



WASHINGTON STATE DEPARTMENT OF
Natural Resources
 Peter Goldmark - Commissioner of Public Lands



For DNR Use Only	
Date Received	
Referred to	

Eastern Washington Forest Landowner COST-SHARE APPLICATION

Valid for October 1, 2014 to September 30, 2015

CONTACT INFORMATION

Landowner(s): _____

Mailing address: _____

City: _____; State: _____; Zip code: _____

Daytime phone: _____; Cell: _____; Email: _____

PROPERTY INFORMATION – Please attach a map or copy of an aerial photo to help locate the property.

County: _____; Nearest town: _____; Forested Acres: _____

Legal Description (if known): ¼ Section: _____; ½ Section: _____;

Section: _____; Township: _____; Range: _____

Tax parcel number(s): _____

Property can be accessed from _____ road.

Does this property have a DNR approved Forest Stewardship Plan? Yes; No

If not, do you wish to apply for cost-share funds to hire a private consulting forester to develop one? Yes; No

Name of consulting forester (if known); _____

Mailing address: _____

City: _____; State: _____; Zip code: _____

Phone: _____; Email: _____

Approximate number of acres you wish to treat: _____

PLEASE READ THE FOLLOWING CAREFULLY AND 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.
- 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.
- 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 the instructions for 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 and Financial Incentive Programs: Cost-share recipients must provide written documentation that they have provided a non-federal match for the funds they receive. Other federally-funded cost-share or financial incentive programs (e.g. EQIP) **cannot** be used to fund the same practices on the same acres as this program.
- Prior Written Approval Requirement: Formal written approval from the DNR cost-share program administrator is required before any work begins.
- Forest Stewardship Plan Requirement: A DNR approved Forest Stewardship Plan is required for ownerships with 40 or more forested acres. Exceptions to the above requirement may be made for:
 - Multi-owner projects being conducted under a Community Wildfire Protection Plan;
 - Public ownerships; or
 - 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:
 - Plan is approved by DNR as meeting Forest Stewardship Plan standards;
 - Plan covers at least 20 forested acres;
 - 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 net 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:
 - In mixed stands containing commercial and non-commercial sized trees, only that portion of the slash resulting from non-commercial trees is eligible.
 - 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. approved forest practices application) 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% up to \$10/hour with total reimbursement not to exceed the stated per acre maximums.
- 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 federal Employer Identification Number is required. Payees must submit Washington State Payee Registration forms, or have an existing Payee Registration number on file, at the time payment is requested. 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 certify that the information in this application is correct; that I/we understand and agree to the terms, conditions and requirements of this program,

Name(s): _____; Date: _____

Please print and return to:

Washington DNR
Forest Stewardship Program
PO Box 47012
Olympia, WA 98504-7012