

Lumberjack Grant Application

PROJECT TITLE:

**Mass Rearing of Purple Loosestrife Biocontrol Agents:
Improving Efficiency and Numbers in 2023**

Submitted by (name):	Derek Thorn and Rosie Page
Organization:	Lumberjack’s FLOW AIS program and Wisconsin Headwaters Invasives Partnership (WHIP)
Address:	315 S. Oneida Ave, Rhinelander, WI 54501
Phone:	313 590 4419
Email:	Rpage19@gmail.com and FLOWAIS@lumberjackrcd.org
Counties:	Forest, Vilas, Oneida

Mission Statement: *Lumberjack Resource Conservation & Development Council, Inc., a multi-county, nonprofit in Northeastern WI, strives to enhance area natural resources, promote a higher standard of living and improve the quality of life for area citizens by fostering partnerships between public and private sectors and strategically investing in area natural resources.*

SUMMARY: Review the Lumberjack Mission Statement above. How does your project align with Lumberjack’s mission? Be specific. The more alignment points, the better your project is viewed.

Answer:

Habitat change from invasive species is recognized as one of the most harmful forces affecting our native plants, animals, and landscapes. This is even more pronounced in the Northwoods, because invasive species can significantly alter the success of three main local industries: forestry, tourism, and recreation. Lumberjack recognizes the importance of preventing invasive species from damaging our area natural resources and residents’ lifestyles in our rural communities, and therefore Lumberjack currently employs several individuals to work on protecting area natural resources, focusing on the control of invasive species.

Through this grant proposal, Rosie Page (Wisconsin Headwaters Invasives Partnership) and Derek Thorn (FLOW AIS) wish to collaborate in 2023 on the control of invasive purple loosestrife (PL or *Lythrum salicaria*), an exotic plant found on hundreds of shorelines and wetlands in the Lumberjack RC&D area. For the past roughly ten years, Lumberjack RC&D employees have been involved with raising biocontrol beetles for this species. Now, we are proposing an updated growing system known as a “mass rearing cage”, in which beetles are reared in a tent on plentiful PL plants, then transferred to infestations in the wild where they feed and keep PL numbers manageable.

This project will enhance our area’s natural resources by directly addressing aquatic invasive species (AIS) prevention and control in Forest and Vilas Counties. Purple loosestrife is a highly opportunistic species that colonizes gaps in vegetation quickly and can transform shorelines and wetlands from wet to dry in very little time. Changing our landscape and damaging waterways will directly degrade the quality of our natural resources, but it also changes the experience of area residents, who

choose to live in the Northwoods to enjoy an outdoor lifestyle. Invasive species are also known to damage property values because of their negative impacts on native plant communities, both on land and in water.

The battle against purple loosestrife is an ideal example of partnerships between private and public entities, both in the Lumberjack area and statewide. Since the first Wisconsin beetle release in 1994, thousands of volunteers of all ages have contributed to the initiative: students, retirees, professionals, natural resource staff, and landowners all pitch in to help dig PL plants, grow biocontrol beetles, release them, clip flowerstalks, report their work, and help each other learn new ways of being most effective. In our area, PL biocontrol is arranged by county AIS staff and Lumberjack staff, with multiple cooperative arrangements with lake associations and other nonprofits. For example, WHIP works with volunteers at the privately-owned Tenderfoot Forest site in Land O'Lakes, while FLOW handles numerous requests each summer from lake groups asking for assistance with beetle releasing and PL identification. It is a complicated but effective team project, known to be a very gradual success story since the 1980s when PL control was still rare.

Working together on this project would be a valuable way to streamline our Lumberjack PL work and ensure local access to enough biocontrol beetles in our counties. This project embodies partnership by having two entities working together, which strengthens the Lumberjack sponsorship and investment in both programs (WHIP and FLOW).

We are confident that our project aligns very well with Lumberjack's mission statement.

OBJECTIVES: What problems, concerns or opportunities will this project address? You will be asked to show how your objectives were met when you present your follow-up presentation to the Council.

Answer:

Purple loosestrife (PL) is a highly aggressive invasive wetland species that is native to Europe and Asia and can release more than three million seeds per plant. Due to the complications of managing a plant in a mucky wetland, the most efficient control method since the 1990s has been **biocontrol**. This is the practice of using one species (the natural predator) to manage another (the prey), and in our state the process has been coordinated by the DNR Wisconsin Purple Loosestrife Biocontrol Program for over 25 years. It is an especially useful control method in areas where access to the plants is difficult, and it completely avoids having to introduce chemicals (herbicides) into sensitive waterways to control the PL.

In recent years, our programs have raised PL beetles by placing them on potted plants covered by nets and held up by a clothesline or similar support. In contrast, we now propose switching to using a mass rearing cage, which eliminates much of the maintenance work on the potted plants (especially transporting them across large counties), and it will allow us to raise as many biocontrol beetles as possible, most efficiently. Instead of driving pots (filled with heavy, wet soil and beetles), to new locations for release, a cage allows beetles to be captured, held in small tube nets, and then driven to new sites. Multiple biocontrol groups across state are switching to this method in 2023 (funded through various sources depending on their location), thanks to an offer from the WI DNR to supply the cages at no cost to local groups. We have worked with the state biocontrol coordinator, Jeanne Scherer, to maintain communication and ensure we are up to date on best management practices for this field.

Another advantage of our new method is that the WI DNR has interest in starting overwintering projects to study these starter beetles, and this would position Lumberjack as an ideal partner on this work. Leading biocontrol researcher Bernd Blossey (Cornell University) has found that PL plants and beetles that are kept outside during the winter perform more efficiently and feed more successfully in the following season, compared with those kept or reared in a greenhouse. In addition, our DNR colleagues report high demand for biocontrol beetles from lake associations and there are many examples of successful donations received from private groups in exchange for beetle deliveries.

FORMULATION & EVALUATION: Why is this project the best way to address the issues described above? How will the outcome be evaluated? Be specific – outcomes that can be measured are viewed more favorably.

Across the Midwest, this is becoming the favored approach for handling biocontrol of PL because it streamlines the process of rearing and releasing beetles. On a local level, this approach will enhance our ability to collaborate and be efficient with our resources, as detailed below.

Mass rearing cages allow:

- Faster and more efficient beetle collection
- Easier sharing with partners
- No need to drive multiple pots to multiple locations across large rural counties
- Much less plastic to collect at end of season and a decreased cost for new pots
- Potential for overwintering of plants in pots, for an earlier headstart on growing in spring

A Lumberjack mass rearing cage will help to:

- Prepare plants for overwintering
- Streamline our work and mileage costs
- Ease the burden on our volunteers who are aging
- Have greater confidence in beetle supply to control PL
- Inform the DNR and other groups regarding success and new ideas

Measurable Outcomes:

- Minimum of 15 known sites supplied with beetles
- Plentiful beetle supply reared in cage (enough for 200 per site)
- Fewer hours spent readjusting nets and pots due to weather (compared with 2022)
- Fewer volunteer hours spent carrying heavy pots with wet soil (compared with 2022)
- Minimum of 10 new sites supplied with beetles

Answer:

ASSISTANCE NEEDED: Why is assistance needed from Lumberjack? Who within your organization will run the project? Describe the assistance you are receiving from other partners. Include Letters of Support as outlined in Lumberjack's Granting Policy.

Answer:

Both project applicants (Derek and Rosie) have grant funding through other sources (federal Great Lakes Restoration Initiative and state DNR Surface Water grant) to support baseline PL beetle activities at known sites, and these funds will provide important match towards this project. Switching to a mass rearing cage will ensure that our match dollars are used most efficiently, as we transition to what is now thought to be the most successful way of rearing larger numbers of biocontrol beetles. This grant will support our time setting up, monitoring, and tearing down the rearing cage, and transporting PL beetles to infestations on the landscape.

We have received an offer from Forest County to house the cage and maintain watering of the plants. We also have interest from Vilas County Land & Water staff in partnering on this project, offering time for setup and fieldwork, in exchange for supply of biocontrol beetles.

Finally, with a mass rearing cage, we would also be better equipped to partner with the private sector and accept additional future PL contracts with WPS as WHIP did in 2022.

Proposed Activities and Budget:

Activities

Pickup and setup of cage and frame: 8 hours x 2 staff = 16

Stocking of pots and filling with soil and roots: 8 hours x 2 staff = 16

Checking every week for June and July (1 staff): 4 hours x 8 weeks = 32 hrs

Gathering of beetles within the cage = 8 hours x 2 staff = 16

Driving beetles to sites = 16 hours x 2 staff = 32 hrs

Tear down of cage in September = 16

Total hours = 128 which is 64 per staff

128 hours x 25 = 3200 for staff time

Supplies

Soil and kiddie pools = 200

Tarps= 80

ShopVac= backpack style \$500 (Home Depot price, including vacuum, battery, and charger)
= 780

Travel= \$625 to cover regular visits to the cage site, at federal mileage rate (estimated 1000 miles at 0.625 \$/mile)

Total budget = 3200 + 780 + 625 = \$4605

PROJECT OUTLINE & TIMETABLE: List the project steps and expected completion dates. Could there be any possible roadblocks? If so, list them here.

Answer:

Projected season is May to October, with most activities occurring in June and July.

Month	Task
April	<ul style="list-style-type: none"> Inspect site, gather and purchase any needed supplies Hold planning meeting with partners
May	<ul style="list-style-type: none"> Set up cage Dig rootstock to grow in cage Pot roots and set up watering plan Create schedule for cage visits
June	<ul style="list-style-type: none"> Monitor plant growth Monitor local beetle activity Catch starter beetles to stock cage
July	<ul style="list-style-type: none"> Monitor beetle activity as numbers increase Collect beetles using shopvac and sock netting Transport beetles to PL sites for feeding and management Collect beetles repeatedly as needed
August	<ul style="list-style-type: none"> Transport beetles to PL sites as they continue to emerge Clip flowerheads at accessible PL sites (such as shorelines) to contain infestations long-term
September	<ul style="list-style-type: none"> Hold planning meeting with partners to determine best plan of action for overwintering plants Take down cage and secure supplies for winter storage

Possible Roadblocks?

- Need for volunteers at time of setup and teardown
- Weather events affecting the cage
- Starter beetle availability

BUDGET: Complete the attached Budget Form. Remember the 50% match value requirement with 15% of the match being cash. List each match donor in the 'Match' column and submit a corresponding Letter of Support with specific value of in-kind/services or cash for the project

Match required: 50% = 2145 (15% or \$322 must be cash)

WHIP GLRI cash amount for digging and beetle release: \$600
 FLOW LMPN cash amount for digging and beetle release: \$600
 1 Cage and frame from WDNR: \$1400
 Inkind hours from Forest County to help with setup and water: \$400
 Inkind hours from Vilas County staff: \$1240

- Lakes Specialist time: Landowner permissions, paperwork, strategizing, cage setup, summer fieldwork = 30 hrs x \$28/hr = \$840
- LTE time: summer fieldwork, site monitoring, data entry= 25 hrs x \$16/hr = \$400

Total match = \$4240.

LUMBERJACK BUDGET FORM



Project Name: **Mass Rearing of Purple Loosestrife Biocontrol Agents**

WHIP, FLOW, Vilas County, Forest County

Starting Project Date
Jan 1 2023

Ending Project Date **1**
Dec 31 2023

Income (SPECIFY)	Cash	Match (Cash & In-Kind) 2,3	Total
YOUR Request of Lumberjack RC&D	\$ 4,605.00		\$ 4,605.00
WHIP Great Lakes Restoration Initiative funding		\$ 600.00	\$ 600.00
FLOW Surface Water grant funding		\$ 600.00	\$ 600.00
Wisconsin DNR contribution		\$ 1,400.00	\$ 1,400.00
Forest County inkind contribution		\$ 400.00	\$ 400.00
Vilas County inkind contribution		\$ 1,240.00	\$ 1,240.00
Other Revenue Source (list in Match Column)		\$ -	\$ -
Other Revenue Source (list in Match Column)		\$ -	\$ -
Other Revenue Source (list in Match Column)		\$ -	\$ -
Total Income	\$ 4,605.00	\$ 4,240.00	\$ 8,845.00

Percent of Match=Match Total/Lumberjack Request **92%**

LJ Percent of Total = YOUR LJ Request/Total Expenses **52%**

General Expenses (SPECIFY & include Match expenses)

Labor (including cage setup and teardown, stocking pots, cage visits, collecting beetles, release at field sites, and coordination) = 128 hours at \$25/hr	\$ 3,200.00	
Supplies (including planting soil, tarps, kiddie pools to contain pots, and ShopVac tool to collect beetles safely)	\$ 780.00	
Travel (mileage for regular cage visits and distribution of beetles throughout counties). = estimated 1000 miles x federal rate 0.625	\$ 625.00	
Two mass rearing cages from WI DNR	\$ 1,400.00	
Labor from Vilas County Lakes Specialist and LTE for coordination, cage setup, and summer fieldwork	\$ 1,240.00	
Labor from Forest County staff for cage setup and watering of pots	\$ 400.00	
WHIP GLRI funding for coordinator travel, landowner communication and coordination	\$ 600.00	
FLOW state funding for purple loosestrife activities	\$ 600.00	
Total Expenses	\$ 8,845.00	
NET ⁴	\$ -	

- Lumberjack Project funds are available for one year from the date of the approval notice
- Match Value must equal at least 50% of the Lumberjack Request and 15% must be in cash
Volunteer Services=\$15/hour & Professional Services=current hourly wage
- A Letter of Support is required for all match partners listed above and must include a description and value of service.
- Explain a **NET** balance other than Zero (\$0.00) in the box below:



December 22, 2022

Tracy Beckman, Executive Director

Lumberjack RC&D Council

315 S. Oneida Avenue, Suite 206

Rhineland, WI 54501

Dear Ms. Beckman,

This letter is to confirm the match contributions of the Wisconsin Headwaters Invasives Partnership (WHIP) to the project titled "**Mass Rearing of Purple Loosestrife Biocontrol Agents: *Improving Efficiency and Numbers in 2023***" as submitted to your grant program for 2023. We are excited to partner with Lumberjack's FLOW program to carry out this project.

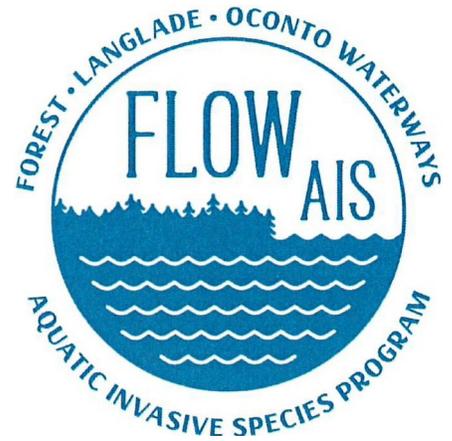
As one of the co-applicants, our contributed match will be a minimum of \$600 and will originate from our recent grant from the Great Lakes Restoration Initiative (GLRI) which runs from late 2021 through the end of 2023 and will support purple loosestrife biocontrol activities in Vilas County. The attached page shows the details on this GLRI grant, which is federal funding distributed through the United States Forest Service. They do not provide an official award letter for these GLRI grants so I have included the announcement email, and a snapshot of the financial summary for the grant. It is held by Lumberjack and is referred to as 115AM "Preventing the Spread of Invasive Species at Public Access Points In the Wisconsin Headwaters of Lake Michigan and Lake Superior".

Thank you,

A handwritten signature in black ink, appearing to read "R Page", is positioned above the typed name.

Rosie Page, Coordinator

Wisconsin Headwaters Invasives Partnership



Rosie Page
WHIP Coordinator
315 S. Oneida Avenue Suite 206
Rhineland, WI 54501

Subject: Lumberjack's FLOW AIS program and WHIP program grant titled: *Mass Rearing of Valuable Purple Loosestrife Biocontrol Agents: Improving Efficiency and Numbers.*

Dear Rosie Page,

The Forest, Langlade, Oconto Waterways (FLOW) AIS Program supports the above-named project in the following ways:

- Lake Monitoring Protection Network funds, for finding and digging Purple Loosestrife plants in the Spring and releasing purple loosestrife beetles in the late summer early fall in the FLOW AIS area. valued at \$600.00

The FLOW AIS Program is willing to support the Mass Rearing of Valuable Purple Loosestrife Biocontrol Agents: Improving Efficiency and Numbers project by A cash donation match valued at \$600.00 through their Lake Monitoring Protection Network funds. The FLOW AIS Program sees the value in promoting biocontrol, outreach, and education on a restricted invasive species to Wisconsin. FLOW AIS believes this project will help streamline the beetle rearing process and create a more effective beetle release which will create a greater impact on the wild purple loosestrife populations within Vilas, Oneida and Forest County.

I hope the grant review committee finds the joint project between FLOW AIS and WHIP project beneficial.
Sincerely,

Derek O Thorn

Derek Thorn
FLOW AIS Coordinator



Vilas County Land & Water Conservation

330 Court Street • Eagle River, WI 54521

715-479-3747 • Fax: 715-479-3627 • [http:// www.vilasconservation.com](http://www.vilasconservation.com)

December 11, 2022

Dear Lumberjack RC&D Council:

I am writing to confirm Vilas County Land & Water's partnership with WHIP on the purple loosestrife beetle mass rearing cages. This project will certainly be advantageous to Vilas County's purple loosestrife biocontrol program because it alleviates two limiting factors in the program: 1) the need for several volunteers to regularly tend multiple smaller rearing setups; and 2) the annual spring search for adult beetles, which have been hard to find in multitudes in recent years, becomes less crucial because beetles can overwinter with more success in the mass rearing cage setups.

As part of our partnership, Vilas County Land & Water Conservation is offering in-kind work hours on this project between Jan 1 – Dec 31, 2023:

- 30 hours x \$28/hr = \$840.00 for the Lake Conservation Specialist to coordinate release site strategies, coordinate private landowner permissions for access and beetle releases, apply for DNR permits, mass rearing cage set up, beetle collection, beetle releases, and release site monitoring.
- 25 hours x \$16/hr = \$400.00 for the AIS LTE to assist with mass rearing cage set up, beetle collection, beetle releases, and release site monitoring.

Several other county Land & Water Departments within Wisconsin (such as Oneida and Lincoln Counties) have attempted this mass rearing cage method, and have found better success with beetle propagation. Thank you for considering this project for funding, and I look forward to the potential of working with an increased number of beetles on our target sites, and therefore becoming more effective with deliverables to our private landowners.

Sincerely,
Catherine Higley, Lake Conservation Specialist

cc: Carolyn Scholl, County Conservationist
Rosie Page, WHIP Coordinator



Derek Thorn,
FLOW AIS Coordinator
315 S. Oneida Avenue Suite 206
Rhineland, WI 54501

Subject: Lumberjack's FLOW AIS program and WHIP program grant titled: *Mass Rearing of Valuable Purple Loosestrife Biocontrol Agents: Improving Efficiency and Numbers.*

Dear Rosie Page and Derek Thorn,

The Forest County Land and Water Conservation Department supports the above-named project in the following ways:

- Locating/housing rearing cages
- Maintaining/watering plants and beetles
- Continued public education regarding invasive species and control of them

The Forest County Land and Water Conservation Department is willing to support the Mass Rearing of Valuable Purple Loosestrife Biocontrol Agents: Improving Efficiency and Numbers project by locating and housing rearing cages on Forest County Courtyard at an in-kind match valued at \$400. The Forest County Land and Water Conservation Department sees the value in promoting outreach and education on a prohibited invasive species new to Wisconsin.

We hope the grant review committee finds the joint project between FLOW AIS and WHIP project beneficial.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Kircher".

Steve Kircher
Conservation Director



Extension

UNIVERSITY OF WISCONSIN-MADISON

Jeanne Scherer
Aquatic Invasive Species Outreach Specialist
Wisconsin Purple Loosestrife Biocontrol Coordinator
101 S. Webster Street, Madison, WI 53703

Subject: Lumberjack's FLOW AIS program and WHIP program grant titled: *Mass Rearing of Valuable Purple Loosestrife Biocontrol Agents: Improving Efficiency and Numbers.*

Dear Rosie Page and Derek Thorn,

As the statewide purple loosestrife biocontrol coordinator, I support the efforts you propose to manage purple loosestrife in the counties covered by FLOW AIS and WHIP. This is a region which has not had a concentrated effort to my knowledge as the current coordinator.

With the support of WDNR and Extension funding, I will be providing their program with a mass rearing cage, a 12' x 12' x 6' tent structure which will allow them to rear as many as 750000 beetles per year depending on the number of starter purple loosestrife plants and spring beetles. This will in turn help them develop regional management efforts, including focusing beetle releases in areas where they can develop insectaries for spring beetle collection needed throughout the region. The cost of the tents is currently \$700 each and the pipes and fittings also provided are approximately an additional \$700. A tub to protect the tent when put away for winter will also be provided to protect it from rodent damage. Derek and Rosie will need to provide other rearing items, including kiddie pools, 5-gallon planting pots, potting soil and possibly fertilizer. I will also provide professional support and guidance as needed.

I hope the grant review committee finds the joint project between FLOW AIS and WHIP project beneficial.

Sincerely,
Jeanne Scherer
Aquatic Invasive Species Outreach Specialist
Wisconsin Purple Loosestrife Biocontrol Coordinator

Division of Extension

University of Wisconsin-Madison
432 N Lake Street Madison, WI 53706
info@extension.wisc.edu | extension.wisc.edu



FS Agreement No. 22-PA-11091300-031

Cooperator Agreement No. _____

PARTICIPATING AGREEMENT SUPPLEMENTAL PROJECT AGREEMENT
To
MASTER PARTICIPATING AGREEMENT # 22-PA11091300-028
Between
LUMBERJACK RESOURCE CONSERVATION & DEVELOPMENT, INC.
And The
USDA, FOREST SERVICE
CHEQUAMEGON-NICOLET NATIONAL FOREST

This Supplemental Project Agreement (SPA) is hereby made and entered into by and between the Lumberjack RC&D Council, Inc., hereinafter referred to as “Wisconsin Headwaters Invasive Partnership (WHIP),” and the United States Department of Agriculture (USDA), Forest Service, Chequamegon-Nicolet National Forest, hereinafter referred to as the “U.S. Forest Service,” as specified under the provisions of Master Participating Agreement #22-PA11091300-028.

Title: WHIP Public Access Point Prevention

I. GENERAL PROJECT DESCRIPTION: Wisconsin Headwaters Invasives Partnership (WHIP) is located in north-central Wisconsin and includes headwaters for Lake Michigan, and Lake Superior. Since both locations experience significant annual recreation and tourism, they are vulnerable to non-native invasive species (NNIS) introductions through human-mediated pathways. Recreational activity is concentrated on accessible areas, increasing the likelihood of NNIS introductions from gear, and vehicles. Wisconsin Headwaters Invasives Partnership (WHIP) will visit and survey public access points, including lake landings and trailheads, to detect and manage NNIS before they spread further along waterways, trails and roadsides impacting additional Great Lakes habitats. Through this agreement Wisconsin Headwaters Invasives Partnership (WHIP) will also provide outreach to residents in the headwaters of Lake Michigan and Lake Superior. Wisconsin Headwaters Invasives Partnership’s (WHIP) outreach, inventory, and control efforts will directly benefit forests and waters that are associated with heavily visited access areas in the Great Lakes Watershed.

II. RESPONSIBILITIES:

A. The Wisconsin Headwaters Invasive Partnership (WHIP) shall:

1. Survey, detect, and control NNIS at access points in the headwaters of Lake Michigan and Lake Superior. Targeting high priority invasive plants such as knotweeds, Japanese barberry, wild parsnip, and European marsh thistle.
2. Create new signage to educate trail and landing users about pathways of NNIS spread.



3. Distribute material to educate visitors on NNIS of concern and pathways of NNIS spread.
4. Work with partners to implement mechanical control, herbicidal application where appropriate, and biocontrol on purple loosestrife.
5. Regularly update Wisconsin Headwaters Invasive Partnership (WHIP) Steering Committee, Partners, and the U.S. Forest Service Program Manager/District Plant Ecologist on the grant-related accomplishments.
6. Secure all necessary permits, permissions, and equipment needed to implement and accomplish grant project activities.
7. Prepare and submit quarterly requests for reimbursement to the U.S. Forest Service.
8. Prepare an annual written performance report, and a final performance report, that documents new NNIS reports, control plans and type, personnel or volunteers involved, maps of sites managed, plans for next management steps, and copies of new outreach material developed.

B. The U.S. Forest Service shall:

1. PAYMENT/REIMBURSEMENT. The U.S. Forest Service shall reimburse the Wisconsin Headwaters Invasive Partnership (WHIP) for the U.S. Forest Service's share of actual expenses incurred, not to exceed \$32,222.00, as shown in the Financial Plan. In order to approve a Request for Reimbursement, the U.S. Forest Service shall review such requests to ensure payments for reimbursement are in compliance and otherwise consistent with the terms of the agreement. The U.S. Forest Service shall make payment upon receipt of the Wisconsin Headwaters Invasive Partnership (WHIP)'s quarterly invoice. Each invoice from the Wisconsin Headwaters Invasive Partnership (WHIP) must display the total project costs for the billing period, separated by U.S. Forest Service and the Wisconsin Headwaters Invasive Partnership (WHIP)'s share. In-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the Wisconsin Headwaters Invasive Partnership (WHIP)'s full match towards the project, as shown in the financial plan, and be submitted no later than 120 days from the expiration date.

Each invoice must include, at a minimum:

1. The Wisconsin Headwaters Invasive Partnership (WHIP)'s name, address, and telephone number.
2. U.S. Forest Service agreement number.
3. Invoice date.
4. Performance dates of the work completed (start & end).
5. Total invoice amount for the billing period, separated by U.S. Forest Service and Wisconsin Headwaters Invasive Partnership (WHIP) share with in-kind contributions displayed as a separate line item.
6. Display all costs, both cumulative and for the billing period, by separate cost elements as shown on the financial plan.
7. Cumulative amount of U.S. Forest Service payments to date.



December 19, 2022

► **REQUIRES IMMEDIATE ACTION** ◀
Aquatic Invasive Species
Grant# LMPN8223
Grant Amount: \$71,630.65

Tracy Beckman
Lumberjack RC&D Council
315 S Oneida Street, Ste 206
Rhineland, WI 54501

Dear Ms Beckman:

Congratulations! On behalf of the Governor, we are pleased to announce the following project is approved for funding under Wisconsin's Lake Monitoring & Protection Network: **2023 Lumberjack RCD LMPN**

Please review the agreement including the list of conditions and return it signed by the authorized individual **within 30 days of this letter's date** to Sarah Fanning at SarahR.Fanning@wisconsin.gov or

Wisconsin Department of Natural Resources
Attn: Sarah Fanning, WY/3
101 S Webster St, Madison, WI 53707

The scope in the agreement is a summary of the project detail provided in the application and does not negate tasks/deliverables described therein. Data, records, and reports, including GIS-based maps, and digital images, must be submitted to the Department in a format specified by the regional AIS Coordinator.

Should you have any questions about the project, please contact Amanda Smith. If you have any financial questions, please contact Sarah Fanning. Under this grant program, you are entitled to a project advance payment.

The period covered by the agreement is from January 1, 2023 through December 31, 2023. Time extensions will not be granted for Lake Monitoring and Protection Network grants as they are annual allocations.

An advance payment is available to you. The advance payment is equal to 90% of the State grant amount. **If you wish to request the advance payment, please check the box provided before the signature block on the last page of the project agreement.** The State withholds the remaining 10% for final reimbursement following approval of the final report.

You must submit a request for your final payment (Form 8700-001) within 60 days from the grant end date or your grant may be terminated. All expenses must be paid **before** requesting reimbursement for the remaining 10% of the grant award. Even if you do not wish to receive the remaining 10%, you must submit a reimbursement request. If per the final reimbursement request form, the full amount of the advance payment was not spent, you will receive an invoice for the unspent balance.

Instructions and forms for the financial administration of the project are enclosed. Please submit all required reports to Amanda Smith at 2984 Shawano Ave, Green Bay, WI 54313, and final reimbursement requests to Sarah Fanning at 101 S Webster St, Madison, WI 53707. Please write the project number (LMPN8223) on all correspondence and material submitted.



LUMBERJACK RESOURCE CONSERVATION & DEVELOPMENT COUNCIL, INC. GRANT APPLICATION CHECKLIST

To be considered for a Lumberjack Grant, an application should be prepared using the attached format and the following steps...

PROJECT TITLE _____

STEP 1: Read This Entire Document

There are policies, timelines and steps required **PRIOR** to submitting your application to the Lumberjack Council. Please pay close attention to the grant policy and timeline and use this checklist. Applicants are strongly encouraged to contact the Lumberjack office to make sure they're following the application process prior to the deadline.

STEP 2: Complete the attached Grant Application & Budget Form – Forms are available online at <https://lumberjackrcd.org/projects>

Attach a corresponding Letter of Support for each match Partner listed on the budget form (see policy page section 8 for Letters of Support requirements.)

STEP 3: Approval by the County's Land Conservation Committee

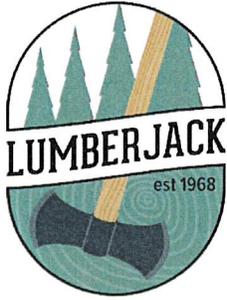
Our Council is made up of county supervisors from Land & Water Conservation Committees. So they know what projects are being developed in their own counties, Lumberjack requires the committees to approve our grant applications. Contact the LCC Chairperson for the county or counties in which the project will take place and ask to be put on the agenda in plenty of time to present the proposal at one of their committee meetings prior to our deadline of 12/31. **Make sure to plan this LCC approval process in plenty of time ahead of Lumberjack's December 31st deadline.** At the LCC meeting, you will present copies of your proposal and be available to answer any questions. (NOTE: Counties may have their own policy regarding presentation materials so be sure to ask what is required ahead of time.) Approval/denial will appear in their minutes and if approved, request a copy of the minutes and complete the County LCC checks below:

Presented & received approval from the LCC Committee in the County (or Counties) of Vilas **on** Dec. 8/22 **(Date)**

Attach the minutes of the county's or counties' LCC minutes showing our project has been approved. X Tracy Beckman

STEP 4: Submit Proposal to Lumberjack before the DEADLINE of DECEMBER 31st

After LCC approval, email your completed project proposal to the Lumberjack Administrative Office at tracybeckman.lumberjack@frontier.com by the annual deadline of December 31st. Projects must pass an 'Initial Screening' in which they will be checked for 1) on-time submission 2) LCC Approval 3) complete application **including corresponding letters of support for each match amount listed on the budget.** Deficiencies will be communicated (provided it is before the deadline) so they can be addressed, corrected, and re-submitted by the deadline without penalty. Proposals not received by the deadline will not be considered. **HELPFUL TIP:** It is a good idea to submit the proposal ahead of the deadline in case there are any deficiencies.



LUMBERJACK RESOURCE CONSERVATION & DEVELOPMENT COUNCIL, INC. GRANT APPLICATION CHECKLIST

To be considered for a Lumberjack Grant, an application should be prepared using the attached format and the following steps...

PROJECT TITLE Mass Rearing of Purple Loosestrife Biocontrol Agents

STEP 1: Read This Entire Document

There are policies, timelines and steps required PRIOR to submitting your application to the Lumberjack Council. Please pay close attention to the grant policy and timeline and use this checklist.

STEP 2: Complete the attached Grant Application & Budget Form – Forms are available online at <https://lumberjackrcd.org/projects>

Attach a corresponding Letter of Support for each match Partner listed on the budget form (see policy page for Letters of Support requirements.)

STEP 3: Approval by the County's Land Conservation Committee

So council members know what's happening in their own counties, Lumberjack requires County Land Conservation Committees (LCC) to approve Lumberjack Grant Applications. Contact the LCC Chairperson for the county or counties in which the project will take place and ask to be put on the agenda to present the Lumberjack proposal at their next committee meeting. Make sure to plan this in plenty of time ahead of Lumberjack's December 31st deadline. At the LCC meeting, you will present copies of your proposal for review/approval (NOTE: Counties may have their own policy regarding presentation materials so be sure to ask if what is required ahead of time.) Approval/denial will appear in their minutes and if approved, request a copy of the minutes and complete the County LCC checks below:

Presented & received approval from the LCC Committee in the County (or Counties) of For est. on 12/28/22 (Date)

Attached the minutes of the county's or counties' LCC minutes showing our project has been approved.

Cindy Bretzinger

STEP 4: Submit Proposal to Lumberjack for REVIEW

DEADLINE: DECEMBER 31st

After LCC approval, email your completed project proposal to the Lumberjack Administrative Office at tracybeckman.lumberjack@frontier.com by the annual deadline of December 31st. Projects must pass an 'Initial Screening' in which they will be checked for 1) on-time submission 2) LCC Approval 3) complete application including corresponding letters of support for each match amount listed on the budget. Deficiencies will be communicated (provided it is before the deadline) so they can be addressed, corrected, and re-submitted by the deadline without penalty. Proposals not received by the deadline will not be considered. IMPORTANT: It is a good idea to submit the proposal a couple weeks ahead of the deadline in case there are any deficiencies.

STEP 5: Present Your Proposal for REVIEW

At their January meeting, the council will review your application, hear your presentation, and have an opportunity to ask questions. List below any questions you may have for the Council.
