

EASTERN WASHINGTON FOREST LANDOWNER COST-SHARE INFORMATION AND APPLICATION

Effective October 1, 2011 through September 30, 2012

- **IMPROVE FOREST HEALTH**
- **REDUCE WILDFIRE AND BARK BEETLE RISK**

THIS PUBLICATION CONTAINS:

- **PROGRAM INFORMATION AND REQUIREMENTS**
- **LIST OF COST-SHARED PRACTICES**
- **COST-SHARE RATES**
- **THE COST-SHARE APPLICATION FORM**

WASHINGTON STATE
DEPARTMENT OF NATURAL RESOURCES (DNR)
cooperating with
USDA FOREST SERVICE – STATE & PRIVATE FORESTRY



WASHINGTON STATE DEPARTMENT OF
Natural Resources



FREQUENTLY ASKED QUESTIONS

Q: What is the purpose of this cost-share program?

A: This program is intended to encourage eligible non-federal forest owners to implement practices which improve forest health and reduce the risk from wildfire and bark beetle infestation on forest lands in Eastern Washington.

Q: Who funds and administers the program?

A: The program is federally funded by Forest Health and National Fire Plan grant funds from the USDA Forest Service. The program is administered by the Washington State Department of Natural Resources (DNR).

Q: Do I need to apply for cost-share funds in order to receive forest management advice from DNR?

A: No. Foresters, and a Wildlife Biologist, from DNR's Forest Stewardship Program are available to provide forest management advice statewide. Forest owners can request assistance by contacting DNR Region Offices, e-mailing to foreststewardship@dnr.wa.gov, or contacting the statewide program manager indicated on page 4.

Q: Are these cost-share funds available statewide?

A: No. Funds are available ONLY in Eastern Washington (all counties east of the crest of the Cascade Mountains, including all of Skamania County).

Q: Who qualifies for cost-sharing?

A: Non-federal owners of Eastern Washington forest land, whose total statewide forest land ownership in Washington does not exceed 5,000 forested acres* Eligible parties include individuals, families, tribes, organizations, companies not in the wood processing business, non-profit groups, youth camps, homeowners associations, and county and local government entities. (* Public agencies are exempt from the 5,000-acre maximum ownership requirement, however, they are limited to a maximum payment of \$50,000 per agency per federal fiscal year).

Q: Are there minimum and maximum acreage requirements?

A: Minimum: There is no minimum acreage requirement for the Forest Stand Improvement (FSI) practices (e.g. thinning, pruning, slash disposal). There is a 20-acre minimum for cost-shared Forest Stewardship Plans. There is a \$500 minimum cost-share approval amount for all applications.
Maximum: The applicant can own no more than 5,000 total forested acres within the State of Washington. Public agencies are exempt from the 5,000-acre maximum ownership requirement, however, they are limited to a maximum payment of \$50,000 per agency per federal fiscal year.

Q: What kinds of things are eligible for cost-sharing?

A: Forest Stewardship Plans (prepared by a private consulting forester), flammable brush control, non-commercial thinning, pruning, slash disposal, and creation of "defensible space" around structures.

Q: How much cost-sharing can a landowner receive?

A: Approved applicants are reimbursed for 50% of their total actual cost, not to exceed the maximum reimbursement rate shown in the enclosed Cost-Share Rate Schedule.

Public entities, and multi-landowner group projects, may be eligible for funding above this amount when conducted as part of an approved Community Wildfire Protection Plan (CWPP). Public agencies may receive no more than \$50,000 per agency per federal fiscal year.

Reimbursement is made at the rates in effect at the time the application was originally approved, regardless of the current rates in effect at the time the work is actually completed.

Q: What conditions or requirements apply?

A: The terms, conditions, and requirements are listed on the application form in the back of this booklet. **BE SURE TO READ ALL OF THESE TERMS, CONDITIONS, AND REQUIREMENTS CAREFULLY AND COMPLETELY BEFORE SUBMITTING YOUR APPLICATION.**

You will need to sign the application verifying that you have read, understand, and agree to these terms, conditions, and requirements.

Q: Do I need to have a DNR-approved Forest Stewardship Plan to receive cost-sharing?

A: Ownerships of 20 forested acres or less: No plan required.

Forest ownerships of more than 20 but less than 100 forested acres: Forest Stewardship Plan required IF cost-share approval exceeds \$5,000.

Forest ownerships of 100 or more forested acres: Forest Stewardship Plan required in all cases.

Exceptions:

1) Public agency projects, and multi-landowner group projects conducted under a Community Wildfire Protection Plan (CWPP) do not require a Forest Stewardship Plan.

2) DNR may waive the Forest Stewardship Plan requirement if cost-share funds are not currently available for plan preparation.

Q: Can I apply for cost-share funds for a Forest Stewardship Plan even if the plan is not specifically required in my case?

A: Yes, if the plan will cover at least 20 forested acres. There is no cost-sharing for plans on ownerships less than 20 acres.

Q: Where do I apply?

A: At your kitchen table! There is no need to visit any government office or to complete lengthy paperwork. There is a simple application form at the back of this booklet which you should find quick and easy to complete. After completing, and signing, the application you can submit it by mail or electronically by following the instructions at the end of the application form.

Q: Is there a designated “application period”?

A: No. You can apply anytime year around. Applications are approved continuously throughout the year as long as funds are available.

Q: How likely am I to receive cost-share funds?

A: Funds have generally been available most of the time in most geographic areas in recent years. However, since the program is dependent on grant funding, and landowner demand may vary geographically, there may be a waiting list in some areas.

Q: If I’ve already started or completed a project, can I still qualify for funding?

A: No. All cost-shared plans and projects must receive written approval from the DNR BEFORE any work begins.

Q: Are there other cost-share programs available to forest landowners?

A: Yes. The Environmental Quality Incentive Program (EQIP) is available to farm, ranch, and non-industrial private forest landowners, statewide. EQIP is administered by the USDA Natural Resources Conservation Service (NRCS). EQIP can potentially fund a wide variety of forestry-related practices, however, eligible practices, and their relative priorities and probability of funding, may vary by locality. Contact the NRCS office which serves the county in which your forest land is located for more information. (Listed under “US Department of Agriculture” in the federal government section of your phone book or go to their website: wa.nrcs.usda.gov).

Additionally, DNR administers two other financial assistance programs for small forest owners:

- Family Forest Fish Passage Program (FFFPP) – Helps fund projects to remove barriers to fish passage on forest roads.
- Forest Riparian Easement Program (FREPE) – Helps compensate small forest owners for the value of timber which, by state law, must be left unharvested to protect riparian areas, fish habitat, and water quality.

Q: Can I use cost-share funds from this program in conjunction with other federal cost-share funds for the same project?

A: No. This federally-funded program requires the applicant to provide at least a dollar-for-dollar non-federal match for the funds they receive. Other federally-funded programs cannot be used to pay for the same practices on the same acres as this program. Other federally-funded programs may be used on other parts of your ownership and/or to fund practices entirely different from those funded by this program.

Q: Who can I contact if I have questions or need more information?

A: You can contact your DNR Stewardship Forester through the Region Office which serves the area where your land is located or e-mail to foreststewardship@dnr.wa.gov:

For land in Okanogan, Ferry, Stevens, Pend Oreille, Lincoln, and Spokane counties:

- WA DNR, 225 S. Silke Rd., Colville, WA 99114-9369.
(509) 684-7474. FAX: (509) 684-7484.

For land in Chelan, Douglas, Kittitas, Yakima, Skamania, Klickitat, Walla Walla, Columbia, Garfield, Asotin, and Whitman counties:

- WA DNR, 713 E. Bowers Rd., Ellensburg, WA 98926-9341. (509) 925-8510. FAX: (509) 925-8522.

Statewide Forest Stewardship Program Manager

- Steve Gibbs, WA DNR, P.O. Box 47012, Olympia, WA 98504-7012. (360) 902-1706. FAX: (360) 902-1428. steve.gibbs@dnr.wa.gov

The Washington State Department of Natural Resources provides services to all eligible persons and entities without discrimination in compliance with federal and state statutes, policies, and executive orders. Funds for this program are provided by the U.S. Department of Agriculture Forest Service. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination: write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

COST-SHARE RATE SCHEDULE

**The following cost-share rates apply to all applications approved from
October 1, 2011 through September 30, 2012**

**COST-SHARE IS PAID AT 50% OF THE APPLICANT'S WRITTEN
DOCUMENTED COST, WITH THE PAYMENT NOT TO EXCEED
THE FOLLOWING MAXIMUMS:**

Forest Stewardship Plan (FSP)

New Forest Stewardship Plans, prepared by a private sector natural resource professional acceptable to DNR, are reimbursed at 50% of actual cost, not to exceed the amounts shown below. Revision of existing plans (less than 10-years old) is also cost-shared at 50%, however, the maximum cost-share amount is less for a revised plan than for a new plan. Replacement of an existing plan, which is older than 10 years, is considered a "new" plan. The following are NOT eligible for cost-sharing:

Plans on properties with less than 20 forested acres; plans prepared by persons with an ownership interest in the property, plans resulting from Forest Stewardship Coached Planning Shortcourses, plans prepared by public employees; plans completed prior to approval of application; plans not meeting written Forest Stewardship Plan Guidelines; and plans prepared for ineligible ownerships.

	<u>New Plan</u>	<u>Revised Plan</u>
< 20 acres	No cost share	No cost share
FSP-1: 20- 100 acres -- 50% not to exceed	\$ 800 per plan	\$ 500 per plan
FSP-2: 101- 250 acres – 50% not to exceed	\$1000 per plan	\$ 800 per plan
FSP-3: 251- 500 acres – 50% not to exceed	\$1400 per plan	\$1000 per plan
FSP-4: 501 – 1000 acres – 50% not to exceed	\$1800 per plan	\$1300 per plan
FSP-5: 1001+ acres – 50% not to exceed	\$2500 per plan	\$1600 per plan

Forest Stand Improvement (FSI) -- Forest Health/Wildfire Hazard Reduction

FSI-1: Brush Control	50% not to exceed \$60.00/acre
FSI-2: Non-commercial thinning (cut < 500 trees/ac)	50% not to exceed \$120.00/acre
FSI-3: Non-commercial thinning (cut 501-1,000 trees/ac)	50% not to exceed \$150.00/acre
FSI-4: Non-commercial thinning (cut 1001-2000 trees/ac)	50% not to exceed \$190.00/acre
FSI-5: Non-commercial thinning (cut 2001+ trees/ac)	50% not to exceed \$230.00/acre
FSI-6: Pruning	50% not to exceed \$160.00/acre
FSI-7: Prescribed Broadcast Burn	50% not to exceed \$150.00/acre
FSI-8: Light Slash Disposal	50% not to exceed \$150.00/acre
FSI-9: Medium Slash Disposal	50% not to exceed \$250.00/acre
FSI-10: Heavy Slash Disposal	50% not to exceed \$350.00/acre

**EASTERN WASHINGTON
FOREST LANDOWNER COST-SHARE APPLICATION
OCTOBER 1, 2011 - SEPTEMBER 30, 2012**

**Please *PRINT LEGIBLY*. Read carefully all terms, conditions, and requirements; and
BE SURE TO SIGN THE LAST PAGE.**

Name: _____

Mailing Address: _____

Daytime Phone: (_____) _____ E-mail (optional): _____

County where property is located: _____ Nearest town: _____ # of forested acres: _____

Legal Description: _____

(Example Legal Description: (NW 1/4 of S 1/2 of Section 31, Township 57N, Range 42E).

Name of road from which property can be accessed: _____

Map or Photo: **Please attach a map or copy of aerial photo to help forester locate the property.**

Does this property have a DNR-approved Forest Stewardship Plan? ___ Y ___ N

If not, do you wish to apply for cost-sharing to hire a private consulting forester to prepare such a plan?

___ Y ___ N Name and address of consulting forester (if known at this time): _____

Please use key words to describe the type and extent of work you would like to do (e.g. thinning and slash disposal – 10 acres, etc.):

BE SURE TO READ THE FOLLOWING TERMS, CONDITIONS, AND REQUIREMENTS CAREFULLY AND COMPLETELY AND THEN SIGN THE LAST PAGE.

Forest Landowner Cost-Share Program Terms, Conditions, and Requirements

Landowner Eligibility Requirement

The applicant must be a non-federal owner of no more than 5,000 forested acres within the state of Washington. Public agencies are exempt from the maximum acreage limitation, however, are limited to a maximum payment of \$50,000 per agency per federal fiscal year.

Minimum Ownership Requirement

Forest Stewardship Plans – minimum of 20 forested acres.

All other practices: No minimum acreage.

Maximum Ownership Limit

The applicant must own no more than a total of five thousand (5,000) forested acres in the state of Washington. Public agencies are exempt from the maximum acreage limitation, however, are limited to a maximum payment of \$50,000 per agency per federal fiscal year.

Minimum Cost-Share Approval

Applications must be for a minimum of five hundred dollars (\$500) in cost-share funds.

Maximum Cost-Share Payment

The maximum total potential cost-share that you can be paid will be stated in your approval letter. Assuming all conditions of the program are met, you will be paid either 50% of your total documented cost –OR- the “not to exceed” rate stated in this application, whichever amount is less. If you complete less work than you were originally approved for, your payment will be proportionately less.

Minimum Treatment Acreage

Forest Stewardship Plans – plan must be for a minimum of 20 acres.

All other practices: No minimum treatment acreage.

Maximum Treatment Acreage

There is no maximum treatment acreage.

Cost-Share Rate Limit

Your payment cannot exceed the per acre “not to exceed” rates stated in this application, or 50% of your actual cost, whichever amount is less.

Matching Funds Requirement/Other Cost-Share Programs

Cost-share recipients must provide proof that they have provided a non-federal dollar-for-dollar match for the funds they receive. Other federally-funded programs cannot be used to fund the same practices on the same acres as this program.

Prior Written Approval Requirement

No cost-sharing can be paid for any practice which was begun before written approval is issued. The applicant agrees NOT to begin any work until formal written approval is received from the Washington State Department of Natural Resources (DNR). Filing of this application does NOT constitute approval to begin a practice nor does a subsequent site visit to determine project needs and specifications.

Forest Stewardship Plan Requirement

A DNR-approved Forest Stewardship Plan is required:

- 1) For ownerships of more than 20 but less than 100 forested acres **IF** the cost-share approval exceeds \$5,000.
- 2) For all ownerships of 100 forested acres or more.

Exceptions to the above requirement may be made for: a) multi-owner projects being conducted under a Community Wildfire Protection Plan; b) public ownerships; or c) when there are not adequate funds available to cost-share the preparation of a Forest Stewardship Plan.

When a Forest Stewardship Plan is required, it must be completed and approved by DNR before payment can be made for any other cost-shared practices.

Eligibility of Forest Stewardship Plans for Cost-Sharing

Plans are eligible for cost-sharing if they meet these criteria: 1) Plan is approved by DNR as meeting Forest Stewardship Plan standards, 2) Plan covers at least 20 forested acres, 3) Plan is prepared, for a fee, by a private sector natural resource professional acceptable to DNR. Plans prepared by persons with an ownership interest in the property are not eligible for cost-sharing. Plans prepared through the Forest Stewardship Coached Planning Shortcourse are not eligible for cost-sharing.

Practices Must Meet Specifications

Cost-shared practices must meet written specifications provided, or approved, by DNR. Any change in specifications or practice extents requires written approval in advance from DNR. **The applicant is responsible for having, and understanding, written practice specifications before any work commences.**

Non-Commercial Requirement

Cost-share payments are limited to non-commercial operations in which there was a cost to the landowner to complete the work. In mixed stands, containing both commercial and non-commercial sized trees, only that portion of the acreage occupied by non-commercial trees is eligible.

Slash Disposal

If slash (forest debris) disposal is included in the cost-share approval, the slash must be disposed of according to specifications (e.g. piled and burned, masticated (ground up), chipped, or removed from the site. If slash is disposed of by piling and burning, the piles must be burned before the practice expiration date. Unburned slash piles are not eligible for cost-share reimbursement. Disposal of slash created by commercial harvest is not eligible for cost-sharing, with the following exceptions: 1) In mixed stands containing commercial and non-commercial sized trees, only that portion of the slash resulting from non-commercial trees is eligible. 2) Slash treatment following commercial harvest is eligible in cases where the land has been sold and the new owner (cost-share applicant) did not receive a financial benefit from the harvest.

Practices Must Meet Permit and Regulatory Requirements

The applicant is required to comply with all appropriate legal requirements, including obtaining appropriate permits (e.g, hydraulics and forest practices applications, etc.) when required. No cost-share funds will be paid for any practice implemented without proper permits, or for any practice which is out of compliance with regulatory requirements at the time of completion.

Cost Documentation Requirement

The applicant must provide DNR with acceptable written documentation (e.g. receipts from contractors and suppliers and/or time logs for do-it-yourself work) of costs incurred for each practice category for which cost-sharing is to be paid. Landowners may charge up to \$20 per hour for do-it-yourself labor, for which they will be reimbursed at 50% not to exceed \$10/hour.

Timely Completion Requirement

Cost-shared practices must be completed, and reported to DNR, no later than the completion deadline stated in the application approval letter, at which time the approval expires and no cost-sharing will be paid. Applications cannot be renewed or extended.

Ten Year Practice Maintenance Requirement

Cost-share recipients are required to maintain their properties in forest land use, and to protect and maintain cost-shared practices in a fully viable condition for a period of 10 years. Failure to meet this obligation may require the applicant to repay the government for all, or part, of the cost-share funds received. The landowner is not liable for practice failures caused by events or circumstances beyond their control. There is no obligation whatsoever after the 10 year period.

Sale of Property

If the property is sold within the above-mentioned 10 year period, the original cost-share recipient retains responsibility for practice protection and maintenance unless the new owner advises DNR in writing that they are assuming this responsibility for the balance of the ten year period.

Property Access

Applicants agree to allow DNR staff, or persons authorized by DNR, access to the property to determine cost-share needs, feasibility, and specifications; certify practice completion; and to determine compliance with the ten year practice maintenance requirement. Cost-share recipients are NOT required to allow public access to their properties.

Submission of Forms and Payment Disclosure

Upon practice completion, cost-share claimants are required to submit forms specified by the DNR, the State Office of Financial Management (OFM), and the Internal Revenue Service (IRS) on which disclosure of the claimant’s Social Security Number or Employer Identification Number is required. The State of Washington may be required to report your cost-share payment to the IRS in compliance with that agency’s regulations.

Appeals

Applicants can appeal any program determination within 30 days by sending a detailed letter of appeal to: Forest Stewardship Program Manager, WA DNR, P. O. Box 47012, Olympia, WA 98504-7012.

I/we, the undersigned, understand and agree to comply with all terms, conditions, and requirements described herein.

X _____
SIGN HERE Applicant(s) Signature(s) Date

**Submit all 3 pages of the application (page numbers 6, 7, and 8) by any of the following means:
MAIL TO: DNR Forest Stewardship Program Manager, P. O. Box 47012, Olympia, WA 98504-7012.
FAX TO: (360) 902-1428**

SCAN AND E-MAIL TO: foreststewardship@dnr.wa.gov