



2027 NMFE Office Hour

Andrea Topper – Nutrient Management Outreach Specialist

WISCONSIN DEPARTMENT OF AGRICULTURE, TRADE AND CONSUMER PROTECTION



DATCP NMFE Staff

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MID JANUARY-APRIL 15TH, 2027



APPLICATION PERIOD

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: NEW SOIL HEALTH TEST KITS

- \$450 can be utilized for a soil health assessment kit with the following supplies approved for purchase:
 - Water Infiltration rings (6" pipe, 6" segment)
 - Rubber Mallet
 - Soil Penetrometer
 - Hand Trowel
 - Slake Test screens
 - Digital Soil Thermometer
 - Square Foot Measuring Tool made from ½ inch PVC Pipe- 4 12-inch lengths of PVC and 4 ½ inch 90-degree elbows.
 - Duffle Bag or 5-gallon bucket
 - SARE book: Building Soil for Better Crops





QUESTIONS???

What sort of documentation is needed?

When are things due??

Where can I find them???

DOCUMENTS AND FORMS

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
 - Tier 1 Grants- When requesting reimbursement for soil sampling, manure analysis and participation stipends a 590 checklist is required to be submitted.
 - Tier 2 Grants- No paperwork/documentation is needed to be submitted.



REIMBURSEMENT FORM

- 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 Use Only Approved Reimbursement Amount
Training Participant Payment-- Soil Testing <i>(Tier 1 projects only)</i>	No more than \$750/participant.	12	\$12,581.00	\$6,964.00	\$0.00	\$5,617.00	\$6,964.00
Training Participant Payment— Manure Analysis <i>(Tier 1 projects only)</i>	No more than \$100/participant.	0	\$0.00	\$0.00	\$0.00	\$ 0.00	\$0.00
Training Participant Payment— Stipend, Voucher, Instructional or Incentive Payment <i>(Tier 1 projects only)</i>	No more than \$700/participant.	36	\$12,481.00	\$11,900.00	\$0.00	\$ 581.00	\$11,900.00
Payments for Persons Performing Administrative or Training Activities <i>(Tier 1 and Tier 2 projects)</i>	Maximum payment in this category is 25 percent of the grant.	0	\$0.00	\$0.00	\$0.00	\$ 0.00	\$0.00
Payments for Support Costs <i>(Tier 1 and Tier 2 projects)</i>	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	\$1,100.00	\$707.57	\$0.00	\$ 392.43	\$707.57
Payments for Support Costs <i>(Training Laptops)</i>	Payment corresponds to approved award for training computers and accessories. Not to exceed \$2,000.	N/A	\$0.00	\$0.00	\$0.00	\$ 0.00	\$0.00
	TOTALS:	N/A	\$26,162.00	\$19,571.57	\$ 0.00	\$6,590.43	\$19,571.57

FAQ'S RELATED TO REIMBURSEMENT FORM

- Can farmer participants receive a participation stipend if they come back through a refresher course?
 - Yes, farmer participants can participate in NMFE classes annually and are eligible for the completion stipend annually. Soil sampling reimbursements are done based on an as needed basis.
- 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 datcpsoilandwatershedmanagement@Wisconsin.gov before submitting a reimbursement form so that we can document it accordingly.



DOCUMENTATION FOR YOUR OWN RECORDS

- Participation Stipend-590 Checklist from farmer receiving a stipend
- Soil Sampling Stipend-Soil sample invoice from farmer receiving a stipend
- Manure Analysis Stipend-Manure analysis invoice from farmer receiving a stipend
- Food Purchases-Receipts
- Hall/Facility Rental-Receipts
- Mailings/Postage-Receipts
- Equipment Purchases-Receipts
- Laptops and Expenses-Receipts



FINAL REPORT TEMPLATE

- Separate Tier 1 and Tier 2 Final Reports:
 - Tier 1- <https://forms.office.com/g/MBTmXFArmc>
 - NMFE Participant Tracking Log-
<https://datcp.wi.gov/Documents2/NMFEParticpantTrackingLog.xlsx>
 - Email to: datcpsoilandwatershedmanagement@Wisconsin.gov
 - Tier 2- <https://forms.office.com/g/3QZ8jpKZ4S>
- Due February 15th following grant period.
- All comments and suggestions help with program development!



NMFE PROGRAM GRANT EXTENSION REQUEST FOR [REDACTED] YEAR

EXTENSION REQUESTS

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

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

- Now posted on Website!
- Due December 31st of Grant Year
- Email to: datcpsoilandwatershedmanagement@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.



TRANSFERS NOW ALLOWED

- Hoping to avoid underspending in the future.
- Will be allowed with 2026 funding
 - Transfers will be due by December 1st of 2026 for the 2026 grant year.
 - Can not transfer extended funds.
- Tier 1 can transfer to other Tier 1 grantees
- Tier 2 can transfer to other Tier 2 grantees
- Transfer Form found here: <https://datcp.wi.gov/Documents2/DARM-BLWR-038.docx>



TRANSFER FORM AND PROCESS

SIGNATURE

It is understood and agreed that:

- The grantee transferring the funds ("Transferring Grantee") certifies that it has an uncommitted portion of its Nutrient Management Farmer Education ("NMFE") Grant equal to or greater than the transfer amount listed above, has not previously extended the grant funds which are the subject of the transfer, and has not received funds from another NMFE grantee during the Grant Year.
- The Transferring Grantee agrees to the transfer of funds in the amount listed above to the grantee receiving the funds ("Receiving Grantee") to be used to implement their NMFE Grant. Tier 1 funds shall only be used for purposes of Tier 1 activities and Tier 2 funds shall only be used for purposes of Tier 2 activities by the Receiving Grantee.
- The transfer must be approved by DATCP, consistent with the recommendation of the Land and Water Conservation Board.
- DATCP is authorized to modify the allocation plan and amend the grant contracts for the Transferring and Receiving Grantees to carry out the terms of this AGREEMENT.
- The grantees signing this AGREEMENT are responsible for tracking their NMFE Grant balances and accurately calculating transfer amounts. Reimbursement requests submitted to DATCP will be processed in accordance with the revised grant amount authorized by this AGREEMENT. Reimbursement request(s) submitted by either the Transferring Grantee or Receiving Grantee that would create an overage of the revised grant allocation will not be paid.
- Funds transferred by this Agreement to the Receiving Grantee may be extended into the subsequent grant year with department approval.

NUTRIENT MANAGEMENT FARMER EDUCATION GRANT MANAGER FROM TRANSFERRING GRANTEE

DATE

NUTRIENT MANAGEMENT FARMER EDUCATION GRANT MANAGER FROM RECEIVING GRANTEE

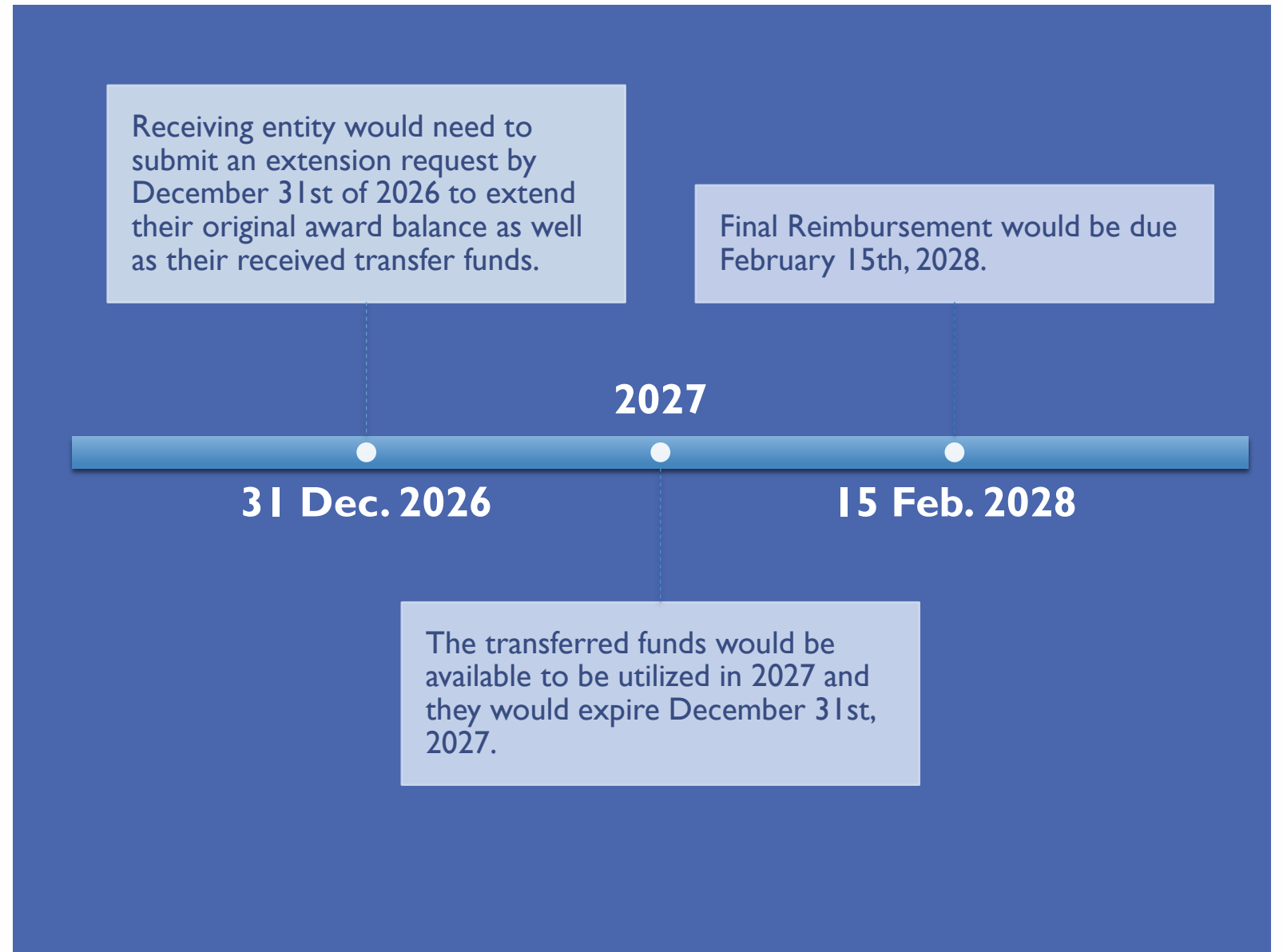
DATE

After both grantees have signed this agreement, the Receiving Grantee should email it to:

datcpsoilandwatershedmanagement@wisconsin.gov.



IF A FUNDS
TRANSFER
WOULD BE
SUBMITTED BY
DECEMBER 1ST,
2026...





QUESTIONS???



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.
 - Access course here: <https://canvas.wisc.edu/courses/430912>
 - Users must set up a Net ID before getting access to the class.
 - If you don't have a Net ID you can request one here: [Requesting Access to the NMFE Course](#)
 - 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!



CLASS RESOURCES

- Nutrient Management Fast Facts Magazine:
https://datcp.wi.gov/Documents2/NPM_FastFactsMagazine.pdf
 - Available online and in print. Reach out to your regional NPM staff member or email andrea.topper@wisconsin.gov to request copies for your training.
- SnapPlus V2 Guide Magazine: https://datcp.wi.gov/Documents2/SnapPlusGuide_2024.pdf
 - Only available online and limited printed copies available.
- SnapPlus V3 Guide Magazine: <https://datcp.wi.gov/Documents2/SnapPlusV3Magazine.pdf>
 - Reach out to your regional NPM staff member or email andrea.topper@wisconsin.gov to request copies for your training.



UW NUTRIENT AND PEST MANAGEMENT PROGRAM

- Regional Specialists
- Available to assist with NMFE Classes



Dan Marzu
North Central

608-381-6702



Landon Baumgartner
Southwest

608-228-5125



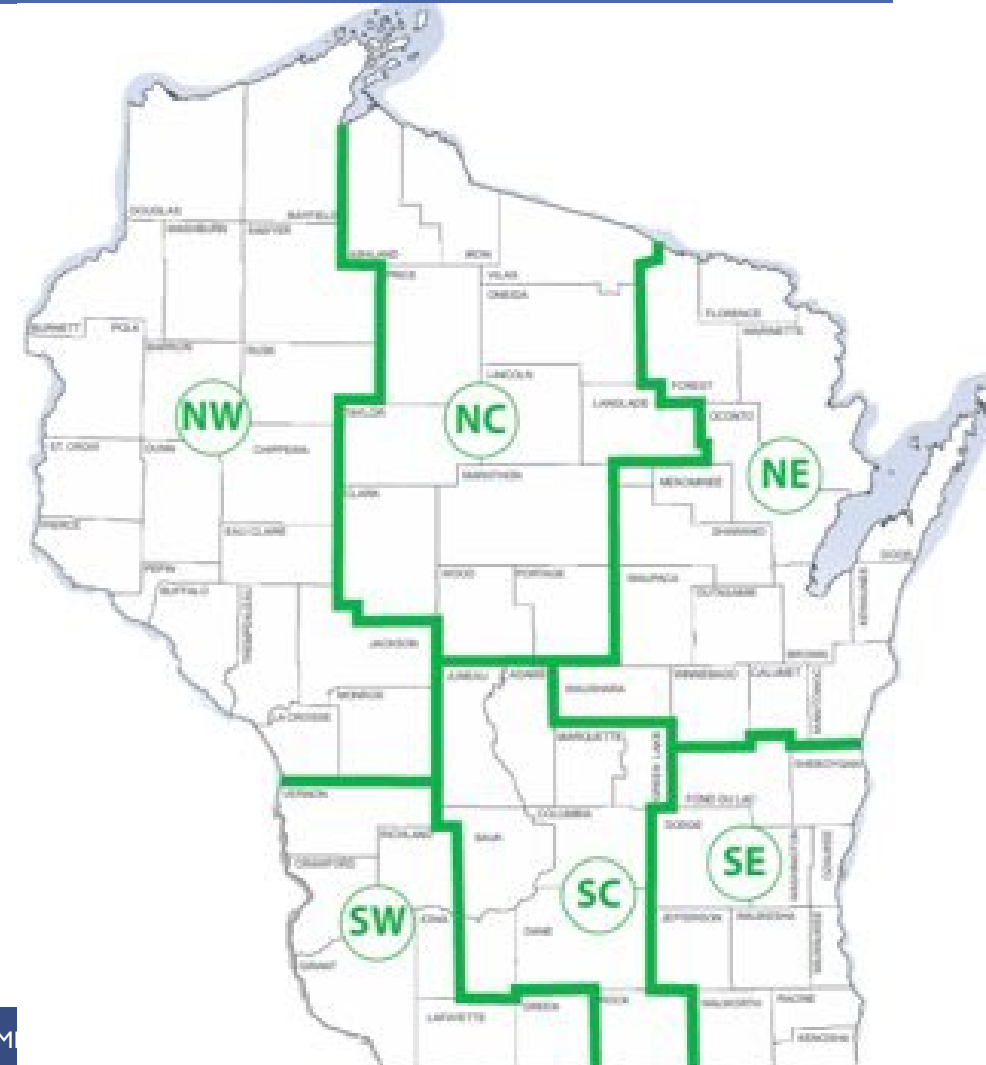
Matt Bolen
Northwest

715-681-1660



Chris Clark
Northeast

715-850-2888



NMFE SURVEY

- [Qualtrics Survey | Qualtrics Experience Management](#)
- Your perspective is important in helping us understand whether the current training topics, delivery methods, and resources are meeting farmer needs and where improvements may be helpful.
- The survey should take **about 5 minutes** to complete.





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