



State of Wisconsin
Governor Scott Walker

Department of Agriculture, Trade and Consumer Protection
Ben Brancel, Secretary

Instructions for Extending

2016 Nutrient Management Farmer Education (NMFE) Grants into 2017

It's that time of the year again to be thinking about extending unspent grant funds into next year. You must request an extension on or before **December 31, 2016**. Follow the requirements in your 2016 grant contract with DATCP for requesting an extension.

REMINDER POINTS:

- ▶ Extensions are granted for only one year.
- ▶ All extension requests must be received electronically on or before December 31, 2016.
- ▶ Please e-mail the following information to rachel.rushmann@wisconsin.gov :
 - An extension request letter signed by a person authorized to act under the grant.
 - A specific dollar amount of the extension, and if necessary, identification of the funding categories of the grant for which an extension is sought. (ex. Soil testing payments, landowner stipends, support costs, etc.)
 - A work plan or other documentation explaining how the extended funds will be spent. Work plan should include an updated timeline and sufficient details (number of landowners, number of workshops to be held, etc.) to support extension request.
- ▶ DATCP will notify cooperators on their extension approval by providing a copy of the *Addendum to the 2017 Joint Final Allocation Plan*, which will be sent no later than April 30, 2017. DATCP may contact cooperators prior to this date to adjust the dollar amounts of their extension requests based on available funds, or make other necessary changes in their requests.
- ▶ Questions? Please contact Rachel Rushmann at 608-224-4622, rachel.rushmann@wi.gov or Mark Jenks at: 608-224-4507, mark.jenks@wi.gov

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