



2026 NMFE Office Hour

Andrea Topper – Nutrient Management Outreach Specialist

WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION

BRIEF OVERVIEW

- **Tier 1 Grants:**
 - Limited to \$25,000 per application
 - Unless multiple groups apply together, additional \$10,000 per entity
 - Participants are required to have a NMP in order to receive reimbursements.
 - Counties can request additional \$2,000 in funding for laptops.
- **Tier 2 Grants:**
 - Limited to: \$3,000 per application
 - More education based.
 - Not required to produce a NMP.
 - Funding to hold field events, buy equipment/tools.
 - Hosting Implementation Reviews



TIER 2: IMPLEMENTATION REVIEWS

- These reviews provide an opportunity to discuss the nutrient management plan, identify areas for improvement, and explore other conservation practices. By building connections and sharing knowledge in a face-to-face setting, implementation reviews help farmers better understand their nutrient management plan and foster collaboration between county staff, nutrient management planners, and farmers.
- Stipends allowed for farmers and nutrient management plan writers to participate in a Nutrient Management Plan Implementation Review with County Staff.
 - Farmer- \$150 stipend
 - Planner-\$150 stipend and 1 NM CEU



NUTRIENT MANAGEMENT IMPLEMENTATION REVIEW GUIDE.PDF (WI.GOV)

A Guide to Nutrient Management Implementation Reviews

Wisconsin Department of Agriculture, Trade and Consumer Protection



What are Implementation Reviews?

Nutrient management is critical to sustainable and profitable agriculture. Ensuring that nutrient management plans are effectively implemented can be a challenge. To address this challenge, county land conservation staff can hold implementation reviews with farmers and nutrient management planners. These reviews provide an opportunity to discuss the nutrient management plan, identify areas for improvement, and explore other conservation practices. By building connections and sharing knowledge in a face-to-face setting, implementation reviews help farmers better understand their nutrient management plan and foster collaboration between county staff, nutrient management planners, and farmers.

Choosing Where to Start with Reviews:

- Do you have a geographic area of concern (surface or groundwater contamination)?
- Do you have communication challenges with a planner or farmer?
- Do you have an AEA that you want to focus on?
- Do you have a Producer-Led group you want to focus on?
- Do you have a farmer that is a good candidate for experimenting with a new practice?
- Is there a farmer and planner that have a poor relationship?
- Is there a farmer that would benefit from additional insight and guidance from a conservation professional on their nutrient management plan?

Items to Discuss with Farmer:

- Does the farmer have questions about aspects within the plan?
- Does the farmer understand the components of the plan enough to fully and successfully implement?
- Are there soil loss issues? Over applications? Issues meeting P Index requirements?
- Are there new initiatives or programs the farmer should know about?
- Are there any practices the farmer is interested in trying, and are cost-share opportunities available?

Items to Discuss with Planner:

- Does the planner have a good understanding of what you look for in a NMP?
- Does the planner have questions regarding NM requirements?
- Do you have a set due date for turning in NMPs?
- Opportunity to connect with the planner and let them know you can be a resource to them.
- Build relationships with planner; they can be a voice out on the landscape to encourage nutrient management planning.

Frequently Asked Questions:

- *Can a planner participate in more than one implementation review?* Yes, currently there are no limits to how many implementation reviews a planner can participate in.
- *Can both the plan writer and sales agronomist be a part of the implementation review?* Yes, if the planner is not the direct sales agronomist, both can be involved in the review and receive stipends.
- *Does the plan writer have to be a part of the implementation review?* No, the review can be conducted with a county land conservation staff member and the farmer. It is not required that the planner be present for the review, but it is highly encouraged.
- *Can one entity apply for both a Tier 1 and a Tier 2 NMFE Grant?* Yes, but two separate applications are required if applying for both Tier 1 and Tier 2.
- *How do I make sure that the CCA (plan writer) receives their CEU credits?* Document the planner's names, CCA number, and the amount of time spent attending the review. Then, email andrea.topper@wisconsin.gov the planner's name, CCA number, and the amount of time attending the review. Andrea will report the CEUs accordingly.
- *Is there a specific length of time a review needs to last?* No, each review will vary in time. It is important to keep track of the length of time the review lasts due to CEU reporting for CCAs.
- *How should we choose which farmers we want to meet with?* Is there a geographical region of concern, an Agricultural Enterprise Area, or a Producer-Led Group that you would like to focus on? Do you have some new farmers that you have been trying to engage with more? Implementation reviews are the perfect opportunity for that!
- *Are implementation reviews meant to be an avenue for enforcement?* No, implementation reviews are meant to make sure that the farmer knows and understands their nutrient management plan and that they can implement it the way it is currently written. It allows for discussion around implementing and/or changing farming practices such as tillage, crop rotations, cover crops, contour, and strip cropping. Implementation reviews are meant to be educational so that farmers have all the tools needed to be able to implement their nutrient management plan. The intent is not for these reviews to be a means of enforcement.
- *Are there any additional nutrient management-related resources available that we can share with the farmer and/or planner?* Yes, the Nutrient and Pest Management Team has a wonderful online library of resources that can be found here: [UW-Madison NPM](#). Additionally, the SnapPlus Team has some great tutorial videos on YouTube that can be found here: [YouTube-SnapPlus](#). One last resource is the DATCP Nutrient Management Training Webpage found here: [DATCP NM Trainings](#)
- *If we have implementation review-related questions, or could benefit from training on how to review a NMP, who should we reach out to?* Andrea Topper, andrea.topper@wisconsin.gov or (608) 405-0235.





NOW-APRIL 15TH 2025



APPLICATION PERIOD



QUESTIONS???

DOCUMENTS AND FORMS

- What sort of documentation is needed?
- When are things due??
- Where can I find them???



REIMBURSEMENT FORM

- Can be found on DATCP NMFE Webpage
- Email to: datcpsoilandwatershedmanagement@Wisconsin.gov
- Allowed to submit 2 reimbursements per grant period
 - Final reimbursement submission due Feb. 15th of year following the grant period.
- Documents required with Reimbursement Form
 - 590 Checklist for soil, manure and participant stipends





FOR DATCP USE ONLY
DATE RCV'D: MM/DD/YYYY
STATUS:

REIMBURSEMENT FORM

Nutrient Management Farmer Education - Grant Reimbursement Form

E-mail Electronically Signed Reimbursement to: datcpsoilandwatershedmanagement@wisconsin.gov

Program Questions: Email: datcpsoilandwatershedmanagement@wisconsin.gov

NMFE Grant Recipient Name: From: To:

Grant recipients may seek reimbursement for costs incurred in the grant year by submitting no more than two payment requests to the DEPARTMENT using this form with a final request for payment submitted no later than February 15th following the grant year. The DEPARTMENT may withhold 10 percent of the maximum grant award until the CONTRACTOR completes the training and all other activities required under this Agreement. **Reimbursement rates are set based on your contract with the DEPARTMENT.** 590 Checklists are required to be submitted when requesting reimbursement for soil, manure and participation stipends.

- Make sure you put 0.00 in the categories you are not requesting reimbursement in, otherwise the forms calculations are funky.

Eligible Categories	Reimbursement Rate	No. of Participants or Trainers	APPENDIX-B NMFE Budget Award	Amount of First Reimbursement Request	Amount of Second Reimbursement Request	Amount of Funds Remaining By Category	DATCP Only Approved Reimbursement Amount
Training Participant Payment—Soil Testing (Tier 1 projects only)	No more than \$750/participant.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00	<input type="text"/>
Training Participant Payment—Manure Analysis (Tier 1 projects only)	No more than \$100/participant.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00	<input type="text"/>
Training Participant Payment—Stipend, Voucher, Instructional or Incentive Payment (Tier 1 projects only)	No more than \$700/participant.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00	<input type="text"/>
Payments for Persons Performing Administrative or Training Activities (Tier 1 and Tier 2 projects)	Maximum payment in this category is 25 percent of the grant.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00	<input type="text"/>
Payments for Support Costs (Tier 1 and Tier 2 projects)	Maximum payment in this category for Tier 1 projects is 10 percent of the grant. There is no limit for Tier 2 projects.	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00	<input type="text"/>
Payments for Support Costs (Training Laptops)	Payment corresponds to approved award for training computers and accessories. Not to exceed \$2,000.	N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ 0.00	<input type="text"/>
TOTALS:		N/A	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00

1. Used funding under this grant solely for the purpose of planning, delivery and evaluation of nutrient management training as defined under the terms of this grant, and not for the support of local land conservation personnel to fund any activities under s. 92.14 (3)(a) through (f).
2. Verified through internal controls that the county has not submitted reimbursement requests under the SWRM grant program for the work performed by any county employees and independent contractors identified in this reimbursement request, and has established accounting procedures to prevent the future submission of duplicate reimbursement requests for employees and contractors under this planning grant and SWRM grant.

The Authorized Grant Representative, by typing their name, indicates agreement with the terms of this request. This method of completing the form constitutes an electronic signature.



FAQ'S RELATED TO REIMBURSEMENT FORM

- Can farmer participants receive a participation stipend if they come back through a refresher course?
 - DATCP's opinion-yes, but counties can use their own discretion in deciding.
- Can I request administrative payments if farmer participants pay tuition to attend our NMFE course?
 - No
- Can counties receive administrative payments for staff time?
 - No
 - Subcontracting administrative tasks is allowed
- Can I move funds to a different category if I over/under spent in another category?
 - Yes, please email andrea.topper@Wisconsin.gov before submitting a reimbursement form so that I can document it accordingly.



FINAL REPORT TEMPLATE

- Can be found on DATCP NMFE Webpage
- Due February 15th following grant period.
- Email to: andrea.topper@Wisconsin.gov
- Important to remember: List all farmer participants for tracking purposes.
- All comments and suggestions help with program development!



EXTENSION REQUESTS

- Program manager will email out form to awardees in December.
- Due December 31st of Grant Year
- Email to: andrea.topper@Wisconsin.gov
- If you have not submitted final reimbursement and are unsure of what your funds available to be extended are. Overestimate and we can adjust on our end once reimbursements are paid out.

NMFE PROGRAM GRANT EXTENSION REQUEST FOR [] YEAR

GROUP/ORGANIZATION: []	TOTAL EXTENSION REQUEST: []	DATE: []
SUBMITTED BY: []	EMAIL: []	PHONE: ([]) [] - []

Training Participant Payment—Soil Testing (Tier 1 only) • Not to exceed \$750 per participant	Extension Request []
Training Participant Payment—Manure Analysis (Tier 1 only) • Not to exceed \$100 per participant	Extension Request []
Training Participant Payment—Stipend, Voucher, Instructional or Incentive Payment (Tier 1 only) • Not to exceed \$700 per participant	Extension Request []
Payments for Persons Performing Administrative or Training Activities (Tier 1 and Tier 2) • Not to exceed 25% of grant request for Tier 1 and Tier 2	Extension Request []
Payments for Support Costs (Tier 1 and Tier 2) • Not to exceed 10 percent of the grant request for Tier 1 and for Tier 2 there is no limit.	Extension Request []
Laptop Purchase for Training • Not to exceed \$2,000 for Tier 1 projects-applicable to counties only	Extension Request []
TOTAL EXTENSION REQUEST: []	



RESOURCES

NMFE
Curriculum

Training
Laptops

Train the
Trainer

NPM Team

DATCP



NMFE SLIDES

- The NPM team recently updated all the slide sets for NMFE. They can be found on the NMFE webpage or at this link: <https://go.wisc.edu/NMFEMaterials>



Crops and Soils
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Nutrient Management Farmer Education Curriculum

Since its original release in 1999, the *Nutrient Management Farmer Education Curriculum* has been an evolving collection of instructional tools for educating farmers (and others) on improved nutrient management practices. The goal is to involve farmers in the design of their own nutrient management plans.

[Download Curriculum](#)

[Curriculum Guidelines](#)

NMFE CURRICULUM

- Amazing resource for helping to organize/plan NMFE Classes!
- New Curriculum: virtual, step-by-step, available for anyone to access anytime of day!
 - Course is now hosted through UW Canvas.
 - Users must set up a Net ID before getting access to the class.
 - Certificate will be generated after completing the course and quiz, which can be turned into county as documentation of completion of the course.
 - Feel free to browse/utilize any of the material.
 - DATCP approved this as a DATCP certified course.
 - Offered as a self-paced NMFE course.



TRAINING LAPTOPS

- Laptops available for NMFE Classes
- Email andrea.topper@Wisconsin.gov to reserve for your training dates.



TRAIN THE TRAINER

AVAILABLE UPON REQUEST!



UW NUTRIENT AND PEST MANAGEMENT PROGRAM

- Regional Specialists
- Available to assist with NMFE Classes

Nutrient and Pest Management Program

The University of Wisconsin Nutrient and Pest Management (NPM) Program connects farmers and researchers on key issues of profitability, practicality and environmental impact of crop production practices and systems.

Using input from an active collaboration of Wisconsin agricultural community stakeholders, state agencies and university researchers, NPM helps create and deliver innovative, cost effective and timely outreach solutions.

Nutrient Management Outreach

We work with farmers to adopt nutrient management practices, often improving profitability and reducing water quality risks.

In partnership with local educators, agencies and organizations, **we train farmers** throughout Wisconsin on nutrient management principles and planning.

We cooperate with farmers to run field trials that demonstrate the effectiveness of the University of Wisconsin nutrient management guidelines on their farms.

Pest Management Outreach

We deliver farmer education programs on agricultural pests (insects, weeds and diseases), including identification, treatment threshold levels and resistance management.

Our website delivers the popular **Wisconsin Crop Manager** newsletter featuring contributions from faculty and staff across UW-CALS departments including Agronomy, Entomology, Soil Science, Plant Pathology and Horticulture. We create timely, pertinent and informative **publications** that often translate complex research into usable and approachable formats so that our clients can understand and implement the most current UW research into their farming systems. We also develop **mobile applications (apps)** that connect farmers, crop consultants, educators and other agricultural industry users with UW recommendations for making important crop management decisions.

The Nutrient and Pest Management (NPM) Program operates with integral support from the University of Wisconsin-Madison's College of Agricultural and Life Sciences (CALS) and Division of Extension.

Faculty Director

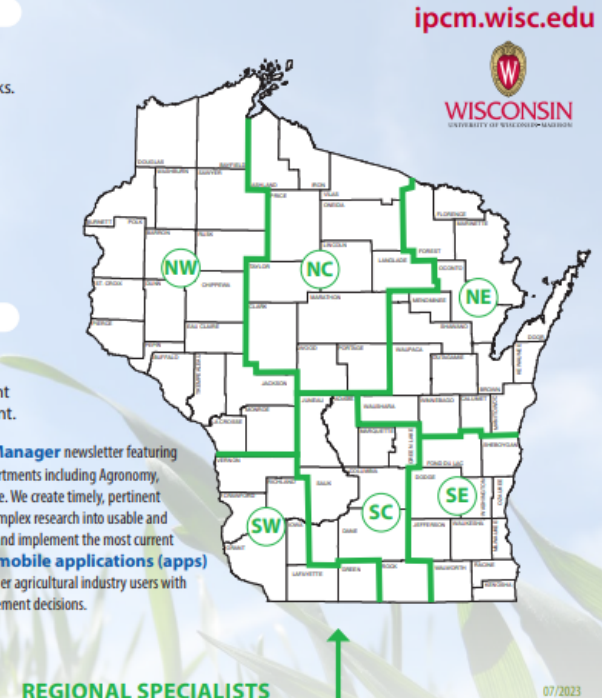
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