



Landowner Incentive Program

Financial Guidance for Grant Recipients

Grant Number	DA2022-99
Include this number on all correspondence related to your project.	
Grant Title	Jane Doe Savanna
Recipient Match	25%
This is your in-kind and/or cash contribution to the project	
Project Contact Information	
Notify the LIP Coordinator of any changes.	
Jane Doe 123 Savanna Lane Any Town WI 53123	

This guidance has been prepared to assist grant recipients with the management of their LIP project budgets and in filling out requests for reimbursement. The information is based on federal and state laws and regulations and on the policies and procedures of the Department of Natural Resources and the U.S. Fish and Wildlife Service, Division of Federal Aid.

Key Dates and Parameters for Your LIP Grant

LIP Funds Awarded This is the amount of grant funding awarded to this project. The project lead is responsible for tracking and managing the project budget.	\$15,000
Matching Funds Pledged This is the amount of matching funds pledged by the grant recipient. If the type or amount of match that the project can provide changes, please contact the LIP Coordinator right away.	\$5,000
Funded Grant Period All project activities must be completed within this time frame. All match and charges to this grant must occur between these dates to be reimbursable or count towards match.	February 1, 2022 to February 1, 2023
Effective Grant Period This is the length of time that the LIP agreement will be indexed as an encumbrance. During this time the landowner agrees not to conduct practices incompatible with the LIP project objectives and work practices. Examples include, but are not limited to, building or other development of the site, planting of non-target or non-native species, conversion to agriculture, etc.	February 1, 2022 to February 1, 2032
Project Report Deadlines A final project report is required. The LIP Coordinator will provide the report format to project leaders. If the due date falls on a weekend or holiday, the report must be submitted on the nearest work day prior to the due date. Final reimbursements will only be processed upon receipt of the final report.	Final Report Due: April 1, 2023

Important Steps in the Grant Process (PLEASE READ the step details provided in the following pages)

★ is responsible for monitoring all financial records related to the project and collecting documentation for all matching funds, including from third parties.

1. Fill out and Return the attached W-9 Form to the LIP Coordinator.
2. Review, sign, and notarize (in **BLACK INK**) both copies of the LIP Cost Share Agreement.
3. Mail **one** copy of the Agreement to the County Register of Deeds office with the \$30.00 recording fee. The other copy is for your records.
4. Please take site photos throughout the duration of your project (before, during, after)
5. Save site photos, receipts, invoices, payment stubs, records of donated labor, supplies, and equipment as you complete the work outlined in your project.
6. Submit requests for partial reimbursement with the corresponding match as frequently as you wish.
7. Complete Final Project Report (see due date above) and submit all project data to the DNR.

Detailed Grant Process Steps

Please review and follow the detailed steps below. Information about documenting match, and rates for donated equipment and volunteer time, are included **beginning on page 4** of this packet.

1. Fill out and Return the W-9 Form to the LIP Coordinator.

The DNR must have a current W-9 on file before any reimbursement checks can be issued to you. This form is included at the end of this packet.

2. Review, sign, and notarize both copies of the Cost Share Agreement.

Please read the entire contract and verify that the project information is correct and complete. If you have any questions or concerns, contact the LIP coordinator **BEFORE** signing the agreement. Once you have reviewed the agreement, the Cost Share Recipient and all participating parties (including spouses if marital property) should sign (using **BLACK INK**) on the designated lines of both copies of the cost share agreement in the presence of a notary.

3. Mail one copy of the Agreement to the County Register of Deeds office with the \$30.00 recording fee. The other copy is for your records.

Once your LIP Contract has been signed and notarized, keep one copy for your records and mail the second signed copy to the County Register of Deeds office. (For the county where the project site is located). An addressed envelope has been provided to you.

Location to Mail (or use enclosed envelope):

COUNTY REGISTER OF DEEDS

Be sure to include the following in the envelope:

- ✓ One copy of the signed and notarized LIP Contract
- ✓ A cover letter requesting that the document be recorded (Example provided in **Appendix B**)
- ✓ A \$30.00 check made payable to the County Register of Deeds for the recording fee. (Please note that LIP cannot reimburse this charge or apply it towards match.)

4. Please take site photos throughout the duration of your project (before, during, after)

While the final LIP report will require 3 photos of the project site, taking photos is primarily for your benefit. Before and after shots can help illustrate the progress that has been made at the site, both to yourself and in applying for future management grants. The DNR uses photos from LIP projects to help demonstrate the success of the program to interested parties including DNR administrators, partner organizations, and the U.S. Congress. For each photo submitted, it is helpful to include: 1) a short caption, 2) name of photographer, 3) date/approximate date of photo.

5. Save receipts, invoices, payment stubs, records of donated labor, supplies, and equipment as you complete the project work.

Details on how to properly document your grant costs and match are included **beginning on page 4** of this packet. You will need to maintain documentation for LIP costs and match as your project progresses. Keeping an up-to-date record of your work activity will help ensure that reimbursements are received in a timely manner and avoid any problems with demonstrating that you have earned your LIP grant. All items being donated or paid for must be included in the project scope and budget in order to be considered in the total eligible costs. **If**

you are uncertain if a cost is applicable, or if additional costs or match opportunity arise (ex: someone gives you a bag of seed for free), contact the LIP coordinator to verify that you may include items as part of the grant.

Audit Note: The State has the right to audit or examine all books, papers, accounts, documents, or other records of the Cost Share Recipient as they relate to the project for which the LIP program funds were granted. If an audit were to be conducted, the purpose would be to check compliance with the terms of the grant agreement and verify that the project expenditures were properly incurred and qualify for reimbursement or payment. The cost share recipient must retain all project records for a period of not less than 3 years after the final payment or final disposition of audit findings.

6. Submit requests for partial reimbursement with the corresponding match as frequently as you wish.

To request reimbursement for expenses, submit invoices and match as frequently as you wish. Send the claim and documentation to the LIP Coordinator at:

Dawn.Hinebaugh@Wisconsin.gov

OR by mail:
Dawn Hinebaugh
Wisconsin DNR, NHC/6
PO Box 7921
Madison WI 53707

*To submit your request, fill out and sign the LIP Request for Reimbursement form included in this packet or use the electronic form. Attach the documentation for the match and charges that you are claiming.

****Remember that you need to submit the agreed to match percentage of the total amount, listed in your cost share agreement and on the front page of this packet, in order to receive a reimbursement. Reimbursement may only be paid for expenses already accrued and may not exceed the total amount of the grant award.****

How to Determine the Eligible Reimbursement Request

Claims for payment of project expenditures are made on a reimbursement basis. You may submit as many requests for partial reimbursement as frequently as you wish. **The last reimbursement will be made pending Department approval of the final project report.** To be eligible for reimbursement, the agreed to recipient cost share (as defined in the Cost Share Agreement) must be submitted with the request.

Example for a 25% Match: In order for the state to reimburse \$75 to the recipient, the recipient must provide documentation of their \$25 match, equal to 25% of the total \$100 spent.

Therefore, **Eligible Reimbursement is equal to:**

$$\frac{(100 - \text{Grant Recipient Cost Share \%}) * (\text{Match Submitted})}{(\text{Grant Recipient Cost Share \%})}$$

In addition, all costs and match included in the request must be incurred within:

- The funded grant period defined in the cost share agreement
- The scope of activity and budget summarized in the cost share agreement
- The total amount of state aid awarded per the grant agreement

7. Complete Final Project Report and submit all project data and expenses.

A final report and request for reimbursement must be received by the department **no later than 60 days following the end of the funded period**. The report form requests a summary, methods, results and discussion, an explanation of any modifications in the project, 3 site photos, and any media coverage of your project. The LIP Coordinator will provide a report template. **The final reimbursement payment will be made pending Department approval of the final report.**

Documenting LIP Expenses, Volunteer Labor, Materials, and Equipment

Documenting Reimbursable Expenses: Only costs resulting in **actual expenditure** are eligible for reimbursement.

- A. For Contracted Labor, documentation requires a paid invoice that includes the work dates, hours worked each day, work description, and rate per hour if applicable (your contractor should be able to provide this). If the contractor has completed work for multiple sites or grants, note on the invoice what portion is applicable to this LIP project.
- B. For Supplies/Equipment Maintenance, documentation requires a copy of the receipt with the item and the date (like a store cash register receipt). If the supplies are for multiple sites or the receipt contains several items, note on the receipt what portion is applicable to this LIP project.
- C. For Salary, Wages, and Benefits Paid to Hired Workers, documentation should include the name of the employee, signature of the employee acknowledging payment, work dates, hours worked each day, work description, and rate per hour. The format can vary depending on how an organization's system is set up, and the LIP Coordinator can assist you in finding a suitable method. In general, follow the same guidelines as for Contracted Labor.

Documenting Match: Match may be in-kind, donations, or cash contributions. Match Tracking forms are included in this packet to assist you, but you are free to use your own system forms provided the following information is captured.

Volunteer Labor — Standard rate for general volunteer labor is \$24/hour. This includes things like brush removal, seeding, seed collecting, applying herbicide, and invasives removal. Skilled labor is \$32/hour. This includes work like burn boss, ignition specialist, lead for work parties, etc. The documentation for all volunteer labor/time, must include the following:

- The name of the volunteer
- The dates he/she worked
- The hours worked each day
- A brief description of the work completed (ex: "cleared brush")
- Signature of the volunteer
- Signature of project management review/approval

Donated Supplies — Value assessed to donated supplies and materials is based on the market value at the time of donation. The documentation for donated supplies must include the following:

- The name of the Donating Party
- Date of Donation
- The value of the donated supplies (market value at time of donation)
- A brief statement describing the contribution to the project work scope

- The signature of the donating party
- Signature of project management review/approval

Donated Equipment — Standard equipment rates are included in **Appendix A** of this document, and in some cases, in the grant agreement. Please contact the LIP Coordinator if an item is not listed or any questions arise. The documentation for the use of donated equipment must include the following:

- The name of the operator
- The type of equipment used (ex: make/model/horsepower)
- The dates the equipment was used
- The number of hours used each day
- A brief description of the completed work
- Signature of project management review/approval

Cash Match — If purchased goods or services are part of the match component, the documentation is the same as listed above for reimbursable items (receipts, invoices, etc). There is a space on the reimbursement request form to note what amount is contributed towards the match.

Appendix A: LIP — 2022 Donated Equipment Rates

Note that these rates are applicable for donated labor and equipment only. Actual rental rates may differ and are applicable at-cost with receipt/proof of payment. Please contact the LIP Coordinator for match rates not included in this list.

Code	Category	Description	Rate
ATV	ATV/UTV	ATV or UTV	\$24/hour
BC1	Brush Cutter	Handheld brush cutter / clearing saw	\$10/hour
BC2	Brush Cutter	Brush Hog attachment	\$20/hour
BC3	Brush Cutter	Walk behind Field and Brush Mower (Commercial grade)	\$14/hour
BS1	Backpack Sprayer	Backpack herbicide sprayer.	\$2/hour
CS1	Chainsaw	14-20" bar	\$9/hour
LF1	Leaf blower	Portable leaf blower	\$8/hour
VL1	Labor-general	Brush hauling, seeding, weed pulling, fire watchers, etc	\$24/hour
VL-2	Labor-skilled	Burn boss, ignition specialist, specialized equipment use	\$32/hour
SD-1	Seed drill	Pull-behind Truax seed drill, \$30/acre up to 5 ac. then \$20/acre. 11 foot wide, 8-foot planting width	
SD-2	Seed drill	Smaller drill	\$20/acre
TR1	Tractor	Agricultural type-4-wheel drive, <65 hp	\$23/hour
TR4	Tractor	Agricultural type-4-wheel drive, 65-79 hp	\$39/hour
TL1	Trailer	Less than 1 Ton capacity (use manufacturer's rated capacity)	\$10/hour
TL2	Trailer	1-4 Ton capacity (use manufacturer's rated capacity)	\$12/hour
TR1	Truck	½ ton pickup or less	\$13/hour
TR3	Truck	¾ ton pickup	\$19/hour
WE1	Weed Eater	self-propelled, hand operated	\$8/hour
PB	Prescribed Burns	Includes all aspects- labor, equipment, mop up, etc.	\$300 per burn + \$40/acre

Appendix B: Cover Letter for Recording the Agreement

Date: _____

Re: Landowner Incentive Program Cost Share Agreement

Dear Register of Deeds,

Enclosed for Recording with the real estate records of the County is an original agreement confirming that _____ is participating in Wisconsin's Landowner Incentive Program and is a Cost Share Recipient for habitat management and restoration activities on this homestead / non-homestead **(strike one)** property.

Also enclosed is a check in the amount of \$30.00 for recording fees. Please return the original recorded document to the Wisconsin Department of Natural Resources, Bureau of Natural Heritage Conservation as listed on the document.

Thank you for your assistance. If you have questions, feel free to contact me at

_____.

Sincerely,
