

# Regenerate New Yew Forestry Cost Share Checklist

Once you've registered in the Statewide Financial System (SFS), and have received confirmation, we recommend you assemble the documents and information listed below before beginning the application process. Having these items ready in advance will allow you to complete your application as efficiently as possible. Documents must be formatted as a PDF to be uploaded into SFS. When multiple documents are needed for a single category (for example maps and photos), they must be combined into a single PDF document. Please see the [Request for Applications \(RFA\)](#) for more details. Please also note that projects that will include herbicide treatments will need additional documentation that is outlined in the RFA.

Checklist items:

- Proof of property ownership (If the applicant is a fiscal sponsor, a letter of support from the landowner must also be included. See Appendix 6 of the [RFA](#) for an example.):
  - Parcel ID, or
  - Tax bill
- Maps and photos:
  - The map must clearly identify the boundaries of the property and delineate the project area within. Include the property owner's name, the property location, and total number of project acres as well. Hand drawn maps will not be accepted.
  - Photos must clearly show the current condition of the project area.
- Completed Excel budget workbook (available on the [Regenerate NY webpage](#)):
  - The Budget Estimates tab identifies the costs for each year of the project.
  - The SFS Budget Properties tab is what needs to be entered into SFS.
- Project cost estimates:
  - An informal estimate (on letterhead, in an email, or website screen capture) is required for any expense that exceeds \$2,500. Two estimates are required for any expense that exceeds \$5,000. Request for quotes or going to bid is not required.
- Proposed workplan and project timeline:
  - The work plan should clearly outline the actions the applicant will take each year during the project. A sample plan can be found in Appendix 5 of the [RFA](#) to help make sure you have the appropriate information when you apply. The

information may be typed into the appropriate location in SFS, or you can create a workplan document and then upload it as a PDF.

- [Practice Template form](#):
  - Provide details on the current forest stand conditions and planned practice specifications. You will need assistance from a forester or natural resource professional for this.
- Forester or natural resource professional credentials
  - If you are working with a DEC Cooperating Forester, New York Society of American Foresters (NYSAF) Certified Forester or a forester currently performing work under 480a, their credentials have already been verified, so you just need to enter their name into SFS. For all other foresters, please have them provide you with their resume or Curriculum Vitae (CV).
  - For planting projects, an International Society of Arboriculture Chapter, Inc. (ISA) Certified Arborist is considered already verified. For all other natural resource professionals, please have them provide you with their resume or CV.
- Download and fill out the following forms from SFS (located in Events Comments and Attachments):
  - Sexual Harassment Prevention Certification
  - Executive Order 16
  - Gender Based Violence and the Workplace Certification