



## Forester Checklist

- Step 1: Attend the District Forester Site Visit – Optional**

You are not required to attend the District Forester Site Visit with their clients. However, if you're able to attend, it may speed up the application process. Maine Forest Service (MFS) cannot reimburse Resilience Foresters for time before the landowner is formally enrolled in the WoodsWISE Resilience Program.
- Step 2: Complete Application 1**

Resilience Foresters complete the program applications on behalf of their clients. The application process occurs in two parts and cannot begin until a vendor code has been created for their client, and all other landowner paperwork has been processed by the MFS. You will receive an email with links for Application 1 and Application 2 once the landowner paperwork is processed. Once Application 1 is submitted, you'll receive the first program approval letter.
- Step 3: Write the Practice Plan and Submit Application 2**

After receiving the first letter of approval, you can begin any work needed to complete the Practice Plan. When the Practice Plan and Practice Expected Budget are complete, use the link you received to submit Application 2. You will receive a second approval letter once the Practice Plan and Expected Budget are approved by the Maine Forest Service. If any additional information is needed for Application 2 before it can be approved, you'll hear from your District Forester.
- Step 3a: Submit Spatial Data**

Submit spatial data for the practice area(s) to Greg Miller via email at [Greg.T.Miller@maine.gov](mailto:Greg.T.Miller@maine.gov)
- Step 4: Oversee Practice Implementation**

Resilience Foresters oversee the implementation of the approved practices.
- Step 5: Initiate Practice Closeout**

Once the practice(s) is/are complete, initiate a close-out site visit with your District Forester.
- Step 6: Submit Claim-for-Payment Paperwork**

Submit the final claim for payment paperwork on behalf of your client. Once the paperwork is approved, your client's payment will be sent via paper check in the mail.