

# WESTERN WASHINGTON SERVICE FORESTRY FINANCIAL ASSISTANCE PROGRAM

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



Overstocked forest, 950 trees per acre



Same forest, thinned to 200-300 trees per acre

## THIS PUBLICATION CONTAINS:

- PROGRAM INFORMATION AND REQUIREMENTS
- LIST OF FINANCIAL ASSISTANCE PRACTICES
- CURRENT FINANCIAL ASSISTANCE CAPS
- THE FINANCIAL ASSISTANCE 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 financial assistance 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 western Washington. Our program covers two separate project categories that are eligible for financial assistance: forest health improvement/wildfire hazard reduction practices and forest stewardship plans.

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

A: Eligible forest health improvement/wildfire hazard reduction practices include brush control, non-commercial thinning, pruning, slash disposal, prescribed burning, afforestation or reforestation and creation of wildfire “defensible space” around structures. There is no minimum acreage requirement to be eligible for financial assistance.

For forest stewardship plans, financial assistance funds may be available for landowners with at least 20 acres of forested land, who wish to hire a private consulting forester to prepare this plan for their property for a fee.

**Q: Do I need to apply for financial assistance funds in order to receive forest management advice from DNR?**

A: No. Service Foresters and wildlife biologists are available to provide forest management advice statewide, at no cost or obligation. Forest owners can request assistance by contacting the DNR Region Service Foresters Program contacts listed on Page 3.

**Q: Who qualifies for financial assistance?**

A: Generally, non-federal owners of forest land in western 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?**

For forest health improvement/wildfire hazard reduction practices there is no minimum ownership size or treatment acreage requirement for brush control, thinning, pruning, afforestation, reforestation or slash disposal projects. You can choose to treat only a portion of your property based on your forest health and wildfire hazard priorities.

For forest stewardship plans ONLY, there is a minimum acreage requirement of 20 acres.

**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 financial assistance 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 Financial assistance 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. During the site assessment, the DNR Service Forester will determine the rates that are appropriate for the treatment area.

**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 financial assistance funds for forest health improvement/wildfire hazard reduction practices (brush control, thinning, pruning, slash disposal, afforestation, reforestation and prescribed broadcast burn treatments) or to update/create a new forest stewardship plan for your land.

**Q: Does financial assistance approval from the DNR waive my permit and regulatory requirements?**  
A: No. The financial assistance 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 financial assistance 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: Contact the appropriate forest resilience district manager, listed below 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 Service Forestry Program below:

**For land in Clallam, Jefferson and Grays Harbor Counties north of the Chehalis River and west of Elma (Olympic Region DNR):**

- **Oly Region Service Forestry Program c/o Gary Bell, WA DNR, 411 Tillicum Lane, Forks, WA 98331-9271. Region Office Receptionist: (360) 374-2800. FAX: (360) 374-5446. E-mail: [gary.bell@dnr.wa.gov](mailto:gary.bell@dnr.wa.gov) (scan and attach application on Page 8 to email)**

**For land in Whatcom, San Juan, Skagit, Snohomish, Island and northeast King Counties (Highway 2 Corridor) (Northwest Region DNR):**

- **NW Region Service Forestry Program c/o Gene Phillips, WA DNR, 919 N Township St., Sedro Woolley, WA 98284-9384. Region Office Receptionist: (360) 856-3500. FAX: (360) 856-2150. E-mail: [gene.phillips@dnr.wa.gov](mailto:gene.phillips@dnr.wa.gov) (scan and attach application on Page 8 to email)**

**For land in King (except NE King County), Pierce, Kitsap, Mason Thurston and eastern Grays Harbor (east of Elma and Chehalis River (South Puget Sound Region DNR):**

- **SPS Region Service Forestry Program c/o Matt Axe, WA DNR, 950 Farman Ave N., Enumclaw, WA 98022. Region Office Receptionist: (360) 825-1631. FAX: (253) 825-1672. E-mail: [matthew.axe@dnr.wa.gov](mailto:matthew.axe@dnr.wa.gov) (scan and attach application on Page 8 to email)**

**For land in Lewis, Grays Harbor (south and west of Chehalis River), Pacific, Wahkiakum, Cowlitz, Clark and Skamania (west of Dog Mountain trailhead), (Pacific Cascade Region DNR):**

- **PC Region Service Forestry Program c/o Dan Friesz, WA DNR, 601 Bond Road, PO Box 280, Castle Rock, WA 98611-0280 Office Receptionist: (360) 577-2025. FAX: (360) 274-4196. E-mail: [daniel.friesz@dnr.wa.gov](mailto:daniel.friesz@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 for either category (forest health improvement/wildfire hazard reduction practices or forest stewardship plans). 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 forest health improvement/wildfire hazard reduction practices or forest stewardship plans that one wishes to receive financial assistance funds for must receive written approval from the DNR before any work begins.

**Q: Can I use financial assistance funds from this program in conjunction with other financial assistance or financial incentive program funds for the same project?**

A: Other financial assistance programs such as (but not limited to) The Environmental Quality Incentive Program (EQIP), or local conservation district financial assistance programs not administrated by the DNR cannot be used to pay for the same practices on the same acres as this program. These other programs may be used on other parts of your ownership and/or to fund practices entirely different from those funded by this program.

**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: Is funding available throughout Western Washington?**

A: Owners of eligible forest land in all western Washington counties may apply. However, the financial assistance program is supported by a variety of different underlying federal and state funding sources. Grant funds which support the financial assistance 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.

*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 Financial assistance Program Terms, Conditions, and Requirements

## Landowner Eligibility Requirement

The applicant must be a non-federal owner of forest land in western 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 of 20 acres if you are applying ONLY 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 Financial Assistance Payment

The maximum total potential financial assistance 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 Financial assistance and Financial Incentive Programs

Financial assistance recipients must provide written documentation that they have provided a match from a personal expense for the financial assistance funds they receive. Other federally-funded financial assistance 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 the 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 the 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 the 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.

## Forest Health Improvement/Wildfire Hazard Reduction Practices Must Meet Specifications

Financial assistance practices must meet written specifications provided, or approved, by the DNR. Any change in specifications or practice extents requires written approval in advance from the DNR. The applicant is responsible for having, and understanding, written practice specifications before any work commences.

## Hiring of Contractors for Forest Health Improvement/Wildfire Hazard Reduction Practices

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

Financial assistance 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 financial assistance 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 financial assistance 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 (financial assistance applicant) did not receive a financial benefit from the harvest.

#### Afforestation/Reforestation

If afforestation or reforestation practices are included in the financial assistance approval, the landowner must not have had the regulatory responsibility to replant following timber harvest. Eligible practices include planting non-forested land, converting understocked or brush lands to forests, and species conversions necessary for forest health. Ineligible practices include: routine reforestation following commercial timber harvest; planting for horticultural, ornamental, landscaping, Christmas tree, fruit trees or orchards, nursery stock or other non-forest purposes; planting species with a harvest rotation of less than 10 years; and replanting when failure is the result of landowner neglect, improper maintenance, or damage and destruction caused by circumstances under the landowner's control.

#### Forest Health Improvement/Wildfire Hazard Reduction 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 financial assistance 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 the 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 will be reimbursed based on the rates on the Self Cost Sheet up to the total approved amount.

#### Timely Completion Requirement

Financial assistance practices must be completed, and reported to the 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 can be considered for extension or renewal based on funding availability, but this is not guaranteed.

#### Forest Health Improvement/Wildfire Hazard Reduction Practice Maintenance Requirement

Financial assistance recipients are required to maintain financial assistance 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 financial assistance 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 financial assistance 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 financial assistance 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 financial assistance 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, financial assistance claimants may be required to submit forms on which disclosure of the claimant's Social Security Number, or federal Employer Identification Number, is required if the claimant chooses to be reimbursed rather than paying the contractor directly. 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. The 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 financial assistance payments 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.**

## FINANCIAL ASSISTANCE CAPS

- **FINANCIAL ASSISTANCE PAYMENTS ARE MADE AT THE CAP(S) IN EFFECT AT THE TIME OF INITIAL APPROVAL, AS STATED IN THE APPROVAL LETTER, REGARDLESS OF THE CAPS IN EFFECT AT THE TIME OF PRACTICE COMPLETION.**
- **FINANCIAL ASSISTANCE IS PAID AT 50% OF THE APPLICANT’S WRITTEN DOCUMENTED COST, WITH THE PAYMENT NOTTO EXCEED THE FOLLOWING MAXIMUMS:**

### FOREST HEALTH IMPROVEMENT/WILDFIRE HAZARD REDUCTION PRACTICES

<b>Brush Control</b>	<b>50% of Cost, not to exceed \$140 an acre</b>
<b>Non-Commercial or Pre-Commercial Thinning</b>	<b>50% of Cost, not to exceed \$300 an acre</b>
<b>Pruning</b>	<b>50% of Cost, not to exceed \$250 an acre</b>
<b>Slash Management/Abatement</b>	<b>50% of Cost, not to exceed \$530 an acre</b>
<b>Tree Planting</b>	<b>50% of Cost, not to exceed \$425 an acre</b>
<b>Prescribed Fire</b>	<b>50% of Cost, not to exceed \$220 an acre</b>

*\*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 financial assistance at 50%, however, the maximum financial assistance 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.

<b>Acres Covered by Plan</b>	<b>New Plan</b>	<b>Revised Plan</b>
<b>&lt; 20 acres</b>	<b>No cost share</b>	<b>No cost share</b>
<b>PL-1: 20-100 acres -- 50% of cost, not to exceed</b>	<b>\$1,010 per plan</b>	<b>\$ 560 per plan</b>
<b>PL-2: 101- 250 acres – 50% of cost, not to exceed</b>	<b>\$1,230 per plan</b>	<b>\$ 900 per plan</b>
<b>PL-3: 251- 500 acres – 50% of cost, not to exceed</b>	<b>\$1,680 per plan</b>	<b>\$1,120 per plan</b>
<b>PL-4: 501 – 1000 acres – 50% of cost, not to exceed</b>	<b>\$2,240 per plan</b>	<b>\$1,450 per plan</b>
<b>PL-5: 1001+ acres – 50% of cost, not to exceed</b>	<b>\$3,135 per plan</b>	<b>\$1,790 per plan</b>