



1055 East Whitehall Road  
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*An Equal Opportunity  
Employer & Service Provider*



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***General landowner information about American Recovery and Reinvestment Act (ARRA) grants and reporting requirements for incentive payment programs:***

- Top priority and purpose of this funding is job creation and retention
- Secondary benefits are enhancing and improving Georgia's forests by replanting with Longleaf and / or treating invasive species
- Please read and understand all aspects of the contract when applying
  - Deadline for turning in contracts is:
    - October 15, 2009 for Longleaf
    - October 31, 2009 for Invasive Species
- You and your vendor will have to keep up with workers' time, by day, for all work performed on the tract (see attached form).
  - This should include all laborers, supervisors and any administrative personnel associated with the work done on your property
  - Travel time should be included
  - Time spent looking at tract and developing bids should be included
  - Office hours associated with this job (billing, phone calls, mapping, etc.) should all be included with the totals
  - Landowner time spent soliciting vendors, supervising work, meeting with GFC, vendors, etc. should all be included
  - BOTH landowner and vendor must sign this sheet
  - If work covers more than one month, fill out separate sheets for each month
  - NO GFC employee's time should be included with these totals
- Turn in all original bills, receipts, copies of cancelled checks, and any other documentation to your GFC forester when requesting your incentive payment (the work must be done and inspected by us before you will receive your payment).
- Please keep all of your records associated with the treatments for up 3 years. One special provision of this program that differs from previous programs is that your property and records are subject to inspection by auditors for up to 3 years (this is stated on your contract).
- Contact you GFC forester for any questions, but we expect you to schedule and complete this work in a timely manner. Let us know if you have trouble finding a vendor and we will help you.
- If you intend to do part or all of the work yourself, please let your GFC forester know. Landowners will need to submit a pesticide application record sheet for each treatment. Otherwise, the pesticide application sheet from the vendor will be acceptable as long as it contains the information required by Georgia Law.

*Funding for these programs is provided by the US Forest Service*

**"AMERICAN RECOVERY & REINVESTMENT ACT"**

Jobs Created Reporting Form

Report Month/Year			
County			
Contract Number (if applicable)	LANDOWNER NAME	ADDRESS	PHONE NUMBER
NAME	CITY	ZIP CODE	

This report must be completed for each month work was performed and submitted with the Prime Recipient/Sub-Recipient Report Form. Enter the total hours worked for all workers (including travel time and support personnel), for each date that work was performed on this tract.

PROJECT OR ACTIVITY DESCRIPTION <small>ex.) herbicide, tree planting, burning, etc...</small>	TOTAL	DATE														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	0															
	0															
	0															
	0															
	0															
	0															
	0															
	0															

PROJECT OR ACTIVITY DESCRIPTION <small>ex.) herbicide, tree planting, burning, etc...</small>	TOTAL	DATE														
		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	0															
	0															
	0															
	0															
	0															
	0															
	0															
	0															

TOTAL HOURS WORKED	0
TOTAL WORKERS	
NUMBER OF <b>NEW</b> WORKERS STATED IN TOTAL	

\*\*\* OFFICE USE ONLY \*\*\*

Total hours in work Period \_\_\_\_\_

Full Time Employment \_\_\_\_\_

Fund Source \_\_\_\_\_

Project \_\_\_\_\_

Federal ID Number \_\_\_\_\_

Initial \_\_\_\_\_

Date \_\_\_\_\_

VENDOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

LANDOWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_