



Appendix B

**WEST VIRGINIA FOREST STEWARDSHIP PROGRAM
PLAN APPLICATION**

APPLICANT (PLEASE PRINT)

Last Name: _____ First Name: _____ MI: _____

Street Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone - Home: _____ Work: _____ Cell _____

E-mail Address: _____

PROPERTY INFORMATION

1. County: _____ 2. Property Location: _____

3. Topographic Map Quadrangle (name): _____

4. UTM's (or Longitude/Latitude) for Property: _____

5. Total Property Acres: _____ 6. Estimated Forested Acres* _____

7. Deed Book & Plat No.: _____ District, Tax Map & Parcel No. _____

8. Are property lines marked? Yes _____ No _____ If not, are they known? Yes _____ No _____

9. Will the owner or representative be available to accompany a forester on a brief reconnaissance? Yes _____ No _____

10. Does the forest land have roads into and through it? Yes _____ No _____

12. Has the property owner received previous forestry assistance? Yes _____ No _____

If yes, what? _____

13. Have you ever sold timber or other forest products from your woodland? Yes _____ No _____

If yes, what? _____

Are you interested in learning more about the Tree Farm program? Yes _____ No _____

LANDOWNER PRIORITIES (RANK FROM 1 TO 3 – 1 BEING HIGHEST PRIORITY)

_____ Timber Management (Growing timber products) _____ Soil and Water Conservation

_____ Wildlife Management _____ Aesthetics

_____ Recreation _____ Other (specify)

I hereby agree to implement, to the best of my ability, the Forest Stewardship Plan prepared for my property.

(Signature of Property Owner) (Date)

I have contacted the following Consulting Forester/DOF Service Forester to prepare my Forest Stewardship Plan.

(Name of Consulting Forester / DOF Service Forester) (Telephone Number)

(Company/Agency Name and Mailing Address)

OPTIONAL – Topographic map of the property if available. *BETTER TO OVER ESTIMATE

MAIL THE COMPLETED APPLICATION TO YOUR LANDOWNER ASSISTANCE FORESTER FOR THE COUNTY IN WHICH YOUR PROPERTY IS LOCATED. SEE THE ATTACHED LISTING FOR THIS MAILING INFORMATION.

Privacy Notice: The West Virginia Division of Forestry collects and process certain personal information as needed for appropriate and customary business purposes. Personal information may be disclosed to other State agencies of third parties as necessary in the normal course of business or to comply with federal or state laws, including Freedom of Information Act requests. If you have questions about our use of personal information, please contact us at 304-558-2788. Revised 2/18

FOREST STEWARDSHIP PROGRAM PLAN APPLICATION INFORMATION

- 1) Before signing the plan application for cost share assistance for a Stewardship Plan you must select a certified consultant forester to write your plan. See the list of Certified Consultant Foresters on our website www.wvforestry.com approved to prepare Forest Stewardship Plans in West Virginia.
- 2) Verify with the selected Consultant Forester that he/she is willing to write your plan within the time frame. Forest Stewardship Management Plans must be completed within TWELVE (12) MONTHS OF THE APPROVAL DATE. Failure to submit a Consultant Forester prepared plan and the cost share reimbursement forms to the Division of Forestry by the due date will result in forfeiture of any reimbursement payment.
- 3) Do not sign a contract with a Consultant Forester to prepare your plan UNTIL you have received a written approval letter from the West Virginia Division of Forestry.
- 4) Upon receipt of the completed Stewardship Plan Application, a W9 Taxpayer identification form, and a Vendor Registration and Disclosure Statement at the Division of Forestry, pending available funding, a grant will be written to you agreeing to pay 75% of the approved cost of your Forest Stewardship Management Plan. The approved rate used for the Forest Stewardship Management Plan is as follows: \$600.00 for Cost of Plan plus \$6.50 per forested acre. Non forested acres will not be cost shared.

Example for 10 Forested Acres

Formula: $\$600.00 + (\$6.50 \times 10 \text{ acres}) = \665.00

	<u>New Plan</u>
Landowner Pays Consultant	\$665.00
<u>State Reimburses Landowner</u>	<u>\$498.75 (75%)</u>
Final Landowner Expense	\$166.25 (25%)

Example for 100 Forested Acres

Formula: $\$600.00 + (\$6.50 \times 100 \text{ acres}) = \1250.00

	<u>New Plan</u>
Landowner Pays Consultant	\$1250.00
<u>State Reimburses Landowner</u>	<u>\$937.50 (75%)</u>
Final Landowner Expense	\$312.50 (25%)

Private Consultant Foresters may charge more than the approved rate. However, landowner reimbursements will not exceed the approved acreage rate. Any additional Consultant Forester Fees will be the responsibility of the landowner.

Upon approval of the plan the Division of Forestry will notify you by letter with a copy to your Consultant Forester of the qualifying acres approved for payment.

WEST VIRGINIA DIVISION OF FORESTRY
SERVICE FORESTERS

REGION 1		
Forester	County	Address & Phone Number
Brent Lyons Brent.G.Lyons@wv.gov	Hancock, Brooke, Ohio, & Marshall north of route 250	USDA Service Center 1 Ball Park Drive McMechen, WV 26040 304-238-1029
Shaun Kuhn Shaun.D.Kunh@wv.gov	Wetzel & Marshall south of route 250	PO Box 40 Farmington, WV 26571 304-825-6983 304-389-2491 cell phone
Vacant	Marion, Taylor	PO Box 40 Farmington, WV 26571 304-825-6983 304-694-8847 Cell phone
Vacant	Monongalia	Mont Chateau Research Center 1 Mont Chateau Road Morgantown, WV 26508-8079 304-816-9329 Cell phone
Mike Reese John.M.Reese@wv.gov	Preston & Tucker	PO Box 40 Farmington, WV 26571 304-825-6983 304-380-1518 cell phone
Dan Cooley Daniel.P.Cooley@wv.gov	Barbour, Harrison	PO Box 40 Farmington, WV 26571 304-825-6983 304-541-8126 cell phone
REGION 2		
Forester	County	Address & Phone Number
Todd Carnell Todd.P.Carnell@wv.gov	Hampshire	1 Depot Street Romney, WV 26757 304-822-4512 304-703-1420 cell phone
Rosey Santerre Rosalie.Santerre@wv.gov	Chesapeake Bay, Southern Pendleton	PO Box 245 Franklin, WV 26807 304-703-9392 cell phone
Tyler Williamson Tyler.S.Williamson@wv.gov	Berkeley, Morgan	PO Box 66 Inwood, WV 25426 304-229-2665 304-534-2055 cell phone
Mike Bonner Michael.F.Bonner@wv.gov	Mineral, Western Grant	1 Depot Street Romney, WV 26757 304-822-4512 304-541-0295 cell phone
Vacant	Pendleton	PO Box 245 Franklin, WV 26807 304-703-9392 cell phone
Jim Bowen James.D.Bowen@wv.gov	Hardy, Eastern Grant	60 B Industrial Park Road Moorefield, WV 26506 304-538-2397 304-541-6822

REGION 3		
Forester	County	Address & Phone Number
Danny James Danny.L.James@wv.gov	Lewis, Upshur	61 5 th St Building 1 Suite 201 Buckhannon, WV 26201 304-712-5627 cell phone
Johnny King Johnny.L.King@wv.gov	Braxton, Webster	PO Box 187 Summersville, WV 26651 304-872-0830 304-534-2328 cell phone
Joe Jelich Joe.S.Jelich@wv.gov	Clay	PO Box 2/25 Schoolview St. Elizabeth, WV 26143 304-275-0261 304-380-3574 cell phone
Curtis Helton J.Curtis.Helton@wv.gov	Pocahontas	PO Box 345 Marlinton, WV 24954 304-799-6151 304-380-3781 cell phone
Ric Wernicke Richard.G.Wernicke@wv.gov	Randolph	61 5 th St Building 1 Suite 201 Buckhannon, WV 26201 304-763-8057 cell phone
Jack Spencer Jack.J.Spencer@wv.gov	Nicholas	PO Box 187 Summersville, WV 26651 304-872-0830 304-731-6138 cell phone
REGION 4		
Forester	County	Address & Phone Number
Cody Mullens Cody.J.Mullens@wv.gov	Fayette	330 Harper Park Drive, Suite J Beckley, WV 25801 304-256-6775 304-673-1794 cell
William "Craig" Okes W.Craig.Okes@wv.gov	Summers	Court House Annex 120 Ballenger St. Suite 207 Hinton, WV 25951 304-466-2799 304-546-5095 cell phone
Mat Bailey Mathew.W.Bailey@wv.gov	Region Wide Forester	330 Harper Park Drive, Suite J Beckley, WV 25801 304-256-6775 304-731-6250 cell phone
Joey Harless Joey.L.Harless@wv.gov	Monroe	717 N. Jefferson Street Lewisburg, WV 24901 304-647-7425 304-673-8380 cell phone
Nathan Sites Nathan.A.Sites@wv.gov	Mercer, McDowell, Wyoming	330 Harper Park Drive, Suite J Beckley, WV 25801 304-256-6775 304-731-0496 cell phone
Anthony Kesterson Anthony.W.Kesterson@wv.gov	Greenbrier	717 N. Jefferson Street Lewisburg, WV 24901 304-647-7425 304-380-3398 cell phone
Mark Hudnall Mark.D.Hudnall@wv.gov	Raleigh	330 Harper Park Drive, Suite J Beckley, WV 25801 304-256-6775 304-894-7491 cell phone

REGION 5		
Forester	County	Address & Phone Number
Joel "Tom" Oxley J.Tom.Oxley@wv.gov	Kanawha	130 Rattlesnake Run Charleston, WV 25314 304-558-1264 304-552-1270 cell phone
Michael Dolin Michael.I.Dolin@wv.gov	Boone	PO Box 645 Holden, WV 25625 304-239-2055 304-380-1532 cell phone
Craig Elswick Craig.A.Elswick@wv.gov	Cabell	PO Box 189 Milton, WV 25541 304-743-6186 304-894-2696 cell phone
Ian Smith Ian.T.Smith@wv.gov	Putnam	624 Forestry Drive West Columbia, WV 25287 304-675-6626 304-380-8271 cell phone
Vacant	Logan	PO Box 645 Holden, WV 25625 304-239-2055 cell phone
H. Larry Six H.Larry.Six@wv.gov	Mason & Mingo	624 Forestry Drive West Columbia, WV 25287 304-675-6626 304-380-7490 cell phone
David Turnipseed Davis.S.Turnipseed@wv.gov	Lincoln	PO Box 189 Milton, WV 25541 304-743-6186 304-380-6428 cell phone
Matt Cook Matthew.C.Cook@wv.gov	Wayne	PO Box 189 Milton, WV 25541 304-743-6186 304-550-7389 cell phone

REGION 6		
Forester	County	Address & Phone Number
<p>Josh Kaplan Joshua.C.Kaplan@wv.gov</p>	Ritchie, Pleasants	<p>PO Box 2 25 Schoolview St. Elizabeth, WV 26143 304-275-0261 304-210-4332 cell phone</p>
<p>Jon Wilson Jon.T.Wilson@wv.gov</p>	Doddridge, Tyler	<p>PO Box 2 25 Schoolview St. Elizabeth, WV 26143 304-275-0261 304-389-3831 cell phone</p>
<p>Caleb Long Caleb.D.Long@wv.gov</p>	Jackson, Roane	<p>PO Box 2 25 Schoolview St. Elizabeth, WV 26143 304-275-0261 (304) 389-4159 Cell Phone</p>
<p>Jesse King Jesse.L.King@wv.gov</p>	Gilmer, Calhoun	<p>PO Box 2 25 Schoolview St. Elizabeth, WV 26143 304-275-0261 304-488-9157 cell phone</p>
<p>Craig Minton Craig.M.Minton@wv.gov</p>	Wood, Wirt	<p>PO Box 2 25 Schoolview St. Elizabeth, WV 26143 304-275-0261 304-206-0403 cell phone</p>

UPDATED 10/5/21

VENDOR REGISTRATION INSTRUCTIONS

First download the most current form, obtained via this link:

<http://www.state.wv.us/admin/purchase/vrc/WV1A.pdf>

Responses are required in all sections of the WV1A, unless otherwise noted

- Section 1:** Enter landowner name, address, and telephone number on the appropriate lines. (Fax Number is optional)
- Section 2:** Check 'Individual' unless another classification is more appropriate.
- Section 3:** Enter social security number (second row) unless the landowner has an FEIN number (first row).
- Section 4:** Check appropriate box, if applicable.
- Section 5:** Register on line if necessary
- Section 6:** Fill in as instructed
- Section 7:** Fill in as instructed
- Section 8:** Fill out information if appropriate
- Section 9:** Check appropriate box.

The landowner must sign name in BLUE INK, list title, and date the form (Page 5)

You will also need to submit a current W-9 form, obtained via this link:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Rev. 04/17

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