

EASTERN WASHINGTON FOREST LANDOWNER ASSISTANCE COST-SHARE PROGRAM

**Improve your forest's health and
reduce your risk of damage from
wildfire, pests and disease.**



THIS PUBLICATION CONTAINS:

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



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

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 of damage from wildfire and insect infestation on forest lands in Eastern Washington.

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

A: Flammable brush control, non-commercial thinning, pruning, slash disposal, prescribed burning, and creation of wildfire “defensible space” around structures. Additionally, cost-share funds may be available for landowners who wish to hire a private consulting forester to prepare a Forest Stewardship Plan for their property for a fee – see additional information below.

Q: Who funds and administers the program?

A: The program is funded by federal wildfire hazard reduction and forest health grant funds from the USDA Forest Service and state forest health restoration funds appropriated by the Washington State Legislature. 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. Landowner Assistance Foresters, and a Statewide 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 Landowner Assistance Program Managers listed on Page 3.

Q: Is funding available throughout Eastern Washington?

A: Owners of eligible forest land in all eastern Washington counties (includes Skamania) may apply. However, the cost-share program is supported by a variety of different underlying federal and state funding sources. Grant funds which support the cost-share program are usually available for a limited amount of time and are often limited to a specific geographic area. Therefore, availability of funding may vary by location and is subject to change over time.

Q: Who qualifies for cost-sharing?

A: Generally, non-federal owners of forest land in eastern Washington are eligible to apply. Examples of eligible parties include individuals, families, tribes, organizations, companies not in the wood processing business, non-profit groups, youth camps, homeowners associations, and state, county, and local government entities. See additional information below.

Q: Is there a minimum acreage requirement?

No. There is no minimum ownership size or treatment acreage for brush control, thinning, pruning, and/or slash disposal projects. *(There is a minimum acreage requirement if you are applying for a cost-shared Forest Stewardship Plan – see below).*

Q: Is there a maximum acreage requirement?

A: Yes. Applicants must own no more than a total of 5,000 acres of forest land in the state of Washington to be eligible to apply for cost-share funds. *(DNR reserves the right to waive this requirement on a selective basis. Public agencies and non-profit conservation organizations are exempt from this acreage requirement).*

Q: Does land need to be in a “forestry” property tax classification to qualify?

A: No. Forested land qualifies regardless of its property tax classification status.

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 (see Page 7).

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

A: No. A Forest Stewardship Plan is not required to apply for cost-share funds for brush control, thinning, pruning, slash disposal, or prescribed broadcast burn treatments.

Q: Can I apply for cost-share funds for a Forest Stewardship Plan?

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. (This minimum acreage requirement applies only to cost-shared plans. There is no minimum acreage required to apply for cost-share funds for brush control, thinning, pruning, or slash disposal).

Q: Does a cost-share approval from the DNR waive my permit and regulatory requirements?

A: No. The cost-share applicant is still required to comply with all appropriate legal requirements, including obtaining appropriate permits. Legal requirements are extended to hired labor.

For information on frequent regulatory restrictions for cost-share projects see the following websites:

- **Burn Permits** - <https://www.dnr.wa.gov/programs-and-services/wildfire/outdoor-burning/burn-permits>
- **Burn Restrictions** - <https://www.dnr.wa.gov/burn-restrictions>
- **Industrial Fire Protection Levels** - <https://www.dnr.wa.gov/ifpl>

Q: Are there other terms, conditions, or requirements?

A: The terms, conditions, and requirements are listed on Pages 5 and 6. **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: How do I apply?

A: You can apply online at <http://surveymonkey.com/s/dnrcostshare> or submit a copy of the enclosed application form (**Page 8 of this publication**) by fax, scan/e-mail, or US Mail directly to the appropriate DNR Region Landowner Assistance Program below:

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

- **NE Region Forest Landowner Assistance, WA DNR, 225 S. Silke Rd., Colville, WA 99114-9369.**
Region Office Receptionist: (509) 684-7474. FAX: (509) 684- 7484. E-mail: myron.boles@dnr.wa.gov
(scan and attach application on Page 8 to e-mail)

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

- **SE Region Forest Landowner Assistance, WA DNR, 713 Bowers Rd., Ellensburg, WA 98926-9341.**
Region Office Receptionist: (509) 925-8510. FAX: (509) 925-8522. E-mail: scott.chambers@dnr.wa.gov
(scan and attach application on Page 8 to e-mail)

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

A: Other federally funded programs e.g. The Environmental Quality Incentive Program (EQIP) not administrated by the DNR cannot be used to pay for the same practices on the same acres as this program. These 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.

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). The U.S. Department of Agriculture and Washington State Department of Natural Resources are equal opportunity service providers and employers.

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

Landowner Eligibility Requirement

The applicant must be a non-federal owner of forest land in eastern Washington.

Minimum Ownership Requirement

There is no minimum acreage required to apply for forest health improvement/wildfire hazard reduction practices. *(There is a minimum acreage if you are applying for cost-sharing to hire a consulting forester to develop a Forest Stewardship Plan for your property – see below).*

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 and non-profit conservation organizations are exempt from the maximum acreage limitation).

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 your approval letter, whichever amount is less. If you complete less work than you were originally approved for, your payment will be proportionately less.

Minimum Treatment Acreage

There is no minimum treatment acreage.

Maximum Treatment Acreage

There is no maximum treatment acreage: however, treatment acreage may be limited based on available funding.

Matching Funds Requirement/Other Cost-Share and Financial Incentive Programs

Cost-share recipients must provide written documentation that they have provided a match from a personal expense for the cost-share funds they receive. Other federally-funded cost-share or financial incentive programs (e.g. EQIP) not administered by the DNR cannot be used to fund the same practices on the same acres as this program.

Prior Written Approval Requirement

Formal written approval from DNR is required before any work begins.

Forest Stewardship Plan Requirement

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.

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 current Washington State Integrated Forest Management Plan Guidelines 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 participation in 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.

Hiring of Contractors

Work may be completed by a contracted forestry service. Selection and hiring of a contractor will be at the discretion of the landowner in an agreement between both private parties. The DNR may provide a list of contractors at the owner’s request, with no assertion of the business’ licensing, bonding or insurance.

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: 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. approved forest practices application and burn permits) 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 \$25 per hour for do-it-yourself labor, for which they will be reimbursed at 50% up to \$12.50/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.

Practice Maintenance Requirement

Cost-share recipients are required to maintain cost-shared practices in a fully viable condition for a period of 15 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 15 year period, or if the cost-share recipient transfers the land to new ownership.

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 practice maintenance requirement. There is no requirement to allow public access to your property.

Property Ownership

Applicants agree to review the boundaries of cost-share approved projects and certify that they own the property on which the cost-share work is to be performed. The DNR claims no legal accuracy in delineating property boundaries and will be held harmless of any potential trespass.

Submission of Forms and Payment Disclosure

Upon practice completion, cost-share claimants are required to submit forms 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 valid Payee Registration on file with the Washington State Department of Enterprise Services, before payment can be issued. DNR will provide the necessary forms upon project completion and can submit them on your behalf if you desire. The State of Washington may be required to report your cost-share payment to the IRS in compliance with that agency's regulations.

PLEASE SIGN THE BOTTOM OF PAGE 8 VERIFYING THAT YOU UNDERSTAND AND AGREE TO THE ABOVE TERMS, CONDITIONS, AND REQUIREMENTS.

COST-SHARE RATE SCHEDULE

- **COST-SHARE PAYMENTS ARE MADE AT THE RATE(S) IN EFFECT AT THE TIME OF INITIAL APPROVAL, AS STATED IN THE APPROVAL LETTER, REGARDLESS OF THE RATES IN EFFECT AT THE TIME OF PRACTICE COMPLETION.**
- **COST-SHARE IS PAID AT 50% OF THE APPLICANT’S WRITTEN DOCUMENTED COST, WITH THE PAYMENT NOT TO EXCEED THE FOLLOWING MAXIMUMS:**

FOREST HEALTH IMPROVEMENT/WILDFIRE HAZARD REDUCTION PRACTICES

BR-1: Brush control	50% of cost, not to exceed \$85.00/acre
BR-2: Brush control (heavy)	50% of cost, not to exceed \$125.00/acre
TH-1: Non-commercial thinning (light)	50% of cost, not to exceed \$145.00/acre
TH-2: Non-commercial thinning (medium)	50% of cost, not to exceed \$175.00/acre
TH-3: Non-commercial thinning (heavy)	50% of cost, not to exceed \$225.00/acre
TH-4: Non-commercial thinning (extremely heavy)	50% of cost, not to exceed \$270.00/acre
PR-1: Pruning (standard – up to 10’)	50% of cost, not to exceed \$170.00/acre
PR-2: Pruning (increased difficulty – over 10’ or large limbs)	50% of cost, not to exceed \$225.00/acre
PB-1: Prescribed Broadcast Burn	50% of cost, not to exceed \$195.00/acre
SL-1: SlashDisposal (light)	50% of cost, not to exceed \$175.00/acre
SL-2: SlashDisposal (medium)	50% of cost, not to exceed \$290.00/acre
SL-3: SlashDisposal (heavy)	50% of cost, not to exceed \$400.00/acre
SL-4: Slash Disposal (extremely heavy)	50% of cost, not to exceed \$475.00/acre

**Practices and corresponding rates will be determined based upon DNR Forester’s site assessment.*

FOREST STEWARDSHIP PLANS

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.

Acres Covered by Plan	New Plan	Revised Plan
< 20 acres	No cost share	No cost share
PL-1: 20-100 acres -- 50% of cost, not to exceed	\$ 900 per plan	\$ 500 per plan
PL-2: 101- 250 acres – 50% of cost, not to exceed	\$1,100 per plan	\$ 800 per plan
PL-3: 251- 500 acres – 50% of cost, not to exceed	\$1,500 per plan	\$1,000 per plan
PL-4: 501 – 1000 acres – 50% of cost, not to exceed	\$2,000 per plan	\$1,300 per plan
PL-5: 1001+ acres – 50% of cost, not to exceed	\$2,800 per plan	\$1,600 per plan

EASTERN WASHINGTON FOREST LANDOWNER COST-SHARE APPLICATION

**Please *PRINT LEGIBLY* and read carefully all terms, conditions, and requirements on Pages 5 and 6.
Sign the bottom of this page.**

Name(s): _____
Mailing Address: _____

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

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

Property location identifiers (if known): _____

Legal Description: _____

(Example Legal Description: NW 1/4, S 1/2, Section 3, Township 37N, Range 42E).

Tax Parcel Number(s): _____

(If available, please attach a map or copy of aerial photo to help the forester locate the property)

Name of road from which property can be accessed: _____

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 indicate the type of work you would like to do by checking the appropriate boxes:

- | | |
|--|--|
| <input type="checkbox"/> Thinning
<input type="checkbox"/> Pruning
<input type="checkbox"/> Slash Disposal
<input type="checkbox"/> Brush Control | <input type="checkbox"/> Prescribed Burning
<input type="checkbox"/> Forest Health
<input type="checkbox"/> Fuels Reduction
<input type="checkbox"/> Not Sure |
|--|--|

Notes: *A DNR forester will work with you to determine the best practices to help you meet your ownership goals and objectives.*

I/we understand and agree to the terms, conditions, and requirements of this program.

X _____
Landowner(s) Signature(s) **Date**

Submit your cost-share application by any of the following means:

- **Mail, Scan and E-mail, or FAX this page only to the appropriate DNR Region Landowner Assistance Program (see bottom of Page 3) – or –**
- **Apply online at <https://www.surveymonkey.com/r/dnrcostshare>**