

# Enhancing Gulf Waters through Forested Watershed Restoration

## RESTORE

### Landowner Incentive Program 2025

Notice of Federal Financial Assistance Funding Opportunity

1FL-24-DG-11083112-700

### Request for Applications

**Florida Department of Agriculture and Consumer Services  
Florida Forest Service**



**WILTON SIMPSON**  
COMMISSIONER

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DIRECTOR



Funding Provided by the  
United States Department of Agriculture (USDA)  
Forest Service

**January 13, 2026**



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Enhancing Gulf Waters through Forested Watershed Restoration  
RESTORE  
Landowner Incentive Program  
FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
FLORIDA FOREST SERVICE

## 2025 GENERAL INSTRUCTIONS

The Florida Department of Agriculture and Consumer Services (FDACS), Florida Forest Service (FFS) hereby provides notice of the RESTORE Landowner Incentive Program 2025 Notice of Federal Financial Assistance (NOFFA) funding opportunity provided through the USDA Forest Service the RESTORE Act.

Total funding available for distribution is up to \$2,300,000. Awarded projects must be complete by April 30, 2027. Failure to complete all projects by the deadline may result in loss of eligibility for reimbursement. Contract extensions will be considered and evaluated based on availability of funds.

### PART I – General Information

- For questions about this program and how to apply, please e-mail [grants@fdacs.gov](mailto:grants@fdacs.gov) . Completed applications must be submitted by a FFS Forester or FDACS designee no later than **3:00 PM E.T. on March 27, 2026**.
- Practices conducted prior to contract execution will **NOT** be eligible for reimbursement.
- Applications will not be accepted by mail.
- To initiate the application process, the landowner, or an authorized representative of the landowner (e.g. a forestry consultant or someone with Power of Attorney), **must** contact the FFS County Forester assigned to the county where the property is located: <https://www.fdacs.gov/CountyForester>.
- An entity/landowner may only submit one (1) application. Failure to comply with this requirement may result in non-award of any application.
- Applicants must follow this Request for Application (RFA) outline and complete all items in their entirety. Failure to follow this outline or not include all requested information or supporting documentation will result in the applicant's proposal considered incomplete and ineligible for funding consideration.
- If an applicant is selected for funding but part or all of the project acreage is found to be enrolled in another state or federally funded cost-share program, the application will be considered ineligible, and the award will be rescinded.
- Non-Industrial Private Landowners are defined as: any private individual, group, association, or corporation that does not operate a mill (wood-using entity), has publicly traded stock, or other private legal entity that has definitive decision-making authority over land which is not a wood-using entity.
- Landowners who are private citizens that are unrelated to any business or nonprofit organization an individual owns or operates, and which anticipates receiving only one payment funded through the **RESTORE Landowner Incentive Program** are required to register a substitute W-9 with the State of Florida, Department of Financial Services.
- Landowners who anticipate multiple payments through the **RESTORE** Landowner Incentive Program; or is an incorporated group, association, corporation, county or local government; or a legally organized and registered non-profit organization, entity, or institution are required, in addition to registering a substitute W-9 with the State of Florida, Department of Financial Services to have:

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- a) an active Unique Entity ID (UEI) with Sam.gov; and
- b) registration with the State of Florida, Department of Management Services, MyFloridaMarketPlace.

### HOW TO SUBMIT AN APPLICATION:

The application process is comprised of the following general steps in order:

1. The landowner, or an authorized representative of the landowner, will contact the appropriate FFS County Forester to express their intention to apply for the program and to provide all required applicant information as defined below.
2. The FFS County Forester or a FDACS designee will schedule and conduct a site visit to determine the eligibility of the property according to the rules of the program and to verify which practices, if any, are appropriate for the site.
3. Following the site visit, the FFS County Forester or a FDACS designee will confirm with the landowner (or the landowner's authorized representative) the acreage and practices the landowner is applying for through the program.
4. The FFS County Forester or a FDACS designee will use the required applicant information supplied by the landowner (or the landowner's authorized representative) and information collected during their site visit to initiate a new application and complete ATTACHMENT A.
5. The FFS County Forester or a FDACS designee will sign the completed ATTACHMENT A document and send it to the landowner (or the landowner's authorized representative). Once reviewed and signed by the landowner (or the landowner's authorized representative), a copy of the fully signed ATTACHMENT A document will be submitted to the FFS County Forester or the FDACS designee who signed ATTACHMENT A.
6. The FFS County Forester or a FDACS designee will email the fully signed ATTACHMENT A document, stand map, required forms, and entity registration information to [Grants@FDACS.GOV](mailto:Grants@FDACS.GOV) completing the application process. Once all required applicant information and a fully signed ATTACHMENT A document, stand map and required entity registration documentation are emailed, the application is considered complete and submitted.

### REQUIRED APPLICATION ELEMENTS:

The FFS County Forester or FDACS designee will submit the completed application prior to the established deadline. Only applications received by the FFS County Forester or FDACS designee prior to the deadline will be considered complete and eligible. Failure to provide the required information below will result in the application being considered incomplete and ineligible:

1. **Required: Applicant Information** – the following information about the applicant is required and must be provided for inclusion on the Budget Worksheet (ATTACHMENT A) to the FFS County Forester or FDACS designee by the landowner or their authorized representative:
  - a. Applicant Name
  - b. Name and Title of Contact Person
  - c. Applicant Mailing (IRS) Address
  - d. Preferred Phone Number
  - e. Applicant Social Security Number (SSN) or FEID Number

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- f. Notification of whether Applicant is a not-for-profit corporation pursuant to Chapter 617, Florida Statutes
  - g. Property Location – (County, Latitude, and Longitude)
  - h. Applicant Email Address – if applicant does not have an email address all correspondence will be through phone and mail.
2. **Required: Budget Worksheet (ATTACHMENT A)** – This form must be completed by the FFS County Forester or a FDACS designee. Completed budget worksheets must be signed (typed or written) by both the applicant and FFS Forester or FDACS designee. If awarded, the project budget requires strict adherence. Deviation from the approved project budget requires FDACS' prior written approval at least 60 days before the end of the contract period. The ATTACHMENT A form must have the following components to be considered complete:
- a. Landowner Information: name, address, phone number, and email address if applicable.
  - b. Property Information: county, latitude, and longitude
  - c. Practice Information: practice type, acres to be treated, maximum cost-share payment rate, and payment initially requested. If requesting payment for pine seedlings, species, and seedling type (Part III, Section F. e). The number of seedlings, and trees per acre are also required fields.
  - d. FFS County Forester or FDACS designee signature: the completed form must be signed by the FFS County Forester or FDACS designee in the "INITIAL PROJECT APPROVAL" section.
  - e. Landowner Signature: the completed form must be signed by the landowner (or authorized landowner representative).
3. **Required: Stand Map** which meets all requirements established in ATTACHMENT D.
4. **Certification of a Florida Substitute W-9 form.**

Verification of submission of a Florida Substitute W-9 is required for successful applicants prior to receiving a contract. The information included on the Florida Substitute W-9 must match the information submitted on Attachment A. Directions for submitting a Florida Substitute W-9 are as follows:

To process your application and reimburse you under this agreement, the State of Florida – Department of Financial Services will require that a completed Substitute W-9 is submitted. An online version can be completed securely at: <https://flvendor.myfloridacfo.com>.

At that website, follow the below procedure:

- Click where it says, "Not Registered? Click Here to Register"
- Enter your name and contact information, enter a password of your choice, and click "Register."
- An email will be sent to you along with a User ID and instructions on how to enter the W-9 information.
- Return again to the website at <https://flvendor.myfloridacfo.com>, and click where it says, "Click Here to Sign On."
- Enter your User ID from the email and the password that you chose and click "Sign-On."
- Click where it says, "Form W-9 Main Menu", and follow the directions to enter your W-9 information. A second email will be sent to you, confirming that you have successfully completed the form.

In the event you need assistance, a brief tutorial on using the website can be found at [https://flvendor.myfloridacfo.com/w9\\_training.pdf](https://flvendor.myfloridacfo.com/w9_training.pdf).

A sample Florida Substitute W-9 verification e-mail is included as ATTACHMENT F. Instructions for filing this information are included in Part III, Section E. ELIGIBILITY REQUIREMENTS, 1. Applicants, (e).

For questions regarding W-9 requirements or if you are unable to submit this information online, please contact the Vendor Management Section at (850) 413-5519 or via email at: [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com).

Note: in order to ensure that all future correspondence and/or payment will be sent correctly, please be sure that the name and address in your Substitute W-9 form information (entered online at <https://flvendor.myfloridacfo.com>) match those on your application form AND your information on file with the IRS.

5. **Required (if applicable): System for Award Management (SAM) Registration.** Applicants who are non-private citizen entities must have an active Unique Entity ID (UEI) in the U.S. General Services Administration (GSA), System of Award Management (SAM) before submitting its application. The applicant is required to maintain an active UEI for the duration of the award.

Applicants must provide documented proof of the active UEI registration from Sam.Gov with expiration date clearly visible in the application package. Applicants who have an active exclusion with Sam.gov may not be eligible for award.

Information on registering with the GSA / SAM is available at <https://sam.gov/entity-registration>.

6. **Required (if applicable): MyFloridaMarketPlace vendor registration.** Applicants who are non-private citizen entities must register with the State of Florida, MyFloridaMarketPlace e-Procurement system Vendor Information Portal (VIP). Information on registering with the MyFloridaMarketPlace VIP is available at:  
[https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace/mfmp\\_vendor/requirements\\_for\\_vendor\\_registration](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendor/requirements_for_vendor_registration)

## **NOTICE AND DISCLAIMER**

**THIS GRANT PROGRAM IS MADE UNDER THE AUTHORITY OF THE COOPERATIVE FORESTRY ASSISTANCE ACT, P.L. 95- 313 AS AMENDED, 16 U.S.C. 2101 ET SEQ. THE FEDERAL ASSISTANCE LISTING (FORMERLY CATALOG OF FEDERAL DOMESTIC ASSISTANCE - CFDA) NUMBER AND NAME ARE 10.664 COOPERATIVE FORESTRY PROGRAM.**

**PRIME AND SUBRECIPIENTS TO THIS AWARD ARE SUBJECT TO THE OMB GUIDANCE IN SUBPARTS A THROUGH F OF 2 CODE OF FEDERAL REGULATIONS (CFR) PART 200 AS ADOPTED AND SUPPLEMENTED BY THE USDA IN 2 CFR PART 400. ADOPTION BY USDA OF THE OFFICE OF BUDGET MANAGEMENT (OMB) GUIDANCE IN 2 CFR 400 GIVES REGULATORY EFFECT TO THE OMB GUIDANCE IN 2 CFR 200 WHERE FULL TEXT MAY BE FOUND. THE SUBRECIPIENT WILL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE STATE AND FEDERAL STATUTES, RULES, AND REGULATIONS. THE SUB-RECIPIENT MUST BE AWARE OF AND ADHERE TO ALL PROGRAMMATIC REQUIREMENTS AS REVISED BY THE USDA IN THE [AWARD TERMS AND CONDITIONS](#).**

**GRANT AWARDS HEREUNDER ARE NOT PURCHASES OF SERVICES OR COMMODITIES GOVERNED BY CHAPTER 287, FLORIDA STATUTES. GRANT AWARDS, IF ANY, WILL BE DETERMINED BY THE DEPARTMENT AS DESCRIBED IN THIS NOTICE. THE DEPARTMENT RESERVES THE RIGHT TO OFFER GRANT AWARDS FOR LESS THAN THE AMOUNT REQUESTED BY APPLICANTS AS IT DEEMS IS IN THE BEST INTEREST OF THE STATE OF FLORIDA AND THE DEPARTMENT. THE RECEIPT OF APPLICATIONS IN RESPONSE TO THIS NOTICE OF FEDERAL FINANCIAL ASSISTANCE FUNDING OPPORTUNITY DOES NOT IMPLY OR GUARANTEE THAT ANY ONE OR ALL QUALIFIED APPLICANTS WILL BE AWARDED OR RESULT IN AN AGREEMENT WITH THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES.**

**THIS REQUEST FOR APPLICATION IS NOT A COMPETITIVE SOLICITATION SUBJECT TO THE NOTICE OR CHALLENGE PROVISIONS OF SECTION 120.57(1) AND 120.57(3), FLORIDA STATUTES.**

For questions on how to apply, please contact Greg Marshall by phone at (850) 545-6194.

**PART II – Applicant Checklist**

Applicant Checklist		
1.		The entire Request for Application (RFA) has been read.
2.		Required Applicant Information – Applicant name; name and title of contact person; applicant’s complete IRS mailing address including street address, city, state, zip code; telephone number; email address; applicant’s SSN or FEID; and the property location including county, latitude, longitude. The FFS County Forester or a FDACS designee will submit the required applicant information.  Please note: All future correspondence will be sent to the contact person listed on the application.
3.		The Instructions to Applicants and General Agreement Instructions have been thoroughly reviewed (PART III).
4.		Project Budget Worksheet (ATTACHMENT A) – Applicants must notify the FFS County Forester or FDACS designee of the program practices they wish to include in the application. The FFS Forester or FDACS designee will submit a signed copy of Attachment A. The ATTACHMENT A form must be completed in its entirety, unaltered in format or content, and signed by both the applicant or representative and FFS County Forester or FDACS designee in the Initial Project Approval section.
5.		Applicants should begin reviewing the attached draft agreement (ATTACHMENT C, FEDERAL FINANCIAL ASSISTANCE SUBRECIPIENT AGREEMENT) through their agent or entity to expedite the contractual requirements. The final agreement for successful projects will be emailed to the applicant via DocuSign following final approval by FDACS. If an email is not provided the agreement will be mailed.
6.		Map Preparation Guidelines (ATTACHMENT D) for practice mapping have been reviewed. These are required mapping standards for successful applicants.
7.		Stand Map – Indicating all practices to be completed in accordance with the Map Preparation Guidelines. The FFS County Forester or FDACS designee will submit completed map(s).
8.		Verification that Florida Substitute W-9 has been submitted electronically. The W-9 address must match the ATTACHMENT A mailing (IRS) address.
9.		Applicants who are non-private citizen entities must have an active Unique Entity ID (UEI) in the U.S. General Services Administration (GSA), System of Award Management (SAM) before submitting the application. The applicant is required to maintain an active UEI for the duration of the award. Information on registering with the GSA / SAM is available at <a href="https://sam.gov/entity-registration">https://sam.gov/entity-registration</a> .
10.		Applicants who are non-private citizen entities must register with the State of Florida, MyFloridaMarketPlace e-Procurement system Vendor Information Portal (VIP). Information on registering with the MyFloridaMarketPlace VIP is available at: <a href="https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/requirements_for_vendor_registration">https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_vendors/requirements_for_vendor_registration</a>



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## PART III – Instructions to Applicants and General Agreement Instructions

### A. INTRODUCTION

The USDA Forest Service is providing funding to restore water quality and quantity through the implementation of forest management activities. This project is seeking applications for projects focused on restoring pine ecosystems and forest hydrology within the Florida project area.

The program is intended to target lands that have forests, are forests, once had forests or are capable of growing forests. This includes areas that might have been converted to farm or pastureland, burned by forest fires, cut-over, harvested, natural or planted pine stands, pine / hardwood stands or damaged by hurricanes.

### B. PURPOSE

The primary objective of the RESTORE Landowner Incentive Program is to increase the acreage of healthy pine ecosystems in Florida by helping non-industrial private forest (NIPF) landowners to make the long-term investment required to establish and/or maintain this valuable ecosystem which improves water resources. The program offers NIPF landowners incentive payments for conducting certain approved forest management practices that establish or improve forest health and water resources. This program is administered by the Florida Department of Agriculture and Consumer Services Florida Forest Service (FFS) and is funded through a grant from the USDA Forest Service. The program's public outreach will seek to engage agricultural, silvicultural, and environmental stakeholders as well as local governments, non-profit, and community organizations.

### C. SCOPE

FFS will use these program funds to improve water quality and quantity in Florida by providing cost-share reimbursement payments to qualified applicants for completing eligible forest management practices. The eligible cost-share activities under this program are tree establishment practices (site preparation, seedling purchase and planting) and timber stand improvement practices (first pulpwood thinning, underbrush treatment and prescribed burning). This program is administered by the Florida Department of Agriculture and Consumer Services Florida Forest Service (FFS) and is funded by the USDA Forest Service.

**Project deliverables (practices) must be completed by April 30, 2027. Failure to complete deliverables by the deadline may result in loss of eligibility for reimbursement of those deliverables.**

### D. FUNDING SOURCE

Awards are solely funded through this program and are administered through the State of Florida with funding provided by a grant from the USDA Forest Service. Payment will not exceed the lesser of the actual practice costs or the maximum reimbursement payment limits established for each practice or \$115,975.00 per agreement.

### E. ELIGIBILITY REQUIREMENTS

#### 1. Applicants

- a. To Qualify, applicants must be located in the RESTORE Project area. The map of the project area is found in Attachment B.
- b. **Eligible applicants/landowners include non-industrial private landowners; county or local**

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**governments; or a legally organized and registered non-profit organization, entity, or institution submitting an application for acreage not currently enrolled in any other state or federally funded cost-share program. Eligible applicants must submit an application response as specified herein.**

- c. Acreages enrolled in any other State or Federally funded cost-share program ***ARE NOT*** eligible for reimbursement under the RESTORE Landowner Incentive Program. Examples of other State or Federal cost-share programs include, but are not limited to, the Conservation Reserve Program (CRP), the Conservation Stewardship Program (CSP), Southern Pine Beetle Assistance and Prevention Program (SPB), Emergency Forest Restoration Program (EFRP), Environmental Quality Incentive Program (EQIP), previous offerings of the Florida's Future Forests Program, or the Hurricane Idalia Silviculture Recovery Program. Any programs that prohibit receipt of cost-share funding from more than one source for the same acreage, are not eligible for treatment under this program. Same acreage enrolled in an executed and active contract under the Florida's Future Forests Program or the Southern Pine Beetle Prevention Program is ineligible for this application cycle.
- d. The number of applications for the RESTORE Landowner Incentive Program is limited to one (1) per applicant/entity per funding cycle. Failure to comply with this requirement may result in non-award of any applicant.
- e. Applicants may request funding for practices on a minimum of 10 acres up to a maximum of 250 acres.
- f. The Social Security Number (SSN) or Federal Employer Identification number (FEID) will be used to identify applicants.
- g. At least one telephone number must be given on the application form.
- h. If applicable, at a minimum, proposals must provide documented approval/support for the location of the treatment area obtained from applicable permitting/approval entities such as county or city commission, local zoning/land use board, local environmental protection agency and/or conservation agency, and other stakeholders as required for the parcel.
- i. All non-profit organizations applying for funding must have practices performed on privately owned lands.
- j. Applicants who owe the FDACS money pursuant to a Final Order, fire suppression bill, or other bill or debt are not eligible to receive funding.

## 2. Sites

Private, non-profit entity, and local government lands are eligible applicant sites. State and Federal lands are ineligible.

## 3. Practices and Cost-Share Reimbursement Rates

Florida applicants who meet all eligibility and program requirements may apply to receive a cost-share reimbursement payment for up to two (2) categories (1, 2, 3, 4 or 5) for successful completion of approved practices on up to a total of 250 acres. Payment will be made at a standard, specified rate for each practice, or at cost if below the standard rate. Submission of written documentation (e.g., receipts, invoices) of costs incurred is required for all practices.

Cost-share reimbursement rates for categories under this program are as follows:

1. Reforestation or Afforestation:
  - a. Site Preparation Burning - \$30/acre

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- b. Mechanical Site Preparation (all combined) - \$150/acre
- c. Chemical Site Preparation - \$115/acre.
- d. Planting (machine or hand methods) - \$60/acre.
- e. Pine Seedlings Species: **longleaf pine, loblolly pine, slash pine and/or sand pine**
  - i. Containerized Pine Seedlings - \$180/1,000 seedlings.
  - ii. Bareroot Pine Seedlings - \$60/1,000 seedlings.
2. Prescribed Burning Understory - \$30/acre
3. First Pulpwood Thinning - \$100/acre
4. Mechanical Underbrush Treatment - \$180/acre
5. Chemical Underbrush Treatment (Chemical Timber Stand Improvement) - \$115/acre

### 4. Other Special Requirements

- a. Forester Preparation and Certification - the applicant should contact their FFS County Forester or a natural resource professional of his/her choice to prepare practice recommendations and/or receive assistance with creating a tract map. See ATTACHMENT D for Map Preparation Guidelines regarding requirements for tract maps. Maps of poor quality or that do not conform to all required map standards outlined in ATTACHMENT D may not be accepted. The applicant must request a tract visit from their FFS County Forester to verify that the stand conditions meet the specific requirements for the proposed treatment, and that the treatment proposed is necessary and feasible. Both the FFS County Forester or FDACS designee and the applicant sign ATTACHMENT A under the section labeled "Initial Project Approval. The FFS Forester or FDACS designee will email a signed copy of Attachment A to [FFS\\_CFA@FDACS.GOV](mailto:FFS_CFA@FDACS.GOV).
- b. Successful applicants will be required to sign an agreement (see sample in ATTACHMENT C, FEDERAL FINANCIAL ASSISTANCE SUBRECIPIENT AGREEMENT). Funding under this program will not be awarded until an agreement has been fully executed between FDACS and the applicant. The agreement will specify the responsibilities of the applicant, a schedule, and the terms of payment for the project. **DO NOT BEGIN ANY ON THE GROUND PRACTICES UNTIL AFTER ALL PARTIES HAVE SIGNED THE AGREEMENT.**
- c. Acreages enrolled in any other State or Federally funded cost-share program **ARE NOT** eligible for reimbursement under the RESTORE Landowner Incentive Program. Examples of other State or Federal cost-share programs include but are not limited to the Conservation Reserve Program (CRP), the Conservation Stewardship Program (CSP), Southern Pine Beetle Assistance and Prevention Program (SPB), Emergency Forest Restoration Program (EFRP), Environmental Quality Incentive Program (EQIP), previous offerings of the Florida's Future Forests Program, or the Hurricane Idalia Silviculture Recovery Program. Any programs that prohibit receipt of cost-share funding from more than one source for the same acreage are not eligible for treatment under this program. Same acreage enrolled in an executed and active contract under the Florida's Future Forests Program or the Southern Pine Beetle Prevention Program is ineligible for this application cycle.

## F. PRACTICE CATEGORIES

There are five practice categories, one of which includes multiple possible components:

1. Reforestation or afforestation
  - a. Site Preparation Burning.
  - b. Mechanical Site Preparation
  - c. Chemical Site Preparation
  - d. Planting
  - e. Pine Seedling Species: **longleaf pine, loblolly pine, slash pine and/or sand pine.**
2. Prescribed Burning Understory
3. First Pulpwood Thinning
4. Mechanical Underbrush Treatment
5. Chemical Underbrush Treatment

**Category 1: Reforestation or afforestation, including prescribed burning, mechanical, chemical site preparation, planting and seedlings:**

When reforesting an area site preparation must be deemed necessary by the FFS County Forester or FDACS designee to improve the survival and growth of planted seedlings. Site preparation practices eligible for reimbursement include prescribed burning, mechanical, and chemical control of competing vegetation. Applicants may apply for multiple practices on the same acreage.

- a. Prescribed burning can be used to clear logging debris from the planting site or as a control method for grasses and woody vegetation when deemed appropriate and approved by an FFS Forester or FDACS designee. Where possible, debris piles should be used instead of windrows. Prescribed burning must be done in accordance with Chapter 590, Florida Statutes, and Chapter 5I-2, Florida Administrative Code, local laws, regulations, and burning restrictions. A burning authorization must be received from the Florida Forest Service before any burn may be conducted.
- b. Mechanical site preparation includes root raking, bedding, shearing, or any other activity approved by the Florida Forest Service Forester or FDACS designee to remove large woody debris that causes restrictions on the other site preparation practices or prepare the soil for pine seedling establishment. This can also be used for the removal of competitive species that are not affected by other site preparation methods.
- c. Chemical site preparation is herbicide treatment prior to pine seedling planting to reduce competition of grasses and woody vegetation to improve pine seedling growth and survival. This is recommended where prescribed burning is a more restrictive option. To ensure effectiveness, the following conditions should be met:
  - i. The landowner should contact an herbicide applicator to determine the appropriate herbicide, application rate, and timing of application to use for the site. The Florida Forest Service can provide a list of herbicide applicators in the area.
  - ii. The applicator must apply the treatment consistently with all label requirements. Consideration should be given to maintaining soil productivity, preventing erosion, minimizing costs and following Best Management Practices (BMPs): [Silviculture Best Management Practices / Forest & Wildfire / Home - Florida Department of Agriculture & Consumer Services](#).
- d. Planting
  - i. Machine-planting method used with a wheeled or tracked machine. This category includes any mechanical planting method, such as v-blade planting.
  - ii. Hand-planting method used by an individual with a dibble or other hand tool.
- e. Pine Seedlings must be planted to the following standards to encourage good survival and growth:
  - i. Seedling Type:
    - Containerized Pine Seedlings are grown in soil plugs and shipped with soil formed around the roots.
    - Bareroot Pine Seedlings contain no soil around their roots when shipped.
    - The only species allowed to be planted through this program will be longleaf pine, loblolly pine, slash pine, and sand pine.
  - ii. Furrow or planting bar depth must be appropriate for the seedlings.
  - iii. The seedlings must be planted upright.
  - iv. The roots must be vertical with no “U” or “J” rooting.
  - v. Seedlings must be packed tightly in the soil so they cannot be moved by pulling upward on the top needles.
  - vi. Planting density must be between 425 and 605 trees per acre to receive a cost-share reimbursement payment.
  - vii. The applicant must notify the Florida Forest Service Forester or designee when planting begins

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and is completed. The Florida Forest Service will coordinate a planting check within three weeks after planting has begun.

### **Category 2: Prescribed Burning Understory.**

Prescribed burning under an existing pine stand can be used to reduce fuel load, maintain habitat and/or control pest or disease when deemed appropriate and approved by a FFS Forester or FDACS designee. Prescribed burning must be done in accordance with Chapter 590, Florida Statutes, and Chapter 5I-2, Florida Administrative Code, local laws, regulations, and burning restrictions. A burning authorization must be received from the Florida Forest Service before any burn may be conducted.

### **Category 3: First Pulpwood Thinning.**

A First Pulpwood thinning can be used to reduce basal area in order to improve the health of an existing pine stand. The stand will have to have a basal area of at least 110 square feet to qualify. After treatment, the average basal area of the stand must be at least 50 square feet per acre but must not exceed 80 square feet per acre. Clearcuts, patch-cuts, or any harvests other than first thinnings do not qualify. A fixed, dollar-per-acre incentive will be paid to the landowner for implementation of this practice, regardless of profits gained from sale of the harvested timber. Documentation (e.g., scale tickets, volume reports) showing tons of pulpwood removed from the stand must be retained and presented to the local FFS forester.

### **Category 4: Mechanical Underbrush Treatment.**

The treatment must be used to control undesirable competition in existing pine stands with a Gyro-trac, Posi-trac, Brown Tree Cutter or equivalent equipment. This will enhance habitat, reduce fuel load and improve forest health.

### **Category 5: Chemical Underbrush Treatment**

Chemical underbrush treatment is an herbicide treatment to reduce competition of grasses and woody vegetation to improve forest health and function. This is recommended where prescribed burning is a more restrictive option. To ensure effectiveness, the following conditions should be met:

- a. The landowner should contact an herbicide applicator to determine the appropriate herbicide, application rate, and timing of application to use for the site. FFS can provide a list of herbicide applicators in the area.
- b. The applicator must apply the treatment consistently with all label requirements. Consideration should be given to maintaining soil productivity, preventing erosion, minimizing costs and following BMPs.

## **G. SELECTION CRITERIA**

All eligible applications received during the sign-up period will be evaluated to determine which applications (those meeting the practice criteria listed in Section F, Practice Categories) can be approved with the available funds. The Program is supported by limited funding and as such funding will be allocated based on the scoring system below.

Project ranking will be as follows:

### **Property Located in Priority Subbasin Hydrologic Unit (Attachment B)**

Priority 1 Subbasin Hydrologic Units – (15 points)

Apalachicola – HUC ID: 03130011  
Blackwater – HUC ID: 03140106  
Chipola – HUC ID: 03130012  
Lower Chattahoochee – HUC ID: 03130004  
Lower Ochlockonee – HUC ID: 03120003  
Lower Suwannee – HUC ID: 03110205  
Perdido – HUC ID: 03140106

## RESTORE Landowner Incentive Program 2025

Santa Fe – HUC ID: 03110206  
St. Andrew – St. Joseph Bays – HUC ID: 03140101  
Upper Suwannee – HUC ID: 03110201  
Yellow – HUC ID: 03140103

### Priority 2 Subbasin Hydrologic Units – (10 points)

Alapaha – HUC ID: 30110202  
Choctawhatchee Bay – HUC ID: 03140102  
Escambia – HUC ID: 03140305  
Lower Conecuh – HUC ID: 03140304  
New – HUC ID: 03130013  
Pea – HUC ID: 03140202  
Pensacola Bay – HUC ID: 03140105  
Perdido Bay – HUC ID: 03140107  
Withlacoochee – HUC ID: 03110203

### **Total Acres Treated**

10-40 acres – (10 points)  
41-80 acres – (8 points)  
81-150 acres – (6 points)  
151-200 acres – (4 points)  
201 – 250 acres – (2 points)

### **Categories to be Funded**

**Category 1:** Reforestation or Afforestation – (12 points)  
**Category 2:** Prescribed Burning Understory – (9 points)  
**Category 3:** First Pulpwood Thinning – (15 points)  
**Category 4:** Mechanical Underbrush Treatment – (6 points)  
**Category 5:** Chemical Underbrush Treatment – (5 points)

Note: applicants applying for two categories will only receive points for the higher scoring category. For example, if an applicant applies for both Category 1: Reforestation or Afforestation and Category 2: Prescribed Burning Understory, that applicant will receive a score of 12 points for this section.

The FFS will utilize a calculated point system to score each eligible application. Available points for each of the evaluation criteria are specified above in parentheses. The maximum number of points available is 40. Applications will be ranked by their total calculated score. Available funds will be awarded to the eligible applicant(s) receiving the highest score and will not exceed the maximum incentive payment limits established for each practice or \$115,975.00, whichever is less, per agreement. If funding is still available after being allocated to the highest scoring applicant(s), then the balance of any available funds will be allocated to the eligible applicant(s) receiving the next-highest score and will not exceed the maximum incentive payment limits established for each practice or \$115,975.00 whichever is less, per agreement. This process will continue until all available funds are distributed.

In the event of a tie score among two or more eligible applicants, then the award will be determined by random order, as determined by the sequence generator provided at [www.random.org](http://www.random.org), or a substantially similar program. The eligible applicants with tied scores will be input into the sequence generator which will assign each of the eligible applicants a random number. The applicants assigned the highest number by the sequence generator will be ranked the highest among the applicants with tied scores.

**Completed applications must be submitted via email by a FFS Forester or FDACS designee no later than 3:00 PM E.T. on March 27, 2026. For questions on how to apply, please contact Greg Marshall by phone at (850) 545-6194.**

**H. REJECTION OF APPLICATION**

The FFS will notify the applicant in writing explaining the reason if the application is rejected, deemed ineligible for award, or if a submitted application cannot be approved due to insufficient funds.

FDACS reserves the right to recommend partial funding of applications, reject any or all applications, or waive minor irregularities when doing so would be in the best interest of the State of Florida. The FDACS may reject any application of an applicant whom FDACS determines is not able to meet the requirements of this RFA or the Federal Financial Assistance Subrecipient Agreement.

**I. COST OF PREPARATION**

FDACS is not liable for any costs incurred by an applicant in response to this RFA.

**J. PROGRAM AGREEMENT**

Funding under this program will not be awarded until a Federal Financial Assistance Subrecipient Agreement (ATTACHMENT C) has been fully executed between FDACS and the applicant. Practices conducted prior to contract execution by both parties will NOT be eligible for reimbursement.

**K. EXECUTION OF AGREEMENTS AND DOCUMENTS**

Upon notification of an award, the following shall take place:

1. It will be the responsibility of the applicant to ensure that the FDACS **FEDERAL FINANCIAL ASSISTANCE SUBRECIPIENT AGREEMENT (ATTACHMENT C)** is fully executed within a period of thirty (30) days upon receipt. Failure to comply with this schedule may result in the offer being withdrawn.
2. In the Federal Financial Assistance Subrecipient Agreement prepared between FDACS and the applicant, FDACS will set forth the following:
  - a. Deliverable expectation of the practices to be conducted.
  - b. The schedule and payment terms.
  - c. The schedule and content of progress reports.
  - d. Any penalties or actions that FDACS will take in the event of noncompliance. The methods to be used by FDACS to determine compliance with the terms of the agreement.

**L. REVIEW OF PROJECTS IN PROGRESS AND UPON COMPLETION**

After receiving written approval from FDACS, the applicant is responsible for seeing that the approved practice(s) are carried out according to all treatment and program requirements. Practices must be completed by April 30, 2027, and final reimbursement paperwork received by the FFS State Office by May 14, 2027.

When practices are completed, the applicant must contact their FFS County Forester or FDACS designee to revisit the property (bringing the application form and maps) to verify that the practices were achieved according to program requirements. The applicant must provide the FFS County Forester or FDACS designee documentation (**original paid receipts and invoices signed & dated by applicant**) of all practice costs incurred, and service date(s) of when practices occurred with total costs clearly indicated. **The final reimbursement claim must be submitted by May 14, 2027.**

An FFS County Forester or FDACS designee will continue to visit the property on a periodic basis until June 30, 2032. During this inspection, if the trees are cut down, harvested or otherwise intentionally destroyed within five years of planting, the applicant will be responsible for repaying the cost they were originally reimbursed.

**M. OTHER SUBMISSION REQUIREMENTS**

Upon notification of an award and full execution and delivery of the Federal Financial Assistance Subrecipient Agreement, the following will take place:

## RESTORE Landowner Incentive Program 2025

1. Terms and conditions within the agreement and associated attachments will apply.
2. FDACS will have the right to access any books, documents, papers, and records of the subrecipients, which are directly pertinent to the agreement, for the purpose of making audit examinations, excerpts, and transcriptions.
3. The applicant will maintain books, records, and documents directly pertinent to the performance under this agreement in accordance with generally accepted accounting principles consistently applied. The State of Florida, FDACS or their authorized representatives will have access to such records for audit purposes during the term of the agreement and for five (5) years following the agreement termination date or date of final payment, whichever is later. If an audit, litigation, or other action involving the records is started before the end of the five-year period, the records must be retained until all issues arising out of the action are resolved, or until the end of the five-year period, whichever is later.

### N. METHOD OF REIMBURSEMENT

Payment will be made upon satisfactory completion of services, by state government warrant. If payment was received or will be received from another State or Federal cost-share program in violation of the Eligibility Requirements set forth in Part III, Section E.1.(b), the contract payment will be voided.

Invoices must be submitted in sufficient detail, to allow for a proper pre-audit and post-audit thereof, to the FFS contract manager. Payments will be made upon satisfactory delivery of items and receipt of paid invoices. Service dates of practices must be included on invoices submitted for reimbursement. Payment will be made, based on the award amount and successfully delivered items. For non-private citizen entities, up to two reimbursement payments may be requested by the applicant during the specified contract period. However, each approved practice may only be included on one (1) reimbursement payment request.

Payment shall be made in accordance with Section 215.422, Florida Statutes. Invoices shall be submitted as outlined in the resulting contract. Third party invoices should have all required elements as shown in ATTACHMENT G- Example 3<sup>rd</sup> Party Invoice.

Recipients may choose to conduct a practice (in whole or in part) using their own resources, labor, and/or equipment, and thus may not receive a receipt or invoice from a contractor. In such cases, recipients are required to generate their own invoice and submit it at the time of project completion and may be required to provide additional substantiating evidence of such use of their own resources, labor, and/or equipment in connection with the project. See the example in ATTACHMENT E which can be used as a template.

### O. CALENDAR OF EVENTS

EVENT	DATE/TIME (ET)	LOCATION
RFA Release	January 13, 2026	FDACS Grant Opportunities <a href="https://grants.fdacs.gov/">https://grants.fdacs.gov/</a>
Last day for written Inquiries to be received by FDACS	March 20, 2026 5:00 PM	Florida Department of Agriculture and Consumer Services Forest Management Bureau Phone (850) 545-6194 <a href="mailto:Gregory.Marshall@FDACS.gov">Gregory.Marshall@FDACS.gov</a>
Sealed Applications Submission Deadline	March 27, 2026 3:00 PM	Emailed by Florida Forest Service County Forester or FDACS Designee to <a href="mailto:Grants@Fdacs.GOV">Grants@Fdacs.GOV</a>
Award Notice	Anticipated April 13, 2026	Official Letters of Award or Non-award on official FDACS letterhead via U.S. mail.

ATTACHMENT A - RESTORE Project Budget Worksheet

DUE: October 10, 2025 @ 3:00PM EST

ATTACHMENT A



Florida Department of Agriculture and Consumer Services  
Florida Forest Service



WILTON SIMPSON  
COMMISSIONER

RESTORE  
PROJECT BUDGET WORKSHEET

LANDOWNER INFORMATION: (please print)

Name: \_\_\_\_\_  NON PROFIT  
Organization / Trust/ Entity Last First M.I.

Address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

PROPERTY LOCATION: County: \_\_\_\_\_ Lat: \_\_\_\_\_ Long: \_\_\_\_\_  
000-000-0000 00.0000 -00.0000

PROJECT BUDGET: Priority Area #: \_\_\_\_\_

CF Fill in this section after practice is completed

Check Below	Reforestation Practices	Trees per acre	Acres to be treated	No. of seedlings to purchase	Incentive payment rate	Payment initially requested	Total acres treated	No. of seedlings purchased	Total cost incurred	Final payment requested
<input type="checkbox"/>	Mechanical Site Prep	N/A		N/A	\$ /ac	\$		N/A	\$	\$
<input type="checkbox"/>	Chemical Site Prep	N/A		N/A	\$ /ac	\$		N/A	\$	\$
<input type="checkbox"/>	Burning Site Prep	N/A		N/A	\$ /ac	\$		N/A	\$	\$
<input type="checkbox"/>	Seedlings: containerized <input checked="" type="checkbox"/>				\$ /1000	\$			\$	\$
	bareroot <input type="checkbox"/>								\$	\$
	Planting Species:	trcs/ac		N/A	\$ /ac	\$		N/A	\$	\$
Reforestation Total \$								Planted Acres \$		\$

Other Practices	Basal Area	Acres to treat	Target Basal Area	Incentive Payment Rate	Payment Requested	Total acres treated	Tons Harvested	Total cost incurred	Final Payment Request
<input type="checkbox"/> Thinning	ft <sup>2</sup> /ac		ft <sup>2</sup> /ac	\$ /ac	\$			NA	\$
<input type="checkbox"/> Mechanical Under Brush	N/A		N/A	\$ /ac	\$		N/A	\$	\$
<input type="checkbox"/> Prescribed Burn	N/A		N/A	\$ /ac	\$		N/A	\$	\$
<input type="checkbox"/> Chemical Under Brush	N/A		N/A	\$ /ac	\$		N/A	\$	\$
other practice total \$							other acres	\$	\$
PROJECT REQUEST TOTAL \$						acres max 250 ac	Total Acres	\$	\$

\*Attach to this application: (1) a tract map that meets ALL specifications and requirements listed in the Guidelines booklet Attachment D.

INITIAL PROJECT APPROVAL:

By signing this document I certify that I have read and agree to all program requirements and covenants listed in the Technical Guidelines for this program.

Participating Landowner: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

FFS Forester Approval: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Programs Manager: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

CERTIFICATION OF ACCEPTANCE:

I hereby submit to the Florida Department of Agriculture and Consumer Services my attached documentation of expenses incurred to complete the reforestation practice(s) on my property in accordance with program requirements and the completion summary table above.

Participating Landowner: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

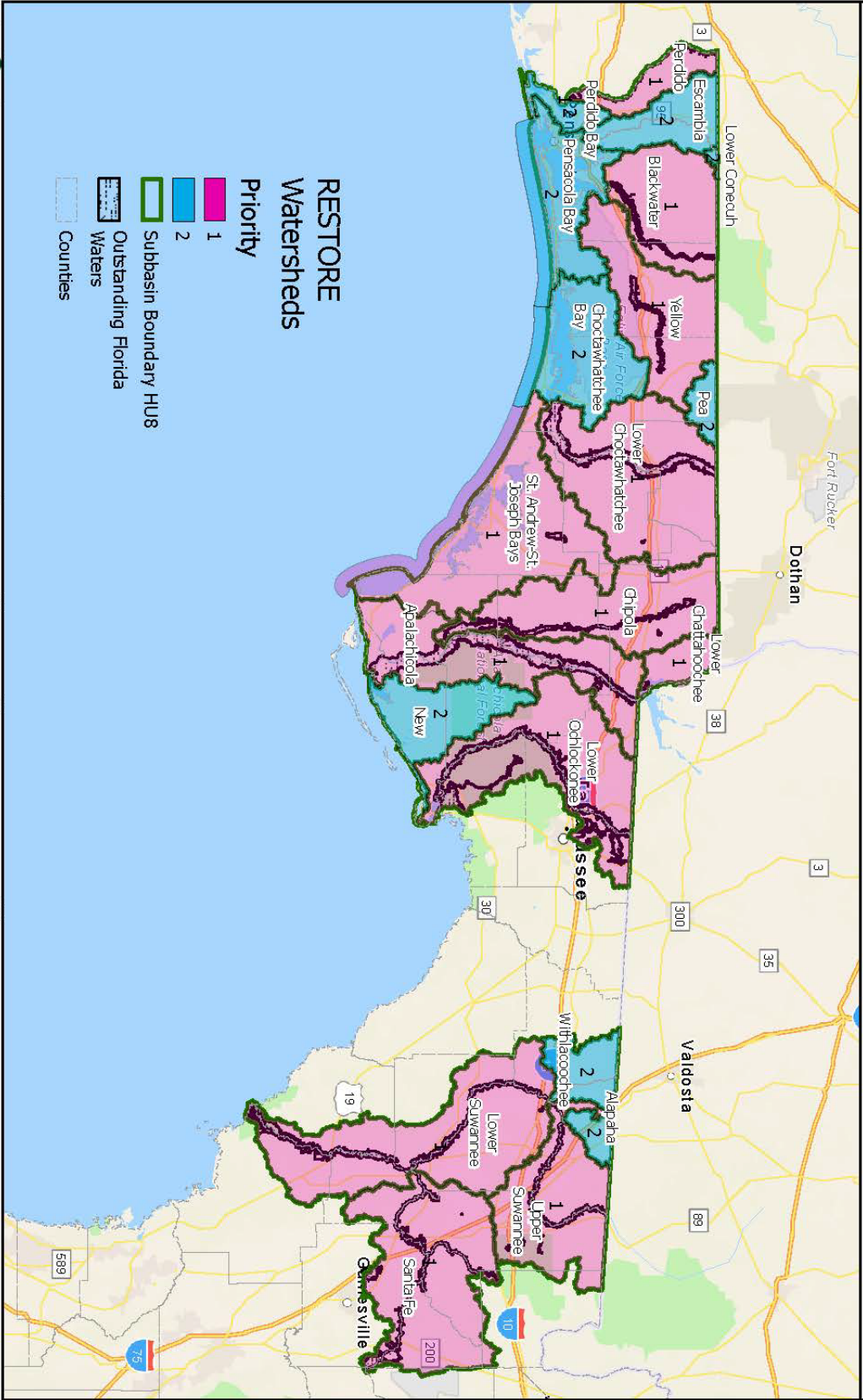
FFS Forester Approval: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\*I certify that the practice has been completed according to program requirements, and that the information listed above is correct to the best of my knowledge.

Programs Manager: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

ATTACHMENT B – Restore Eligibility Area And Priority Area

FLORIDA - RESTORE Landowner Financial Incentive Program  
Priority Watershed Restoration Areas



Map Prepared by:  
Greg Marshall  
Florida Forest Service  
As of 9/18/2025

0 30 60 120  
Miles

**DISCLAIMER**  
This map is the product of the Florida Forest Service. No warranties are provided for the data therein, its use, or its interpretation.



***Place Holder***

## ATTACHMENT D - Map Preparation Guidelines for Florida Forest Service Programs Overview

The Florida Forest Service (FFS) administers a variety of forestry financial assistance programs for the benefit of private landowners in the state. To apply for a program, applicants must submit an application and other supporting documentation, including a map or maps of the property and/or practice area.

Applications without maps or with maps that do not sufficiently meet the requirements stated on the application risk being disqualified or delayed during the application approval process. Such a delay can result in a lack of funding for the applicant. Maps of poor quality or that do not conform to all required map standards outlined will not be accepted. If sub-standard maps are received, the FFS Forester or applicant will be notified and required to submit an acceptable map before the end of the sign-up period in order to be considered for the program.

To avoid disqualifications and delays, FFS Foresters are required to use a standardized map template that provides all the information required by the programs. This document has been developed to assist in the mapping component of the application and provide specific instructions, template, and tips and tricks during the mapping process. These mapping requirements apply to all maps for Florida Forest Service cost-share and incentive programs. These instructions assume the use of ESRI ArcMap version 10.4.

Cost-share and incentive program application maps will consist of an aerial image of the property, property boundary, practice area boundary, and a legend or labels that indicate the acreage and activity(ies) to be conducted. Maps prepared by non- FFS individuals (e.g., consulting foresters, landowners, etc.) must also conform to the guidelines stated below to ensure a smooth application process.

If a single map is used, it must include an aerial image of the property, property boundary, practice area boundary(s) and a legend or labels that indicate the acreage and activity(s) to be conducted. When using an aerial image, no fill patterns may be used for the property, stands, or practice area polygons. The symbology for the polygon outlines must be adjusted to plainly differentiate between the interior and exterior of each polygon. All stands and practice areas should be clearly labeled with an ID number and acreage, either on the map or in the legend.

If using two maps, they should consist of a Location/Overview map of the property and a Stand/Practice Area map. The Overview uses an aerial image to provide directions and access to the property and provides an unobstructed aerial view of the property. The Practice Area map shows the stands and practice areas pertinent to the cost-share or incentive program application, with NO AERIAL IMAGE. Fill patterns may be used to differentiate stands and practice areas. All stands and practice areas should be clearly labeled with an ID number and acreage, either on the map or in the legend.

## Required Mapping Elements

Sample maps are shown below with the required components numbered. Each component is discussed in more detail in a corresponding numbered paragraph. Although it is not necessary for a map to use the exact same format or “look” as the ones below, it must contain all of the following components:

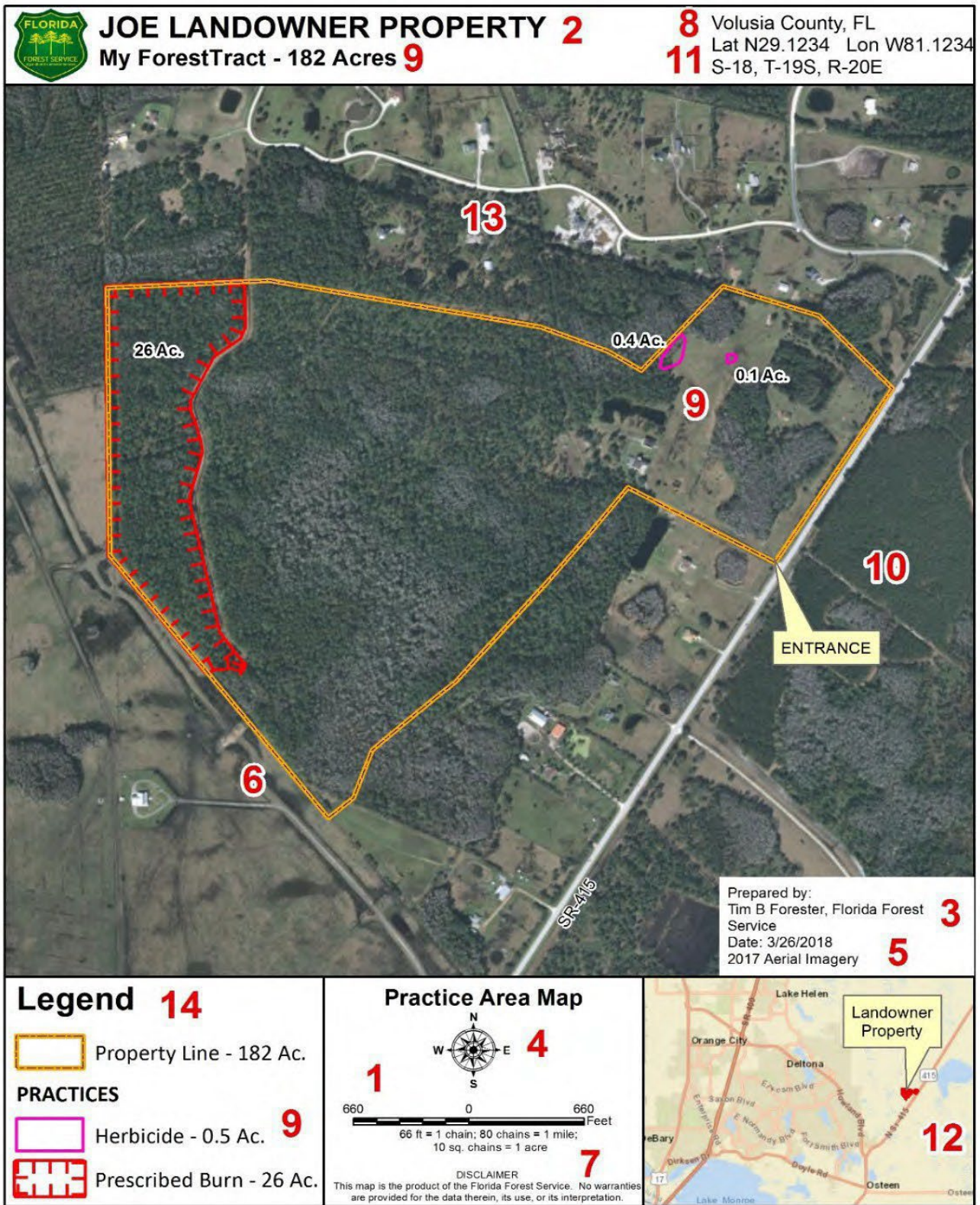
1. Scale - A map scale can be provided either as a graphic scale bar (as shown on the sample map) or as a ratio (e.g., 1:24,000). Most FFS programs do not require use of a specific scale provided that the scale is sufficient to show the property, practice area, and other important features clearly. *Note: When a ratio scale is used, any resizing of the map by fax or reproduction will nullify the ratio. It is therefore recommended to use the graphic scale bar which will be resized along with the map and remain relatively accurate.*
2. Title - Each map should have a title consisting of the applicant’s name and tract name, if applicable.
3. Author - The identity of the map preparer must be included on the map. FFS Foresters should be identified by name. Initials may be used if the map is from a private source. This is important if questions arise about the map or if edits or additional information are required.
4. North Arrow - Most maps are oriented north-up. However, it is sometimes necessary for the map image to be rotated to fit it on the page. Because of this possibility, it is very important that each map contains a text or graphic symbol to indicate the direction of north.
5. Dates – All maps must include the date they were created. If digital imagery is used, the map should also include the source and year of the imagery (if known). Active management or natural disturbance can dramatically change the appearance of the landscape. This will provide valuable historical information about the management that has taken place on the property over time.
6. Property boundary - The property boundary need **not** be survey accurate. Property lines based on parcel data, ground reconnaissance or other credible sources are sufficient.
7. Disclaimer - Given the probability of property line error, all Florida Forest Service produced maps are required to have an approved disclaimer included on it. A basic disclaimer is included as part of the map templates provided by the CFA Section. Alternate versions may be found on the FFS GIS intranet site. Disclaimers are recommended, but not required for maps produced by private sources.
8. County – Each map shall state the county in which the property is located. The county should be listed in the top right corner of the title bar along with the Lat/Lon and STR.
9. Acreage - Pertinent acreages should be included for property ownerships, stands, and / or practice areas shown on the map. Total property acreage shall be indicated in the title bar. Practice area and stand acreage should be listed in a Legend table and on the map. Acreages must match the acreage on the cost-share application form.
10. Access - Your map should show local roads used to gain access to the property and practice area. *Note: A person unfamiliar with that area of the state should be able to use the map to locate the property.*

## RESTORE PROGRAM 2025

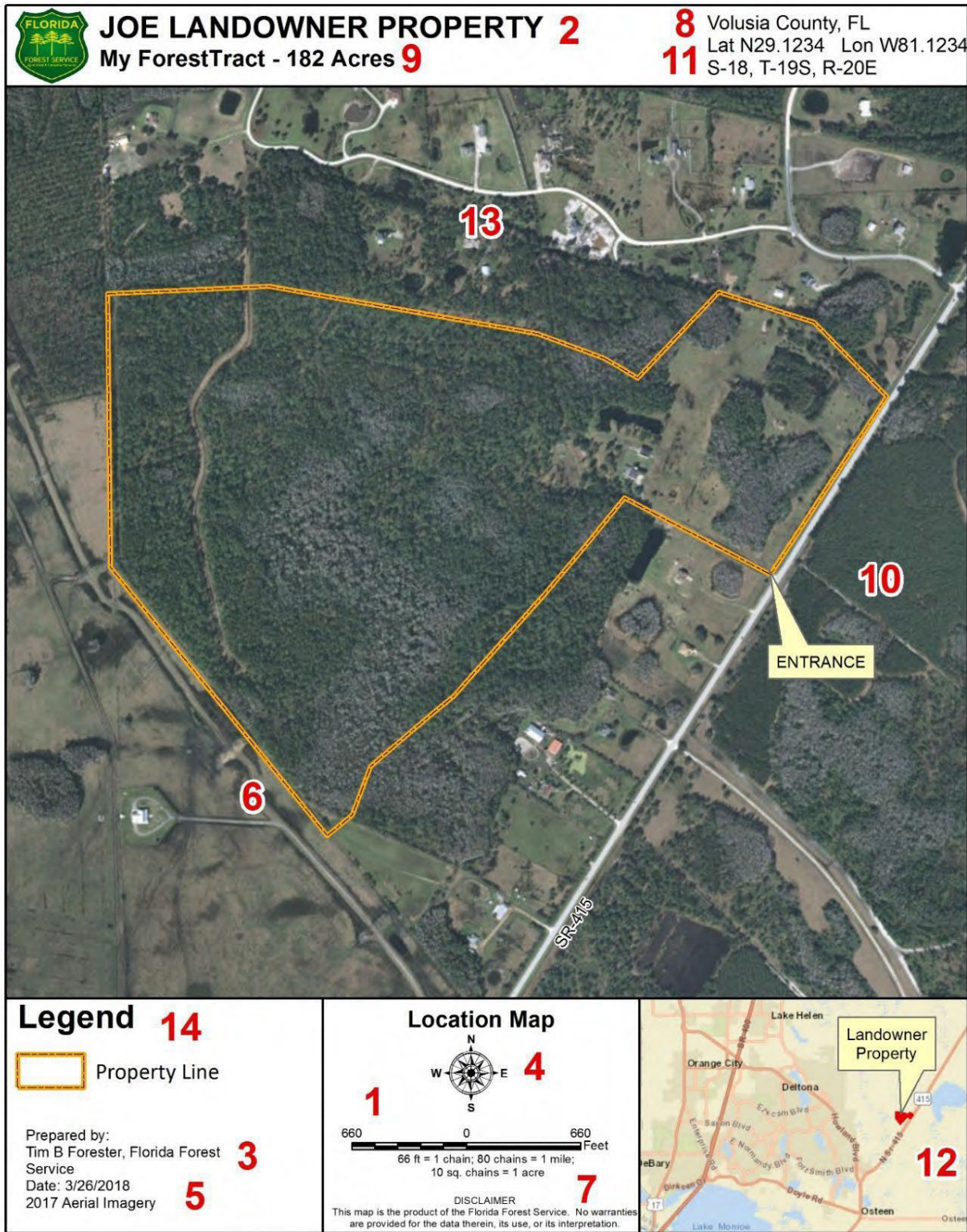
11. Geographic location – Maps should include the Section(s), Township, and Range (STR) and the latitude and longitude (in decimal degrees) of the property. These will provide additional location information and will also be required to obtain any prescribed burn authorizations that may be needed for the property.
12. Location Map – All FFS programs require a location map, either as an inset map (as shown) or as a separate map, to aid in identifying the property location. The scale of the location map should be as large (zoomed in) as possible while still showing nearby landmarks such as cities or major highway intersections. Someone unfamiliar with that area of the state should be able to navigate to the practice area using the two maps. *Note: When using the two-map format, an inset map is not necessary on the Stand/Practice Area map.*
13. Aerial Imagery (Overview / Location Map only) – All FFS cost-share applications must include one map with an aerial image as a background. This image may be lightened or made semi-transparent to improve the visibility of other graphics and symbology but should still be clear enough to show the details of the landscape.
14. Stands or Practice Areas - Clearly delineate and label the stands or areas where proposed practices will be implemented. Practice areas should be delineated by their boundary only with no fill color or pattern. This will prevent the aerial image beneath from being obscured. Maps are often reproduced or copied in black and white so it is important to use colors and line patterns that will remain apparent after reproduction.
15. Legend – Clearly symbolize and label the stands or practice areas. Make sure stand and practice area acreages are clearly stated and correspond with the cost-share application. If you create a map showing the stands, map all of them. The sum of all stands should equal the property acreage.

**\*\*\* Remainder of Page Left Intentionally Blank \*\*\***

Sample Cost-share Application Map Single-Map Format

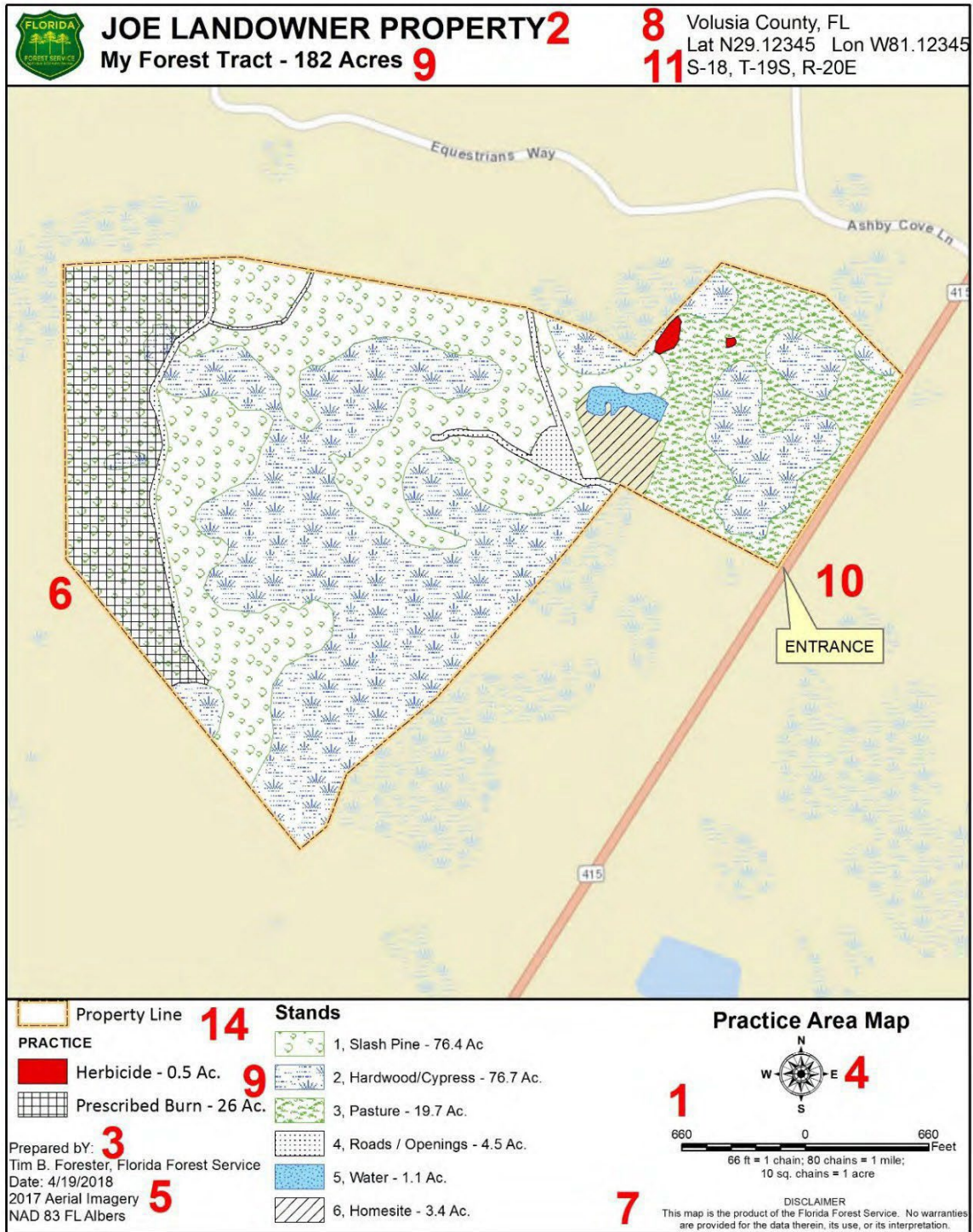


### Sample Cost-share Application Map Two-Map Format



### Sample Map #3 (Stand/Practice Map)

This map is an example of a Stand Map that also show practice areas. The scale of your map will determine how small a polygon can be before it is better represented as a point. Each location should be labeled with its size. Total treatment acreage must match the acreage on the application.



**ATTACHMENT E - Invoice Template for Practices Completed by Landowner**



Template invoice for documenting expenses when applicant conducts practice using own labor and/or

equipment

Applicant Name: \_\_\_\_\_

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

Florida's Future Forests Program Contract Number: \_\_\_\_\_

Management practice(s) associated with this invoice: \_\_\_\_\_

**Equipment Use**

Date	Type of Equipment	Time		HR : MIN	Rate	Amount
		Start	End			

**SUBTOTAL: \$** \_\_\_\_\_

**Labor**

Date	Name of Laborer	Time		HR : MIN	Rate	Amount
		Start	End			

**SUBTOTAL: \$** \_\_\_\_\_

**Fuel and Oil**

Date	Type of fuel, oil, fluid, etc.	Gallons or quarts used	Rate	Amount

**SUBTOTAL: \$** \_\_\_\_\_

**Other Expenses**

Date	Item	Units	Rate	Amount

**SUBTOTAL: \$** \_\_\_\_\_

**TOTAL ACRES TREATED:** \_\_\_\_\_ **TOTAL EXPENSES: \$** \_\_\_\_\_

This invoice accurately represents the expenses I incurred during the implementation of the management practice(s) indicated above. I understand that invoices for additional work performed by contractors, the Florida Forest Service, or other entities should also be submitted, if applicable.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT F – Sample Substitute W-9 Verification Document

### Sample Florida Substitute W-9 Verification E-mail

--- Original message ---

Subject: State of FL Substitute Form W-9 for JOHN C. SMITH

From: [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com)

Date: Monday, June 21, 2024, 8:02

AM To:

[johncsmith@emailprovider.com](mailto:johncsmith@emailprovider.com)

Thank you for registering with the Florida Department of Financial Services (DFS). We received your completed Florida Substitute Form W-9. Information from this form was submitted to the Internal Revenue Service (IRS) for Taxpayer Identification Number (TIN) matching.

The results from the IRS Tin Matching show your IRS Name/TIN combination matches their records. Based on this match we have activated your Florida Substitute Form W-9. There are no further actions required at this time.

If you need to update your Florida Substitute Form W-9 for any of the following reasons, please return to the Florida Vendor Website:

- \* You have a change in business designation (i.e., you incorporate your sole proprietorship).
- \* You change your address, telephone number or e-mail address.
- \* You are notified by the IRS that you are subject to backup withholding.
- \* You add a Doing Business As (DBA) Name.

NOTE: If you change your TIN or sell or close your business, please contact the Vendor Management Section at (850) 413-5519 or [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com). Please do not include Social Security Numbers in any emails sent to the Vendor Management Section.

Thank You

Vendor Management Section  
Florida Department Of Financial Services  
Phone: (850) 413-5519  
Fax: (850) 413-5550  
Email: [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com)

ATTACHMENT G - Example 3<sup>rd</sup> Party Invoice

# INVOICE

DATE:  
01/30/2024

TO: John Pinetree  
89 Gulf Ave  
Tallahassee, FL 55555  
123-456-7890

INVOICE #  
100

CUSTOMER ID:  
ABC12345

COMPANY	JOB	PAYMENT TERMS	DUE DATE
Reforestation Experts	Reforestation 20 ac	Due on receipt	1/30/2024

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
20ac	Chopping – service dates 12/20/2023 – 12/23/2023	90	1800.00
20ac	Rake (convert hourly rate to per acre) – service dates 12/23/2023 – 12/25/2023	125	2500.00
	<b>Mechanical Site Prep</b>	<b>Total</b>	<b>4300.00</b>
20ac	Chemical site prep – service date 12/27/2023 Chm used / oz per acre	120	2400.00
20ac	Prescribed Burning – service date 12/30/2023	50	1000.00
14,520	Cont. Longleaf Pine (price per thousand) – service dates 1/25/2024 – 1/29/2024	Per 1,000 - 225	
		<b>TOTAL</b>	<b>10,967.00</b>
		<b>PAYMENT</b>	<b>10,967.00</b>
		<b>BALANCE</b>	<b>0.00</b>

MAKE ALL CHECKS PAYABLE TO REFORESTATION EXPERTS  
Thank you for your business!