. This internal directive is designed to assure that Department assistance is consistent with the law.

Who Is Eligible To Apply?

Any city, village, town or school district. As of July 1, 2004, private organizations will no longer be eligible; private properties currently enrolled will be allowed to remain in the program.

What Is Permitted Under the Law?

Allows municipalities to acquire land, engage in forestry and appropriate funds for this purpose.

What Are the Benefits?

Upon registration with the Department, the school or municipality is eligible (1) for free trees and seed from the state forest nurseries and (2) for technical assistance from Department foresters for carrying out tree planting and forest management plans. In addition, school districts with registered properties are eligible (3) to apply for Wisconsin Environmental Education Board (WEEB) school forest grants, and (4) to receive assistance from the Wisconsin School Forest Education Specialist. Free trees and seeds from the state nurseries and eligibility for WEEB grants are contingent upon meeting the guidelines provided below which assure that public purposes or interests are advanced.

Timber Sales

No trees may be cut unless they are marked or designated for cutting by a state forester. (A harvest would be considered designated by a state forester if another party marked it, provided a state forester approves the marking.) As written in s. 28.22, Wis. Stats., "Any timber sale from a community forest shall be based on the scale, measure or count of the cut products. Any timber sale with an estimated value of $3,000 or more shall be by public sale after 2 publications of a classified advertisement announcing the sale in a newspaper having general circulation in the county in which the timber to be sold is located." All income from community forests shall be paid into the community's treasury, but may be assigned to the support of any legally authorized activity.

Entry Criteria

1. Property must be owned or under legal control (e.g., lease, easement) of a municipality or school districts.

2. Upon the adoption of a resolution to dedicate a parcel as school or community forest and submission of it by the school board or the governing body of a municipality for registration, the Department will consider it. The submitting body must also submit a copy of the minutes of the meeting that records adoption of the resolution.

Wisconsin statutes do not establish a minimum acreage or productivity requirement for school or community forests. Department foresters should cooperate on any size parcel a municipality or school district is willing to designate for the purpose of sustainable forestry education.

3. The municipality or school district must indicate intent to actively manage the forest, where applicable. School districts must indicate intent to provide sustainable forestry education as a component of their education programs. The indication of intent and subsequent development of a management plan will assure that public purposes and interests, as identified by the legislature is ss. 28.20 to 28.23, Wis. Stats, are being served by Department Assistance.

4. A management plan must be completed and approved. (Due to Department workload constraints, Wisconsin School Forest Education Specialist may conditionally approve acceptance prior to completion of a management plan based on forester recommendations.)

Application Procedures

The following procedure will be used for the application and approval of lands into the School and Community Forest Law Program.

1. Owner (or an authorized property representative) completes an application form (Application for Registration of a Community Forest, Form 2400-88) and submits it to the local Department forester.

2. Department forester reviews application, including a copy of the resolution and minutes evidencing its adoption, for accuracy and completeness and returns incomplete applications.

3. Department forester visits site to ensure property meets criteria and completes a field examination using standard reconnaissance procedures (Chapter 100 in the Public Forest Lands Handbook, 2460.5). The reconnaissance information is recorded on Compartment Examination Record or the Managed Forest Law Land Exam and Practices Report (Form 2400-26 or 2400-128).

4. Department forester completes recommendation sections of the application.

5. Department forester sends applications meeting criteria to Wisconsin School Forest Education Specialist. A copy of the application is maintained by the forester and placed in the appropriate file.

6. If land does not meet criteria, Department forester sends letter of explanation to the property representative and to the Wisconsin School Forest Education Specialist indicating why it may not be registered and eligible to receive Department resources.

7. Wisconsin School Forest Education Specialist conditionally approves acceptance based on forester recommendations.

Upon conditional approval, both a management plan and an education plan, where applicable, will be completed. If possible, these plans should be developed together and should be interrelated.

Forest Management Plan Procedure (see management plan guidelines below)

1. A management plan must be completed and approved within one year of acceptance. Note: any individual, group, or organization can be involved in developing the plan. If a Department forester does not develop the plan, it will be submitted to a Department forester for review.

2. Department forester sends forest management plan to the first-line supervisor for approval.

3. Upon approval, first-line supervisor sends the management plan to the Wisconsin School Forest Education Specialist.

4. Both the Wisconsin School Forest Education Specialist and the Department's Forest Education Specialist will review education components of the plan, where applicable, prior to final approval.

Education Plan Procedure (see education plan guidelines below)

1. School district or municipality (if using property for education purposes) develops an education plan utilizing guidelines supplied by the Wisconsin School Forest Education Specialist.

2. School district or municipality sends the completed education plan to the Wisconsin School Forest Education Specialist.

3. Both the Wisconsin School Forest Education Specialist and the Department's Forest Education Specialist will review school forest education plans.

Upon completion of plans and review by Wisconsin School Forest Education Specialist and Department Forest Education Specialist, properties are officially entered into the program.

1. The Wisconsin School Forest Education Specialist notifies all parties (school district or municipality, responsible Department forester, Department Forest Education Specialist) upon acceptance and enters into the records.

2. The Wisconsin School Forest Education Specialist ensures that all parties (school district or municipality, responsible Department forester, Wisconsin School Forest Education Specialist) have copies of the forest management plan and the education plan.

Forest Management Plan Guidelines

- Registered forests should, at a minimum, contain one (1) contiguous acre of forested land (80% forested and be at least 120 feet wide).
- Municipalities and school districts should maintain an updated forest management plan on properties 10 acres and larger and implement recommended practices.
- Management plans should be updated, at a minimum, every 10 years. Management plans should be reviewed annually by municipality or school district personnel to ensure the plan is being followed.
- Forest management plans should meet the standards of a Forest Stewardship Plan (Private Forestry Handbook, 2470.5, pages 21-11 through 21-12.). Management plans developed for school forests and other community forests to be used for educational purposes should include educational opportunities available in the forest.
- Forest management plans should incorporate educational objectives as described by the school district's education plan, if available.
- If a forest management plan is not developed for a property under 10 acres, a description of the property and objectives for management should be written.
- Management plan or property description (for properties under 10 acres) can be completed by a Department forester, cooperating forester (at owner's expense), or other interested parties (including students). All management plans need to be approved by a Department forester. Both the Wisconsin School Forest Education Specialist and the Department's Forest Education Specialist will review education components of the plans.

Education Plan Guidelines (apply to school forests and community forests used for education)

- Education plans should be developed and updated for school forests and other community forests to be used for educational purposes. The school district or municipality has the primary responsibility of developing the plan.
- The education plan should meet the criteria established in the official school forest education plan outline available from the Wisconsin School Forest Education Specialist.
- The plan will include how sustainable forestry education will be included as a component of education programs.
- Education plans should utilize and take advantage of the forest management activities as described in the forest management plan, if available.

- Education plans should be updated every 5 years and reviewed annually to ensure plans are meeting the districts' and

the students' needs and taking advantage of the opportunities in the forest.

- Both the Wisconsin school forest education specialist and the Department's Forest Education Specialist will review school forest education plans.

School Forest Program Incentives

The goal of the school forest program is to have enrolled properties utilized to demonstrate sustainable natural resources management and for environmental education. Developing, implementing, and maintaining management and education plans are essential for this to happen. A number of incentives exist to encourage the development of these plans. These include:

Department

- Properties enrolled in the program are eligible to receive free seedlings and seed from the state nurseries for on-site reforestation and afforestation, if they meet the forest management and education plan guidelines or use the seeds or seedlings to meet the guidelines.
- Properties enrolled in the program are eligible to receive assistance from a DNR forester in developing and implementing management plans.

Wisconsin Environmental Education Board (WEEB) *(pending WEEB approval)*

- WEEB school forest grants will be restricted to schools that meet the forest management and education plan guidelines or to schools that will be updating/developing the plans via the grant proposal.
- WEEB funding of proposals that affect management of a school forest should be contingent on a letter of support from the local Department forester.

Partnership programs

- If available, an annual disbursement of educational materials/funds should be available to those school forests that meet the forest management and education plan guidelines.
- School districts with registered school forests and community forests to be used for educational purposes will have access to programs and resources provided by Wisconsin School Forest Education Specialist.

Follow-up

- Stay in touch with the teachers and others who use school and community forests.
- Help with management projects and educational activities.
- Encourage other professional resource managers to get involved with the property.
- Update the forestry plan to schedule new projects or to reflect work that has been accomplished.

CHAPTER 18

WISCONSIN STEWARDSHIP DEMONSTRATION FORESTS

Originally named "Timber Harvest Demonstration Forests", these areas were established in the 1940's to demonstrate growing timber and woodlot management to farmers. Over the years, the emphasis changed to include total ecosystem management and education. In 1990, the tracts were renamed "Stewardship Demonstration Forests" (SDF) to reflect their use to educate the general public about managing land for multiple benefits.

Background

Originally, Wisconsin Department of Natural Resources (DNR), University Extension and the U.S. Forest Service cooperated as partners on the demonstration forests. The DNR foresters prepared the management plans; implemented the forestry practices; compiled growth, harvest and mortality measurements; and kept track of costs and income. The data was sent to the University Extension Forester for summarization in bulletins. The Extension Forester prepared tour guides for trails through the forests and organized field days. The Forest Service provided research and technical expertise.

The first Cooperative Agreement between the three partner agencies was signed in 1951. The document was 35 pages in length, 90% devoted to procedures for measuring trees, establishing plots and keeping records. It reflected the initial focus on research. The agreement was revised in 1969, pared down to five pages. Another revision was proposed in 1976 that dropped the US Forest Service as a partner, but that revision was apparently never signed (although the one federal tract in the program – the Argonne Experimental Forest – was deleted from lists). The last formal directive regarding "Timber Harvest Demonstration Forests" came as a memo in 1984 from J.R. Huntoon, DNR Division Administrator, affirming the Department's interest in maintaining the tracts. During the 1980's and 1990's, utilization of many Stewardship Demonstration Forests dwindled. In a 1996 survey, only half of the SDF managers reported that the tracts were regularly used and maintained. During this time period DNR foresters became overwhelmed with private forestry workloads and county forest time standards, and little help was available for the Stewardship Demonstration Forests. The absence of any budget to assist with management was also an obstacle. DNR and University Extension Foresters discontinued measurement of the research plots. Cutbacks in the Forest Service severely curtailed their technical assistance.

Presently the SDF forests are maintained by local DNR foresters who use accepted DNR silvicultural management techniques and follow the DNR Public Forest Lands Handbook for most management activities. A property manager is assigned to each SDF; generally the DNR private lands forester in the county(where the SDF is located) serves as the property manager. Landowner education and general public awareness about sustainable forestry may be more important now than it was in the 1940's when the SDF program was started. The number of private woodland owners has at least doubled. The value of these forests as educational tools is immense.

Purpose of the Demonstration Forests

The present purpose of the Stewardship Demonstration Forests is to demonstrate sustainable forest management and responsible stewardship while also using these lands as educational tools for students, professional foresters and non-industrial private forest landowners. The forests provide an opportunity to demonstrate active timber management and sustainable forest management. While growth and yield records are no longer maintained on a regular basis, most of the tracts do have good historical information that may be useful in research, and the lands are open for potential "new" research opportunities.

Where are the Stewardship Demonstration Forests?

There are now thirteen Stewardship Demonstration Forests for a total of 1,100 acres in Wisconsin. They vary in size from 32 to 437 acres.

Stewardship Demonstration Forest	County	Region	Year Established	Acres
Dundee	Fond du Lac	NER	1947	64
High Cliff	Calumet	NER	?	46
Wausaukee	Marinette	NER	1948	32
Wild Rose	Waushara	NER	1969	75
Apple River	Polk	NOR	1947	46
Chilsen	Lincoln	NOR	1947	40
Uhrenholdt	Sawyer	NOR	1952	54
Hallock	Grant	SCR	1984	437
Rule	Iowa	SCR	1968	80
Carlin	Jefferson	SER	1949	80
Cairns-Ellsworth	Pierce	WCR	1948-49	41
Champion Valley	Vernon	WCR	1947	52
Hardies Creek	Trempealeau	WCR	1950	53
				1,100

General Administration/Ownership

The Cairns-Ellsworth tract in Pierce County is in county-village ownership. The remaining twelve property's are state owned. Some of the SDF parcels are parts of larger properties (e.g., the Dundee and Carlin parcels are part of the Kettle Moraine State Forest and the High Cliff SDF is in High Cliff State Park).

Land Management Planning and Use

Land management planning and activities are the responsibility of the designated property manager. These activities may include developing management plans, updating reconnaissance data(recon data should be included within the state lands inventory data), establishing/administering timber sales, timber stand improvement, tree planting, sign placement, stream/habitat improvement, prescribed burning, fencing/gate issues, road problems etc.. All land management activities must be in accordance with the Public Forest Lands Handbook, 2460.5. This includes reconnaissance procedures, recreational activities, wildlife management, endangered resources, water regulations and wetland protection. The Timber Sale Handbook, 2461, must be followed when completing any timber sale activities on SDF lands. Some SDF's may or may not have a master plan developed for them at this time. All SDF shall have a master plan prepared in accordance with Division of Forestry Guidelines.

Roads, Trails and Access

Each individual property manager is responsible for maintenance of roads, trails, parking lots, fences, gates, etc… It is the responsibility of the property managers to obtain necessary funding to complete projects and maintain any existing trails, roads, fences, parking lots, signs and gates. All road and trail management must be in accordance with the Public Forest Lands Handbook and must adhere to Wisconsin's Best Management Practices for Water Quality.

Funding for Property Maintenance, Improvements and Non Commercial Forestry Projects

It is the responsibility of the individual property managers to seek funding to complete any projects or maintenance work. There are opportunities for property managers to compete for stewardship grant funding that may help offset some of these costs. Many property managers utilize timber sale activities to maintain roads and trails as a part of the timber sale layout. Revenue from timber harvests goes into the Forestry Account, and is not available directly for improving the tracts. The Timber Sale Handbook, 2461, must be followed when completing any timber sale activities on SDF lands.

The Division of Forestry Bureau of Forest Management has a limited allotment of money for forest landowner education that may be available for activities related to or connected with landowner education on SDF lands. The Forestry Division Leadership Team has funded SDF maintenance and improvement projects from these funds when project proposals are submitted by the property managers and money is available. Property managers interested in obtaining these funds should contact the Private Forestry Specialist.

Non commercial forest stewardship projects as tree planting, timber stand improvement, and exotic/invasive species eradication can be funded on an individual project basis utilizing grants available via Wisconsin DNR Turkey Stamp, National Wild Turkey Federation, The Ruffed Grouse Society, The Hardwood Forestry Fund, etc. All of these organizations require individual grant applications for specific projects related to each property. Property managers can contact these groups for further details.

Integrated Resource Management

Originally the Stewardship Demonstration Forests were established with the DNR, University Extension, and U.S. Forest Service all cooperating as partners on the demonstration forests. Presently there exists opportunity for many new potential partners to join in the SDF effort including DNR wildlife managers, DNR fish managers, woodland owner associations, conservation groups, wood cooperatives, and others.

Cooperating with these partners is encouraged, however it is the responsibility of the individual property managers to coordinate these efforts.

Opportunities to better utilize Stewardship Demonstration Forests

Stewardship Demonstration Forests were established as a “tool” for educating the public about managing land for multiple benefits as timber, wildlife habitat, aesthetics and recreation. Local woodland groups such as Wisconsin Woodlands Owners Association, Walnut Council, Master Woodland Stewards, The National Wild Turkey Federation, White Tails Unlimited, Ruffed Grouse Society, etc….often take active interest in these forests. This interest should be encouraged as well as allowing local school districts to use the forests as environmental aids. It is the responsibility of the local forester/property manager and his/her supervisor to decide how much involvement each forester may have with these groups.

Uhrenholdt
Chilsen
Wausaukee
Apple River
Cairns-Ellsworth
High Cliff
Wild Rose
Hardies Creek
Dundee
Champion Valley
Rule
Hallock
Carlin
DOUGLAS
BAYFIELD
IRON
ASHLAND
VILAS
BURNETT
WASHBURN
SAWYER
FLORENCE
PRICE
ONEIDA
FOREST
MARINETTE
POLK
BARRON
RUSK
LINCOLN
LANGLADE
TAYLOR
ST. CROIX
DUNN
CHIPPEWA
MARATHON
MENO-MINEE
OCONTO
DOOR
PEPIN
EAU CLAIRE
CLARK
SHAWANO
BUFFALO
TREMPEALEAU
JACKSON
WOOD
PORTAGE
WAUPACA
OUTA-GAMIE
BROWN
KEWAUNEE
MANITOWOC
ADAMS
WINNE-BAGO
LA CROSSE
MONROE
JUNEAU
MAR-QUETTE
FOND DU LAC
SHE-BOYGAN
VERNON
GREEN LAKE
DODGE
RICH-LAND
SAUK
COLUMBIA
WASH-INGTON
OZAUKEE
CRAWFORD
Madison
DANE
JEFFERSON
WAUKESHA
Milwaukee
MILWAUKEE
GRANT
LAFAYETTE
GREEN
ROCK
WAL-WORTH
RACINE
KENOSHA

OFFICE RECORDS

It is important that appropriate landowner assistance records be kept to document assistance provided and to maintain continuity in the forestry program throughout the state. Foresters have developed a number of proven recordkeeping systems over the years. The following procedures, based on that experience, are to be used by Department forestry staff.

Case Files

A file will be maintained for each landowner given assistance. A separate folder is not needed, however, for completed contacts that will not require future service. Information on such incidental or one-time requests may be kept in a general town file.

Landowners' files will be kept in a uniform manner. This provides for efficient office management and enables someone new to a project to easily become familiar with the system. Each file should contain the following information.

1. Management Recommendations Record (Form 2470-21) - This form should be at the beginning of a file and will be a chronological record of all service given to a landowner. It is intended to provide, at a glance, a summary of an owner's total management program. It should be hand written and limited to no more than a couple of lines per entry. Details of the service given will be found in other file records. Attach this form to the inside cover of the file folder.

2. Map - A map showing timber types, roads, water, fields, buildings, and other pertinent information. The MFL Map, an FSA photocopy or an acetate tracing is acceptable. Use the standard mapping symbols contained in Manual Code 8625.2.

3. Land Examination Record - This is a summary of inventory information and management needs. Either of the following forms may be used for this purpose: Stand Examination Data Sheet, Form 2400-26; or Land Examination and Practices Report, Form 2450-128.

   With one of these completed forms, any forester unfamiliar with the land can get a good idea of the character and management needs of the woods.

4. Management Plan - All management plans and supporting data.

5. Timber Harvests - All material for each harvest should be stapled together for easy reference.

6. Tax Laws - All tax law orders of entry, renewals, transfers, declassifications, cutting notices and reports, and severance tax orders. Typically the MFL order of entry is attached to the management plan. If the owner has more than one MFL agreement, then separate the information by order numbers. If desired, a separate file may be created for each order number.

7. Cost-Sharing Practices - All cost-sharing documents should be kept in chronological order. They should be separated by practice (i.e., all tree planting together).

8. Correspondence - All correspondence with the owner, including letters, notes, phone conversation records, notes of office visits, etc.

9. Forest Certification - All tree farm® or other certification program inspection and audit reports.

10. Proof of Ownership - All deeds, land contracts or other title information.

Case File Filing System

It is important that a standardized system be used to file landowner folders. Individual folders should be filed by civil town or town and range. Then, depending on specific local factors, filing will be either alphabetical (landowner's name) or by section number within the township. There are a number of advantages and disadvantages to each system depending on local conditions and the forester's preference.

Other options regarding further breakdown of files may also be desirable. A few of the various options are listed below:

1. Designating tax law entries by using only left or right tabbed folders while using the opposite side tabbed folders for all other cooperators.

2. MFL entries can be identified by one colored tab, FCL and WTL with others. White tabs would be used for non-tax cooperators

3. Use a “window” (or hanging) folder for each landowner that always remains in the file drawer. The working sub- folders are then kept under this main landowner file. This technique provides a permanent record in the file drawer for each landowner and can help separate material in thick files.

Cross Index Reference File

Some foresters keep a cross-reference index of landowners using the Woodland Record Card, Form 2470-11. The card is used as an alphabetical index to landowners and as a cross-reference with the case file. It enables the forester to determine if an owner has had management assistance in the past on the same or other lands in the county. This index file is especially useful in offices with multiple foresters. (PlanTrac provides a similar system in digital format.)

Purging Files

Case files should be purged only when absolutely necessary. Old records have significant value for land managers and in most cases should be retained. If space needs become critical, only remove outdated or extraneous material no longer of value. This may include removing inactive files as well as cleaning active files. Many old records may have historical significance and so purging should be done with caution.

Other Office Records

Record keeping procedures for other common programs and office materials can be found in other handbooks and directives: Following are some of the more common ones:

Forestry assistance requests:	Chapter 20 - Private Forestry Handbook (next page)
Timber sale stumpage values:	Chapter 30 - Private Forestry Handbook
CFM accomplishment report:	Chapter 80 - Private Forestry Handbook
Tax-law recon updates:	PlanTrac Chapter [pending] - Private Forestry Handbook
Active tax-law cutting notices:	PlanTrac Chapter [pending] - Private Forestry Handbook
Overdue tax-law practices:	PlanTrac Chapter [pending] - Private Forestry Handbook
NHI reporting:	Endangered Resources Handbook

Foresters should also maintain control sheets (usually with copies of the pertinent forms) in ring binders or electronic databases for the following projects:

Active County Cutting Notices
Active Tax Law Cutting Notices / Closed Tax Law Cutting Reports
Conservation Reserve Program Signups and Performance Inspections
Landowner Grant Program Tracking
Other Federal Cost-sharing Program Tracking
Private Stumpage Value Reports

Receiving and Tracking Requests for Assistance

A. Tracking System

Regardless of the tracking system used, the following information is needed:

- Landowner name and address
- Phone number, e-mail or other contact information
- Property location
- Date of request
- Type of management assistance requested
- Remarks (optional)
- Date serviced and type of assistance provided, and/or
- Date the request was referred to Cooperating Foresters

Use at least one of the following methods:

1. Request Binder

   A request record in table format is kept in a three-ring binder with supplemental information. Pages can be organized by type of request (i.e., tree planting, timber sale, TSI), or by date of request.

2. Request Files

   A file drawer or file divider is separated into categories based on the type of request. A landowner file is created or pulled and placed into the appropriate request category including information about what is to be done on the property.

3. Request Cards

   Standard 3x5 or 4x6 index cards can be used to establish a card file of requests. The cards could be filled out by either the forester or a landowner. Foresters who use this type of tracking system divide the records by types of requests or by townships using index tabs.

4. Digital Request Files

   Maintain forestry assistance requests in an Excel spreadsheet or other personal information manager. The spreadsheet can be used to sort the information by date received, request type, etc. Printing a copy of the request record is recommended on a periodic basis to serve as a backup.

B. Updating Request Files

Foresters should respond to and update requests in a timely manner, regardless of the type of request system used (refer to Chapter 1 of the Private Forestry Handbook). Phone calls or postcards to the landowners work well for this purpose and will eliminate those who have moved, obtained service from another source or changed their minds.

C. Map-based Project Tracking

Many foresters find it useful to plan fieldwork by plotting requests such as MFL applications, tree planting projects or timber sales on a county or area map. This can be done easily by taping a county map to a cardboard backing and using colored pins or marks to locate project sites. Alternatively, a digital request database can be linked to a GIS map.

CHAPTER 21

PRIVATE LAND MANAGEMENT PLANS

A forest management plan is a written evaluation of a property that provides a description of the resource, its condition and recommendations for applied management prescriptions along with a timetable for implementation.

Plans take many forms and fulfill different needs. They may address one specific management practice or encompass any number of practices. The form and type of plan used depends on the forester's judgment, the amount of acceptance of the owner and the need to sell the owner on management. Forest management plans must be tailored to the individual needs and objectives of the owner to achieve results.

Basic Plans

Basic plans address a specific management practice or practices and may be in the form of a letter or summary of prescriptions. They are often used as a follow-up to an initial contact when the interest and commitment of the owner is not well established. The basic plan is a tool to reinforce verbal recommendations and encourage action by the owner.

Comprehensive Plans

Managed Forest Law plans and Forest Stewardship plans are comprehensive in nature. They should consider the management of the total forest resource for all benefits, dependent upon the land capability and the objectives of the landowner. They identify and describe activities that will enhance or protect soil, water, aesthetic quality, recreation, timber, water, and fish and wildlife resources based on the landowner's objectives for the land. Managed Forest Law plans must conform to requirements in state statutes and administrative rules. The State Forest Stewardship Committee establishes the required elements of Forest Stewardship plans. As a result, there may be some differences between the two types of comprehensive plans.

General Considerations in Preparing a Forest Management Plan

1. Tailor the plan to the landowner's individual needs and objectives within the capability of the land. Be personal. Consider the landowner's goals, interest, motivation and needs in relation to the potential of the woodland. Tell the owner how carrying out the plan will help reach the goals. Make prescriptions in accordance with the silvicultural guidelines in department handbooks and directives.

2. Avoid technical forestry terminology or define all technical terms used. Use understandable terms and symbols. Use written (plain language) explanations rather than timber-type symbols. Convey technical information in a non-technical manner.

3. Base the plan on ecosystem considerations. Include an overview of regional landscape scale concerns as appropriate.

4. Be concise. Assure that the included information is relevant to the parcel and accurate.

5. Use publications or other attachments to describe routine, repetitive information, i.e. "How to Sell Timber"; "What is TSI"; "Tree Planting", etc. Reference the supplemental information in the plan.

6. Explain services available from DNR, cooperating foresters, county land conservation departments, Farm Service Agency, UW-Extension, Natural Resources Conservation Service, wood cooperatives, private associations, private enterprise, and others to help carry out the plan.

7. Determine a timetable with the landowner for accomplishing needed forestry practices.

Specific Plan Standards

The following Wisconsin Forest Management Plan Standards Table and the MFL Review Checklist list are recommended and required elements in forestry plans. All plans shall adhere to the Best Management Practices for Water Quality (BMP) and silviculture principles established in Publication FR-226, Wisconsin Forest Management Guidelines (FMG).

WISCONSIN FOREST MANAGEMENT PLAN STANDARDS				
		Managed Forest Law Plan[1]	**Forest Stewardship Plan**[1]	**Basic Plan**[2]
	Plan Component			
1.	**IDENTIFICATION**			
A.	Landowner name, address, with necessary signatures and dates	**Required**	**Required**	**Required**
B.	Landowner signature of approval	**Required**	**Required**	As Appropriate
C.	Plan preparer name, address, and phone number	**Required**	**Required**	**Required**
D.	Plan preparation date	**Required**	Recommended	**Required**
E.	Legal description (T,R,S minimum)	**Required**	Recommended	**Required**
F.	Planned acres	**Required**	**Required**	**Required**
G.	Plan length (shows number of years covered by the plan)	**Required**	Recommended	As Appropriate
H.	Overall landowner goals and objectives for the property	**Required**	**Required**	Recommended
I.	The pages are numbered sequentially/ order # on all pages	**Required**	Recommended/NA	As Appropriate
2.	**DESCRIPTION (may be presented in a narrative or tabular format as appropriate)**			
A.	Map with property boundaries, cover types, water, roads, adjoining land use, acreage, etc., clearly and adequately labeled	**Required**	**Required**	Recommended
B.	General property description	**Required**	**Required**	As Appropriate
C.	Regional landscape overview	**Required**	**Recommended**	As Appropriate
D.	Interaction with surrounding properties	Recommended	Recommended	As Appropriate
E.	Soils information (can be generalized over entire property when soils are uniform; may be included in a data table)	**Required**	**Required**	As Appropriate
F.	Stands by cover type and area (acres)	**Required**	**Required**	**Required**
G.	Descriptive overview of the timber type	**Required**	Recommended	Recommended
H.	Stand silvicultural objective (**what** you are trying to grow **and how** you intend to achieve it: indicate target timber type or land cover and the even-age or all-age technique that will be used to get there). Provide a link to landowner's objectives where practical.	**Required**	**Required**	**Required**
I.	Forest characteristics: Land Exam Form 2450-128 Part A (and part B for MFL) or similar stand-based table (Providing a copy to the landowner is recommended, though not required.)	**Required**	**Required**	As Appropriate

		Managed Forest Law Plan[1]	Forest Stewardship Plan[1]	Basic Plan[2]
J.	Plan addresses known threatened and endangered species and cultural/historical resources	**Required**	**Required**	**Required**
3.	**MANAGEMENT ACTIVITIES**			
A.	Recommendations consider landowner's available time, interest, money, and energy based on landowner's objectives.	Recommended	Recommended	Recommended
B.	Plan identifies and describes actions (practices) to be taken by the landowner to protect soil, water, range, aesthetic quality, recreation, timber, and fish and wildlife resources in a manner that is compatible with landowner objectives.	**Required**	**Required**	Recommended
C.	MFL Mandatory Practices[3]	**Required**	N/A	N/A
D.	MFL Non-mandatory Practices[3]	**Required**	N/A	N/A
E.	Year practices should/must be completed (A chronological summary of mandatory or non-mandatory activities is also desirable, but not required.)	**Required**	Recommended	Recommended
F.	Enforceable language: As included in the plan template language. Specific requirements (i.e., basal area residuals, trees per acre, follow-up requirements, etc.) are covered when preparing the cutting notice.	**Required**	N/A	N/A
G.	Prescriptions are consistent with WI DNR approved silvicultural standards	**Required**	**Required**	**Required**
H.	Forest health considerations	**Required**	Recommended	As Appropriate
I.	Fire: Include considerations for wildfire protection and planning.	**Required**	**Required**	As Appropriate
J.	Carbon Cycle: Include considerations for sequestering carbon.	**Required**	**Required**	As Appropriate
4.	**PRESENTATION (IF ANY OF THE FOLLOWING CATEGORIES IS UNACCEPTABLE, THE PLAN MAY BE RETURNED FOR REVISIONS.)** • The plan information is presented in a logical format that is easy to follow. • The writing style is easy to read and understand and presented in a professional manner. • The writer reasonably avoids wordiness, jargon, and mistakes in grammar, spelling and formatting. • The plan meets the landowner's needs and provides useful advice in a skillful way.			
	[1] Requirements for Forest Stewardship Plan are based on the Forest Stewardship Program National Standards and Guidelines (http://www.fs.fed.us/spf/coop/library/fsp_standards&guidelines.pdf). MFL plans are Forest Stewardship plans and must include the same requirements. All required elements for MFL plans are included the plan template. [2] Foresters should include components in addition to those designated in the chart as appropriate to the situation for each individual basic plan. [3] Mandatory and non-mandatory (optional) practices are required to be included in MFL plans to the extent needed to address sound forestry and the landowners' objectives listed in the plan.			

Forest Management Plan Forms

Non-tax law stewardship plans should be prepared on the Forest Stewardship Management Plan forms 2400-111, 2400-111A, and 2400-111B. The MFL Forest Stewardship Plans must be prepared through the online WisFIRS program.

Detailed instructions regarding forest reconnaissance techniques, mapping terms and symbols, timber type and species codes, maps and plan styles can be found in the following sources: Chapter 100, Public Forest Lands Handbook (2460.5); Forest Tax Law Handbook (2450.5) and Manual Code 8625.2. Avail yourself of the many other resource management handbooks and databases produced by the Department and partner agencies.

Difference Between Landowner Objectives and Silvicultural Objectives

The most difficult parts of plan writing often involve:

- **Identifying and expressing the landowner's objectives** (1H in the preceding Plan Standards Table). Keep in mind that the owner might not have clearly articulated objectives or might not have been aware of opportunities on the land. Look for opportunities throughout the planning process to educate the landowner and better define objectives. The owner's statement on an MFL application or other initial material is just a starting point. Don't be afraid to restate the owner's objectives in the plan. Encourage the owner to carefully consider the objective statement written in the plan. Refine the statement if it does not capture their concerns.

  Occasionally, landowner objectives might not be consistent with sustainable forestry or be compatible with site capabilities. Foresters should discuss incompatible or impractical objectives with landowners and try to help them develop realistic objectives.

- **Identifying the silvicultural objective for each stand and how the objective will be reached** (2H in the Plan Standards Table). Silvicultural objectives for a stand are usually more specific than a landowner's overall objectives. Silvicultural objectives refer to particular regeneration harvest techniques, timber types and stand quality or structure the prescription is trying to achieve.

Forest Management Guidelines and Exceptions

Under the framework established in NR 1.213(3)b, Wis. Adm. Code, all forest management and timber harvesting assistance provided by DNR and Cooperating Foresters shall be consistent with BMPs and the silviculture sideboards in Table 2-1, Wisconsin Forest Management Guidelines (Publication FR-226 2011). The table summarizes the regeneration harvest systems that are generally recognized as acceptable and widely applied in Wisconsin. The designations are substantiated in forestry research literature and elaborated in the DNR Silviculture Handbook (2431.5).

Exceptions to the standards in FMG Table 2-1 will be granted only if a science-based management commitment describing an alternative method is submitted to and approved by the DNR in advance. Such management commitments shall describe the alternative method, measurable performance criteria and corrective measures that will be taken if the alternative fails. Management commitment variances to FMG Table 2-1 shall be evaluated locally between a DNR forester and cooperator or between a DNR forester and his supervisor, with progression to regional review if needed. (Resolution of management commitment exceptions at the local and regional level would usually occur in situations where the DNR Silviculture Handbook notes other possible management techniques which might not have been included as *generally accepted* practices in FMG Table 2-1.) In the event that a management commitment issue is not resolved at the region level, the Director of the Bureau of Forest Management shall review the proposal with the assistance of central office staff as assigned. (Sending a request for a silvicultural exception to the central office is required for precedent changing methods not described in the Silviculture Handbook or other authoritative publications.) *This system of exceptions does not supersede landowner eligibility or compliance requirements under MFL, cost sharing or other statutory programs*.

Follow-up on Management Prescriptions

Though often neglected due to other workload, periodic follow-up is an important activity. Follow-up activity and accomplishment is an integral part of the primary forestry objective on private lands: that of providing the maximum yield of forest benefits. Without it, the program becomes a one-time contact with little continuity and minimum potential for realizing long-range forest management benefits. An organized follow-up system provides the forester with (1) a method to obtain feedback, (2) a way to improve relationships with the public, landowners and timber processors and, (3) an important opportunity to review and confirm silvicultural decisions.

A. **Short Term Follow-up**

As time permits, efforts should be made to visit sites of ongoing or recently completed practices. Such visits are valuable in determining if recommendations were proper and practical and give the forester a better understanding of on-the-ground limitations and conditions. All timber sales should be visited sometime during or after the cutting operation. Required performance checks for cost-sharing practices provides opportunity for good follow-up.

One effective system for short-range follow-up on recommendations is to locate timber sales, tree planting and TSI projects on a county map that can be carried in the vehicle. Such a map makes an excellent reference to locate areas to check as you make your rounds. Projects could be color-coded to show type of practice, when set-up, and if completed or underway.

B. **Long Term Follow-up**

Once a landowner has begun action on a forestry plan, the forester has a responsibility to encourage continued management on the land. This ensures the greatest return to the public on the initial investment of the forester's time already made and the full benefits of sustained yield management.

Foresters are encouraged to use the PlanTrac program for both tax law and non-tax forest management plan follow-up.

Chapter 25

FINANCIAL SYSTEMS

Foresters are often involved with facilitating the delivery of DNR trees to their respective counties, or with rental of Department owned tree planters, acorn planters, sprayers etc. Some foresters also have utilized partners to help with these tasks, including county land conservation departments (LCD), or non-profit organizations.

The purpose of this chapter is to explain the process foresters will use if DNR is contracting for delivery of DNR trees to their counties. This chapter will also explain the process for rental of Department owned equipment, including but not limited to tree planters, acorn planters, sprayers, etc. to landowners by Department foresters. Failure to follow the Department's fiscal rules may result in disciplinary action, so it's important if we are collecting and remitting funds through DNR that we follow these rules.

Other Systems in Place

There are numerous other efficient systems in place around the state where DNR foresters utilize partnerships or are involved with coordination of tree delivery or rental of equipment not owned by DNR, or where agreements have been made with counties or non-profit organizations for them (county or non-profit org.) to handle the finances of such transactions. (For example, a county LCD's system of collecting for tree delivery or rental of county owned planters, where DNR does not collect the moneys and those dollars are processed and bills paid through the LCD or non-profit organization, based on that organization's fiscal rules.)

> Examples: Some counties collect money from individual landowners for delivery of DNR trees to the county and then pay for the truck with those funds through the county's fiscal process. Some counties also have "tree planter accounts" where rental dollars go in and when repair or replacements are needed, then funds are disbursed, based on the counties fiscal rules.

This chapter is not meant to discourage use of those systems that are already working according to the specific organization's rules. However, this chapter does apply if a DNR forester is collecting and remitting money through DNR's finance system. If DNR owned equipment is being rented out by the county LCD or a non-profit entity, a memorandum of understanding should spell out how this process will be done according to the rules of that entity.

DNR Contracted Tree Delivery

The transportation of trees and shrubs from the state nurseries to distribution sites across the state works very well. In the past, some methods used to collect and deposit funds did not meet Department requirements for handling and documentation of such funds. This section outlines a fiscally appropriate process for collection of revenue and payment of the contract. The process will utilize a program revenue appropriation and will require the timely deposit of revenues, the timely payment of invoices, and the timely allotment of funds before the end of the fiscal year (June 30). The process is described below.

1. Contract for the tree delivery using the Department's purchasing process. See Manual Code 9322.1 for the purchase requisition process.
2. Establish a pro-rated cost to charge per unit for the tree delivery. The establishment of this rate can create an auditing concern. The pro-rated collection rate formula must be documented and approved by someone other than the person collecting and depositing the revenue. Ask your supervisor to sign off on the rate. Remember when money is involved, documentation and a separation of duties is very important. When contracting for trucking services, quote the agency's tax-exempt number (ES 40690) in order to obtain this service on a state sales tax-exempt basis.
3. The DNR contract with the trucker is not taxable. However, per the Department of Revenue, the payment from the landowners is taxable. Thus, please add to the delivery rate calculation the appropriate sales tax rate for the county.
   a. Example:

Example:	truck costs	$528.00
	Add sales tax	$ 26.40
	Total cost to pro-rate to landowners	$554.40

4. Collect from the landowners the authorized delivery rate. Follow the instructions provided by Manual Code 9341.1 and your regional finance office for acknowledging the receipt of money from the public. Cash may be accepted, but should be converted to a check payable to the DNR, either at a DNR office, a local bank or US Post Office. There may be a fee associated with converting the cash to a check at a local bank or Post Office. Your local service center/DNR office (with a checking account) may do the remittance for you or they may just convert all the money collected to one check payable to DNR; or mail the check to your regional finance supervisor. Contact your regional finance supervisor if you have trouble converting cash to a DNR check or for the preferred procedure for your region.

   Because receipts are necessary, the following options are available:
   1. Purchase a receipt book from an office supply store.
   2. Include a copy of the county truck summary listing the individual charges and amounts paid. (This is the method approved and used in SCR.)

Proper Coding of Remittances and Expenditures

Follow procedures approved by your regional finance office to remit monies to them. (e.g. SCR Finance accepts the check or checks along with the shipping list showing the amount paid by each person and then submits the revenue as directed.) Use the General Remittance Sheet (Form 9300-029A) to submit the revenue to your regional finance office. Detailed guidance for completing this form is to be found below. If additional guidance for completing this form is needed, see Manual Code 9344.

The following revenue code must be used on the General Remittance Sheet: 100-XACP-136R-ZZZZ-8200.17. Everyone will use the same revenue code.

On the remittance form within the space titled 'Identify Type of Fee', please clearly write your operations organization code followed by an abbreviated description of the service provided. For example, a forester in Sturtevant will enter "FRSE ST DELIV CHARGES NU STOCK". It is important to highlight or circle this description so that the data entry people will understand that this must be keyed into WiSMART. We will then have a way, using web-based financial systems, to derive revenue by location.

After the delivery is complete, pay the trucking invoice directly from your team's operations budget, using activity code FRTE and object code 3300. Using this coding is key to being allocated additional budget to cover your costs. Please ensure that the trucking contract invoices are paid and that the corresponding revenues are deposited by May 25th.

The Forestry Budget Manager will, after May 25th, request allotments from the collected revenue to your expense budgets. The amount to be allotted will be determined by the amount associated with activity code FRTE and object code 3300. Thus, at the end of the fiscal year your operational budget will have been made whole.

If Another Group Contracts for Tree Delivery

If an organization other than the DNR (e.g. a county LCD, a non-profit agency, a FFA chapter, a volunteer, a service club) contracts for the trucking, the revenues must be collected in a manner consistent with that organization's accounting guidelines.

Rental of Department Owned Tree Planting, Site Preparation and Release Equipment*

*Note: This process does not concern the site preparation equipment rented and maintained by the LeMay Forestry Center.

The Department owned tree planting, site preparation and release equipment that are rented to landowners produce revenue and require maintenance. This section outlines a fiscally appropriate process for depositing the revenue and funding the maintenance of the Department owned equipment. For county owned equipment, please utilize the accounting process required by that county.

Foresters rent to and invoice landowners for the use of the equipment. A standard rental cost for each type of equipment must be established. The rates may be established by a regional forestry team or by using the rates established by the county for the county owned equipment. The lack of a standard rental rate can create an auditing concern. Remember when money is involved, documentation and a separation of duties is very important.

Invoice the renter. Utilize Billing Form (Invoice), Form 9300-027. Regional finance staff may help you with the invoice process. They may also have a sample spreadsheet for you to record the necessary information to produce the invoice. Located in this handbook, Appendix C is a sample spreadsheet and Appendix D is a sample invoice. Manual Code 9345 provides invoicing instructions.

The following revenue code must be written on the invoice: 212-RPAD-173R-ZZZZ-8200.13. Everyone will use the same revenue code. To keep track of the balance of your rental revenues net of maintenance costs, use the method suggested below:

1. On the remittance form within the space titled 'Identify Type of Fee', please clearly write your operations organization code followed by an abbreviated description of the type of revenue. For example, a forester in Walworth County (Illinois Fox Team) will enter - "FRSE ST RENT TREE PLANT EQUIP". It is important to highlight or circle this description so that data entry people understand that this must be keyed into WiSMART. Everyone will then have a way, using web-based financial systems, to derive revenue by location.

Maintenance of Department Owned Tree Planting, Site Preparation, and Release Equipment

Complete the necessary maintenance for the equipment. Pay the maintenance invoices directly from your team's expense budget. Make sure that all invoices are paid before June 1st. The payment must be coded using activity code FRTG and object code 2480.

Reimbursement of Expense Budgets

Annually by June 1st you will have deposited the rental revenue and paid for any maintenance. Please note that payments for maintenance may be processed anytime between July 1 of one year and June 1st of the next year. The month of June will be free of fiscal activity so that your expense budget may be reimbursed for the maintenance expenditures.

The Forestry Budget Manager will, during the month of June, request allotments to your expense budgets from the collected rental revenue. The amount to be allotted will be determined by the amount associated with activity code FRTG and object code 2480. Thus, at the end of the fiscal year your expense budget will have been made whole.

Keeping Track of Balances

If the forester's organization code is keyed into the description field for WiSMART revenues (per the suggestion above) and the same organization code is used when paying for the costs of the maintenance on this equipment, revenues may be compared with expenditures over time.

It is the responsibility of the individual forester who arranges for the rental of this equipment to ensure that landowners are charged at the authorized rates. Due to the high cost of certain repairs, it is not anticipated that revenues at the county level will exactly match expenditures within a given fiscal year.

The Forestry Budget Officer will be responsible for reviewing rates established and suggesting adjustments to rates if revenues are insufficient or are greater than expenditures over time.

CHAPTER 30

PRIVATE FORESTRY
TIMBER SALES

TIMBER SALE POLICY

A well-planned and implemented timber harvest can be an essential tool for achieving many sustainable forestry objectives. To help assure successful harvests that meet the needs of landowners while protecting and improving ecosystem values, the Department's policy is to encourage the involvement of a professional forester in the sale of timber on private land. Department foresters may establish timber sales only on lands for which there is a current forest management plan. As detailed on page 21-6 of this handbook, all plans shall adhere to the Best Management Practices for Water Quality (BMP) and silviculture principles established in Publication FR-226, Wisconsin Forest Management Guidelines (FMG).

Private Timber Sale Set Up Assistance: Unless otherwise directed, Department foresters may establish timber sales for private landowners within the constraints of section s. NR 1.212(3), Wis. Adm. Code. Department Foresters may assist landowners with harvests only if assistance from a cooperating forester is not reasonably available (i.e., no cooperator offers service) and the referral procedure described below has been followed.

Referral Procedure:

1) All requests for timber sale establishment assistance shall be referred to cooperators. A "referral" consists of the Department forester:
   a) Providing the landowner the list of cooperating foresters and recommending that the landowner obtain assistance from a cooperator. The landowner accepts the responsibility to actively contact cooperators to seek timber sale establishment assistance and must provide documentation to the Department forester that a cooperator conducting business in the county where the land is located is not reasonably available to provide timber sale assistance services. Landowners can also make contacts using the Forestry Assistance Locator service on the WDNR Internet site (dnr.wi.gov search for Forestry Assistance Locator); or
   b) Communicating requests for timber sale assistance directly to cooperators if the landowner specifically asks the Department to convey the information. (This could include a direct mailing to cooperators serving a county regarding the landowner's request for timber sale establishment assistance); and
   c) Keeping a list or record of landowner contacts regarding timber sale set up assistance, including the date that 1a or 1b was accomplished.
2) When timber sales have been referred, Department foresters may provide timber sale establishment only after documenting that services from a cooperator forester were not reasonably available as outlined in step 1(above) and the following referral period has been completed:

   Non Tax-Law: the 120-day referral period

   Tax-Law: After January 1 of the year the mandatory practice is scheduled. (The Forest Tax Section and the Private Lands – Stewardship Specialist work together to provide the mandatory practice list to all cooperators by March 1 of the previous year.)

3) The 120-day referral clock for non-tax law timber sales will start once step #1 (above) is completed.

4) Department foresters shall keep documentation of the landowner's "good faith" efforts to hire a cooperator if Department timber sale establishment assistance will be provided. Lack of documentation will prevent Department foresters from providing timber sale establishment assistance. Documentation might include:
   a) List and dates of cooperators contacted by the landowner or the Department.
   b) Letters of refusal, responses from cooperating foresters, or other documentation demonstrating that the landowner could not find other help.

5) In the event of an emergency the referral period for tax-law and non tax-law practices may be waived by the Chief State Forester. Emergencies may include but is not limited to fire mortality, ice, snow, insect, disease, wind or flooding. The Department will take the following steps:
   a) Assess the extent and nature of the emergency.

b) Invite affected landowners and cooperating foresters that operate in the area to a public meeting. The meeting will cover timber harvesting recommendations and timber sale procedures and should be scheduled no later than one week after the event or as soon as possible.

See page 10-12 of the Private Forestry Handbook for additional information related to mandatory backlog practice referrals.

DNR foresters will advise landowners to solicit multiple cooperators and request bids for the forestry services they desire. Under no circumstances are Department foresters to judge the appropriateness of fees proposed by cooperators.

(Note: A blanket mailing by a cooperator to all landowners with scheduled tax law mandatory practices in a county is not considered an offer of services. If a landowner responds to a cooperator and the cooperator makes a specific proposal to the landowner, that would be considered an offer of services. A DNR forester who is aware that a blanket mailing was sent should, however, question landowners claiming no cooperator assistance is available.)

Exceptions to Referral Procedure:
Except as provided under item 5 (above) any exception to the referral procedure described above must be approved by the supervisor. Documentation of the approval which includes the reason for the approval shall be placed in the landowners file. Exceptions to the referral procedures are not expected however there may be a **few** circumstances where an exception may be sought. Such as a small stand that is scheduled for a harvest a year or two later than an adjoining stand that has already gone through the referral procedure with no offers for services made.

Private Timber Sale Referral Policy FAQs

Question: Is one refusal letter enough proof to show that services from a cooperator are not available?
Answer: No. One cooperator may refuse to work with a landowner, but a different cooperator may accept working with that same landowner. The one refusal letter policy is no longer applicable and was deleted with the revision of NR 1.212, Wis. Adm. Code that was adopted in 2002.

Question: When a timber sale referral is required, can DNR set up the sale if a landowner received no interest from any cooperator providing timber sale services within the county during the referral period?
Answer: Yes, but the DNR forester must assure that it fits within their work plan and all cooperators have had the opportunity to decline this work during the referral period.

Question: If a landowner has received no interest from any cooperator during the referral period, but a cooperator expresses interest in working with the landowner after the referral period, can DNR set up the sale?
Answer: Yes. Technically, DNR could establish the sale, but the Department forester and their supervisor should seriously consider whether this is a wise course of action. Referring timber sales is our policy.

Question: For timber sales included in a mandatory practice mailing to all cooperating foresters, does a landowner still need to provide proof that a good-faith effort was made to obtain services from a cooperating forester after the referral period has expired?
Answer? No, a mandatory practice list is itself a good faith effort to provide notice to cooperators. See item #10, page 10-12 of this handbook. Department foresters should not set up timber sales if landowners have clearly refused reasonable service from a cooperator.

Timber Sale Assistance Guidelines

The following guidelines summarize the types of services Department foresters may provide for various categories (A-D) of private timber sale needs that are tracked in a forestry assistance request system (see Chapter 20).

A) Non-tax law, first contact

1) Perform a field visit with the landowner
2) Write a management plan appropriate to the level of the landowner's interests/needs.
3) If a sale is needed, forward information to the landowner regarding successful timber sale procedures. Information should include:
   - Management plan and map
   - Timber marketing information
   - Timber sale contract information
   - A list of cooperators and information on selecting a cooperating forester
   - Other pertinent information
4) Establish the timber sale only after all steps of the timber sale referral policy has been met.

B) Non-tax law, file history with existing management recommendations

1) If DNR forester is familiar with the property, a site visit may not be needed. If not familiar with property, make a site visit with landowner.
2) Update management plan, if appropriate.
3) See steps #3 and #4 under Category A.

C) Tax law, mandatory sale due

1) Review the management plan. Validate the need for a harvest with a site visit or via past personal involvement with property.
2) If DNR forester determines a sale is not currently advised, update the management plan and share with the landowner. Foresters should work with landowners in rescheduling management to gain concurrence and understanding about the updated practice. Signatures of the landowners are required if a plan revision changes the silvicultural practice(s), including adding or removing a practice, or it affects the productivity of the land. Signatures are not required if the revision is just to postpone the date of a practice or just to change the names after a transfer. See the Management Plan section of the Forest Tax Handbook (2450.5) for additional details. Be sure to update practices data in WisFIRS
3) If DNR forester determines a mandatory sale is needed, send a reminder letter to the landowner. Documentation is important for future possible enforcement.
4) See steps #3 and #4 under Category A.

D) Tax law, non-mandatory practice

Same as C above, except a mandatory practice reminder letter is not required.

DNR Involvement in Timber Sale Establishment

For timber harvests where DNR provides assistance, the sale will be encouraged in a fair, equitable, impartial and businesslike manner (e.g., use ethical sealed bid procedures, a written contract, etc.). Remind landowners of their duty to inform bidders of results, to return bid bonds and to follow through with other ethical business responsibilities.

It is the DNR forester's job not only to assist the landowner in marking trees, but to also:

1. Prepare the sale prospectus
2. Encourage the landowner to market (advertise) their sale to optimize value and sale performance standards.
3. Encourage the use of a written contract agreement between the landowner and the purchaser of the sale.
4. Share information with the landowner that will enable him/her to successfully administer the timber sale.
5. Encourage the landowner to take an active part in setting up the sale. This will assure an understanding of what is happening and why.
6. Encourage landowners to sell their timber to logging firms whose employees have completed safety training and Best Management Practices training. If available in the locality and for the types of timber being sold, promote working with Wisconsin Professional Loggers, Wisconsin Certified Master Loggers and Sustainable Forest Initiative (SFI) qualified loggers.
7. Help landowners deal with reputable timber producers. Although DNR foresters may not speculate on the honesty or reputation of particular loggers, foresters can disclose facts such as known convictions of theft or fraud. If in doubt,

landowners can be directed to the Wisconsin Circuit Court Access Internet site (http://wcca.wicourts.gov/index.xsl) to search on the names of individual loggers or logging companies. Landowners may also call the Department of Agriculture, Trade and Consumer Protection hotline (1-800-422-7128) to inquire about complaints or to file a complaint. Advise landowners to get and check loggers' references.

Foresters should use a group approach with small sales where feasible. Details of a sale can be explained and questions answered through group rather than individual meetings.

Timber Sale Procedures

The recommended procedure for the sale of stumpage from private lands is to:

1. Determine any previous commitments for sale of timber by owner: Determine if any previous agreement had been reached between the owner and a buyer, consulting forester or industrial forester previous to your involvement. Professional integrity requires that you honor such commitments.

   If it is determined that the harvest is not consistent with a forest tax law agreement or sound forestry practices, work with the individual(s) who established the harvest to make modifications. In most cases the issues can be resolved through good communication. At no time should a harvest be modified (e.g., remarked) unless working together with the individual(s) who established the harvest. Notice should be given to landowners if harvest commitments they have made are not consistent with a forest tax law agreement or sound forestry practice.

   If the situation involves a Cooperating Forester see the dispute resolution process in Chapter 10 for additional information. If the situation involves a forest tax law agreement see Chapter 60 Forest Tax Handbook for additional information.

2. Discuss method of sale: Discuss with the owner the process of selling by various methods. Usually this is done prior to setting up the timber sale. Suggest the use of the Sample Timber Sale Contract (Publication FR 202 2002) or other sample language in the discussion, but do not write the contract for the landowner. (DNR Foresters are agents of the state, not the landowners, and so cannot become involved with contract negotiation or sale administration.)

   As part of sale design, DNR foresters should be mindful of operational perspectives. BMPs, skid road location, seasonal cutting restrictions, sale layout, cruising accuracy, etc. are considerations that impact the logging process.

   After the sale is marked, consider having a meeting of the landowners to discuss all the components of selling timber. Points stressed include the bidding procedure, explanation of basic terms and timber sale procedures, how timber is sold, market condition and elements of a contract. Such a meeting gives the landowners understanding and confidence in selling timber and stresses their involvement.

   Encourage landowners to sell timber by sealed bid. This method is the most business-like and fair to buyer and seller. Inform the landowner of the steps in conducting a successful sale.

3. Prepare a sales prospectus in consultation with the landowner that might include (among other features):
   - A map and/or aerial photo of the sale and immediate area. Indicate on the map/aerial photo the area to be harvested, the roads and access route, ownership, etc.
   - A list of estimated volume by species. Indicate the log rule used and utilization specifications.
   - An indication of the logging chance, BMP considerations, terrain, CRP/CREP or other conservation program issues, and adjacent land use considerations (crop fields or pasture).
   - Comments on quality if deemed necessary.
   - A provision whereby the owner can reject any or all bids.
   - A deadline date for bids to be received by the landowner. The deadline should be at least three weeks after the date of distribution of the prospectus.
   - Contract length.
   - Down payment and performance bond requirements.
   - A statement that volume estimates are not guaranteed and that “bidders should visit sale area to verify volumes and bid accordingly." (See section below on Value of Timber, Advising Owner.) A statement that DNR makes no guarantee of ownership or property boundaries. Timber sale boundaries are based on landowner information.
   - Insect and disease limitations including oak wilt, gypsy moth, invasive species concerns, endangered or threatened resources, cultural resources concerns, etc.

Department foresters are not to engage in timber sale administration, handling of contracts of financial considerations, or scaling of cut products. The Department’s role is clearly limited to timber sale establishment.

Sales on Boundary Lines

DNR foresters must clearly point out that landowners are responsible for verifying the location of the property or boundary lines. The forester may flag the probable location with the landowner's assistance and with the understanding that the landowner is responsible for verification. If the location of the boundary line or property line is uncertain, the landowner should obtain agreement of adjacent landowners on the location of the line. If informal agreement cannot be reached, the owner may need to locate the line by official survey or other formal means before a DNR forester can establish a timber sale.

Establish cutting lines as close to the property line as possible as any offset from the property line may compound boundary problems in the future. This will help alleviate future adverse possession problems with neighbors.

Inform the landowner in writing that the Department assumes no responsibility for the location of the property or boundary line.

Lump Sum Sales vs. Sale by Scale of Products

Timber sales can be contracted by one of two methods: (1) by price per unit (MBF, cord) based upon scale or count of the cut products, or by (2) lump sum based upon the forester's estimate of the volume. The actual method used depends on individual sales conditions and local practice.

1. Sale by scale of cut products:

   The operator and the landowner receive and pay for exactly what is cut and removed using this method.

   A. When to use scaled sales:

      Scaled sales should be employed when arrangements can be made to obtain an accurate scale from a third party, and where suitable billing or stumpage payment schedule can be made. Typically, a copy of the scale slips are provided to the landowner and used to determine payment from the logger.

      If the landowner is going to sell based upon grade rather than volume only, the forester should make every effort to suggest enforceable contract provisions that protect the landowner's interest. It is particularly important with high value timber for landowners to hire cooperating foresters to protect their interests in this area.

   B. Scaling cut products:

      DNR foresters may not scale, measure or count cut products on private timber sales. Such requests should be satisfied in one of the following ways:

      1) Referral to a cooperating forester

      2) Demonstrating to the landowner how to scale logs or pulpwood or measure piece products such as tie cuts. It is acceptable to provide the owner with information, tools and instructions for their use.

2. Sale by lump sum:

   Lump sum sales have value in obtaining the money for the stumpage in advance and in keeping the sales expenses and problems to a minimum. The landowner normally collects full payment when the contract is signed or a partial payment at that time and the remainder paid prior to commencement of cutting. This type of sale reduces owner-operator disputes over stumpage payments since scaling is not required. Utilization can be improved. Lump sum sales are advertised using the forester's volume estimate. It is the bidder's responsibility to verify estimates.

Value of Timber, Advising Owner

Timber stumpage values vary significantly depending on a variety of factors, such as quality, access, proximity to markets, quantity, market demand, fuel prices, contract terms, seasonal restrictions, etc. Most landowners will ask the questions, "What is my timber worth?" DNR Foresters shall not provide either verbal or written appraisals of timber or sale specific value information. The forester may advise the landowner of local market trends and opportunities for the various forest products classes. Landowners should be encouraged to solicit competitive bids, which usually provide a fair indication of what their timber is worth. Landowners can also be referred to a number of publications for detailed answers to questions about selling timber and factors that affect sale value, including Forestry Facts No. 106, "Factors Influencing Timber Prices for Landowners".

Timber Sale Contracts

Encourage the sale of all private timber stumpage by written contract. Inform the landowner of the types of conditions and requirements often included in the Department's timber sales or the Sample Timber Sale Contract (Publication FR 202 2009). Samples of these forms may be provided.

Suggest the landowner consult with an attorney with timber sale experience or with a qualified cooperating forester regarding contract provisions. Under no circumstances should the DNR forester write contracts for a landowner or enter into agreements for sale of timber on behalf of a landowner.

Showing Timber to Operators

The role of the Department forester is the preparation of a sales prospectus for distribution to loggers. DNR foresters should not show proposed sales to loggers. That is the role of the landowner or the landowner's agent.

Sale Supervision

DNR foresters are prohibited from enforcing private timber sale contracts, but may continue to observe harvest operations to see how well the harvest prescription is being followed. If any contract violations are observed, report them to the landowner or the landowner's agent, not the logger. Let the owner take any necessary action.

Timber Theft Investigation Procedures on Private Land

In its supervisory role over the forests in Wisconsin, the Division of Forestry has authority to respond to situations where activities may result in the cutting and/or removal of forest resources without consent or proper compensation. The development and protection of productive and dynamic forests is in the public interest. Reacting to timber thefts is part of all of our jobs although we have law enforcement discretion as to whether we pursue an enforcement case.

When DNR foresters become aware of a timber theft, it is imperative that they gain certain information regarding the situation. Under some circumstances, time may be of the essence; sometimes days or even hours may make the difference between a quick and successful resolution to a problem and a frustrating, time consuming affair whose success is less certain.

Immediate action is needed in the investigation of a timber theft, especially if it is active, ongoing, or if some of the allegedly stolen materials are still on scene. Quick action will prevent further timber from being taken and will facilitate identifying the culprit. A few photographs, for example, may take only a few minutes to take but can capture people, vehicles with identifying marks, piled material, etc. for irrefutable evidence in a case. If the sale is nearing its end, all such evidence may soon be gone as will facts regarding **"**who, what, and when".

Non-credentialed foresters should immediately contact a credentialed forestry officer or conservation warden. Such a person should be able to provide consultation and either assist in investigating the situation or provide guidance in what information and evidence to gather immediately.

In situations where a theft is old (for example, a farmer gets into the back woods in deer season and discovers trees missing next to a neighbor's long-completed timber sale), there is less urgency. The investigation must, however, still be done.

Regardless of the timing of the situation, the most important concern is to recognize when there is urgency and the need to ask for some help. There are many effective resources within the Division of Forestry and, more broadly, in the DNR to provide advice and assistance.

Following is a list of questions that investigators will seek answers to when first contacted:

- Who is involved, including name (first, middle initial, last) and date of birth?
  - Landowners (all involved)
  - Contractor
  - Cutter
  - Skidder operators
  - Log buyer
- Is cutting continuing? (Urgent action is needed if cutting is in progress, especially if some of the above players are unknown.)
- Are logs that may have been stolen still on scene? (Urgent action needed if the answer is, "Yes")
- Is there a contract? Do you have a copy?
- Is the land in a forest tax law program?
- Was a cutting notice filed?
- Have there been any interactions between the disputing parties? Has anyone documented those interactions?
- Are other law enforcement agencies involved?
- Has the scene been documented? Are photographs, sketches or measurements needed?
- Has a survey been done?
- Is there a fence involved?
- Has anyone admitted that timber was cut across the line? Is that documented?
- Has the rightful owner of appropriately cut timber been paid?
- What species of trees were stolen? How many trees are missing? What are the stump heights and diameters of the missing trees?
- Are there tire imprints visible and were they photographed (this is especially important if the identity of the cutter is unknown or in dispute)?
- When is the last time it rained or snowed?

See pages 55-10 through 55-12 of the Timber Theft Chapter in the Forestry Operations Handbook (2420.5) for additional investigative procedures for foresters, state and county property managers and enforcement officers to follow.

COLLECTION OF TIMBER SALE STUMPAGE VALUE INFORMATION

It is important that the DNR and cooperating foresters report timber stumpage value information. The data is critical for the development of MFL/FCL yield tax tables as directed in s. NR 46.30, Wis. Adm. Code:

HOW will data be USED?	- Severance/yield tax schedules and timber appraisal values will be determined. - Distribution of results will be made annually to Department foresters and others who contribute stumpage value information.
WHO will COLLECT the Information?	- Foresters assigned to provide management service to private landowners, school forests, community forests, and Stewardship Demonstration Forests in each county will be responsible for DNR data. Others will be encouraged to submit data for other private sales using the same procedure. Cooperating foresters, under s. NR 1.21, Wis. Adm. Code, are required to collect annual stumpage data.
WHAT will be RECORDED?	- Information is to be collected involving successful bids or negotiations for stumpage on forest land named above. - Include only commercial harvests and intermediate thinnings noting any unusual circumstances. - Exclude salvage, cut products and trespass.
HOW will it be RECORDED?	- Data will be maintained separately for each county. - A sale should be listed entirely on one page leaving blank lines rather than on two separate pages.
WHEN will it be RECORDED?	- List continuously starting July 1 each year on Form 2400-25, Stumpage Value Data
WHEN will it be SUBMITTED?	- Submit not later than July 1 of each year.
HOW will it be SUBMITTED?	- **DNR Foresters**: Submit all data directly to the Forest Tax Enforcement & Operations Specialist in the Division of Forestry, Madison. **Cooperating foresters**: Submit stumpage value data to the Private Lands – Stewardship Specialist by July 1. Reporting stumpage values by July 1 is part of the annual renewal process for Cooperating Foresters.

The fields listed below are to be filled out on Form 2400-25.

1. Generic Sale Number. Do not show landowner's name or other specific identification.

2. County. Enter county name.

3. Species. The following species codes are to be used:

Species Codes		Species Codes	
A	Aspen	MR	Red/Soft Maple
AS	Ash	MO	Other Maple
BA	Basswood	MX	Miscellaneous
BE	Beech	OO	Other Oak
BW	White Birch	OR	Red Oak
BY	Yellow Birch	OW	White Oak
C	Cedar	PJ	Jack Pine
CH	Cherry	PR	Red Pine/Scotch Pine
E	Elm	PW	White Pine
F	Balsam Fir	S	Spruce
FU	Fuelwood	T	Tamarack
H	Hemlock	W	Black Walnut
HI	Hickory		
MH	Sugar Maple		

4. Product. The following codes are to be used:

Codes	Product (unit)
10	Logs (MBF – thousand board feet, Schibner)
18	Mixed Products (cords or tons) *, **
20	Cords (4' x 4' x 8' cords or tons)*
23	Fuelwood (4' x 4' x 8' cords)*
24	Cordwood (>4" dib combined with material <4" dib)*
26	Fine Woody Material Only (<4" dib)*
31	Posts 7-8 ft (piece)
32	Poles 10-12 ft (piece)
33	Poles 14-16 ft (piece)
34	Poles 18-20 ft (piece)
35	Poles 21-30 ft (piece)
36	Poles 31-40 ft (piece)
37	Poles 41-50 ft (piece)
38	Poles 51-60 ft (piece)
39	Poles 61-70 ft (piece)
40	Unsheared Christmas trees (tree)
41	Sheared Christmas trees (tree)

* For any product sold by the TON please report the product code followed by a "T", ex: 20T or 18T
** Mixed Products code is valid only for PR, PW and SW when all size classes are lumped together and sold as cords.

2. Number or Volume. Volumes for products, except for logs, are recorded as whole numbers. Logs are recorded as MBF and can have one number after the decimal point; for example, 1,500 Board Feet is written on the form as 1.5. All remaining products are whole numbers.

3. Unit Value. The unit values allow for four numbers to the left of the decimal point and two to the right. For log products, round to the nearest dollar. For all other products, no rounding is required.

CHAPTER 60

FORESTRY COST-SHARING SPECIFICATIONS

PURPOSE AND SCOPE

This chapter provides technical specifications and guidelines for the Wisconsin Forest Landowner Grant Program. For a specific practice, it provides parameters, technical requirements and specifications. Where appropriate, this chapter references Natural Resource Conservation Service (NRCS) standards for guidance for implementing similar practices.

This chapter will be used by all Department of Natural Resources foresters and other delegated technicians in recommending and approving practices to be carried out by landowners for state funded cost sharing.

Practices implemented using federal funding such as NRCS Environmental Quality Incentive Program (EQIP) and Conservations Stewardship Program (CSP) and Farm Service Agency (FSA) Conservation Reserve Program (CRP) must follow the NRCS practice standards and the applicable federal handbook policies.

WISCONSIN FOREST LANDOWNER GRANT PROGRAM

The Wisconsin Forest Landowner Grant Program (WFLGP) was created to encourage private forest landowners to manage their lands in a manner that benefits the state's forest resources and the people of the state. WFLGP provides technical assistance and cost sharing to private landowners to protect and enhance their forested lands, and to protect the water resources. The program allows qualified landowners to be reimbursed up to 50% (60% for emergencies, as approved by the State Forester, see below) of the eligible costs of eligible practices incurred by the landowner *up to* the predetermined component "not-to-exceed" (NTE) rates outlined on pages 60-30 through 60-42 and 60-44 through 60-52.

Emergency Funding

A portion of WFLGP funds (up to 20%) may be reserved annually for emergency funding in the event of a natural disaster such as fire, storm damage, etc. Typically a minimum of ten percent of the state WFLGP dollars will be reserved annually for forestry projects resulting from such an event. The State Forester will determine when such a disaster qualifies for emergency funding. In this event, applications submitted for emergency funding will receive immediate approval and will not be required to wait in line for funding behind previously submitted non-emergency applications. If no such disaster has occurred during the state fiscal year or if not all of the emergency funds reserved for a qualified event are used during the state fiscal year, the remaining reserved funds will be returned to the general WFLGP fund and awarded to non-emergency applications at the May 1st disbursement date.

Practices funded with emergency funding may be started based on a practice plan, but a Forest Stewardship Plan must be completed and approved before any grant payment, partial or final, will be made. Landowners without a Forest Stewardship Plan may include the development of the plan on their emergency WFLGP application.

Federal Funding and Nonprofit Organizational Funding

WFLGP has traditionally been funded through state monies only, but in 2002 allowances were made for the disbursement of federal funds or other state program funds through the WFLGP. This may include, but is not limited to, federal programs such as the Forest Land Enhancement Program (FLEP). Similarly, an Administrative Rule change in 2013 provides for the disbursement of funds from a nonprofit organization through the WFLGP as well.

The purpose of money being disbursed through the WFLGP must be in line with the purpose of the WFLGP and use practices and components already available under WFLGP. To the extent possible, applications already on file will be used for the alternative funding, however, in some instances the application deadline and the reimbursement rate may vary from the WFLGP deadlines and reimbursement rates.

Landowner Eligibility

Applicants must be interested in being good stewards of their natural resources and own at least 10 contiguous acres of non-industrial private forest, but not more than 500 acres of forested land within Wisconsin. Landowners who are willing to convert previously unforested lands by planting 10 acres or more of trees are also eligible. Applicants must also have a Landowner Forest Stewardship Plan for their land or be applying to have one prepared through this program. Any landowner of non-industrial, private forest (NIPF) lands meeting the following requirements is eligible for a grant under the program:

- The owner of any NIPF land which consists of at least 10 contiguous acres and not more than 500 total acres of forested land in Wisconsin. Landowners agreeing to plant and maintain previously unforested lands to meet the 10 contiguous acre requirement are also eligible.
- The land must have an existing landowner Forest Stewardship Plan (FSP), or the landowner must be applying for a grant to create a plan if they do not already have one (see page 60-24 for the definition of a landowner Forest Stewardship Plan). This plan must be completed and approved before cost share monies for other practices can be approved or disbursed.
- The plan must address or contain practices that protect or enhance the following:
  - Sustainable forestry
  - Soil and water quality
  - Threatened, rare or endangered species or communities
  - Habitat for fish and wildlife

- Recreational, aesthetic and environmental benefits that the forest land provides
- Fire hazard protection
- Historic, cultural and archeological sites
- Riparian and wetlands
- Forest health
- Timber and other wood products

Applications

Applications can be requested from the local DNR forester, from the landowner's forestry consultant or on the DNR website (dnr.wi.gov search keyword WFLGP).

Applications may be sent in at any time; however grants will be awarded only four times per year, February 1, May 1, August 1 and November 1. Applications are funded on a first-come, first-serve basis; however applications may be prioritized by practice. It is best to submit an application well ahead of the date the practice is planned to be conducted as a practice cannot be started until after the landowner has been notified that they have been awarded a cost-share grant.

How to fill out an application

Each new application must be accompanied by a Substitute W-9, even if the landowner has previously completed a W-9 for another application.

- The landowner completes page 1 of the application, signs the application and completes a Substitute W-9 form.
- The DNR forester completes Page 2 of the application, including a needs determination statement, a project cost estimate itemized by practice and component code, and signature of approval. An example of a completed WFLGP Application (Form 2400-126) is shown in Appendix E.
- Once the DNR forester has completed Page 2 of the application, (in consultation with the landowner), the forester mails the entire completed application and W-9 form to the WFLGP Coordinator in Madison (housed in Community Financial Assistance) and keeps a copy of pages one and two of the WFLGP application (but NOT the substitute W-9) on file.

Practice Eligibility

A practice must be identified in the landowner's Landowner Forest Stewardship Plan to be eligible for cost sharing. Foresters should review the applicant's Landowner Forest Stewardship Plan prior to completing the application to ensure that only practices identified in the Plan are submitted for cost shares.

The following practices are eligible for cost sharing:

WFLGP 1 Landowner Forest Stewardship plan development. This includes preparing a new FSP or revising an existing management plan.

WFLGP 2 Reforestation and afforestation. This includes establishment or reestablishment of diverse stands of forest trees through natural regeneration, planting or direct seeding for conservation purposes and sustainable timber production.

WFLGP 3 Forest health and improvement. This includes practices to increase tree growth and quality, to improve and protect forest health and to address invasive threats to forest reproduction and productivity.

WFLGP 4 Soil and water protection and improvement. This includes the maintenance or improvement of water quality and soil productivity, and the reduction of erosion on forest and related land.

WFLGP 5 Wetland and riparian protection. This includes the protection, restoration and improvement of wetlands and riparian areas to maintain or improve water quality, to reduce sedimentation and streambank degradation, and to restore productivity.

WFLGP 6 Wildlife habitat enhancement. This includes practices to restore, improve or establish permanent wildlife habitat.

WFLGP 7 Endangered or threatened resources, rare natural community, historic, cultural and archeological protection, restoration, enhancement and maintenance. This includes management for threatened or endangered native flora or fauna and their unique habitats and communities, and practices to protect, or maintain historic, cultural or archaeological resources in and around forested areas.

Practice Priorities and Funding Limits

Priority 1 Practices

- Landowner Forest Stewardship plan development (WFLGP 1)
- Reforestation and afforestation (WFLGP 2)
- Forest health and improvement (WFLGP 3)
- Soil and water protection and improvement (WFLGP 4)

These practices are considered high priority. No more than 50% of available WFLGP funds will be set aside for plan development and at least 40% of available WFLGP funds will be set aside annually for the other priority 1 practices.

Priority 2 Practices

All other practices (WFLGP 5-7) are considered low priority and may be funded using the remaining WFLGP funds (up to 10% of the annual WFLGP funds).

If funds are still available after priority 1 and 2 practices are funded, they will be distributed on a first-come first-serve basis to any approved applications still waiting funding.

Limitations

- The landowner cannot combine cost sharing from state and federal sources.
- The landowner cannot cost share the same practice on the same acreage that has been previously cost shared under this program, unless the practice was damaged or destroyed through circumstances "clearly beyond the landowner's control." Possible exceptions to this limit may be granted for practices prescribed in a Landowner Forest Stewardship Plan and approved by a DNR forester.
- The landowner must protect the practice from destructive grazing.
- Cost share reimbursement is based on actual eligible costs and may not exceed the predetermined maximum cost-share reimbursement rate.
- The minimum estimated practice cost is $200. ("Practice cost" being the estimated total cost to install a practice.)
- The minimum grant amount is $100 per grant awarded
- The maximum grant amount is $10,000 per landowner per year.
- Applications must be approved by the local DNR forester before being awarded funding.
- Landowners cannot begin a practice before they receive written approval from the DNR. Activities that begin prior to the grant award date will be ineligible for cost-share reimbursement.
- Only costs incurred after the approval date and before the expiration date for that practice are to be cost-shared.
- Cost sharing may only be approved for non-commercial practices.

Costs

Not-to-Exceed Rates

In the past, the WFLGP has had a significant amount of funds allocated to grants that went unutilized because the costs of the practices were over-estimated. When funds awarded during a biennium are allocated, but not utilized (slippage), they are returned to the general forestry account and are no longer available for a WFLGP grant. Not-to-exceed rates (maximum payment/award cost rates) have been established to reduce the amount of slippage of funds. They have been established as the highest rate that a practice can be cost shared at. **Not-to-exceed rates should NOT be used as a flat rate for a practice.** If not-to-exceed rates are routinely used as a flat rate, slippage of WFLGP funds will most likely continue or increase.

Not-to-exceed rates are set for each component code and will be reviewed periodically (at least every 5 years) based on actual cost data of installed practices reported or on best available information. The not-to-exceed rates should reflect the average highest cost to install a practice and are set at 50% for regular grants and 60% for State Forester approved emergency funding. Landowners with a "Cadillac" practice (unusually high cost) are considered out of the norm and may only be funded up to the appropriate not-to-exceed rate.

Landowners will be reimbursed based on the actual cost to complete the practice, but no more than the initial allocated funding. To set the initial allocated funding, foresters will need to determine an estimated projected eligible cost by practice and component code using the guidance given below.

For regular WFLGP applications, 50% of the estimated projected cost will be the initial allocated funding as long as it is equal to or less than the appropriate not-to-exceed rate. If it is higher than the not-to-exceed rate, the not-to-exceed rate will be used as the initial allocated amount.

For State Forester approved emergencies, 60% of the estimated projected cost will be the initial allocated funding as long as it is equal to or less than the appropriate not-to-exceed rate. If it is higher than the not-to-exceed rate, the not-to-exceed rate will be used as the initial allocated amount.

Landowners will only receive reimbursement for eligible costs incurred up to the initial allocated amount. If the actual cost of the practice is higher than the estimated projected cost, the landowner will only be reimbursed up to the amount allocated. If the actual cost of the practice is less than the estimated projected cost the landowner will receive reimbursement for 50% of their eligible costs incurred for regular grants or 60% of their eligible costs for approved emergency grants.

Eligible Costs

Documented Reasonable Costs: Costs associated with installing the practice including the costs of a plant survey, construction plan development, road layout, or the development of a burning plan.

Labor Costs: Costs reasonable for the type of work being done. For example, if an attorney does brush clearing on a property, he/she could not charge $150/hr. towards the project cost, even if that is what they normally make as an attorney. In general, $15/hour is used for landowner or volunteer labor (if used as in-kind match). When foresters are estimating the cost of a project where landowner or volunteer labor is being used, they should take the local rate into account, not what a consulting forester or other professional would charge for the same amount of labor. Landowner and volunteer labor may not be as cost-effective as professional labor and should not be funded at that higher rate.

Equipment Rental: Actual rental costs for necessary equipment or comparable rate, if landowner is using their own equipment. Farm equipment rates are often available by county from the local FSA or UW Extension office.

Re-implementation of a Practice: Costs associated with re-implementation of partially or totally destroyed practices through no fault of the landowners or contractors.

Ineligible Costs

Travel: Landowners travel to and from property.

Purchase of Property: Purchase of property and associated fees and costs.

Capital Purchases: Purchase of equipment such as chainsaws, sprayers, etc. However, if equipment is purchased at the landowners' expense, the hourly rental rate may be charged to the grant for the time used.

Repairing Damaged Practices: Costs associated with fixing, repairing or redoing a cost-shared practice damaged or lost because of poor installation or inadequate protection.

Practices paid for by another program: Costs already being paid for or reimbursed by another program.

Other Programs' Practice Maintenance: Costs associated with maintaining a practice the landowner has agreed to maintain under another program.

Non-MFL Mandatory Practices: Costs associated with installing a practice required or mandated by law or legal action; for example wetland mitigation or disposal site clean-up. Note: This does not apply to mandatory practices under the Managed Forest Law (MFL).

Practices outside of grant approval dates: Costs incurred before and/or after the approval and expiration dates of the grant.

Minimum Standards for Landowner Forest Stewardship Plan

Landowner Forest Stewardship Plan development identifies landowner objectives and multiple resource management decisions. Forest Stewardship Plans consider the long-term management of soil and water quality; riparian and wetlands; sustainable forestry; endangered, threatened or rare species and communities; habitat for fish and wildlife; recreational, aesthetic and environmental benefits that the forest land provides; fire hazard; historic cultural and archeological sites; forest health; and timber and wood products. Minimum standards for Forest Stewardship Plans are: (Section NR 47.84(2), subchapter VII, Wis. Adm. Code and Forest Stewardship Program National Standards and Guidelines)

- Title page
- Signature of landowner(s)
- Landowner's long-range goals for the property
- Map or aerial photograph showing the property with management units delineated and uniquely labeled
- Property overview, i.e. general location, major forest types, general landforms, relevant description of the landscape, etc. Also include discussion of any known threatened and endangered species, and historic, cultural and archeological sites.
- General discussion of landowner goals and the expected effects of achieving these goals on the soil and water, wildlife, recreation/aesthetics, timber and other natural resources. This may be included either as a separate item or as part of the stand recommendations.
- Stand descriptions and recommendations including: Unique stand identification keyed to the map: vegetation cover type; tree size classes; stand size (acres); soil characteristics and erodibility (may be covered in a general paragraph if the description is applicable to the whole property); stand objective and its relationship to the landowner goals for the property; recommendations and a short discussion of the effects of such actions on the soil and water, wildlife, recreation/aesthetics and timber resources. Discussion of the effects is not necessary on a stand−by−stand basis if covered in the general discussion.
- Recommended practices that protect and enhance soil and water quality; threatened, rare or endangered species or communities; sustainable forestry; habitat for fish and wildlife; and the recreational, aesthetic and environmental benefits that the forest land provides. This includes considerations for wildfire protection and sequestering carbon.
- Activity schedule (table) showing all stands and approximate year of recommended actions for at least 5-year period. Include all stands, even if no action is recommended.

Plans should be written to address a time period of 10 years or more. Plans must be approved by the DNR forester. Additional guidance on plans can be found in Chapter 21 of this handbook.

Grant Calculation

The matching grant shall be no more than 50% (for regular grants) or 60% (for approved emergency grants) of the calculated eligible costs or the initial allocated amount whichever is lower. Any individual, ownership or project may not receive single or multiple grants exceeding a total of $10,000 annually. Annual is based on the state fiscal year which runs from July 1 through June 30.

Grant Application and Approval

Grants are available on a first-come-first-served basis, by priority, and completed applications are ranked by postmark in the order received by the WFLGP Coordinator. The DNR forester in the respective county where the landowner's property is located is responsible for working with the landowner to determine if practices requested for the property are needed, feasible and match the intent of WFLGP. Applications are accepted on a continuous basis, but processed periodically.

Batching dates are set on the application and currently include February 1, May 1, August 1 and November 1. Landowners or foresters must send their applications and a completed Substitute W-9 form to the WFLGP Coordinator (housed in Community Financial Assistance) in Madison, postmarked no later than the batching date, to qualify for consideration during that batching period.

If the application or Substitute W-9 forms are in any way incomplete, the application will be held until the missing information is completed. The application will not be ranked in "first come, first served" order until it is completed correctly. Before the application is submitted to Madison, the DNR forester is responsible for making and retaining copies of the applications submitted. Copies of the W-9 forms shall NOT to be retained in the foresters' files.

The WFLGP Coordinator will ensure money is encumbered for the project and notify the landowner with an approval letter indicating the project may be started. The approval letter also includes the grant amount, the project completion deadline (24 months after the batching approval date) and a form for tracking expenses. A copy of the approval letter will be sent to the approving DNR forester. Applications which cannot be funded during one batching period, due to lack of funds, will be carried over for one subsequent application period (12 months), retaining their "first come, first served" ranking. If an application has not been awarded funding at that time, landowners will need to submit another application for cost-sharing. In this event, landowners will be notified, by letter from the WFLGP Coordinator in Madison, of their need to reapply.

Practice Completion and Extensions

The landowner must complete the approved practice within 24 months of approval. Follow-up treatments that take place beyond 24 months after grant approval can only be cost shared through a separate grant application.

The DNR forester shall contact the landowner 18 months after the practice approval with a letter reminding them of the upcoming completion deadline. The WFLGP Coordinator will inform foresters quarterly of grant(s) that have reached 18 months.

Extensions are the **exception,** not the rule. All extension requests must be approved and submitted in writing by the DNR forester to the WFLGP Coordinator (cc Forest Stewardship Coordinator). Extensions approved must include the WFLGP grant number, landowner name, the reason for the extension and the new grant end date. A copy of the extension request should be placed in the landowners file. Before seeking approval for an extension, determine exactly how much additional time is needed to complete the practice(s). Most extensions should be less than 6 months and all must be less than 12 months.

When the landowner has completed all or a portion of the project, the landowner must contact the DNR forester and submit any bills, receipts and/or expense worksheets showing the cost they have incurred for the project.

The landowner must maintain program practices for a minimum of 10 years. The site must be maintained pursuant to the Forest Stewardship Plan and if a structure was created/developed it must be maintained for 10 years, unless the State Forester determines it is no longer necessary. For example, an exclusion fence around a new tree planting may be removed once the trees are established and no longer threatened by deer browsing, even if it less than 10 years since the practice was installed.

Modifying Grant Components

The components (activities) of an awarded grant may be modified if all of the following are met:

- The DNR forester has approved the new components prior to work starting
- The activity is identified in the landowner's Forest Stewardship Plan
- The activity is eligible under WFLGP
- The new component(s) are under the same priority as what was originally approved on the grant. If the component is in the same practice number (1, 2, 3, 4, 5, 6, or 7) it will be under the same priority.

Modifications include changing components or adding new components of an approved purpose. These changes are allowed to ensure that the funds awarded are fully utilized and not lost through slippage (unused funds). Modifications should be an exception, not the norm. Accurate cost estimations will minimize the need to modify components after a grant is awarded. Notify the WFLGP Coordinator in writing at the time the modification is approved.

Grant Payment to Landowners

The DNR forester is required to certify the practice is complete, or partially complete, by reviewing the records submitted and, if necessary, conducting a field inspection of the project before any payment may be made. Proof of payment-in-full and DNR approval of completed practices is required before reimbursement payment can be released. This proof could include receipts, paid invoices, canceled checks, work logs for in-kind labor, etc. When such completion has been certified by the DNR forester, the forester will then determine a partial or final payment amount to request for the landowner. The DNR forester is asked to complete the project accomplishment section on page 2 of the WFLGP form, including a partial or final payment amount request, and sign and date the Certification of Completion at the bottom of the form. Payment requests must include the WFLGP grant number and the landowner's current address on page 2 of the WFLGP form.

Requirements for Proper Completion of a Payment Request by DNR Forester

The DNR forester completes the project accomplishment section on page 2 of the WFLGP form before it is sent to the WFLGP Coordinator in Madison. An example of a completed payment request (page 2) is shown on Appendix E of this handbook.

Payment requests must include the following:

- Name and current address of landowner on page 2, the bureau of Finance requires the current address in order to complete the payment.
- The WFLGP grant number on page 2 of the WFLGP form. This number is issued by the WFLGP Coordinator at the time of funding approval and indicated at the upper-right corner of the landowner award letter.
- The completed acreage or completed units by component
- The actual cost by component (Cost and completed acres or units are required for calculating future revisions of the Not-To-Exceed Rates)
- The payment requested sections *must* be completed for each component for which reimbursement is being requested.
- Certification of Completion must be signed and dated by the DNR forester at the bottom of the form.

Upon completion of the project accomplishment section of the WFLGP form, the DNR forester sends pages 1 and 2 (copied back-to-back) to the WFLGP Coordinator in Madison.
The Department's record retention policy requires DNR foresters to retain records of all pertinent information within the landowner's file for at least 10 years after final payment is made.

Partial Payment Option

No partial payments will be available for grants of less than $1,000. For grants of $1,000 or greater, the landowner has the option to request one partial payment before completion of the entire project. No more than 2 payments may be requested by a landowner for grants of $1,000 or greater (i.e., one partial and one final payment). To process a partial payment, use the "partial" payment section (left half) under the payment request section of page 2 of the WFLGP form.

Expired Grants

When the expiration date for a given WFLGP grant arrives, the DNR forester shall notify the landowner of the expiration and request documentation needed to process their final cost share payment. The forester can allow a reasonable amount of time for the landowner to supply this information, but since the time to complete the work has expired, the grants should logically be closed out within three months.

If no work was completed within the two year grant period, or if the practice was not completed sufficiently to warrant a payment, the DNR forester places documentation in the landowner's file, and notifies the WFLGP Coordinator in Madison, in writing, that the grant is to be closed out with no payment.

Lapsed Funds Waiting Period

A 24 month waiting period is required for landowners who do not spend any of their WFLGP grant and allow the grant to expire without contacting their DNR Forester to cancel the grant. The grant must be cancelled within 12 months of the award date to avoid the lapsed funds waiting period. This is meant to encourage landowners that are not going to use their grant to contact their DNR Forester to cancel the grant (return the funds). This will allow the funds to be used in the next batching period,

Grant Cancellation

Landowner applicants may opt to withdraw their pending grant application at any time. However, they should inform the DNR forester, as soon as possible, of their desire to remove their application from the waiting list. The DNR forester must immediately notify the WFLGP Coordinator of the cancellation.

Landowners whose applications have already been awarded grant funding (received an award letter) may also cancel the grant if they are unable or unwilling to complete their WFLGP project. For these landowners, it is critical that they notify the DNR forester to cancel their grant immediately. This allows the WFLGP Coordinator in Madison adequate time to reassign the allotted money to another applicant before the end of the fiscal year. Unused funds from grants canceled after the end of the fiscal year cannot be transferred to new applicants and are lost from the program. This is why it is important that DNR foresters remain in close contact with landowners undertaking WFLGP projects in their area of responsibility. Engaged DNR foresters may give all possible assistance to landowners so that WFLGP projects are successfully completed and the allotted funding fully utilized. This communication will also help insure that unsuccessful WFLGP projects are canceled out and the allotted funding re-appropriated to another landowner in a timely manner.

The DNR forester should notify the WFLGP Coordinator in Madison immediately upon receiving the landowner's request to withdraw their application or cancel their grant. This notification should be done either by email or written correspondence. Verbal cancellation requests are not sufficient to authorize closure of either pending or approved grant applications. The DNR forester must include the landowner's name, grant number (if assigned), and the grant amount in their withdrawal/cancellation notification to the WFLGP Coordinator in Madison.

Place documentation of the landowner's request to withdraw their application or cancel their grant in the landowner's file. Documentation may include either:

1. Letter from the DNR forester to the landowner confirming the landowner's request to withdraw their application or cancel their grant
2. Written statement from landowner requesting withdrawal or cancelation

Frequently Asked Questions

Q: May DNR foresters continue to use previous versions of the WFLGP Application and W-9 forms when submitting new WFLGP Applications?

A: No. Only the current version of the WFLGP Application (Form 2400-126) and substituteW-9 forms (available electronically from the WFLGP Coordinator or online via the DNR's Intranet) will be accepted. Applications submitted using other versions of these two forms will be returned to the DNR forester.

Q: May a landowner apply for a Forest Stewardship Plan (WFLGP1) and another practice at the same time on the same application?

A: Yes, but the DNR forester must determine that the additional practice is needed, that it is an eligible WFLGP practice and has the same priority as the plan development, and develop a brief plan describing the site and work that will be completed as part of the practice. Payment for the additional practice will not be approved and paid until the Forest Stewardship Plan is completed, approved by the DNR forester and submitted for payment.

Q: May co-owners of a single property apply jointly for WFLGP funding?

A: Yes, but only one of the co-owners' names may appear on both the WFLGP Application form AND the W-9 form. The owner who completes and submits the W-9 should be aware that he/she will be receiving a 1099G from DNR's Bureau of Finance after grant payment is issued. However, if the co-owners have formed a federally recognized entity with its own tax identification number, then such a partnership may be used as the legal name of the applicant.

Q: Is there a list of maximum allowable costs for each WFLGP practice/component available to DNR foresters to aid with their estimation of project costs when they are filling out page 2 of the WFLGP form during the initial application process?

A: Yes**,** not-to-exceed (NTE) rates have been established based on the average high costs of completed practices or best available information. These are NOT to be used as flat rates. DNR foresters should estimate project expenses based on their knowledge of the going rate for forestry services in their area.

Q: Is a landowner who has previously participated in WFLGP still required to complete a W-9 form every time he/she submits a new WFLGP Application?

A: Yes. Because landowners' contact and tax information are subject to change, the Bureau of Finance requires that current taxpayer information be submitted by the landowner with all WFLGP Applications.

Q: If a landowner submits an application for cost-sharing and begins work on the project before their WFLGP Application is approved by the WFLGP Coordinator in Madison, can the landowner still be reimbursed for this work?

A: No. Only project-related work that occurs during the grant period (i.e. between the date of the landowner award letter and the grant expiration date) is eligible for reimbursement.

Q: Can a landowner who has accepted a grant from a non-profit organization (NGO) accept a WFLGP grant for the same practice?

A: Yes, but the amount they receive from the NGO must be subtracted from the total cost of the practice applied for when determining the eligible costs and WFLGP grant amount.
For example: A landowner has received a $200 grant from the Wisconsin Tree Farm Committee to have their management plan updated. They will be paying $1,000 to have the Stewardship Plan developed. The WFLGP award would be $400 ($1,000 plan cost *minus* $200 NGO grant *equals* $800 landowner cost for plan *times* 50% cost share percent *equals* $400 WFLGP grant). Note: the WFLGP grant must be less than or equal to the not-to-exceed rate established for the component.

Q: How will landowners be notified of the status of their WFLGP Application?

A: Landowners will be notified at each of the four annual batching dates by letter from the WFLGP Coordinator in Madison. Funded applicants will receive landowner award letters approving them to begin work on their project. Pending applicants will be sent letters apprising them of their current rank on the list of those applications still awaiting approval.

Q: How will DNR foresters be notified of landowners' status?

A: The WFLGP Coordinator in Madison will provide copies of landowner status letters (approved and pending applicants) to the appropriate DNR foresters at each of the four annual batching dates. Spreadsheet summaries of all awarded and pending landowners will also be sent electronically to DNR foresters.

Q: What happens to WFLGP applications that have gone unfunded for one full year (i.e. four full batching periods)?

A: If an application has not been awarded funding after one full year (from the date their application was sent to Madison), landowners will need to submit another application for cost-sharing. In this event, landowners will be notified of their need to reapply by letter from the WFLGP Coordinator in Madison.

Q: If a participating landowner sells their forest property before the project is completed, can their WFLGP award be transferred to the new landowner?

A: Yes. The new landowner will need to complete and submit page 1 of the WFLGP application as well as a W-9 form. The DNR forester should contact the WFLGP Coordinator in Madison as soon possible to complete the transfer. Note: The new landowner assumes all rights and responsibilities of the Applicant Certification outlined on page 1 of the WFLGP Application form.

Q: Will landowners receiving grant reimbursement through WFLGP be taxed on their grant award?

A: All WFLGP payments greater than $600 to landowners are reported to the Internal Revenue Service by DNR's Bureau of Finance. Both the IRS and the landowners themselves will be notified by issuance of Form 1099G from the Bureau of Finance around the end of the calendar year. The tax implications of WFLGP awards may vary with each landowner's situation. Landowners should contact their personal tax advisor if they have specific questions regarding the taxability of their WFLGP award.

Q: Should DNR foresters assume that any grant that has passed its expiration date has been closed out and finalized by the WFLGP Coordinator in Madison?

A: No. It is up to DNR foresters to notify participating landowners of upcoming grant expirations. DNR foresters are also responsible for contacting the WFLGP Coordinator in Madison to confirm grant cancellation after grant expiration dates have passed.

Q: If a landowner submits a WFLGP Application for one practice but later decides to add or change practices, can the pending application be amended to include the new practice without losing its rank among those grants waiting funding?

A: Yes. If the new practice is approved by the DNR forester AND is at the same priority level as the practice originally applied for, then the application may be amended without losing its place in line. The DNR forester should notify the WFLGP Coordinator as soon as possible of any such change and submit a revised WFLGP application which indicates the new practice numbers, components, units and costs.

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Practice: WFLGP 1 **Landowner Forest Stewardship Plan Development** **Priority 1**

A. **Purpose**	The purpose of this practice is to: • Document NIPF landowner objectives, management decisions, and recommended resource management practices • Provide NIPF landowners with a multi-disciplinary, action-oriented land management plan.
B. **Program Policy**	Apply this practice to forestland with existing tree cover and/or other rural lands suitable for conversion to program practices.
C. **Cost Share Policy**	The following table provides C/S policies for this practice.

IF the component is:	AND the justification is:	THEN C/S is:
• a new Landowner Forest Stewardship Plan • revision of a current land management plan if plan is more than 5 years old • a landowner new to WFLGP with an existing management plan	• responsive to landowner objectives • action and multi-resources oriented • multidisciplinary in scope • developed by a cooperating forester or other natural resource professional approved by State Forester	authorized.
• a revision of a Landowner Forest Stewardship Plan less than 5 years old which previously received WFLGP funding •		not authorized.

D. **Specifications**	Minimum requirements for Forest Stewardship Plans are provided in this handbook page 60-24. Additional guidance on plans can be found in Chapter 21 of this handbook. Plans prepared for Managed Forest Law must be prepared by a Certified Plan Writer (CPW).
F. **Technical Responsibility**	Technical responsibility is assigned to DNR. The DNR forester must approve all plans.

WFLGP 1 Components and Not to Exceed (NTE) Rates

Component Code	Unit	Technical Component	NTE Rate ($/Unit)	
			Regular (50%)	Emergency (60%)
TAAA	Acre	Preparation of new landowner Forest Stewardship Plan: 30 acres or less	23.00	27.60
TACA	Acre	Preparation of new landowner Forest Stewardship Plan: more than 30 acres	10.00	12.00
TAAB	Acre	Revision of existing management plan: 30 acres or less	23.00	27.60
TACB	Acre	Revision of existing management plan: more than 30 acres	10.00	12.00

Practice: WFLGP 2 **Reforestation And Afforestation** **Priority 1**

A. **Purpose**	The purpose of this practice is to: • Establish a stand of forest trees for conservation purposes and timber production • Perform follow-up treatments to assure success in establishing trees. • Sequester carbon
B. **Program Policy**	Apply this practice to rural lands suitable for growing trees.
C. **Cost Share Policy**	The following table provides C/S policies for this practice

IF the component is:	AND the justification is:	THEN C/S is:
• Plant material purchase and installation • Direct seeding • Site preparation • Prescribed burning (includes preparing firebreaks)	• that the component is only needed when it is essential to permit planting, direct seeding, or natural regeneration of desirable species	authorized.
• Erosion control measures incidental to and performed as part of the site preparation process		
• Seedling Protection e.g., bud caps, tree shelters (up to 150/ac) , perch poles (up to 1/ac), • Competition control (chemical or mechanical) • Mulch (natural or artificial) • Fencing	• to enhance seedling survival and growth • for protection from fire, deer, and other pests	authorized.
• Under planting hardwoods in mature stands before or after harvest. Limited to stands of site index >60.		
• Practices that impair soil productivity • Erosion control measures that are not incidental to and not performed as a part of site preparation • Trees provided to the producer free of charge • Repeated prescribed burning on the same acreage (unless prescribed by the technician) • Fencing for livestock • Permanent firebreak construction • Gates • Practices that conflict with beneficial and historical grasslands • Windbreaks		not authorized.
• The purchase or establishment of plant materials	• for ornament, orchard, nursery or for Christmas tree production	not authorized.

D. **Specifications**	The DNR forester approves on-site specifications and how the work is to be carried out. Technical specifications and references for the practice are provided in/by Wisconsin DNR Forestry Handbooks, guidelines and staff specialist. Additional guidance is available in NRCS Practice Standards including: NRCS Practice Standards Title — Number Brush Management — 314 Herbaceous Weed Control — 315 Fencing — 382 Prescribed Burning — 338 Tree/Shrub Site Prep — 490 Tree/Shrub Establishment — 612
E. **Technical Responsibility**	Technical responsibility for practice needs and performance is assigned to DNR forester. Practice layout and supervision may be by other resource professionals and technicians.

WFLGP 2 Components and Not to Exceed (NTE) Rates				
Component Code	**Unit**	**Technical Component**	**NTE Rate ($/Unit)**	
			Regular (50%)	Emergency (60%)
TAAC	Acre	Site prep - light	43.00	51.60
TAAD	Acre	Site prep - medium	100.00	120.00
TAAE	Acre	Site prep – heavy	131.00	157.20
TAAF	Acre	Site prep - heavy equipment (to be used with TAAE)	248.00	297.60
TAAG	Acre	Site prep - prescribed burning	51.00	61.20
TAAH	Acre	Conifer tree planting –hand	391.00	469.20
TAAI	Acre	Conifer tree planting - machine	341.00	409.20
TAAJ	Acre	Hardwood tree planting – hand	595.00	714.00
TAAK	Acre	Hardwood tree planting - machine	545.00	654.00
TAAL	Acre	Shrub planting – hand	503.50	604.20
TAAM	Acre	Shrub planting - machine	453.50	544.20
TABU	Acre	Direct tree seeding – broadcast	125.00	150.00
TABV	Acre	Direct tree seeding – machine	95.00	114.00
TACC	Acre	Post planting vegetation control - light	50.00	60.00
TACD	Acre	Post planting vegetation control - medium	70.00	84.00
TACE	Acre	Post planting vegetation control - heavy	90.00	108.00
TACF	Acre	Chemical repellant	55.00	66.00
TACG	Linear Foot	Exclusion fencing	1.00	1.20
TACH	Acre	Seedling protection	450.00	540.00
TACI	Acre	Mowing	67.00	80.40
TACJ	Acre	Invasive plant control - light	250.00	300.00
TACK	Acre	Invasive plant control - medium	450.00	540.00
TACL	Acre	Invasive plant control - heavy	600.00	720.00
TACM	Acre	Invasive plant control - heavy equipment	600.00	720.00
TACN	Acre	Invasive plant control follow up - light	250.00	300.00
TACO	Acre	Invasive plant control follow up - medium	450.00	540.00
TACP	Acre	Invasive plant control follow up - heavy	600.00	720.00
TACQ	Acre	Invasive plant control follow up - heavy equipment	600.00	720.00

Practice: WFLGP 3 **Forest Health and Improvement** **Priority 1**

A. **Purpose**	The purpose of this practice is to: • Increase tree growth and/or quality • Improve and protect forest health. • Address invasive threats to forest reproduction and/or productivity.
B. **Program Policy**	Apply this practice to forestland with existing tree cover.
C. **Cost Share Policy**	The following table provides C/S policies for this practice.

IF the component is:	AND the justification is:	THEN C/S is:
• release of crop trees • removal of competing vegetation • prescribed burning (includes preparing firebreaks) • crop tree pruning • reduce insect or disease threats • reduce fire risk or hazard • fencing • seedling protection e.g., bud caps, tree shelters (up to 150/ac) , perch poles (up to 1/ac),	• to improve species composition and timber quality • enhance forest health • other resource objectives which require manipulation of the existing stand of trees	authorized.
• Repeated prescribed burning on the same acreage Note: Except if in the judgment of the technician, the treatment requires this practice.		not authorized.
• Improvement of orchard, ornamental, nursery, or Christmas trees • Gates		

D. **Specifications**	The DNR forester approves on-site specifications and how the work is to be carried out. Technical specifications and references for the practice are provided in/by Wisconsin DNR Forestry Handbooks, guidelines and staff specialist. Additional guidance is available in NRCS Technical Standards including: NRCS Practice Standards Title — Number Brush Management — 314 Herbaceous Weed Control — 315 Prescribed Burning — 338 Tree/Shrub Pruning — 660 Forest Stand Improvement — 666
E. **Technical Responsibility**	Technical responsibility for practice needs and performance is assigned to the DNR forester. Practice layout and supervision may be by other resource professionals and technicians

WFLGP 3 Components and Not to Exceed (NTE) Rates				
Component Code	**Unit**	**Technical Component**	**NTE Rate ($/Unit)**	
			Regular (50%)	Emergency (60%)
TAAT	Acre	Corrective pruning (limited to 100 tree/acre)	56.00	67.20
TAAU	Acre	Lateral pruning to 12 feet (limited to 100 trees/acre)	150.00	180.00
TAAV	Acre	Lateral pruning 13-17 feet (limited to 100 trees/acre)	50.00	60.00
TAAW	Acre	Crop Tree Release (limited to 100 trees/Acre)	101.00	121.20
TABY	Acre	Removal of dead or down fire hazard material	61.00	73.20
TAAC	Acre	Site prep - light	43.00	51.60
TAAD	Acre	Site prep - medium	100.00	120.00
TAAE	Acre	Site prep – heavy	131.00	157.20
TAAF	Acre	Site prep heavy equipment (to be used with TAAE)	248.00	297.60
TAAG	Acre	Site prep - prescribed burning	51.00	61.20
TAAH	Acre	Conifer tree planting – hand	391.00	469.20
TAAI	Acre	Conifer tree planting - machine	341.00	409.20
TAAJ	Acre	Hardwood tree planting – hand	595.00	714.00
TAAK	Acre	Hardwood tree planting - machine	545.00	654.00
TAAL	Acre	Shrub planting – hand	503.50	604.20
TAAM	Acre	Shrub planting - machine	453.50	544.20
TACJ	Acre	Invasive plant control - light	250.00	300.00
TACK	Acre	Invasive plant control - medium	450.00	540.00
TACL	Acre	Invasive plant control - heavy	600.00	720.00
TACM	Acre	Invasive plant control - heavy equipment	600.00	720.00
TACN	Acre	Invasive plant control follow up - light	250.00	300.00
TACO	Acre	Invasive plant control follow up - medium	450.00	540.00
TACP	Acre	Invasive plant control follow up - heavy	600.00	720.00
TACQ	Acre	Invasive plant control follow up - heavy equipment	600.00	720.00
TACR	Acre	Insect and disease prevention and management - low	50.00	60.00
TACS	Acre	Insect and disease prevention and management -medium	500.00	600.00
TACT	Acre	Insect and disease prevention and management –high	1250.00	1500.00
TACU	Acre	Aggressive native plant control - light	250.00	300.00
TACV	Acre	Aggressive native plant control - medium	450.00	540.00
TACW	Acre	Aggressive native plant control - heavy	600.00	720.00

Practice: WFLGP 4 **Soil and Water Protection and Improvement** **Priority 1**

A. **Purpose**	The purpose of this practice is to: • Maintain or improve water quality on forest land • Maintain soil productivity and prevent or control erosion on forest land • Prevent pollution during forestry activities
B. **Program Policy**	Apply this practice to forestland and abandoned roads, trails, firebreaks, landings, and other forest area needing critical area treatment.
C. **Cost Share Policy**	The following table provides C/S policies for this practice:

IF the component is:	AND the justification is:	THEN C/S is:
• the establishment of permanent vegetative cover (tree and shrub planting and site preparation should be covered under WFLGP2) • control of competing or undesirable vegetation • the design and layout of forest roads, stream crossings, road drainage structures and streamside management areas • BMP's for stream crossings and cross drainage on roads and trails • Controlling surface water through reshaping • Mulching (natural or artificial) • Fertilizer, if necessary to establish cover • erosion control measures	• to control erosion and sediment movement • to improve water quality • to close and rehabilitate abandoned roads, trails, firebreaks, landings and other areas needing critical area treatment • to foster soil development	authorized.
• New road or trail construction or maintenance • bridge or culvert construction or maintenance • irrigation • gates		not authorized.

D. **Specifications**	Needed corrective measures, including seedbed preparation, seed, or shrubs, will be determined by the technician. The application and amount of fertilizers or lime will be determined locally. A soil test for forestry application may be necessary. Protective measures needed to control erosion until the practice is established must be performed. This may consist of stabilizing crops or mulches or diversions. The DNR forester or district conservationist approves on-site specifications and how the work is to be carried out. Technical specifications and references for the practice are provided in/by Wisconsin DNR Forestry Handbooks, guidelines and staff specialist. Additional guidance is available in NRCS Technical Standards including: NRCS Practice Standards Title — Number Brush Management — 314 Herbaceous Weed Control — 315 Critical Area Seeding — 342 Mulching — 484 Access Roads — 560 Forest Trails and Landings — 655
E. **Technical Responsibility**	Technical responsibility is assigned to the district conservationist, DNR forester or other approved resource professional. Technical supervision may be provided by DNR forester and other qualified resource professionals. DNR forester retains approval and certification responsibility.

WFLGP 4 Components and Not to Exceed (NTE) Rates

Component Code	Unit	Technical Component	NTE Rate ($/Unit)	
			Regular (50%)	Emergency (60%)
TAAY	Hour	Design and layout of forest roads, stream crossings and road drainage structures	63.00	75.60
TAAZ	Acre	Erosion control measures (i.e. matting or other barriers)	200.00	240.00
TABA	Acre	Native permanent vegetative cover (seedbed prep, seed mixture, fertilizer, liming, seeding)	75.00	90.00
TABC	Acre	Non-native permanent vegetative cover (seedbed prep, seed mixture, fertilizer, liming, seeding)	50.00	60.00
TABD	Hour	Drainage structure construction	63.00	75.60
TACC	Acre	Post planting vegetation control - light	50.00	60.00
TACD	Acre	Post planting vegetation control - medium	70.00	84.00
TACE	Acre	Post planting vegetation control - heavy	90.00	108.00
TACJ	Acre	Invasive plant control - light	250.00	300.00
TACK	Acre	Invasive plant control - medium	450.00	540.00
TACL	Acre	Invasive plant control - heavy	600.00	720.00
TACM	Acre	Invasive plant control - heavy equipment	600.00	720.00
TACN	Acre	Invasive plant control follow up - light	250.00	300.00
TACO	Acre	Invasive plant control follow up - medium	450.00	540.00
TACP	Acre	Invasive plant control follow up - heavy	600.00	720.00
TACQ	Acre	Invasive plant control follow up - heavy equipment	600.00	720.00

Practice: WFLGP 5 **Wetland and Riparian Protection** **Priority 2**

A. **Purpose**	The purpose of this practice is to: • Protect, restore, and improve wetlands and riparian areas • Reduce sedimentation • Reduce stream bank degradation • Improve water quality • Restore productivity
B. **Program Policy**	Apply this practice to forestland with existing tree cover or other rural lands capable of supporting forest wetlands or riparian buffers.
C. **Cost Share Policy**	The following table provides C/S policies for this practice:

IF the component is:	AND the justification is:	THEN C/S is:
• a forest buffer • the restoration of original hydrology • the establishment of permanent vegetative cover • fertilizer • prescribed burning (includes preparing firebreaks)	* to protect, restore, or improve wetlands and riparian areas * to improve water quality, and fish and wildlife habitat * to reduce stream bank degradation * to restore productive capability of wetland and riparian forests including timber, wildlife, and water resources	authorized.
• one that would directly or indirectly result in the loss of wetlands • one that would impair wetland or riparian functions and values • irrigation • permanent firebreak construction and maintenance • gates		not authorized.

D. **Specifications**	The DNR forester, NRCS or District Conservationist will approves on-site specifications and how the work is to be carried out. Technical specifications and references for the practice are provided in/by Wisconsin DNR Forestry Handbooks, guidelines and staff specialist. Additional guidance is available in NRCS Technical Standards including: NRCS Practice Standards Title — Number Brush Management — 314 Herbaceous Weed Control — 315 Prescribed Burning — 338 Critical Area Seeding — 342 Riparian Forest Buffer — 391 Streambank and Shoreline Protection — 580 Tree/Shrub Site Prep — 490 Tree/Shrub Establishment — 612
E. **Technical Responsibility**	Technical responsibility is assigned to the District Conservationist, DNR forester or other resource professional. Technical supervision may be provided by a DNR forester or other qualified resource professional. DNR forester retains approval and certification responsibility.

WFLGP 5 Components and Not to Exceed (NTE) Rates				
Component Code	**Unit**	**Technical Component**	**NTE Rate ($/Unit)**	
			Regular (50%)	Emergency (60%)
TAAC	Acre	Site prep - light	43.00	51.60
TAAD	Acre	Site prep - medium	100.00	120.00
TAAE	Acre	Site prep – heavy	131.00	157.20
TAAF	Acre	Site prep heavy equipment (to be used with TAAE)	248.00	297.60
TAAG	Acre	Site prep - prescribed burning	51.00	61.20
TAAH	Acre	Conifer tree planting – hand	391.00	469.20
TAAI	Acre	Conifer tree planting - machine	341.00	409.20
TAAJ	Acre	Hardwood tree planting – hand	595.00	714.00
TAAK	Acre	Hardwood tree planting - machine	545.00	654.00
TAAL	Acre	Shrub planting – hand	503.50	604.20
TAAM	Acre	Shrub planting - machine	453.50	544.20
TABU	Acre	Direct tree seeding – broadcast	125.00	150.00
TABV	Acre	Direct tree seeding – machine	95.00	114.00
TACH	Acre	Seedling protection	450.00	540.00
TAAZ	Acre	Erosion Control Measures (i.e. matting or other barriers)	200.00	240.00
TABA	Acre	Native Permanent Vegetative Cover (seedbed prep, seed mixture, fertilizer, liming, seeding)	75.00	90.00
TABC	Acre	Non-Native Permanent Vegetative Cover (seedbed prep, seed mixture, fertilizer, liming, seeding)	50.00	60.00
TAAQ	Acre	Control of competing and undesirable vegetation - chemical	73.00	87.60
TAAR	Acre	Control of competing and undesirable vegetation - mechanical	94.00	112.80

Practice: WFLGP 6 **Wildlife Habitat Enhancement** **Priority 2**

A. **Purpose**	The purpose of this practice is to: • Restore, improve, or establish permanent wildlife habitat
B. **Program Policy**	Apply this practice for wildlife habitat improvement on forest and associated lands. • Landowners principally engaged in commercial wildlife "put and take" operations are ineligible for WFLGP 6.
C. **Cost Share Policy**	The following table provides C/S policies for this practice:

IF the component is:	AND the justification is:	THEN C/S is:
• permanent wildlife planting • creation of forest openings • control of undesirable plant species • vegetative thinning for wildlife • wildlife wetland habitat management • wildlife corridors • seedling protection e.g., bud caps, tree shelters (up to 150/ac) , perch poles (up to 1/ac), • prescribed burning (includes preparing firebreaks) • fencing	* to improve or restore existing wildlife habitat * to create new wildlife habitat	authorized.
• one that would have an adverse effect on any threatened or endangered species • water facilities to benefit livestock • structure for human benefit • supplementing a "put and take" wildlife operation • pond installation • permanent firebreak construction and maintenance • gates		not authorized.
• Repeated prescribed burning on the same acreage **Note:** Except if in the judgment of the technician, the treatment requires this practice.		not authorized

D. **Specifications**	The DNR forester or district conservationist or other approved resource professional will approve on-site specifications and indicate how the work is to be carried out. Technical specifications and references for the practice are provided in/by Wisconsin DNR Forestry Handbooks, guidelines and staff specialist. Additional guidance is available in NRCS Technical Standards including: NRCS Practice Standards Title — Number Brush Management — 314 Herbaceous Weed Control — 315 Prescribed Burning — 338 Fencing — 382 Tree/Shrub Site Prep — 490 Tree/Shrub Establishment — 612 Wetland Wildlife Habitat — 644 Upland Wildlife Habitat — 645
E. **Technical Responsibility**	Technical responsibility is assigned to the district conservationist, DNR forester or other approved resource professional. Technical supervision may be provided by DNR forester and other qualified resource professionals. DNR forester retains approval and certification responsibility.

WFLGP 6 Components and Not to Exceed (NTE) Rates

Component Code	Unit	Technical Component	NTE Rate ($/Unit)	
			Regular (50%)	Emergency (60%)
TAAC	Acre	Site prep - light	43.00	51.60
TAAD	Acre	Site prep - medium	100.00	120.00
TAAE	Acre	Site prep – heavy	131.00	157.20
TAAF	Acre	Site prep - heavy equipment (to be used with TAAE)	248.00	297.60
TAAG	Acre	Site prep - prescribed burning	51.00	61.20
TAAH	Acre	Conifer tree planting – hand	391.00	469.20
TAAI	Acre	Conifer tree planting - machine	341.00	409.20
TAAJ	Acre	Hardwood tree planting – hand	595.00	714.00
TAAK	Acre	Hardwood tree planting - machine	545.00	654.00
TAAL	Acre	Shrub planting – hand	503.50	604.20
TAAM	Acre	Shrub planting - machine	453.50	544.20
TAAQ	Acre	Control of competing and undesirable vegetation - chemical	73.00	87.60
TAAR	Acre	Control of competing and undesirable vegetation - mechanical	94.00	112.80
TABA	Acre	Native permanent vegetative cover (seedbed prep, seed mixture, fertilizer, liming, seeding)	75.00	90.00
TABU	Acre	Direct tree seeding – broadcast	125.00	150.00
TABV	Acre	Direct tree seeding – machine	95.00	114.00
TACF	Acre	Chemical Repellants	55.00	66.00
TACG	Linear Foot	Exclusion fencing	1.00	1.20
TACH	Acre	Seedling protection	450.00	540.00

Practice: WFLGP 7 **Priority 2**

Endangered, or Threatened Resources, Rare Natural Community, Historic, Cultural and Archeological Protection, Restoration, Enhancement and Maintenance

A. **Purpose**	The purpose of this practice is to: • Restore, protect, enhance, and/or maintain threatened or endangered native flora or fauna and their unique habitats and communities. • Protect and maintain historic, cultural and archeological site.
B. **Program Policy**	Apply this practice for habitat improvement and the recovery of threatened and endangered species or rare communities
C. **Cost Share Policy**	The following table provides C/S policies for this practice:

IF the component is:	AND the justification is:	THEN C/S is:
• modification or establishment of habitat for threatened and endangered species of flora, fauna or aquatic species • site preparation • prescribed burning • competition control (chemical or mechanical) • fencing • site inventory • erosion control measures incidental to and performed as part of the site preparation process • establishment of permanent vegetative cover	• to protect, restore, enhance, or maintain habitat for threatened and endangered species • to protect and maintain historic, cultural and archeological sites on the property	authorized.
• one that would have an adverse effect on any threatened or endangered species • practices that impair soil productivity • water facilities to benefit livestock • structure for human benefit • pond installation • gates		not authorized.
• repeated prescribed burning on the same acreage* *Note: Except if in the judgment of the technician, the treatment requires this practice.		not authorized

D. **Specifications**	The DNR forester or district conservationist or other approved resource professional will provide on-site specifications and indicate how the work will be carried out. Technical specifications and references for the practice are provided in/by Wisconsin DNR Forestry Handbooks, guidelines and staff specialist. Additional guidance is available in NRCS Practice Standards including: <u>NRCS Practice Standards</u> Title — Number Brush Management — 314 Herbaceous Weed Control — 315 Fencing — 382 Prescribed Burning — 338 Tree/Shrub Site Prep — 490 Tree/Shrub Establishment — 612 Wetland Wildlife Habitat — 644 Upland Wildlife Habitat — 645
E. **Technical Responsibility**	Technical responsibility is assigned to the district conservationist, DNR forester or other approved resource professional. Technical supervision may be provided by DNR forester and other qualified resource professionals. DNR forester retains approval and certification responsibility.

WFLGP 7 Components and Not to Exceed (NTE) Rates

Component Code	Unit	Technical Component	NTE Rate ($/Unit)	
			Regular (50%)	Emergency (60%)
TAAC	Acre	Site prep - light	43.00	51.60
TAAD	Acre	Site prep - medium	100.00	120.00
TAAE	Acre	Site prep – heavy	131.00	157.20
TAAF	Acre	Site prep - heavy equipment (to be used with TAAE)	248.00	297.60
TAAG	Acre	Site prep - prescribed burning	51.00	61.20
TAAH	Acre	Conifer tree planting – hand	391.00	469.20
TAAI	Acre	Conifer tree planting - machine	341.00	409.20
TAAJ	Acre	Hardwood tree planting – hand	595.00	714.00
TAAK	Acre	Hardwood tree planting - machine	545.00	654.00
TAAL	Acre	Shrub planting – hand	503.50	604.20
TAAM	Acre	Shrub planting - machine	453.50	544.20
TAAQ	Acre	Control of competing and undesirable vegetation - chemical	73.00	87.60
TAAR	Acre	Control of competing and undesirable vegetation - mechanical	94.00	112.80
TABU	Acre	Direct tree seeding – broadcast	125.00	150.00
TABV	Acre	Direct tree seeding – machine	95.00	114.00
TABA	Acre	Native permanent vegetative cover (seedbed prep, seed mixture, fertilizer, liming, seeding)	150	75
TACF	Acre	Chemical repellant	55.00	66.00
TACG	Linear Foot	Exclusion fencing	1.00	1.20
TACH	Acre	Seedling protection	450.00	540.00

Component Code Index and Description Table

Many component codes appear under multiple practices, both priority 1 and priority 2. When assigning a component code be sure the correct practice (i.e. WFLGP 2 vs. WFLGP 3, etc.) is being used based on the purpose and intent of the treatment. NA means "not applicable", there are no practices under the priority.

Code	Component Title	Unit	Priority 1 Practices	Priority 2 Practices	NTE Regular ($/unit)	NTE Emergency ($/unit)
	Description					
TAAA	**Preparation of new landowner Forest Stewardship Plan (FSP): 30 acres or less**	**Acre (AC)**	**WFLGP 1**	**NA**	**23.00**	**27.60**
	This component code should be used for the preparation of a new landowner Forest Stewardship Plan covering 30 acres or less. Landowners with an existing plan that is more than 5 years old should have a new plan prepared for them and this code should be used. If a landowner is applying for a LFSP and other practices on the same application, such as tree planting, the LFSP must be completed prior to the landowner receiving ANY cost-share reimbursement. If the DNR forester deems it necessary to complete the other practice prior to the completion of the LFSP a practice plan may be used to temporarily satisfy the plan requirement. However, the landowner cannot receive any payment, partial or final, until the DNR forester has approved the LFSP. Minimum standards for a FSP can be found on page 60-24 of this handbook. Additional guidance on plans can be found in Chapter 21 of this handbook. Plans should be written to address a time period of 10 years or more. Plans must be approved by the DNR forester.					
TAAB	**Revision of existing management plan: 30 acres or less**	**Acre (AC)**	**WFLGP 1**	**NA**	**23.00**	**27.60**
	This component code should be used for updating and revising an existing management plan of 30 acres or less. The plan being revised is 5 years old or less. If the plan is older use component code TAAA above. In order to be eligible for cost-share the original plan must not have received WFLGP cost-share reimbursement. If a landowner is applying for a FSP and other practices on the same application, such as tree planting, the FSP must be completed prior to the landowner receiving ANY cost-share reimbursement. If the DNR forester deems it necessary to complete the other practice prior to the completion of the FSP a practice plan may be used to temporarily satisfy the plan requirement. However, the landowner cannot receive any payment, partial or final, until the DNR forester has approved the FSP. Minimum standards for a FSP can be found on page 60-24of this handbook. Additional guidance on plans can be found in Chapter 21 of this handbook. Plans should be written to address a time period of 10 years or more. Plans must be approved by the DNR forester.					
TAAC	**Site prep - light**	**Acre (AC)**	**WFLGP 2 WFLGP 3**	**WFLGP 5 WFLGP 6 WFLGP 7**	**43.00**	**51.60**
	This component code should be used when the site consists of competition that will have minimal impact on the survival of new seedlings. Competition is mostly herbaceous. Practices cost-shared under this component code may include initial herbicide applications, tilling and mowing.					
TAAD	**Site prep - medium**	**Acre (AC)**	**WFLGP 2 WFLGP 3**	**WFLGP 5 WFLGP 6 WFLGP 7**	**100.00**	**120.00**
	This component code should be used when the site consists of competition that will considerably hinder any new seedlings to survive. Competition consists of heavy herbaceous cover or a mixture of herbaceous and woody cover.					

Code	Component Title	Unit	Priority 1 Practices	Priority 2 Practices	NTE Regular ($/unit)	NTE Emergency ($/unit)
	Description					
TAAE	**Site prep – heavy**	**Acre (AC)**	**WFLGP 2 WFLGP 3**	**WFLGP 5 WFLGP 6 WFLGP 7**	**131.00**	**157.20**
	This component code should be used for sites which consist of competition that will not allow any new seedlings to survive including when hand spraying will be used. Competition consists of intense continuous cover including woody and perennial vegetation.					
TAAF	**Site prep - heavy equipment (to be used with TAAE)**	**Acre (AC)**	**WFLGP 2 WFLGP 3**	**WFLGP 5 WFLGP 6 WFLGP 7**	**248.00**	**297.60**
	This component code should be used in combination with TAAE when it is necessary to use heavy equipment such as brush mowers, dozers, anchor chains, etc. for prepping the site.					
TAAG	**Site prep - prescribed burning**	**Acre (AC)**	**WFLGP 2 WFLGP 3**	**WFLGP 5 WFLGP 6 WFLGP 7**	**51.00**	**61.20**
	This component code should be used when fire is used to aid in controlling competition prior to the planting or natural regeneration of new seedlings. In existing forests, consideration must be given and provisions made to protect existing desirable trees from fire damage. Includes preparation of fire breaks (e.g., mowing or disking).					
TAAH	**Conifer tree planting - hand**	**Acre (AC)**	**WFLGP 2 WFLGP 3**	**WFLGP 5 WFLGP 6 WFLGP 7**	**391.00**	**469.20**
	This component code is used for purchasing and hand planting conifer seedlings. The NTEs were based on planting 1,000 trees per acre. If fewer trees are planted adjust cost-share amount as needed.					
TAAI	**Conifer tree planting - machine**	**Acre (AC)**	**WFLGP 2 WFLGP 3**	**WFLGP 5 WFLGP 6 WFLGP 7**	**341.00**	**409.20**
	This component code is used for purchasing and machine planting conifer seedlings. The NTEs were based on planting 1,000 trees per acre. If fewer trees are planted adjust cost-share amount as needed.					
TAAJ	**Hardwood tree planting - hand**	**Acre (AC)**	**WFLGP 2 WFLGP 3**	**WFLGP 5 WFLGP 6 WFLGP 7**	**595.00**	**714.00**
	This component code is used for purchasing and hand planting hardwood seedlings. The NTEs were based on planting 1,000 trees per acre. If fewer trees are planted adjust cost-share amount as needed.					
TAAK	**Hardwood tree planting - machine**	**Acre (AC)**	**WFLGP 2 WFLGP 3**	**WFLGP 5 WFLGP 6 WFLGP 7**	**545.00**	**654.00**
	This component code is used for purchasing and machine planting hardwood seedlings. The NTEs were based on planting 1,000 trees per acre. If fewer trees are planted adjust cost-share amount as needed.					

Code	Component Title	Unit	Priority 1 Practices	Priority 2 Practices	NTE Regular ($/unit)	NTE Emergency ($/unit)
	Description					
TAAL	**Shrub planting - hand**	**Acre (AC)**	**WFLGP 2 WFLGP 3**	**WFLGP 5 WFLGP 6 WFLGP 7**	**503.50**	**604.20**
	This component code is used for purchasing and hand planting shrub seedlings. The NTEs were based on planting 1,000 seedlings per acre. If fewer seedlings are planted adjust cost-share amount as needed.					
TAAM	**Shrub planting - machine**	**Acre (AC)**	**WFLGP 2 WFLGP 3**	**WFLGP 5 WFLGP 6 WFLGP 7**	**453.50**	**544.20**
	This component code is used for purchasing and machine planting shrub seedlings. The NTEs were based on planting 1,000 seedlings per acre. If fewer seedlings are planted adjust cost-share amount as needed.					
TAAQ	**Control of competing and undesired vegetation - chemical**	**Acre (AC)**	**NA**	**WFLGP 5 WFLGP 6 WFLGP 7**	**73.00**	**87.60**
	This component code is used for chemical treatment of undesirable vegetation.					
TAAR	**Control of competing and undesired vegetation - mechanical**	**Acre (AC)**	**NA**	**WFLGP 5 WFLGP 6 WFLGP 7**	**94.00**	**112.80**
	This component code is used for mechanical treatment of undesirable vegetation.					
TAAT	**Corrective pruning**	**Acre (AC)**	**WFLGP 3**	**NA**	**56.00**	**67.20**
	This component code is used for corrective pruning usually in young hardwood saplings and poles on no more than 100 potential crop trees per acre. This practice is conducted to assure growth of trees with straight, dominant leaders and strong branching structure. Cost-share is limited to pruning of 100 trees/acre. The NTEs were based on pruning 100 trees per acre. If fewer trees are pruned adjust cost-share amount as needed. May be implemented up to 3 times on same acreage.					
TAAU	**Lateral pruning - 12 ft.**	**Acre (AC)**	**WFLGP 3**	**NA**	**150.00**	**180.00**
	This component code is used for the initial pruning to 12 feet on no more than 100 potential crop trees per acre. This component code may be combined with TAAV for completion at the same time. Cost-share is limited to pruning of 100 trees/acre. The NTEs were based on pruning 100 trees per acre. If fewer trees are pruned adjust cost-share amount as needed.					

Code	Component Title	Unit	Priority 1 Practices	Priority 2 Practices	NTE Regular ($/unit)	NTE Emergency ($/unit)
	Description					
TAAV	**Lateral pruning – 13 - 17 ft.**	**Acre (AC)**	**WFLGP 3**	**NA**	**50.00**	**60.00**
	This component code is used for follow-up pruning on the previously pruned crop trees to 17 feet. This may be done in conjunction with the initial pruning cost-shared using component code TAAU. Cost-share is limited to pruning of 100 trees/acre. The NTEs were based on pruning 100 trees per acre. If fewer trees are pruned adjust cost-share amount as needed.					
TAAW	**Crop tree release**	**Acre (AC)**	**WFLGP 3**	**NA**	**101.00**	**121.20**
	This component code is used for the control or removal of trees and vines competing with a future identified crop trees. Cost-share is limited to release of 100 trees/acre. The NTEs were based on releasing 100 trees per acre. If fewer trees are released adjust cost-share amount as needed.					
TAAY	**Design and layout of forest roads, stream crossings and road drainage structures**	**Hour (HR)**	**WFLGP 4**	**NA**	**63.00**	**75.60**
	This component code is used for the professional design and layout of forest roads, stream crossings and road drainage structures including type, location and number of road drainage structures. Design and layout may include written maps/plans and on the ground layout. See chapter 4 and 5 of Wisconsin's Forestry BMPs for Water Quality Field Manual (Pub FR-093).					
TAAZ	**Erosion control measures (i.e. matting or other barriers)**	**Acre (AC)**	**WFLGP 4**	**WFLGP 5**	**200.00**	**240.00**
	This component code is used for purchase and installation of erosion control and soil stabilization material including mulch and erosion control netting. See chapter 4 and appendix E of Wisconsin's Forestry BMPs for Water Quality Field Manual (Pub FR-093).					
TABA	**Native permanent vegetative cover (seedbed prep, seed mixture, fertilizer, liming, seeding)**	**Acre (AC)**	**WFLGP 4**	**WFLGP 5 WFLGP 6 WFLGP 7**	**75.00**	**90.00**
	This component code is used for establishing native permanent vegetative cover other than trees and shrubs. See appendix D of Wisconsin's Forestry BMPs for Water Quality Field Manual (Pub FR-093) for more information on seed mixes.					
TABC	**Non-native permanent vegetative cover (seedbed prep, seed mixture, fertilizer, liming, seeding)**	**Acre (AC)**	**WFLGP 4**	**WFLGP 5**	**50.00**	**60.00**
	This component code is used for establishing non-native permanent vegetative cover other than trees and shrubs. See appendix D of Wisconsin's Forestry BMPs for Water Quality Field Manual (Pub FR-093) for more information on seed mixes.					
TABD	**Drainage structure construction**	**Hour (HR)**	**WFLGP 4**	**NA**	**63.00**	**75.60**
	This component code is used for the installation of road drainage structures including broad-based dips, diversion ditches and water bars. See chapter 4 of Wisconsin's Forestry BMPs for Water Quality Field Manual (Pub FR-093).					

Code	Component Title	Unit	Priority 1 Practices	Priority 2 Practices	NTE Regular ($/unit)	NTE Emergency ($/unit)
	Description					
TABU	**Direct tree seeding - broadcast**	**Acre (AC)**	**WFLGP 2**	**WFLGP 5 WFLGP 6 WFLGP 7**	**125.00**	**150.00**
	This component code is used for activities involved with manually sowing shrub, conifer and/or hardwood seeds.					
TABV	**Direct tree seeding - machine**	**Acre (AC)**	**WFLGP 2**	**WFLGP 5 WFLGP 6 WFLGP 7**	**95.00**	**114.00**
	This component code is used for activities involved with mechanically sowing shrub, conifer and/or hardwood seeds.					
TABY	**Removal of dead or down fire hazard material**	**Acre (AC)**	**WFLGP 3**	**NA**	**61.00**	**73.20**
	This component code is used for activities associated with the removal of potential fuel sources primarily in high fire prone fire landscapes.					
TACA	**Preparation new landowner Forest Stewardship Plan (FSP): more than 30 acres**	**Acre (AC)**	**WFLGP 1**	**NA**	**10.00**	**12.00**
	This component code should be used for the preparation of a new landowner Forest Stewardship Plan covering more than 30 acres. Landowners with an existing plan that is more than 5 years old should have a new plan prepared for them and this code should be used If a landowner is applying for a FSP and other practices on the same application, such as tree planting, the FSP must be completed prior to the landowner receiving ANY cost-share reimbursement. If the DNR forester deems it necessary to complete the other practice prior to the completion of the FSP, a practice plan may be used to temporarily satisfy the plan requirement. However, the landowner cannot receive any payment, partial or final, until the DNR forester has approved the FSP. Minimum standards for a FSP can be found on page 60-24 of this handbook. Additional guidance on plans can be found in Chapter 21 of this handbook. Plans should be written to address a time period of 10 years or more. Plans must be approved by the DNR forester.					
TACB	**Revision of existing management plan: more than 30 acres**	**Acre (AC)**	**WFLGP 1**	**NA**	**10.00**	**12.00**
	This component code should be used for updating and revising an existing management plan of more than 30 acres. The plan being revised is 5 years old or less. If the plan is older use component code TACB above. In order to be eligible for cost-share the original plan must not have received WFLGP cost-share reimbursement. If a landowner is applying for a FSP and other practices on the same application, such as tree planting, the FSP must be completed prior to the landowner receiving ANY cost-share reimbursement. If the DNR forester deems it necessary to complete the other practice prior to the completion of the FSP, a practice plan may be used to temporarily satisfy the plan requirement. However, the landowner cannot receive any payment, partial or final, until the DNR forester has approved the FSP. Minimum standards for a FSP can be found on page 60-24 of this handbook. Additional guidance on plans can be found in Chapter 21 of this handbook. Plans should be written to address a time period of 10 years or more. Plans must be approved by the DNR forester.					

Code	Component Title	Unit	Priority 1 Practices	Priority 2 Practices	NTE Regular ($/unit)	NTE Emergency ($/unit)
	Description					
TACC	**Post planting vegetation control - light**	**Acre (AC)**	**WFLGP 2 WFLGP 4**	**NA**	**50.00**	**60.00**
	This component code is used for chemical control on a planted site that will continue to have competition that will have minimal impact on the survival of new seedlings. Competition is mostly herbaceous.					
TACD	**Post planting vegetation control - medium**	**Acre (AC)**	**WFLGP 2 WFLGP 4**	**NA**	**70.00**	**84.00**
	This component code is used for chemical control on a planted site that will continue to have competition that will considerably hinder the survival of new seedlings. Competition consists of heavy herbaceous cover or a mixture of herbaceous and woody cover.					
TACE	**Post planting vegetation control - heavy**	**Acre (AC)**	**WFLGP 2 WFLGP 4**	**NA**	**90.00**	**108.00**
	This component code is used for chemical control on a planted site that will continue to have competition that will not allow the new seedlings to survive. Competition consists of intense continuous cover including woody and perennial vegetation.					
TACF	**Chemical repellant**	**Acre (AC)**	**WFLGP 2**	**WFLGP 6 WFLGP 7**	**55.00**	**66.00**
	This component code is used to cost-share activities associated with the use of chemical repellants for tree seedling/sapling protection.					
TACG	**Exclusion fencing**	**Linear Foot (LF)**	**WFLGP 2**	**WFLGP 6 WFLGP 7**	**1.00**	**1.20**
	This component code is used to cost-share exclusion fencing (including movable fencing) intended to protect desired regeneration or planting from damage by wildlife. It is not intended for fencing to keep the domestic livestock, kids, neighbors or trespassers out.					
TACH	**Seedling protection**	**Acre (AC)**	**WFLGP 2**	**WFLGP 5 WFLGP 6 WFLGP 7**	**450.00**	**540.00**
	This component code is used for purchasing and installing devices that protect tree seedlings/saplings. Tree shelters are limited to 150 per acre. Perch poles are limited to no more than 1 per acre. Additional devices may include: bud caps, photodegradable wrapping, etc. Use of this component will be based on local knowledge and discussion with wildlife experts to determine best and most cost effective protection methods.					
TACI	**Mowing**	**Acre (AC)**	**WFLGP 2**	**NA**	**67.00**	**80.40**
	This component code is used for mowing to reduce vegetative competition around planted trees and to minimize damage to trees from rodents and other herbivores. This practice is not to be used for aesthetic purposes. Cost-sharing of this activity is limited to 3 mowings per season. The NTEs are based on mowing 3 times per season. Cost-share rates should be adjusted if fewer mowings are needed or possible within a season. Cost-shared mowing shall be discontinued once the regeneration is considered established.					

Code	Component Title	Unit	Priority 1 Practices	Priority 2 Practices	NTE Regular ($/unit)	NTE Emergency ($/unit)
	Description					
TACJ	**Invasive plant control - light**	**Acre (AC)**	**WFLGP 2 WFLGP 3 WFLGP 4**	**NA**	**250.00**	**300.00**
	This component code is not intended to be used for eradicating invasive species, but to decrease competition from invasive plant species until a suitable stand is established. Light control of invasive plants should be used for low-medium cost activities occurring on a property with low to medium invasive species cover. See Appendix F for guidance on using WFLGP funds for invasive plant activities.					
TACK	**Invasive plant control - medium**	**Acre (AC)**	**WFLGP 2 WFLGP 3 WFLGP 4**	**NA**	**450.00**	**540.00**
	This component code is not intended to be used for eradicating invasive species, but to decrease competition from invasive plant species until a suitable stand is established. Medium control of invasive plants should be used for medium to high cost activities occurring on a property with medium to high invasive species cover. See Appendix F for guidance on using WFLGP funds for invasive plant activities.					
TACL	**Invasive plant control - heavy**	**Acre (AC)**	**WFLGP 2 WFLGP 3 WFLGP 4**	**NA**	**600.00**	**720.00**
	This component code is not intended to be used for eradicating invasive species, but to decrease competition from invasive plant species until a suitable stand is established. Heavy control of invasive plants should be used for high cost activities occurring on a property with high invasive species cover. Use either TACL or TACM not both on the same areas. See Appendix F for guidance on using WFLGP funds for invasive plant activities.					
TACM	**Invasive plant control - heavy equipment**	**Acre (AC)**	**WFLGP 2 WFLGP 3 WFLGP 4**	**NA**	**600.00**	**720.00**
	This component code is not intended to be used for eradicating invasive species, but to decrease competition from invasive plant species until a suitable stand is established. Heavy equipment control of invasive plants should be used for high cost activities occurring on a property with high invasive species cover and involves the use of heavy equipment such as brush mowers, dozers, etc. Heavy equipment always equates with high cost and high cover. In fact, cover has less to do with cost, than does the ruggedness (slope, debris, rocks, wetness, etc.) of the site. Use either TACL or TACM not both on the same acres. See Appendix F for guidance on using WFLGP funds for invasive plant activities.					

Code	Component Title	Unit	Priority 1 Practices	Priority 2 Practices	NTE Regular ($/unit)	NTE Emergency ($/unit)
	Description					
TACN	**Invasive plant control follow up - light**	**Acre (AC)**	**WFLGP 2 WFLGP 3 WFLGP 4**	**NA**	**250.00**	**300.00**
	This component code should be used for follow up treatments necessary to meet the goal of the initial treatment cost-shared using TACJ, TACK, TACL or TACM. DNR foresters should use their best judgment in determining whether follow up treatments are necessary to successfully complete the desired outcome. Follow Up - Light should be used for low-medium cost activities occurring on a property with low to medium invasive species cover. See Appendix F for additional guidance on using WFLGP funds for invasive plant activities.					
TACO	**Invasive plant control follow up - medium**	**Acre (AC)**	**WFLGP 2 WFLGP 3 WFLGP 4**	**NA**	**450.00**	**540.00**
	This component code should be used for follow up treatments necessary to meet the goal of the initial treatment cost-shared using TACJ, TACK, TACL or TACM. DNR foresters should use their best judgment in determining whether follow up treatments are necessary to successfully complete the desired outcome. Follow Up - Medium should be used for medium to high cost activities occurring on a property with medium to high invasive species cover. See Appendix F for additional guidance on using WFLGP funds for invasive plant activities.					
TACP	**Invasive plant control follow up - heavy**	**Acre (AC)**	**WFLGP 2 WFLGP 3 WFLGP 4**	**NA**	**600.00**	**720.00**
	This component code should be used for follow up treatments necessary to meet the goal of the initial treatment cost-shared using TACJ, TACK, TACL or TACM. DNR foresters should use their best judgment in determining whether follow up treatments are necessary to successfully complete the desired outcome. Follow Up - Heavy should be used for high cost activities occurring on a property with high invasive species cover. See Appendix F for additional guidance on using WFLGP funds for invasive plant activities.					
TACQ	**Invasive plant control follow up - heavy equipment**	**Acre (AC)**	**WFLGP 2 WFLGP 3 WFLGP 4**	**NA**	**600.00**	**720.00**
	This component code should be used for follow up treatments necessary to meet the goal of the initial treatment cost-shared using TACJ, TACK, TACL or TACM. DNR foresters should use their best judgment in determining whether follow up treatments are necessary to successfully complete the desired outcome. Follow Up - Heavy Equipment should be used for high cost activities occurring on a property with high invasive species cover and involves the use of heavy equipment such as brush mowers, dozers, etc. See Appendix F for additional guidance on using WFLGP funds for invasive plant activities.					

Code	Component Title	Unit	Priority 1 Practices	Priority 2 Practices	NTE Regular ($/unit)	NTE Emergency ($/unit)
	Description					
TACR	**Insect and disease prevention and management - low**	**Acre (AC)**	**WFLGP 3**	**NA**	**50.00**	**60.00**
	This component code should be used for low cost activities that will minimize the risk of forest pest introduction or that will reduce the damaging population of forest pests. Example activities include fungicide application on cut stumps to prevent annosum root rot, tree wound dressing application on cut stumps to prevent oak wilt transmission, aerial/ground pesticide application or oiling of gypsy moth egg masses. See Appendix G for additional guidance for using WFLGP funds for insect and disease activities.					
TACS	**Insect and disease prevention and management - medium**	**Acre (AC)**	**WFLGP 3**	**NA**	**500.00**	**600.00**
	This component code should be used for medium cost activities that will minimize the risk of forest pest introduction or that will reduce the damaging population of forest pests. Example activities include removal of dead/dying trees damaged by forest pests, reduction of susceptible host materials when a pest is present or predicted, practices that will reduce the risk of significant damage caused by forest pests in new plantings or practices that will promote regeneration of resistant tree species. See Appendix G for additional guidance for using WFLGP funds for insect and disease activities.					
TACT	**Insect and disease prevention and management - high**	**Acre (AC)**	**WFLGP 3**	**NA**	**1250.00**	**1500.00**
	This component code should be used for high cost activities that will minimize the risk of forest pest introduction or that will reduce the damaging population of forest pests. An example activity would be trenching to prevent the spread of oak wilt. See Appendix G for additional guidance for using WFLGP funds for insect and disease activities.					
TACU	**Aggressive native plant control - light**	**Acre (AC)**	**WFLGP 3**	**NA**	**250.00**	**300.00**
	This component code should be used to decrease competition from aggressive native plants, including vines, to allow a stand to become established. Activities and factors involved with determining the use of this code will be similar to those for invasive plant control.					
TACV	**Aggressive native plant control - medium**	**Acre (AC)**	**WFLGP 3**	**NA**	**450.00**	**540.00**
	This component code should be used to decrease competition from aggressive native plants, including vines, to allow a stand to become established. Activities and factors involved with determining the use of this code will be similar to those for invasive plant control.					
TACW	**Aggressive native plant control - heavy**	**Acre (AC)**	**WFLGP 3**	**NA**	**600.00**	**720.00**
	This component code should be used to decrease competition from aggressive native plants, including vines, to allow a stand to become established. Activities and factors involved with determining the use of this code will be similar to those for invasive plant control.					

Private Forestry Accomplishment Worksheet, Form 2400-104E

The Private Forestry Accomplishment Report (also known as the Cooperative Forest Management or "CFM" Report) is a continuous record of private forestry requests serviced by DNR foresters. It is maintained as a digital form in Microsoft Excel as part of the large Accomplishment Reporting Worksheet that includes additional digital forms for reporting work on public lands and for fire accomplishments. The CFM Report form is also available as an Excel worksheet that can be printed for those foresters who like to keep manual records. **The electronic version, however, must be used for fiscal year-end totals.** DNR foresters are encouraged to update their individual reports monthly before they lose track of projects they have worked on.

Supervisors may wish to see CFM Reports from staff monthly, quarterly or semi-annually, depending on the reporting period they find most useful for work planning and evaluation purposes. Supervisors may also elect whether they want to see detailed client information contained in the worksheet, or whether just accomplishment totals are sufficient.

Annually, **by August 15**, each Regional Forester or designee must send the fiscal year-end totals for their Region to the Private Forestry Specialist in the central office. The report for the region should be created in Excel by combining the annual accomplishments of each project or work unit into one file, using the Excel template current for the fiscal year. The file should be sent by e-mail to the Private Forestry Specialist. (If needed, contact the Private Forestry Specialist for information about how to combine work unit figures into one report. Some of the Regional Information Management Specialists are also able to help automate the CFM reporting process.)

The Private Forestry Specialist will compile the Regional data into a statewide annual report. The statewide CFM accomplishment report is crucial for state and federal analysis of the private forestry assistance program. It is used to justify positions and funding, showing administrators, legislators and the public benefits received from investment in sustainable forestry on private land.

1. General Instructions (for Form 2400-104 E-Version)

   A. After a request is serviced, enter the landowner's name and the appropriate accomplishments. The Excel worksheet totals entries automatically.

   B. Include individuals and families, partnerships, corporations, groups, organizations, and all other landowners that receive land management assistance. For lack of alternative reporting opportunities, include assistance to local units of government, land owned by miscellaneous state agencies and school districts. (Exclude work on county forests and state forests, which are reported separately.) Landowners should not be listed if they are contacted solely to enforce state statutes, local laws or regulations (as in tax law administration) but who receive no management assistance.

   C. Volumes for products, except for logs, are recorded as whole numbers. Logs are recorded as MBF (thousand board feet) and can have one number after the decimal point; for example, 1,500 board feet is entered on the report as 1.5. Otherwise, all values for other accomplishments should be rounded to the nearest whole number.

   D. Technical assistance may result in several accomplishments on the same acreage; therefore, the same acreage may be reported for more than one activity (e.g. management planning and tree planting).

   E. Report only technical assistance and on-the-ground accomplishments supported by case file or other written record or log. At a minimum, such supporting records should contain name, address, date serviced, recommendations and resulting known accomplishments.

   F. Work on a parcel owned by a specific party may be counted only once as an initial contact. If the party acquires additional parcels on which they seek assistance, foresters may also count work on the new parcels as initial contacts. Any other follow-up work or inspections on a parcel should be counted as repeat contacts.

G. DNR foresters are to keep printed copies of completed accomplishment reports as a permanent in-office record. Foresters are also encouraged to keep digital copies of their reports.

H. All accomplishments are reported when "established" or set-up by the forester. The only exceptions are for "Planting Completed" and "Direct Seeding Completed". That acreage may be reported based on planting stock or seed that has been ordered or the forester's knowledge that trees have been planted, acres have been treated for site preparation or other steps have been initiated that are likely to result in the completion of the practice.

2. Specific Instructions (for Completing Form 2400-104 E-Version)

See the Excel worksheet for instructions about specific information needed on the form. Fields that are not self-explanatory have comments attached. Move your mouse cursor over the red triangle in the field to read the related comment.

Cooperating Forester Accomplishment Report (Form 2400-100)

Cooperating foresters must use Form 2400-100 to summarize accomplishments and submit them by November 1 to the Private Forestry Specialist in Madison. (The accomplishment report is part of the application packet for cooperating foresters renewing their agreement for the coming year.) **The report period for cooperating foresters is from October 1 to September 30 of the next year (the same as the federal fiscal year).** Form 2400-100 differs from Form 2400-104 in that it has fewer activities that are tracked. Form 2400-100 also includes only accomplishment totals. Cooperators do *not* list their clients' names or landowner specific data on the accomplishment form that is submitted to the Department.

Cooperating Foresters should report *all* accomplishments related to assistance provided to non-industrial private landowners, whether or not contacts resulted from DNR referrals.

Cooperating foresters might find Form 2400-104E useful for keeping track of their client contacts. The totals from 2400-104E can be used to fill in the values in the Cooperating Forester Annual CFM Report Form 2400-100, described above.

APPENDIX 1

WISCONSIN COUNTY CODES

DISTRICT Area CFM Project	County Codes	County
NORTHWEST		
Park Falls		
Park Falls	51	Price
Medford	61	Taylor
Ladysmith	55	Rusk
Hayward	58	Sawyer
Brule		
Douglas	16	Douglas
Bayfield	04	Bayfield
Ashland	02	Ashland
Mercer	26	Iron
Cumberland		
Spooner	66	Washburn
Webster	07	Burnett
Balsam Lake	49	Polk
Barron	03	Barron
NORTH CENTRAL		
Woodruff		
Rhinelander	44	Oneida
Eagle River	64	Vilas
Crandon	21	Forest
Antigo		
Antigo	34	Langlade
Wausau	37	Marathon
Merrill	35	Lincoln
Wisconsin Rapids		
Wisconsin Rapids	72	Wood
Stevens Point	50	Portage
Mauston	29	Juneau
Friendship	01	Adams
SOUTHEAST		
Milwaukee		
Pike Lake	67	Washington
Pike Lake	68	Waukesha
Milwaukee	65	Walworth
Milwaukee	52	Racine
Milwaukee	30	Kenosha
Milwaukee	41	Milwaukee
Sheboygan	60	Sheboygan
Sheboygan	46	Ozaukee

WEST CENTRAL

Eau Claire

Eau Claire	18	Eau Claire
Chippewa Falls	09	Chippewa
Menomonie	17	Dunn
Durand	47	Pepin
Durand	48	Pierce
Baldwin	56	St. Croix

Black River Falls

Black River Falls	27	Jackson
Alma	06	Buffalo
Whitehall	62	Trempealeau
Neillsville	10	Clark

La Crosse

Gays Mills	12	Crawford
La Crosse	32	La Crosse
Viroqua	63	Vernon
Sparta	42	Monroe

LAKE MICHIGAN

Green Bay

Green Bay	05	Brown
Sturgeon Bay	15	Door
Sturgeon Bay	31	Kewaunee
Manitowoc	36	Manitowoc

Oshkosh

Appleton	08	Calumet
Appleton	45	Outagamie
Oshkosh	71	Winnebago
Wautoma	70	Waushara
Waupaca	69	Waupaca

Marinette

Marinette	38	Marinette
Oconto	43	Oconto
Shawano	59	Shawano
Florence	19	Florence

SOUTHERN

Dodgeville

Lancaster	22	Grant
Darlington	33	Lafayette
Dodgeville	25	Iowa
Baraboo	57	Sauk
Richland Center	53	Richland

Madison

Madison	13	Dane
Monroe	54	Rock
Monroe	23	Green
Jefferson	28	Jefferson

Horicon

Horicon	14	Dodge
Horicon	20	Fond du Lac
Portage	11	Columbia
Montello	39	Marquette
Montello	24	Green Lake

APPENDIX B

COOPERATING FORESTER AGREEMENT

State of Wisconsin
Department of Natural Resources
PO Box 7921
Madison, WI 53707

COOPERATING FORESTER AGREEMENT
Section NR 1.21, Wis. Adm. Code
Form 2400-97 Rev. 10-2016

THIS COOPERATIVE AGREEMENT is entered into by and between the **State of Wisconsin Department of Natural Resources (DNR)** and _____ **(Cooperator)**

(Individual / Company Name)

for the purpose of advancing the cause and practice of sustainable forestry, and providing forestry assistance to private forest landowners in the State of Wisconsin.

FOR AND IN CONSIDERATION of the following terms and conditions,

1. **The DNR and the Cooperating Forester mutually agree:**
   a. To promote cooperation and communication with each other, demonstrate professional respect for one another and recognize that each works within different constraints and demands.

   b. The Cooperating Forester shall receive no consideration from the DNR under this agreement other than the cooperative services provided by DNR as expressly provided herein.

   c. This Cooperative Agreement shall constitute the entire agreement and previous communications or agreements pertaining to the subject of this Cooperative Agreement are superseded. Any change in or amendment to this agreement must be made by a written amendment signed by both parties.

   d. Neither this Cooperative Agreement or any assistance provided pursuant to it, in whole or in part, may be assigned, delegated or subcontracted without the written consent of the DNR.

   e. The Cooperating Forester is an independent contractor for all purposes, including worker's compensation, and is not an employee or agent of the DNR. In addition, the Cooperating Forester shall have sole control over the methods, hours worked, and time and manner of any performance under the agreement other than as expressly required by this Cooperative Agreement. The DNR takes no responsibility for supervision or direction of the performance of the Cooperating Forester or the Cooperating Forester's employees or agents in the performance of forestry assistance. The DNR further agrees that it will exercise no control over the selection and dismissal of the Cooperating Forester's employees or agents.

2. The DNR agrees to:

a. List the Cooperating Forester in an annual Directory of Foresters (PUB FR-021). The Directory will be prepared and maintained by the DNR and will include foresters subject to a current and valid Cooperative Agreement. The Directory shall be revised annually, based on applications and updates received prior to July 1st, and identify those areas of forestry assistance offered to the public as indicated on the application completed by the Cooperating Forester. In addition to the Directory, the DNR shall maintain an online Forestry Assistance Locator containing DNR Foresters and current Cooperating Foresters as a continually updated directory that specifies contact information, services provided, and counties served. The DNR may also provide this information in other printed or electronic media.

b. Recommend and encourage landowners seeking assistance or contemplating the implementation of any forestry practice that would benefit from professional assistance to consider hiring a Cooperating Forester.

c. Provide landowners seeking assistance a list of Cooperating Foresters available to assist them through one of the resources generated in 2.a. of this agreement.

d. Maintain objectivity and impartiality in the promotion of services offered by Cooperating Foresters in a county.

e. Upon request, provide the Cooperating Forester with the names, addresses and other pertinent information about landowners who have requested assistance or information from the DNR regarding forestry matters, subject to any restrictions imposed by the Wisconsin Statutes. In addition, the DNR agrees to communicate landowner requests for private forestry assistance to Cooperating Foresters. DNR foresters shall maintain a record of landowner contacts regarding timber sale set up assistance.

f. Not proceed with timber sale set up assistance unless the DNR Forester has recommended that the landowner obtain assistance from a Cooperating Forester or has been placed on a referral list on behalf of the landowner and the landowner has not received an offer for assistance from a Cooperating Forester. The referral for mandatory tax law practices shall run through January 1 of the year the practice is due and the referral for non-tax law practices shall be for a minimum of 120 days. DNR Supervisors shall also affirm that other requirements in s. NR 1.212(3)(a), Wis. Adm. Code, have been met to the best of their knowledge.

g. Upon request, and subject to training requirements provided by the DNR, provide Cooperating Foresters with Natural Heritage Inventory (NHI) information for tracts where:

   i. The Cooperating Forester will be providing service to non-industrial private forest owners, and
   ii. The DNR has the responsibility to review, fund or approve the practice.

h. Upon request, and subject to terms and conditions of the Wisconsin Historical Society (WHS), provide Cooperating Foresters with Archeological and Historic site information for tracts where:

   i. The Cooperating Forester will be providing service to non-industrial private forest owners, and
   ii. The DNR has the responsibility to review, fund or approve the practice.

i. Upon request and subject to applicable charges, make available to the Cooperating Forester copies of DNR files relative to forestry assistance and DNR recommendations to landowners for review, within accordance of the Public Records Law, Ch. 19, subch. II, Wis. Stats., and s. NR 2.195, Wis. Adm. Code.

j. Upon request, provide the Cooperating Forester with electronic data, including mandatory practices data, for lands enrolled in forest tax law programs (e.g. Forest Crop Law and Managed Forest Law).

k. Provide a mechanism for Cooperating Foresters to obtain publically available basic statewide GIS data, and Digital Orthographic Photos, as well as assist in locating other relevant spatial data not hosted by the DNR.

l. Upon request, furnish Cooperating Foresters with current stumpage rates and provide technical forestry information that the DNR may publish from time to time.

m. Provide Cooperating Foresters with copies of DNR handbooks and directives relevant to private forestry assistance including all resources specified in 3.a. of this Cooperative Agreement.

n. Upon request, supply Cooperating Foresters with DNR publications and forms that may be useful in private forestry assistance activities.

o. Advise Cooperating Foresters of DNR provided or approved training opportunities, including the annual Cooperating Forester Statewide meeting, which qualifies for up to six Continuing Education (CE) hours.

p. Require DNR Foresters providing private forestry assistance to attend at least 10 hours of professional training relevant to the services provided.

q. Issue Department directives to its employees to comply with the provisions of this agreement.

3. The Cooperator agrees to:

a. Manage all lands in a manner which maintains the long-term capacity of the land to provide forest products, uses and values desired by landowners, and is consistent with **silvicultural guidelines and other guidance found in DNR handbooks, program guidance documents, directives, or written science-based forest management commitments submitted to and approved by the Department in advance** (See Private Forestry Handbook, Chapter 10: Cooperating Forester Responsibilities 2.b.).

b. When developing forestry recommendations, recognize a landowner's personal land management objectives, use the accepted silvicultural methods (as defined in Section 3.a. of this Cooperative Agreement) and apply the constraints found in relevant statutes or administrative rules.

c. Comply with DNR prepared or approved management plans, and if assistance or guidance deviates from DNR prepared or approved management plans, or from the silvicultural standards specified in 3.a. of this agreement, the Cooperating Forester agrees to contact the DNR Forester(s) for the county involved and obtain DNR approval before providing such assistance.

d. Decline to provide service if a landowner demands assistance that is inconsistent with the terms of this Cooperative Agreement on land that will be continued as a forest use.

e. Inform the county DNR forester of the Cooperating Forester's knowledge that a referred timber sale request has been contracted or refused by either the Cooperating Forester or the landowner.

f. Notify landowner contacts of the Cooperating Forester's status as either an industrial forester or private consulting forester; and, if the Cooperating Forester is an industrial forester in any capacity, inform the landowner that on any sale purchased by the Cooperating Forester's employer, the Cooperating Forester will be acting as an agent for the employer rather than for the landowner.

g. Disclose to landowners any potential conflicts of interest including, but not limited to, those that may arise out of fee structures or relevant associations or affiliations with other service providers, timber producers or mills.

h. Notify the landowner in writing when the Cooperating Forester is unable to give the landowner sufficient or timely technical forestry assistance as may have been agreed with a landowner and encourage the landowner to contact another Cooperating Forester or the DNR forester.

i. Not to offer any services the Cooperator is not qualified by training or experience to provide.

j. Attend in every year (July 1 to June 30) of the effective agreement at least 10 hours of professional continuing education or training relevant to services provided by the Cooperating Forester, and provide this information as requested by the DNR in 3.m. of this agreement

k. Provide aggregated private forestry assistance information as requested by the DNR in 3.m. of this agreement, but not personal identifiers connecting such information to specific clients except as may be required for the purpose of investigating complaints or resolving disputes through the Dispute Resolution Process.

l. Provide volume and stumpage value information by sale (whether sold on the basis of scale or lump sum) as requested by the DNR in 3.m. of this agreement, but not personal identifiers-connecting such information to specific clients except as may be required for the purpose of investigating complaints or resolving disputes through the Dispute Resolution Process..

m. File annual reports of continuing education, as specified in 3.j. of this agreement, and forestry assistance, as specified in 3.k. and 3.l. of this agreement, by July 1st of each year. Forms that shall be submitted by July 1st of every year include:

    i. Continuing Education Report
    ii. Annual Accomplishment Report (Form 2400-100)
    iii. Stumpage Value Report (Form 2400-025)

n. Provide documentation to support claims of education or qualifications if proof is requested by the DNR.

o. Pursue permission from the landowner on behalf of the DNR (or a designated panel) to access lands where the DNR does not have access authority when a disagreement, complaint or grievance arises involving actions by the Cooperating Forester on said lands.

p. The Cooperating Forester shall at all times comply with all federal, state and local laws, ordinances and regulations in effect during the period of this Cooperative Agreement.

q. Maintain worker's compensation insurance where required by law. Provide truthful information about professional liability insurance coverage held by the Cooperating Forester on the Cooperating Forester application, and immediately inform the Central Office Private Forestry Specialist if coverage changes.

r. In connection with the performance of work under this agreement, not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Cooperating Forester further agrees to take affirmative action to ensure equal employment opportunities. The Cooperating Forester agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the DNR setting forth the provisions of this nondiscrimination clause.

s. Accept full responsibility for the actions of all employees and agents working for or acting on behalf of a Cooperating Forester or Cooperating business or company that are completed under this Cooperative Agreement. Degree and annual training requirements only apply to individuals listed as Cooperating Foresters and not to other staff. It is expected that Cooperating Foresters will ensure all work by other staff meets appropriate standards.

4. Dispute Resolution Process:

In the event of an appeal to a Department decision to terminate this Cooperative Agreement, the Cooperating Forester Dispute Resolution Process (DRP) may be followed. Options for appeal rights are outlined in Chapter 10 of the Private Forestry Handbook under Procedure for Terminating the Cooperating Forester Agreement - DNR. To initiate the DRP, Cooperating Foresters must submit an appeal in writing to the Chief State Forester **within 30 days of the decision.** The DRP may also be used in instances of referral from the expert panel involved in the Tax Law Dispute Resolution Process (Tax Law DRP; Tax Law Handbook, Chapter 31).

Cooperating Foresters are subject to the Tax Law DRP for the purpose of resolving disputes that occur on lands enrolled in Tax Law Programs.

5. Duration and Termination:

a. The duration of this Cooperative Agreement shall begin on the date signed and executed by both parties and shall remain in effect unless terminated or canceled by either party in accordance with the terms of this Cooperative Agreement.

b. The Cooperating Forester may terminate this Cooperative Agreement at any time. The Cooperating Forester must notify the DNR either verbally or in writing of their intent to terminate the agreement. The DNR will follow-up with a written response confirming the Cooperating Forester's intent to terminate the agreement.

c. The DNR reserves the right to terminate this Cooperative Agreement, in whole or in part, without penalty, due to non-appropriation of funds or unavailability of DNR staff to provide the cooperative services provided for in this Cooperative Agreement. The DNR also reserves the right to terminate this Cooperative Agreement for the failure of the Cooperating Forester to comply with the terms, conditions and provisions of this Cooperative Agreement as determined by the Chief State Forester, and as referenced in Chapter 10 of the Private Forestry Handbook.

6. Signatures:

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

Signed: _____ Date_____
Chief State Forester

COOPERATING FORESTER
By signing this agreement, the Cooperator accepts full responsibility for their employees and ensures compliance with the terms and conditions contained in this agreement for all landowner assistance services provided by the Cooperator. Failure to comply with the terms and conditions of the agreement by the Cooperator and their employee(s) may result in the agreement being terminated by the Department.

Signed: _____ Date_____
Signature

_____
Print Name & Title

_____
Company / Firm Name

Wisconsin Department of Natural Resources
Division of Forestry
101 South Webster Street, P.O. Box 7921
Madison, WI 53707-7921
dnr.wi.gov Keyword: *Forestry*

COOPERATING FORESTER STATEMENT OF COMPLAINT

Complainant
Complete and submit this form voluntarily to file a formal complaint against a Cooperating Forester. Personal information collected will be used to investigate the complaint, and may be provided to the public to the extent required under Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Allegations determined to be not within the scope of the Department's authority or jurisdiction may be referred to an agency or organization that can address the complaint. Individual remedies should be pursued in the civil courts.

Attach copies of documents as applicable to support the complaint. Please omit or mark out any confidential or personally identifiable information not relevant to the complaint. You may be asked to provide other documents at a later date. **Do not send originals.**

1. YOUR COMPLAINT IS AGAINST

Name of Business, Firm or Individual

Street Address			Telephone Number
City	State	Zip Code	Name of Person(s) You Dealt With

2. INFORMATION ABOUT YOU

Personal identifiers are optional; however, failure to include personal information and refusal to assist in any resulting investigation may limit the Department's ability to investigate the complaint.

Name

Street Address			Telephone Number
City	State	Zip Code	E-mail Address

3. COMPLAINT NARRATIVE (briefly explain); attach additional sheets, if necessary.

By submitting this form, I understand the information contained is true and accurate to the best of my knowledge. I also understand the information provided will not be returned, may be used for investigative purposes, and may be subject to release under Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.]

Signature **Date**

Tree Equipment Rental Worksheet

Date	DNR Station	Contact	Contact Phone #	Customer Name	Address	City, State, Zip	Description of Material/Service	Unit Price	Amount	Budget Code

Invoice
Form 9300-27
Rev. 6-88

MAKE CHECK PAYABLE TO:
WISCONSIN DEPARTMENT OF NATURAL RESOURCES
P.O. BOX 78816
MILWAUKEE, WI 53278-0816

Date:	Inquiries:	Invoice No.:
June 3, 2005	**Jason Sable** **608-935-1964**	**SCR0347**

Terms: All payments are due within 30 days
Of invoice date unless otherwise specified

Dan Williams **7112 Hwy 18-151** **Ridgeway, WI 53582**	Customer Order No.	Billing Center No. **1001**
	Subprogram **Forestry**	
	Subunit	

Description of Material or Service	Unit Price	Amount
Tree Planter Use **6000 trees** 212-RPAD-173R-ZZZZ-8200-13 [ ] Refund of Expenditure Code:	**$0.015** **($50.00 minimum)**	**$90.00**
	Subtotal	**$90.00**
Important:	Sales Tax	
To insure proper credit to your account, return one copy of this invoice with your payment. Thank you.	Total Due	**$90.00**

Copies: 1 – Region Finance Office
2 – Customer
2 –Bureau of Finance – FN/1-GEF 2

Appendix E-
SAMPLE WFLGP APPLICATION FORM AND LETTERS

FORMS

Sample Form 1: Page 1 Completed WFLGP Application
Sample Form 2: Page 2 Completed WFLGP Application – Approved Practice
Sample Form 3: Page 2 WFLGP Application – Partial Payment Request
Sample Form 4: Page 2 WFLGP Application – Final Payment Request

LETTERS

Sample Letter 1: Notice to landowner at 18months (ref: page 60-25)
Sample Letter 2: Notice to lander of grant expiration (end) and request for documentation (ef: page 60-26)

Sample Form 1: Page 1 Completed WFLGP Application

State of Wisconsin
Department of Natural Resources
PO Box 7921, CF/2
Madison, WI 53707-7921
dnr.wi.gov

Wisconsin Forest Landowner Grant Program (WFLGP) Application

Form 2400-126 (R 6/13) Page 1 of 2

Notice: Persons applying for Private Forest Landowner Grant Funds, as provided in ss. 26.38, Wis. Stats., must provide complete information requested on this application. Personally identifiable information collected may be used for purposes other than that for which it was originally collected. Under Wisconsin's open records laws, DNR is required to provide all non-confidential information to any person who requests it. Such information may be provided to the public in written or electronic form.

* Grants will be awarded February 1, May 1, August 1 and November 1, provided funding is available.

☐ *CHECK HERE IF LANDOWNER IS REQUESTING EMERGENCY FUNDING DESIGNATED BY THE CHIEF STATE FORESTER*

Instructions

Page 1: To be completed and signed by Landowner Applicant.
Page 2: To be completed by the DNR Forester assigned to the county where property is located
Substitute W-9 Form: To be completed and returned with Application

For DNR Central Office Use
Grant Number

Landowner Applicant

Last Name	First Name	MI	Email
Doe	John	J	jdoe1459@yabaa.com

Business Name (Optional) (Fill in if used on W-9)

Address	Phone Number (include area code)
101 S. Webster Street	(608) 267-7508

City	State	ZIP Code	FAX Number (include area code)
Madison	WI	53707	(608) 267-3549

Property Information - Location where practice(s) will be completed

County: Dane
◯ City ◉ Town ◯ Village of Madison
Total Forest Stewardship Plan Acreage: 40

Township N	Range E/W	Section	1/4 1/4, 1/4	Gov Lot #	Section	1/4 1/4, 1/4	Gov Lot #	Section	1/4 1/4, 1/4	Gov Lot #
6 N	9 E	6	NENE							

Forest Stewardship Plan (an MFL Plan or other DNR approved Forest Stewardship Plan)

Is some or all of your land in Managed Forest Law (MFL)? Yes ◉ No ◯
Have You Previously Received a **WFLGP** Grant? (Check One) Yes ◯ No ◉

◉ I have an existing plan
◯ I am applying for a non-Managed Forest Law Forest Stewardship Plan
◯ I am applying for a Managed Forest Law Forest Stewardship Plan

For DNR Central Office Use (wami.legis.state.wi.us)

Assembly	Senate

I want _____ acres of my property included in a Forest Stewardship Plan

(You cannot apply for other management practices until you have a Forest Stewardship Plan in place for your property.)

☐ Other Government Grants - Specify _____ Example: EQIP, CRP, etc.

Please consult the DNR forester assigned to the county where your property is located and discuss which practice(s) would benefit your property. The practice(s) must be completed within 18 months of the date the DNR Division of Forestry approves your application. However, up to 1 additional 6-month extension may be available for qualifying individuals as determined by the DNR forester assigned to your county. The practice(s) must be maintained for a minimum of 10 years from the date of the DNR Division of Forestry approval.

Applicant Certification

I certify that I own 10 acres of contiguous forest and not more than 500 acres of forest land within the State of Wisconsin. As a condition of and prior to my receiving any payment from the Department. I also agree to complete and submit a Substitute Form W9, including provisions of my Taxpayer Identification Number (SSN# if an individual), to be used for tax purposes.

Applicant Signature	Date
John J. Doe	Jun 28, 2012

Important: DNR Division of Forestry will not accept your application unless page 2 is completed and signed by the approving DNR Forester, and the Substitute W-9 Form is completed and signed.

Sample Form 2: Page 2 Completed WFLGP Application – Approved Practice

State of Wisconsin
Department of Natural Resources
PO Box 7921, CF/2
Madison, WI 53707-7921
dnr.wi.gov

Wisconsin Forest Landowner Grant Program (WFLGP) Application

Form 2400-126 (R 6/13) Page 2 of 2

Instructions: Page 2 to be completed by the approving DNR Forester

Eligible Private Forest Practice - Available only to applicants with a Forest Stewardship Plan already in place

Priority 1 Forestry Practices (WFLGP Practice(s) 1-4):

1. Stewardship Plan Development
2. Reforestation and Afforestation
3. Forest Health and Improvement
4. Soil and Water Protection and Improvement

Priority 2 Forestry Practices (WFLGP Practice(s) 5-7):

5. Wetland and Riparian Protection
6. Wildlife Habitat Enhancement
7. Endangered or Threatened Resources, Rare Natural Community, Historic, Cultural and Archaeological Protection, Restoration, Enhancement and Maintenance

DNR Forester Completes this section when approving practice(s)

Practice Number	Component Code	Number of Units	Unit Type (e.g.,acres,hrs)	Estimated Payment 50% or _____ of Total
2	TAAE	acres	7	$600.00
2	TAAJ	acres	6	$1,200.00
2	TAAH	acres	1	$220.00
2	TAAS	acres	6	$750.00
An approval amount must be filled in before submitting application to Madison.			TOTAL	$2,770.00

Needs Determination:

Following a clearcut harvest.
- Heavy site prep for hand planting trees
- 6 ac hardwood (1200 2 yr old red oak and 1200 1 yr old walnut)
- 1 ac conifer (700 3 yr old white spruce)

- Install tree tubes (seedling protection) on 50 hardwood per acre (300)

Approval of Request

DNR Forester (print/type)	DNR Forester Signature	Phone Number (include area code)	Date
Forrest C. Wood	*Forrest C. Wood*	(608) 555-5555	07/16/2012

PAYMENT REQUEST

Landowner Applicant: (*Fill in Landowner Name and Address at time of reimbursement.)*

Payment Request: **PARTIAL** (provide number of units completed)				Grant No.	Payment Request: **FINAL** (provide number of units completed)				Grant No.
Component Code	No. of Units	Unit Type	Actual Cost	Payment Requested	Component Code	No. of Units	Unit Type	Actual Cost	Payment Requested
An approval amount must be filled in before submitting payment request to Madison.				TOTAL	An approval amount must be filled in before submitting payment request to Madison.				TOTAL

Partial Payment		**Final Payment**	
Certification of Completion		Certification of Completion	
DNR Forester Signature	Date	DNR Forester Signature	Date

Sample Form 3: Page 2 Completed WFLGP Application - Partial Payment Request

State of Wisconsin
Department of Natural Resources
PO Box 7921, CF/2
Madison, WI 53707-7921
dnr.wi.gov

Wisconsin Forest Landowner Grant Program (WFLGP) Application

Form 2400-126 (R 6/13) Page 2 of 2

Instructions: Page 2 to be completed by the approving DNR Forester

Eligible Private Forest Practice - Available only to applicants with a Forest Stewardship Plan already in place

Priority 1 Forestry Practices (WFLGP Practice(s) 1-4):
1. Stewardship Plan Development
2. Reforestation and Afforestation
3. Forest Health and Improvement
4. Soil and Water Protection and Improvement

Priority 2 Forestry Practices (WFLGP Practice(s) 5-7):
5. Wetland and Riparian Protection
6. Wildlife Habitat Enhancement
7. Endangered or Threatened Resources, Rare Natural Community, Historic, Cultural and Archaeological Protection, Restoration, Enhancement and Maintenance

DNR Forester Completes this section when approving practice(s)

Practice Number	Component Code	Number of Units	Unit Type (e.g.,acres,hrs)	Estimated Payment 50% or _____ of Total
2	TAAE	acres	7	$600.00
2	TAAJ	acres	6	$1,200.00
2	TAAH	acres	1	$220.00
2	TAAS	acres	6	$750.00
An approval amount must be filled in before submitting application to Madison.			TOTAL	$2,770.00

Needs Determination:

Following a clearcut harvest.
- Heavy site prep for hand planting trees
- 6 ac hardwood (1200 2 yr old red oak and 1200 1 yr old walnut)
- 1 ac conifer (700 3 yr old white spruce)

- Install tree tubes (seedling protection) on 50 hardwood per acre (300)

Approval of Request

DNR Forester (print/type)	DNR Forester Signature	Phone Number (include area code)	Date
Forrest C. Wood	Forrest C. Wood	(608) 555-5555	07/16/2012

PAYMENT REQUEST

Landowner Applicant: (*Fill in Landowner Name and Address at time of reimbursement.*)
John J. Doe
101 S. Webster St, Madison, WI 53707

Payment Request: **PARTIAL** (provide number of units completed)				Grant No. 13-0999	Payment Request: **FINAL** (provide number of units completed)				Grant No.
Component Code	No. of Units	Unit Type	Actual Cost	Payment Requested	Component Code	No. of Units	Unit Type	Actual Cost	Payment Requested
TAAE	7	acres	$1,250	$600					
TAAJ	6	acres	$2400	$1,200					
TAAH	1	acres	$400	$200					
An approval amount must be filled in before submitting payment request to Madison.			TOTAL	$2,000	An approval amount must be filled in before submitting payment request to Madison.			TOTAL	

Partial Payment	Final Payment
Certification of Completion	Certification of Completion
DNR Forester Signature: Forrest C. Wood — Date: 5/22/13	DNR Forester Signature — Date

Sample Form 4: Page 2 Completed WFLGP Application – Final Payment Request

State of Wisconsin
Department of Natural Resources
PO Box 7921, CF/2
Madison, WI 53707-7921
dnr.wi.gov

Wisconsin Forest Landowner Grant Program (WFLGP) Application

Form 2400-126 (R 6/13) Page 2 of 2

Instructions: Page 2 to be completed by the approving DNR Forester

Eligible Private Forest Practice - Available only to applicants with a Forest Stewardship Plan already in place

Priority 1 Forestry Practices (WFLGP Practice(s) 1-4):
1. Stewardship Plan Development
2. Reforestation and Afforestation
3. Forest Health and Improvement
4. Soil and Water Protection and Improvement

Priority 2 Forestry Practices (WFLGP Practice(s) 5-7):
5. Wetland and Riparian Protection
6. Wildlife Habitat Enhancement
7. Endangered or Threatened Resources, Rare Natural Community, Historic, Cultural and Archaeological Protection, Restoration, Enhancement and Maintenance

DNR Forester Completes this section when approving practice(s)

Practice Number	Component Code	Number of Units	Unit Type (e.g.,acres,hrs)	Estimated Payment 50% or _____ of Total
2	TAAE	acres	7	$600.00
2	TAAJ	acres	6	$1,200.00
2	TAAH	acres	1	$220.00
2	TAAS	acres	6	$750.00
An approval amount must be filled in before submitting application to Madison.			TOTAL	$2,770.00

Needs Determination:

Following a clearcut harvest.
- Heavy site prep for hand planting trees
- 6 ac hardwood (1200 2 yr old red oak and 1200 1 yr old walnut)
- 1 ac conifer (700 3 yr old white spruce)

- Install tree tubes (seedling protection) on 50 hardwood per acre (300)

Approval of Request

DNR Forester (print/type)	DNR Forester Signature	Phone Number (include area code)	Date
Forrest C. Wood	Forrest C. Wood	(608) 555-5555	07/16/2012

PAYMENT REQUEST

Landowner Applicant: (*Fill in Landowner Name and Address at time of reimbursement.*)

John J. Doe
101 S. Webster St., Madison, WI 53707

Payment Request: **PARTIAL** (provide number of units completed) — Grant No. 13-0999

Component Code	No. of Units	Unit Type	Actual Cost	Payment Requested
TAAE	7	acres	$1,250	$600
TAAJ	6	acres	$2,400	$1,200
TAAH	1	acres	$400	$200
An approval amount must be filled in before submitting payment request to Madison.			TOTAL	$2,000

Payment Request: **FINAL** (provide number of units completed) — Grant No. 13-0999

Component Code	No. of Units	Unit Type	Actual Cost	Payment Requested
TAAS	6	acres	$1,600	$750
An approval amount must be filled in before submitting payment request to Madison.			TOTAL	$750

Partial Payment
Certification of Completion
DNR Forester Signature: Forrest C. Wood — Date: 5/22/13

Final Payment
Certification of Completion
DNR Forester Signature: Forrest C. Wood — Date: 8/30/13

Sample Letter 1: Notice to Landowner (Grantee) at 18 Months

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

WISCONSIN
DEPT. OF NATURAL RESOURCES

Date

SUBJECT: Wisconsin Forest Landowner Grant Expiring in 6 Months

Dear _____(*Landowner*):

Your WFL__-____ grant will expire in 6 months on _____(*expiration date*).

The work needs to be completed by that date. When the work is complete, contact me so I can plan a site visit (if needed) and approve the work that was done. You must also submit your expenses and required documentation so I can approve payment for your reimbursement.

Practices not completed at this time, need to be finished by the expiration date. Should you have concerns or questions, contact me as soon as possible to discuss options.

Only work completed during the grant period is eligible for reimbursement under the Wisconsin Forest Landowner Grant Program (WFLGP).

Sincerely,

_____, Forester
phone
address

cc: Carol Nielsen, Forest Stewardship Coordinator, Madison – FR/4
Cathy Burrow, WFLGP Coordinator, Madison – CF/2

Sample Letter 2: Notice to landowner of grant expiration (end) and request for documentation

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

WISCONSIN
DEPT. OF NATURAL RESOURCES

Date

SUBJECT: Expired Wisconsin Forest Landowner Grant

Dear _____(*Landowner*):

Your WFL__-____ grant expired on _____(*expiration date*).

Submit your expenses and documentation of expenses for work completed prior to the expiration by _____(*deadline*), so I can approve payment. If no documentation is submitted for completed work, your grant may be closed without reimbursement.

Should you have concerns or questions, contact me as soon as possible.

Sincerely,

_____, Forester
phone
address

cc: Carol Nielsen, Forest Stewardship Coordinator, Madison – FR/4
Cathy Burrow, WFLGP Coordinator, Madison – CF/2

APPENDIX F
INVASIVE PLANT CONTROL COMPONENT GUIDANCE

Components Included
TACJ Invasive Plant Control - Light
TACK Invasive Plant Control - Medium
TACL Invasive Plant Control - Heavy
TACM Invasive Plant Control - Heavy Equipment
TACN Invasive Plant Control Follow Up -Light
TACO Invasive Plant Control Follow Up -Medium
TACP Invasive Plant Control Follow Up -Heavy
TACQ Invasive Plant Control Follow Up - Heavy Equipment

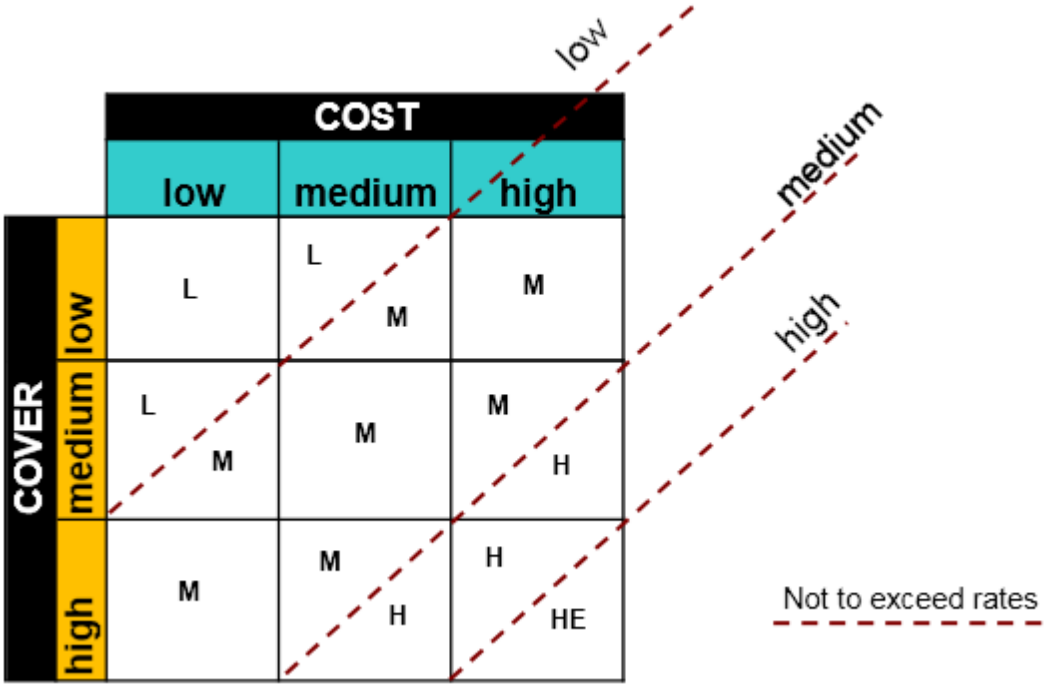


Figure 1: Diagram of cover and cost relation for Invasive Plant Control components (L=light; M= medium; H= heavy; HE=Heavy Equipment).

Cover and Not-To-Exceed rates (regular WFLGP)			
	Cover %	Initial	Follow up
Light	<5 to 20	$250	$250
Medium	21 to 50	$450	$450
Heavy	>50	$600	$600
Heavy Equipment	>50	$600	$600

NOTES:

a. The diagonals are also intended to represent the range of options within each square. It is necessary to use judgment based on the situation.
b. Low typically indicates one control activity a year.
c. The not to exceed rates were based on the upper end of cost estimations.
d. One contract may include initial treatment and follow-up
e. HE does always equate with High cost and High cover. In fact, cover has less to do with cost, then it does ruggedness. Ruggedness includes such factors as: slope, debris, rocks, wetness and leave trees, and thus should be factored into the decision.

Invasive Pant Control Examples

COVER	LARGE POPULATIONS		COST		
	Control Activity	**Plant type**	**Low**	**Medium**	**High**
High	Repeatedly mow before seed set within same season[1]	Any	x	x	x
High	Prescribed burns[2]	Any		x	x
High	Biological control[3]	Any	x		
High	Cut and flood[4]	Grasses	x	x	x
High	Repeatedly till soil within same season[5]	Forbs, grasses	x	x	
High	Remove topsoil[6]	Grasses			x
High	Mow with Forestry mower (eg. Fecon, Rayco)	Woody			x
	SMALL TO LARGE POPULATIONS				
	Control Activity	**Plant type**	**Low**	**Medium**	**High**
M/H	Foliar spray[7]	Any		x	x
M/H	Foliar spray with pre-cut	Any			x
	SMALL TO MEDIUM POPULATIONS				
	Control Activity	**Plant type**	**Low**	**Medium**	**High**
L/M	Cut and treat[8]	Woody, vines		x	x
L/M	Basal bark treat[9]	Woody, vines		x	x
L/M	Weed wrench[10]	Woody	x	x	
	SMALL POPULATIONS				
	Control Activity	**Plant type**	**Low**	**Medium**	**High**
Low	Hand pull, dig out, or cut root with shovel[11]	Forbs, grasses	x		
Low	Bundle, cut, and treat[12]	Grasses	x		

Specific examples of control for select species:

[1] Mow perennial Canada thistle multiple times per year to prevent seed set. Will need to be done every season until root reserves depleted.

[1] Cut or mow forbs or vines such as Oriental bittersweet then treat the regrowth. Will require monitoring and follow up in subsequent years.

[1] Repeatedly mow clonal species such as black locust to keep it from spreading

[2] Conduct prescribed burns to kill biennial and perennial forbs and grasses. Will require monitoring and follow up in subsequent years.

[2] Conduct prescribed burns to kill seedlings and top kill woody shrubs such as buckthorn, honeysuckle, Japanese barberry, multiflora rose. Will require monitoring and follow up in subsequent years.

[3] Release biological control agents in populations of purple loosestrife or leafy spurge. Will require monitoring and follow up in subsequent years.

[4] Cut grasses such as cattail or tall manna grass then let them be covered with water for at least 30 days (note that this practice is not well documented so length of flooding may not be accurate). Will require monitoring and follow up in subsequent years.

[5] Till soil multiple times during a growing season to disturb roots, for example reed canary grass. Will require monitoring and follow up in subsequent years.

[6] Remove the top 8-18" of soil to remove roots, rhizomes, and seeds, for example reed canary grass. Will require monitoring and follow up in subsequent years.

[7] Foliar spray clonal species such as black locust to kill it. Will require monitoring and follow up in subsequent years.

[7] Foliar spray perennials or biennials such as garlic mustard, Japanese hedge parsley, Canada thistle. Will require monitoring and follow up in subsequent years.

[7] Foliar spray vines such as Oriental bittersweet. Will require monitoring and follow up in subsequent years.

[8] Cut and treat trees such as tree-of-heaven and olives.

[8] Cut and treat or basal bark treat woody vines such as porcelain berry. Will require monitoring and follow up in subsequent years.

[8] Cut vines such as black swallow-wort and Oriental bittersweet multiple times per growing season to prevent seed set. Will require monitoring and follow up in subsequent years.

[9] Basal bark treat or cut and treat woody shrubs such as buckthorn, honeysuckle, Japanese barberry. Will require monitoring and follow up in subsequent years to look for resprouts, missed stems, and seedlings.

[10,11] Hand pull or weed wrench small woody plants. Will require monitoring and follow up in subsequent years.

[11] Pull biennial garlic mustard, bag and landfill. Will require monitoring and follow up in subsequent years.

[11] Hand pull biennial or perennial forbs such as garlic mustard, Japanese hedge parsley, and dames rocket. Will require monitoring and follow up in subsequent years.

[11] Dig out or cut roots using a sharp shovel on tap rooted or rhizomatous perennials such as giant hogweed, wild parsnip and bull thistle. Will require monitoring and follow up in subsequent years.

[12] Bundle, cut, and treat phragmites or reed canary grass. Will require monitoring and follow up in subsequent years.

APPENDIX G
INSECT AND DISEASE WFLGP COMPONENT GUIDANCE

Component Codes Included

TACR Insect and disease prevention and management – low cost (up to $100/acre)
Examples: annosum fungicide applications, aerial/ground insecticide applications

TACS Insect and disease prevention and management – medium cost (up to $1,000/acre)
Examples: reduction of susceptible host materials, tree disposal

TACT Insect and disease prevention and management – high cost (up to $2,500/acre)
Example: oak wilt management

General Guidance

Considerations for forest pest management

When a practice is considered in order to prevent or manage a forest pest, cost-benefit factor for the future of a stand should be evaluated. Passive management (no action) can be a perfectly appropriate pest management option for certain situations. However, it is important to examine the impact to nearby stands as well. When a preventive practice is considered, the level of potential risk of introducing a pest to a new area should also be evaluated. No preparatory work conducted in order to determine the causal agent and/or assess the cost-benefit of a practice will be eligible for cost-share. Only the practices that were conducted after the application was granted will be eligible for reimbursement.

Federal funding

It is possible that a federal cost-share program is available to prevent and manage certain forest pests. If a landowner has applied or plans to apply for a federal funding source besides WFLGP, the name of the federal cost-share program should be included in the WLFGP application form (Form 2400-126). It is very important to include the information in the form in order for a DNR forest health specialist to be able to work with the landowner and forester. Certain federally funded programs, such as Gypsy Moth Suppression Program, have separate procedures that need to be followed and a forest health specialist will assist the landowner to make sure that the federal and state cost-share opportunities will function smoothly.

Experimental practices

Experimental practices may be eligible for cost-share only when such a practice is documented as an experimental practice that a landowner could try in a BMP document, brochure, factsheet, or silvicultural guidelines developed by the WI DNR. Please consult with one of the DNR forest health specialists prior to approving such a practice for more information about eligible experimental practices.

Examples Of Each Code

A. TACR Insect and disease prevention and management – low cost (up to $100/acre)

Forest pest prevention/management practices of which cost will be up to $100 per acre

1. Practices that will minimize the risk of forest pest introduction or minimize the impact of damage caused by a forest pest

Examples

- Fungicide application on cut stumps to prevent annosum root rot
  Fungicides will need to be applied as soon as stumps are cut or by the end of each day
  Eligible costs
  - a fungicide purchased for use
  - labor to apply a fungicide, including hiring a consultant

  Further information about annosum root rot and its preventive treatment is at
  http://dnr.wi.gov/topic/foresthealth/annosumrootrot.html

  Requirement
  - Only the products labeled for this use should be used. Currently, Sporax and Cellu-Treat are registered for the use and available in Wisconsin.
  - In order for this practice to be correctly reimbursed, costs will need to be differentiated from other ineligible practices, such as timber harvesting/thinning. In other words, it has to have a separate invoice

that lists only eligible practices or an invoice that itemizes costs in a way eligible costs are separated from ineligible costs.

- Tree wound dressing application on cut stumps to prevent oak wilt

  Eligible costs
  - a wound paint purchased for use
  - labor to apply a wound paint

  Requirement
    - The treatment needs to be recommended under the oak harvest guidelines for reducing the risk of introduction and spread in a forest setting (available at . http://dnr.wi.gov/topic/foresthealth/oakwilt.html
  - The minimum amount that should be requested on each application form is $250 (total $500). A practice that will not reach the minimum amount will need to be combined with other practices in order to meet the minimum estimated cost requirement. Practices that fit in different component codes can be combined in one application.

2. Practices that will reduce the damaging population of forest pests

Examples

- Aerial/ground pesticide application

  Eligible costs
  - Products purchased for use
  - Labor to organize an application
  - Labor to monitor phenology to determine the timing of applications that will be most effective
  - Labor to apply the product

  Requirement:
  - A survey that predicts the level of population that will justify the control practice needs to be conducted prior to the submission of the application. A survey protocol that is proven effective to predict possible damage needs to be used. If there is no established survey protocol for a pest, the practice won't be cost-shared. (examples of the pests that have an established survey protocol: jack pine budworm, gypsy moth, forest tent caterpillar; see appendix A).

    Please note that no preparatory work conducted in order to justify the control practice needs will be eligible for cost-share. Only the practices that were conducted after the application was granted will be eligible for reimbursement.

  - For defoliators, the area of treatment has to be at least 20 acres of contiguous forests, susceptible host composition 50% forest coverage, and 50% preferred hosts for aerial spray.

  - Considerations for the selection of the chemical product(s) should be made to minimize the impact to human, non-target organisms, and environment.

- Oiling of egg masses for the gypsy moth

  Eligible costs
  - Products purchased for use
  - Labor to apply the products

  Requirement
  - In general, this practice is not effective enough to reduce the impact to an acceptable level by itself with some exceptions. Exceptions include when trees are small or many egg masses are laid low at base and easily accessible. Consultation with a forest health specialist is recommended when the practice is considered to be the only method of reducing the population of gypsy moth. The practice can be combined with pesticide applications.

  - The minimum amount that should be requested for each application form is $250 (total $500). A practice that will not reach the minimum amount will need to be combined with other practices in order to meet the minimum estimated cost requirement.

B. TACS Insect and disease prevention and management – medium cost (up to $1,000/acre)
Forest pest prevention/management practices of which cost will be up to $1,000 per acre

1. Practices that will reduce the impact or control spread of forest pests
Examples

- Removal of dead/dying trees damaged by forest pests (examples: pine bark beetles, emerald ash borer, beech bark disease, hickory mortality, etc.)
- Reduction of susceptible host materials when a pest is present or predicted by a scientific survey or forestry professional who is familiar with the pest.
- Practices that will reduce the risk of significant damage caused by forest pests in new plantings (example: bud capping to prevent deer damage)
- Practices that will promote regeneration (example: cut trees to stimulate root growth after fire)

Requirement

- The practices need to be articulated or recommended in a BMP document/ factsheets developed by the WI DNR for the specific pest of concern or recommended by a DNR forester or forest health specialist.
- Harvested wood materials should not be sold as a timber product to be eligible for cost-share. If the materials are sold or utilized as firewood, a landowner should follow the recommendations on firewood movement at http://datcp.wi.gov/Plants/Firewood/Firewood_Restrictions/index.aspx.

C. TACT Insect and disease prevention and management – high cost (up to $2,500/acre)
Forest pest prevention/management practices of which cost will be up to $2,500 per acre

1. Practices that will reduce the impact or control spread of forest pests
Example

- Trenching for oak wilt

Eligible costs

- Trenchline layout labor
- Trenching labor
- Equipment rental fee
- Removal (noncommercial) of trees in the red oak group within trench lines

Requirement

- The stand needs to be confirmed with the disease based on a laboratory test prior to the submission of the application. Wood samples can be submitted to the DNR Forest Health Lab. Please contact the WDNR Forest Pathologist at 608-275-3275, prior to the submission of the sample.

  DNR Forest Health Lab
  3911 Fish Hatchery Rd.
  Fitchburg, WI 53711

- Harvested wood materials should not be sold as a timber product to be eligible for cost-share. It could be utilized and/or sold as firewood. If the materials are sold or utilized as firewood, a landowner should follow the recommendations on firewood movement at http://datcp.wi.gov/Plants/Firewood/Firewood_Restrictions/index.aspx.

SURVEY PROTOCOLS

Survey work to justify aerial/ground pesticide applications will not be eligible for cost-share. Survey work is the responsibility of the applicant. Please contact DNR Forest Health Specialist for more details about the surveys for the pests described below, and survey protocols for other pests.

A. Prediction survey protocol for gypsy moth defoliation

Instructions for conducting a 1/40th acre fixed radius egg mass survey:
Estimated time: Approximately 1 hour per plot

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. Minimum number of survey plots per treatment block:
    - 20-50 acres, 3 survey plots.
    - 51-100 acres, 4 survey plots.
    - 101-200 acres, 6 survey plots.
    - > 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 warranted for aerial spray on rural land - 1,000 egg masses per acre (25 egg mass average among the survey plots x 40 = 1,000 egg masses/acre).
g. Mark the location of each 1/40th acre egg mass survey plot with a circle in black on all maps.
h. Mark the results of each 1/40th acre egg mass survey to the right of the survey plot circle on all maps.

Source: Guides for Predicting Gypsy Moth Damage for Forest Landowners WI DNR PUB FR 156-00

For more information about the surveys, visit http://dnr.wi.gov/topic/forestmanagement/documents/pub/FR-156.pdf.

B. Prediction survey protocol for jack pine budworm defoliation

Instructions for conducting an egg mass survey:
Estimated time: 2 hours per plot

Following protocol was developed to predict the damage by jack pine budworm on jack pine. Currently there is limited understanding in the biology of jack pine budworm on red pine in Wisconsin. Caution should be used to apply the method to predict the damage on red pine.

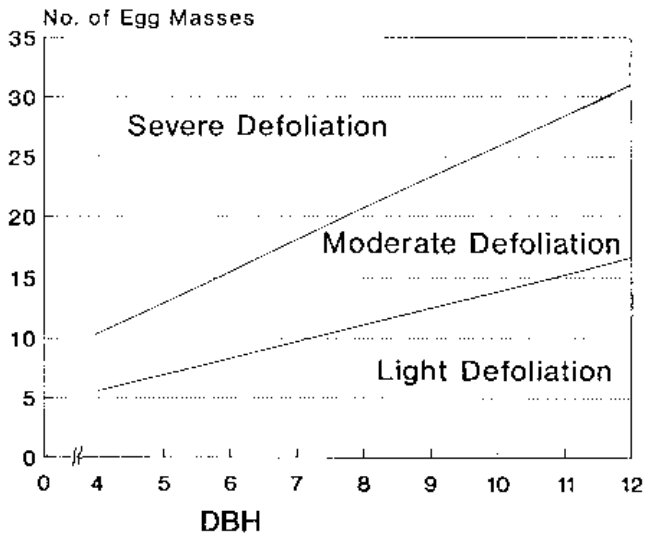
a. This survey is conducted in August. Two branches that contain 15" of needle-bearing surface are collected from each of three trees at each sample location. The sample branches are taken closer to the trunk of the tree, at midcrown with a pole pruner. .
b. Needles are individually examined for the existence of an egg mass. No. of egg masses will be counted per branch.
c. Minimum recommended number of survey plots per treatment block :
    - 20-50 acres, 3 survey plots.
    - 51-100 acres, 4 survey plots.
    - 101-200 acres, 6 survey plots.
    - > 200 acres, 6 survey plots plus one plot for each additional 100 acres.
d. Three egg masses/plot (0.5 egg masses/15 inches of needle-bearing branch surface) indicates the potential for damaging defoliation.

Source: Jack Pine Budworm Surveys by John C. Dixon

C. Prediction survey protocol for forest tent caterpillar (FTC)

Instructions for conducting an egg mass survey:
Estimated time: 1-2 hours per plot

a. This survey should be done while the trees are leafless, late fall through early spring. Since FTC favors quaking aspen (*Populus tremuloides*), select stands that are predominantly aspen. Do not choose a sapling aspen stand. Number of survey sites should be based on acreage of defoliation, forest type, and the value of the stand.
b. Choose two trees per plot. Trees should be at least one hundred feet away from an adjacent travelled road. Since FTC tend to lay egg masses on tall trees, select the trees that are dominant or co-dominant (full crown and receiving full light from above). Choose aspens that are at least 6 inches in diameter at breast height (dbh). Avoid trees with many dead branches, as FTC moths tend to avoid trees in poor health.
c. Measure the dbh of the trees before you cut them down, and record on a tally sheet.
d. After you cut the tree, count the number of new egg masses on each tree, and record on the tally sheet. New egg masses are sturdy, cylindrical structures that encircle fine twigs. They are 1/4 to 3/4 inch long, covered with a glossy brown material that protects the egg contents during cold winters. Count only new egg masses.
e. To predict the level of defoliation for the sample area, plot the average tree diameter and average number of egg masses per site on the graph. Please note that actual defoliation will be influenced by weather conditions, size of the egg masses, number of egg parasites, etc.



f. Minimum recommended number of survey plots per treatment block:
- 20-50 acres, 3 survey plots.
- 51-100 acres, 4 survey plots.
- 101-200 acres, 6 survey plots.
- > 200 acres, 6 survey plots plus one plot for each additional 100 acres.

Other survey methods to predict defoliation by the forest tent caterpillar are found at http://www.dec.ny.gov/docs/lands_forests_pdf/ftc01.pdf.