



WoodsWISE

Incentives to Stewardship Enhancement



WoodsWISE Project Affidavit and Cost Summary

Landowner: I, _____, have submitted a Claim for Payment for my completed WoodsWISE Project.

The project occurred on _____ (#) wooded acres in the town of _____.

The following summary of expenses and accompanying documentation accurately reflect the costs of the Project paid for or otherwise incurred by me. I understand that I will be eligible to receive cost-share reimbursement from the Maine Forest Service once my claim for payment is approved and processed. I also understand that the project must be maintained for a minimum of ten years.

Landowner signature(s) _____ Date _____

Forester: I, _____, certify that I have been paid in full for my services rendered in the planning, implementation, and completion of the landowner's WoodsWISE Project in the amount of \$ _____. Check #(s) _____ (*required*).

I further certify that the project costs are in accordance with the estimates provided in the Project Plan, and that, to the best of my knowledge, accompanying documentation accurately reflects the actual costs incurred by the landowner in completing the project.

Stewardship Forester signature _____ Date _____
Licensed Forester # _____

NOTE: Proof of payment for cost share reimbursement of eligible costs associated with WoodsWISE Projects under Maine Forest Service programs consists of:

- a copy of the cancelled check (both sides), or
- a similar written record generated by the bank that clearly shows that funds in a given amount have been transferred from the landowner to the forester.

This Affidavit may be submitted as proof of payment in lieu of the above documents if they are not readily obtainable. Check number(s) are required information.

If payment is made in a form other than a check, a notarized statement signed by the seller/service provider asserting that payment has been received, and identifying the type and dollar value of payment, may substitute as proof of payment.

In all cases, MFS reserves the right to request additional documentation.

WoodsWISE Project – Cost Summary

Complete this side by including expenditures and time necessary to complete the approved Project. Include all applicable information. Check number or proof of payment is required for all purchased materials or services. Attach all receipts. Copy and/or attach additional sheets as necessary.

Professional Services[*]:							
<u>Date</u>	<u>Practice Code</u>	<u>Description</u>	<u>Professional</u>	<u>Amount @ Cost/unit</u>	<u>Total Cost</u>	<u>Check #</u>	Office
Materials & Supplies^{**}:							
<u>Date</u>	<u>Practice Code</u>	<u>Description</u>	<u>Seller</u>	<u>Amount @ Cost/unit</u>	<u>Total Cost</u>	<u>Check #</u>	
Equipment^{**}:							
<u>Date</u>	<u>Practice Code</u>	<u>Description</u>	<u>Supplier</u>	<u>Amount @ Cost/unit</u>	<u>Total Cost</u>	<u>Check #</u>	
Labor^{**}:							
<u>Date</u>	<u>Practice Code</u>	<u>Description</u>	<u>Person:</u>	<u>Amount @ Cost/unit</u>	<u>Total Cost</u>	<u>Check #</u>	
Subtotal from additional sheets:							
Total Cost to perform Project:							

Landowner initial: _____ Date: _____

^{*} **INCLUDE** a copy of the Forester’s bill and/or other bills, marked “paid” and initialed/signed by the Forester.

^{**} **ATTACH RECEIPTS:** receipts for eligible materials, equipment or contracted services are required in addition to this summary.