



Serving the Tri-Counties Since 1984

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[www.tcfswg.org](http://www.tcfswg.org)

### Property Owner Checklist

- Step 1: Sign up for a FREE Property Assessment at [www.tcfswg.org](http://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. *Property boundary location is the responsibility of the landowner and should be done prior to starting the project.*
- Step 5: The Executive Director will email you a Financial Plan based on up to a 75%-25% cost share split. This means after the homeowner pays 100% of the cost to the contractor and TCFSWG receives proof of payment, TCFSWG will reimburse the homeowner up to 75% of project costs; the property owner covers at least 25% of the cost. NOTE: TCFSWG has a list of generally accepted treatment costs per acre. If a homeowner opts for a higher bid or a costlier type of treatment, the grant reimbursement may not cover the additional treatment costs. For example, the reimbursement cost split share may be adjusted to 65%-35%. After the financial 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. Please be aware that sometimes projects will be delayed based on grant availability. Stay in close contact with your fuels specialist.
- 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 pay the contractor.
- Step 7: Email a copy of the final invoice marked paid by the contractor or a copy of your cancelled check to the Executive Director and you will be emailed a Reimbursement Request via DocuSign.
- Step 8: Tri-County will issue a check for the grant funded portion of the program. The signed reimbursement request must be received by Tri-County by the 7<sup>th</sup> of the month for reimbursement by the 15<sup>th</sup> of that month!