
January 26, 2004

WEST VIRGINIA BULLETIN NO WV300-4-4

SUBJECT: LTP - FY 2004 WHIP TENTATIVE APPROVALS

Purpose: To provide tentative approvals and guidance for the 2004 WHIP

Expiration Date: This bulletin expires September 30, 2004.

Attached are the tentative approvals for the 2004 Wildlife Habitat Incentives Program (WHIP). The tentatively approved list was drawn from the existing applications on file in the state office on Jan. 16, 2004. Plans should be developed and contracts completed **no later than March 15, 2004**. Contract approval is dependent upon receipt of the WHIP apportionments.

Although WHIP is a continuous sign-up, a concentrated sign-up period starts immediately and will extend through April 1, 2004. The next list of tentative approvals will be drawn from all available applications received in the State Office by April 8, 2004. The number of tentative approvals will depend on the funding available.

NRCS has entered into an agreement to allow WVDNR to complete up to 44 wildlife habitat designs for contract development. The applications that have been designated to WVDNR are identified on the tentatively approved list and are marked "YES" under the column entitled "WVDNR". If your field office has already completed a plan on one of the applications selected by WVDNR, please notify Casey Shrader or Jim Piper immediately. **A packet of information must be prepared by NRCS for applications that have been designated to be planned by WVDNR. This information should be held at the field office and available to the WVDNR representative no later than February 1, 2004.** This information will include the following items:

- 1) The applicants address, phone number, and directions to the property
- 2) A plan map at an appropriate scale with the property boundaries identified (if possible, color generated from ArcView)
- 3) A copy of the WHIP Summary Ranking Sheet
- 4) A copy of the topographic map (optional)
- 5) Soils information (map with corresponding soils descriptions)
- 6) Any other pertinent information concerning the application

A representative from WVDNR will contact the field office to schedule an appropriate time to pick up the packet of information and schedule an initial site visit. The initial site visit will take place with the landowner and a representative from NRCS. A wildlife habitat design will be developed by WVDNR according to NRCS standards. The NRCS field office will then complete a plan in toolkit and develop the WHIP contract. WVDNR will be present with NRCS during the signing of the contract to answer landowner questions regarding the plan and practices involved. Those applications assigned to WVDNR are not subject to the March 15, 2004 completion deadline. The

agreement with WVDNR specifies that the completed wildlife habitat designs will be provided to the District Conservationists no later than Aug. 13, 2004, for contract development. District Conservationists should complete the contracts within two weeks after receiving the designs from WVDNR.

It is very important that the field office contact all the tentatively approved individuals identified in your respective counties to determine the landowner's intent to continue in the program. Should a landowner wish to cancel their application, please notify the program manager using the Notice of Intent to Withdraw form attached as soon as possible.

Also attached are sample letters that should be used to notify WHIP applicants of the status of their application for FY2004 and their appropriate appeal rights. Applications that were not approved for funding will remain on file and reconsidered when funds are available or until a written request to remove them is received. Applicants should be advised of their status as soon as possible. Letters to applicants not selected in FY2004 due to lack of funding will be sent in early October, 2004. Questions concerning appeal rights should be directed to Jim Piper.

If you have other questions regarding WHIP, please contact Jim Piper, ASTC-Operations Management at (304) 284-7543 or Casey Shrader, State Biologist at (304) 284-7581.

/s/

LILLIAN V. WOODS
State Conservationist

Attachments:

- List of tentatively approved WHIP applicants
- Notice of Intent to Withdraw form
- Sample letters to WHIP applicants (4)

DIST: F, A

- James Piper, ASTC-Opers Mgt., NRCS, Morgantown, WV
- Casey Shrader, State Biologist, NRCS, Morgantown, WV
- Roger Anderson, WVDNR, Elkins, WV
- Gary Foster, WVDNR, Fairmont, WV
- Dick Hall, WVDNR, Elkins, WV
- Truman Wolfe, Exec. Dir., WVCA, Charleston, WV
- Joe Gumm, President, WV Association of Conservation Districts, Elkins, WV
- Jim McClelland, President, WVRC&D Association
- Charlotte Wertz, SAO, NRCS, Morgantown, WV
- Bill Doerr, Supervisory Contract Specialist, NRCS, Morgantown, WV

First Name	Last Name	County	Farm	Tract	Score	Acres	Habitat Type	Target Species	Approved	USFWS PFW	WVDNR
Michael	Holliday	Barbour	1009	1415	110	19	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	NO
Richard	Siebert	Barbour	497	22	105	149	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	NO
John	Hawkins	Barbour	1116	1533	105	89	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	YES
Lowell (Bud)	England	Barbour	74	650	105	62	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	YES
Ken	Hickman	Barbour	1114	1531	100	40	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	YES
Jerry	Lewis	Cabell	1274	1187	120	152	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	YES
Dave	Mistich	Calhoun	1021	1187	135	114	3 Woodland Wildlife	3.3 Turkey	1/16/2004	NO	NO
Larry	Hudson	Calhoun	923	1100	125	50	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	YES
Henry	Mullins	Calhoun	895	1072	125	54	3 Woodland Wildlife	3.3 Turkey	1/16/2004	NO	YES
Paul	Blake	Fayette	904	1890	115	50	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	YES
Wayne	Harris	Grant	53	695	115	450	3 Woodland Wildlife	3.3 Turkey	1/16/2004	NO	NO
John & Ina	Rucker	Greenbrier	1196	886	120	98	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	NO
Robert	Egtvedt	Hampshire	311	447	125	143	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	YES
Bob	Greene	Hampshire	0	0	120	200	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	YES
Green Hunting	Club, Inc.	Hardy	1388	3128	120	1856	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	NO
William D.	Moomau	Hardy	1332	3053	115	59	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	YES
Jim K.	Stutler	Harrison	483	618	165	4	1 Riparian Wildlife	1.1 General Wildlife	1/16/2004	NO	NO
James	Scott	Harrison	786	893	115	370	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	NO
Michael	Sieber	Harrison	182	197	120	60	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	YES
Tommy	Crow	Jackson	496	230	145	44	2 Farm Wildlife	2.3 Songbird	1/16/2004	NO	NO
Tony	Coleman	Jackson	2294	6890	140	53	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	NO

First Name	Last Name	County	Farm	Tract	Score	Acres	Habitat Type	Target Species	Approved	USFWS PFW	WVDNR
Shawn	Wright	Jackson	0	0	120	89	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	NO
Eugene	Olcott	Jefferson	393	448	180	95	2 Farm Wildlife	2.3 Songbird	1/16/2004	NO	YES
William	Muchesko	Jefferson	941	906	120	58	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	YES
Stacy	Ray	Kanawha	849	5839	100	48	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	YES
Brian	Klug	Marshall	1131	1	105	91	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	NO
Robert	Jewell	Mason	1101	1453	175	106	2 Farm Wildlife	2.4 Rabbit	1/16/2004	NO	YES
Bruce	Adkins	Mason	2545	9220	120	12	2 Farm Wildlife	2.4 Rabbit	1/16/2004	NO	NO
Steve	Newell	Mason	851	1742	110	60	2 Farm Wildlife	2.4 Rabbit	1/16/2004	NO	YES
WV	CCC	McDowell	0	0	135	118	2 Farm Wildlife	2.3 Songbird	1/16/2004	NO	YES
Andrew	Brown, Jr.	Mineral	863	962	135	120	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	YES
Dennis	Brenckle	Mineral	864	963	130	189	3 Woodland Wildlife	3.3 Turkey	1/16/2004	NO	YES
James	Thrush	Mineral	854	952	220	9	1 Riparian Wildlife	1.1 General Wildlife	1/16/2004	NO	NO
David	Shreve	Mineral	416	437	215	204	1 Riparian Wildlife	1.1 General Wildlife	1/16/2004	NO	NO
Norman	Wood Jr.	Mineral	472	510	205	294	2 Farm Wildlife	2.1 Bobwhite Quail	1/16/2004	YES	NO
James	Thrush	Mineral	267	252	190	2	1 Riparian Wildlife	1.1 General Wildlife	1/16/2004	NO	NO
Turkey Knob	Hunt Club	Mineral	856	954	125	179	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	NO
Gordon	Lawson	Monongalia	65	374	180	1	1 Riparian Wildlife	1.1 General Wildlife	1/16/2004	YES	NO
Gordon	Lawson	Monongalia	985	1135	165	3	1 Riparian Wildlife	1.1 General Wildlife	1/16/2004	YES	NO
Carol	Means	Monongalia	816	951	160	2	1 Riparian Wildlife	1.1 General Wildlife	1/16/2004	YES	NO
Dr.	Gainer	Monongalia	0	0	110	7	2 Farm Wildlife	2.3 Songbird	1/16/2004	NO	YES
Stoney Brook	Plantation	Monroe	2205	8528	140	1	1 Riparian Wildlife	1.3 Woodcock	1/16/2004	NO	NO

First Name	Last Name	County	Farm	Tract	Score	Acres	Habitat Type	Target Species	Approved	USFWS PFW	WVDNR
Ralph	Johnson	Monroe	2405	2221	115	100	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	YES
Gary	Glascocock	Morgan	203	3497	140	45	2 Farm Wildlife	2.1 Bobwhite Quail	1/16/2004	NO	YES
Virgil	Porter	Morgan	107	310	135	188	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	YES
Hilda	Smith	Nicholas	107	552	180	21	1 Riparian Wildlife	1.1 General Wildlife	1/16/2004	NO	NO
Charles	Bremmer	Nicholas	501	1003	115	90	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	YES
Lee	Tucker	Nicholas	343	35	115	123	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	YES
Bill	Knizner	Pendleton	1724	10435	115	217	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	YES
John	Markwell	Pendleton	0	0	120	26	2 Farm Wildlife	2.4 Rabbit	1/16/2004	NO	NO
Greg	Westbrooke	Pleasants	1	1	120	70	2 Farm Wildlife	2.4 Rabbit	1/16/2004	NO	YES
William	Schilkowski	Pocahontas	1623	8110	145	75	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	YES
David	Peacock	Pocahontas	478	553	115	55	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	YES
Donald	Flegel	Pocahontas	1565	979/8066	105	287	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	NO
J. R.	Wolfe	Preston	61	58	170	93	2 Farm Wildlife	2.3 Songbird	1/16/2004	YES	NO
Charles	Zetty	Preston	342	4812	125	77	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	YES
Donald	Shrout	Preston	2103	4789	120	100	3 Woodland Wildlife	3.4 General Wildlife	1/16/2004	NO	YES
William	Autry	Preston	1928	4597	115	100	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	YES
Jeff	Yost	Preston	1656	690	130	200	3 Woodland Wildlife	3.1 Grouse	1/16/2004	NO	NO
Steven	Carpenter	Preston	2106	4792	105	46	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	YES
Amos Bow	Hunters Club	Putnam	000	0000	165	70	1 Riparian Wildlife	1.1 General Wildlife	1/16/2004	NO	NO
Sharon	Hansen	Putnam	130	835	140	3	1 Riparian Wildlife	1.1 General Wildlife	1/16/2004	NO	NO
Robert	Graham	Putnam	1904	8099	120	100	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	NO

First Name	Last Name	County	Farm	Tract	Score	Acres	Habitat Type	Target Species	Approved	USFWS PFW	WVDNR
Beth	Gridner	Raleigh	2013	2014	140	100	2 Farm Wildlife	2.3 Songbird	1/16/2004	NO	YES
Lloyd	Ayers	Summers	548	756	115	30	3 Woodland Wildlife	3.3 Turkey	1/16/2004	NO	YES
Cathie	Bomkamp	Taylor	421	1	115	57	2 Farm Wildlife	2.3 Songbird	1/16/2004	NO	YES
William	Hope	Tyler	1	1	110	187	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	YES
Bill	Runyon	Wayne	286	341	105	72	2 Farm Wildlife	2.5 General Wildlife	1/16/2004	NO	YES

[Insert Date]

[Insert Participant Name and Address]

Dear Mr. Smith:

This is to advise you that your Wildlife Habitat Incentives Program (WHIP) application meets our State wildlife objectives and funds are available for your wildlife habitat development project.

Please notify this office if you plan to continue with your wildlife habitat development plan. Our telephone is **[insert telephone number]**. If we do not hear from you by **[insert date]** we will assume you are no longer interested in developing your project and the funds will be provided to another applicant.

Sincerely,

John Doe
Designated Conservationist

Use office letterhead with return address]

[Insert Date]

[Insert Participant Name and Address]

Dear Mr. Smith:

This is to advise you that your Wildlife Habitat Incentives Program (WHIP) application does not meet our State wildlife objectives. Therefore, your application cannot be approved. Since funding for WHIP projects in West Virginia is limited, the State Conservationist, based on recommendations from the State Technical Committee, established priority wildlife needs and a ranking process to evaluate all WHIP applications.

We encourage you to contact this office at [insert telephone number] to determine whether any adjustments can be made to your application to make it compatible with the State objectives. Our services remain available to provide you with technical assistance.

Rejection of your application because it does not address wildlife objectives is not an appealable issue [like other matters of general program applicability]. However, you may request a review of appealability from the National Appeals Division within 30 days of the date of this letter, by contacting:

U. S. DEPARTMENT OF AGRICULTURE
National Appeals Division
East Regional Office
3500 DePauw Boulevard, Suite 2052
Indianapolis, Indiana 46268

If you feel the facts have not been properly considered, you may request either a field visit and reconsideration of this decision by this office or request mediation from a certified mediator. Your written request must be made within 30-days of receipt of this notification and clearly explain the reasons you disagree with the decision.

Sincerely,

John Doe
Designated Conservationist

[Use office letterhead with return address]

[Insert Date]

[Insert Participant Name) and Address]

Dear [insert name]:

This is to advise you that your Wildlife Habitat Incentives Program (WHIP) application cannot be approved. We have determined that your application is not eligible because **[insert reason for ineligibility determination]**.

We encourage you to contact this office at **[insert telephone number]** to determine whether any adjustments can be made to your application to make it compatible with the State objectives. Our services remain available to provide you with technical assistance.

If you feel the facts have not been properly considered, you may request either a preliminary review of this decision by this office, request mediation from a certified mediator, or appeal the decision to the National Appeals Division at the following address:

U. S. DEPARTMENT OF AGRICULTURE
National Appeals Division
East Regional Office
3500 DePauw Boulevard, Suite 2052
Indianapolis, Indiana 46268

Your written request must be made within 30-days of receipt of this notification and clearly explain the reasons you disagree with the decision.

Sincerely,

John Doe
Designated Conservationist

[Use office letterhead with return address]

[Insert Date]

[Insert Participant Name and Address]

Dear [insert name]

This is to advise you that your Wildlife Habitat Incentives Program (WHIP) application meets our State wildlife objectives. However, we have determined through our application ranking process, that other applications provide greater wildlife benefits and because funding for WHIP projects in West Virginia is limited to **[insert state funding amount]** , your application cannot be approved.

Even though your application will not be funded at this time, we encourage you to keep your application on file should other funds become available. Please notify this office by **[insert date]** if you plan to keep your application on file for future funding opportunities. Our telephone is **[insert telephone number]**.

Non-approval of your application due to a lack of funding [as well as other matters of general program applicability such as ranking criteria, wildlife priorities, etc.] is not an appealable issue. However, you may request a review of appealability from the National Appeals Division within 30 days of the date of this letter, by contacting:

U. S. DEPARTMENT OF AGRICULTURE
National Appeals Division
East Regional Office
3500 DePauw Boulevard, Suite 2052
Indianapolis, Indiana 46268

If you feel the facts have not been properly considered, you may request either a field visit and reconsideration of this decision by this office or request mediation from a certified mediator. Your written request must be made within 30-days of receipt of this notification and clearly explain the reasons you disagree with the decision.

Sincerely,

John Doe
Designated Conservationist

**NOTICE OF INTENT TO WITHDRAW FROM THE WILDLIFE
HABITAT INCENTIVES PROGRAM**

I, _____, hereby give notice to withdraw my application from the Wildlife Habitat Incentives Program (WHIP) for Farm # _____, Tract # _____ in _____ County. I understand that by withdrawing my application I must reapply at a later date to be reconsidered for enrollment into WHIP.

Landowner(s) Signature

Date

Landowner(s) Signature

Date

Planner Signature

Date

Planners should return a copy of this completed form and any supplemental material to the NRCS field office or state office (as appropriate) for processing.
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