



## Forest Stewardship Plan Cost Share Instruction Sheet for Roseau County

Lake of the Woods and Roseau Soil and Water Conservation Districts (SWCDs) are teaming up to deliver a Forest Stewardship Plan Cost Share Program through the Lake of the Woods Comprehensive Watershed Management Plan.

The primary goal of this cost share program is to encourage participants to actively manage their forested lands for water quality benefits. The secondary goal is to increase land protection efforts in the watershed by supporting enrollment into the Sustainable Forest Incentives Program.

Eligible applicants must have land within the boundaries of the Lake of the Woods watershed and must meet eligibility requirements for plan writing. This program is delivered on a first come, first serve basis. In the instance of requests exceeding available funds, applications will be scored and ranked using the included scoresheet.

**Cost share will cover up to 75% of \$300 + \$10 per planned acre up to 320 acres, or 75% of the total plan cost, whichever is less.**

To request an application packet or to have any questions answered about the program, call 218-463-1903.

### To participate, follow the instructions below:

1. **Fill out an application and submit it** to Roseau SWCD, 502 7<sup>th</sup> St SW, Ste 5, Roseau, MN 56751.
2. **Once you have an approved application**, notify your certified Forest Stewardship plan writer that they may begin to write your plan. Inform them that you have received cost share funding through the Lake of the Woods Comprehensive Watershed Management Plan and make them aware of your contract end date.
3. **Once your plan is complete**, submit the paid invoice along with the signed Payment Voucher to Roseau SWCD.



## Lake of the Woods Forest Stewardship Plan Cost-Share Contract



### General Information

Organization <b>Roseau SWCD</b>	Contract Number <b>LOW FMP</b>	Other federal or other state funds? Yes <input type="checkbox"/> No <input type="checkbox"/>	Currently in SFIA? Yes <input type="checkbox"/> No <input type="checkbox"/>	Planning on enrolling into SFIA? Yes <input type="checkbox"/> No <input type="checkbox"/>
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\*If contract amended, attach amendment form(s) to this contract.

### Applicant

Landowner Name	Mailing Address	City/State/Zip
Phone:	Or Cell Phone:	Email (Opt):

I hereby apply for Forest Stewardship Plan Cost-Share for the following land(s) that I own:

Parcel ID (PIN)	Estimated Total Acres	Est. Wooded Acres	County	Township Name	Section

➤ Do you have an existing Forest Stewardship Plan for the above acres?      Yes      No

If yes, what year was it written or last updated? \_\_\_\_\_

### Initial the Following

- I understand that I may be charged a fee to enroll into SFIA by the County Recorder. \_\_\_\_\_
- I understand that I will be charged a registration fee for my stewardship plan. \_\_\_\_\_
- I understand that I must hire a private forester who must be a certified plan writer and that I may not receive other sources of state compensation for their services. \_\_\_\_\_
- I understand that I will be charged a fee from the forester for my stewardship plan. \_\_\_\_\_
- I understand that I won't know the final cost for my plan until the forester has the opportunity to look at my property to determine the eligible acres. \_\_\_\_\_
- I understand that the total reimbursement for my plan is \$300 + \$10/eligible acres not to exceed 320 acres or 75% of the total cost, whichever is less. \_\_\_\_\_

### Contract Information

- This contract, when approved by the organization board, will remain in effect **until 6/30/2028** unless cancelled or amended by mutual agreement.
- The SWCD takes no responsibility in how this stewardship plan affects other programs the landowner may be enrolled in.

## Signatures

The land occupier's signature indicates agreement:

1. That they are not currently receiving any other state or federal funds for the Forest Stewardship Plan writing.

<b>Date</b>	<b>Landowner</b>
<b>Date</b>	<b>SWCD Representative</b>

\*Eligible parcels must be wooded and total at least 20 contiguous acres.

## Conservation Activity: Planning and Assessment

Cost-share payment is requested for: Forest Stewardship Plan

## Technical Assessment and Cost Estimate

<b>Practice standards or eligible component(s)</b>	<b>Total Acres</b>	<b>Total Project Cost Estimate</b>
508M Forest Stewardship Plan	_____ Total Acres	

## Amount Authorized for Financial Assistance

The organization board or council has authorized the following for financial incentive.

<b>Amount</b>	<b>Program Name</b>	<b>Fiscal Year</b>
\$	Forest Management Program (LOW WBIF)	

<b>Approval Date</b>	<b>Authorized Signature</b>	<b>Total Amount Authorized</b>
		\$

# LOW FMP PERCENT BASED - VOUCHER AND PRACTICE CERTIFICATION FORM

**PAYEE AND COST INFORMATION**

Name: \_\_\_\_\_ Contract No.: LOW FMP

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Total Amount Authorized : \_\_\_\_\_

Estimated Project Cost: \_\_\_\_\_ % Approved States Funds: 75% (state)

Item	Quantity	Unit	Unit Price	Cost

**PROJECT COST:**

**PAYMENT AND CERTIFICATION INFORMATION**

A. Type of request (partial or final): \_\_\_\_\_ Final

B. Total cost of practice to date: \_\_\_\_\_

C. Eligible amount (\$300 + \$10/ac) X 75% or 75% of total eligible cost, whichever is less: \_\_\_\_\_ (State Funds) - max 320 ac

D. Total other state payment amount: \_\_\_\_\_

E. Total non-state payment amount: \_\_\_\_\_

F. Total previous partial payments: \_\_\_\_\_

G. Maximum payment amount \_\_\_\_\_

**Amount Approved for This Voucher:**   
(cannot exceed Total Amount Authorized)

I certify that this is an accurate and true summation of the actual costs and quantities of material, labor, and equipment used on the above project. In cases where the receipts included items not used on the project, I have corrected them accordingly.

**Payee Signature (Landowner)** \_\_\_\_\_ **Date** \_\_\_\_\_

I certify that an inspection has been performed and as-built received and that the items identified under the Cost Information section of this form have been completed and are in accordance with the requested practice standards and specifications.

I certify that I have reviewed this voucher and all supporting information, including invoices and paid receipts, and that to the best of my knowledge and belief, the quantities and billed cost or disbursements are accurate and are in accordance with terms of the contract identified.

\_\_\_\_\_  
**Technical Assistance Provider (Certified Plan Writer)**

\_\_\_\_\_  
**Administrative Sign-off**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

# Scoresheet

**Scoring Questions:**

It may be necessary to rank and score applications if more applications come in than funds are available. These questions may be used for scoring, but the JPB reserves the right to deviate from this scoring based on landowner willingness, ability to complete the practice, or other factors.

To answer these questions, you will need a map of all parcels, location in the watershed and acreages. A site visit may be necessary to verify forested acreage.

Criteria	Yes	No
1. Is there a minimum of 20 contiguous acres, 50% which is forested acreage?	5	0
2. Are there at least 20 acres of land with no structures resembling development (house, barn, septic, etc...)?	0	ineligible
3. Is the land currently enrolled in SFIA?	0	5
4. If the land is not currently enrolled in SFIA, is the landowner interested in enrolling the land in SFIA?	5	0
5. Does the landowner have a current forest management plan on the acres being applied for?	0	5
6. If there is a current forest management plan, is it between 8-10 years old? Plan completion date: _____	0	ineligible
7. Is a portion of the land being applied for located in a priority area (see )?	5	0
7a. If you answered no to #7, is the land immediately adjacent to a public water or public drainage ditch?	5	0
7b. If you answered no to #7, is the land immediately adjacent to a protected area?	5	0
TOTAL SCORE =		

## Forest Stewardship Plan Writers

<https://www.dnr.state.mn.us/foreststewardship/plan-writers.html>

Any DNR certified plan writer may be chosen to write your plan. Unless you have a plan writer in mind, ask two or three writers for a quote and their availability to meet your deadline.

### Online Resources

<https://www.dnr.state.mn.us/foreststewardship/index.html>

<https://www.revenue.state.mn.us/sustainable-forest-incentive-act>

### ROSEAU COUNTY STEWARDSHIP WRITERS

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