

## Forestry Assistance Program Official Referral Process

- 1.) Private landowners who contact the Conservation District with forestry related questions or visit the website, will be able to receive a referral to a forester/natural resource professional free of charge. The landowner and FAP forester will collect referral information (number acres, forest type, what kind of forestry assistance they are interested in).
  
  - 2.) The District (FAP forester) emails the request directly to the service providers who expressed interest in being on a referral list for a particular activity. A listing of the referral requests will also be made available on the website. Referrals will be open for two weeks unless otherwise requested by the landowner.
  
  - 3.) Resource professionals express their interest in a particular job to the Conservation District.
  
  - 4.) All responses are forwarded to the landowner. The landowner decides which resource professional to work with through the guidance of the FAP forester.
  
  - 5.) Follow-up with each landowner to be sure they have received the assistance they need.
  
  - 6.) The FAP forester requests information from the landowner or service provider (after landowner's approval) for financial information to be added to the quarterly reporting form. \*The information will not be linked to any names or specific location upon reporting. The information will be aggregated to the county level for reporting program accomplishments.
- \*The information should be linked to names in the conservation district's records in the office to keep track of landowners in their service area.