



Serving the Tri-Counties Since 1984

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www.tcfswg.org

Property Owner Checklist

- Step 1: Sign up for a FREE Property Assessment at www.tcfswg.org
- Step 2: A TCFSWG Fuels Specialist will contact you within a week to arrange a time to conduct your Wildfire Risk Assessment. You will work together to evaluate your home and property. This will take about an hour. You will receive a copy of your Wildfire Risk Assessment by email.
- Step 3: Your Fuels Specialist will develop a FREE Project Plan that outlines your mitigation project sent to you by email. You have one week to review, amend and agree upon the Project Plan. This document will be signed via DocuSign by both parties.
- Step 4: A contractor list will be provided to you for you to choose to work with. Your contractor will provide you with a bid from your Project Plan which you will email to your Fuels Specialist. You will have 30 days to complete this step or contact your Fuels Specialist for assistance.
- Step 5: The Executive Director will email you a Financial Plan based on a 75%/25% cost share split. (TCFSWG will reimburse you 75% of project costs after receiving invoice, property owner covers 25%). After the plan has been signed, you can arrange a time for the contractor to begin work. You must contact your Fuels Specialist with a start date.
- Step 6: When the work is complete, your Fuels Specialist will tour your property to ensure your project meets the specifications outlined in your Project Plan. At this time, you can pay the contractor.
- Step 7: Email a copy of the final invoice to the Executive Director and you will be emailed a Reimbursement Request via DocuSign to sign.
- Step 8: The Executive Director will mail your reimbursement check by the 15th of the following month!