



Serving the Tri-Counties Since 1984

PO Box 934  
Helena, MT 59624-2418  
[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 two weeks 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 fuel treatment plan that outlines your mitigation project sent to you by email. You will review, amend if needed and agree upon the fuel treatment plan. This document will be signed via DocuSign by you and TCFSWG.
- 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 based on your fuel treatment plan which you will email to your Fuels Specialist. Please contact your Fuels Specialist for assistance if you would like to. You contract with the contractor for the work. *Property boundary location is the responsibility of the landowner and should be done prior to starting the project.*  
NOTE: TCFSWG has a list of generally accepted treatment costs per acre and some grants have limits on cost per acre. Our goal is 75% granted, 25% homeowner funded. 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 a different cost share split. 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 5: The Executive Director will email you a Financial Plan that is a contract between you and TCFSWG, 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.
- 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 and issue a final inspection report. At this time, you pay the contractor 100% of the cost of the project.
- Step 7: Email a copy of the final invoice marked paid by the contractor or a copy of your canceled check to the Executive Director and you will be emailed a Reimbursement Request via DocuSign.
- Step 8: TCFSWG will issue a check for the grant funded portion of the program. The signed reimbursement request must be received by TCFSWG by the 7<sup>th</sup> of the month for reimbursement by the 15<sup>th</sup> of that month!