

## Property Owner Checklist for Cost-Share Mitigation Projects

- **Step 1, Assessment:** Sign up for a [FREE Property Assessment](https://www.tcfswg.org) at [www.tcfswg.org](https://www.tcfswg.org). A TCFSWG Fuels Specialists 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 assessment by email.
- **Step 2, Fuel Treatment Plan:** Your Fuels Specialist will develop a **FREE** fuel treatment plan that outlines your mitigation project and send to you by email. You will review, discuss and amend if needed. If you opt to be eligible for grant cost-sharing, you and TCFSWG will sign a final agreed-upon plan via DocuSign. *This step places you in the queue for potential cost-share funding. Projects may not immediately have funding based on grant availability.*
  - If grant funding is not available, and/or you choose not to wait for future funding, you may implement the project on your own by hiring a contractor or completing the work yourself at any time. We invite you to use TCFSWG as a source of free information and advice, and to let us know if/how your project was completed.
  - If grant funding is available in your location, you may choose to work with TCFSWG through the steps below to be reimbursed for a share of the contractor costs to complete the project. If funding is not immediately available, you can choose to wait. We will monitor your place in the queue and let you know if and when funding is available for your project.
  - *Work completed without a signed TCFSWG financial agreement as described in Steps 3-7 is not reimbursable.*
- **Step 3, Notification of Funding and Project Bidding:** The TCFSWG Executive Director or program manager will notify you when grant funding is available for your project. Once we confirm that you are interested in proceeding, the TCFSWG Fuels Specialist will reach out to you to assist with the bidding process.
  - A TCFSWG contractor list will be provided to you and is available on our website. Our list includes contractors that have expressed interest in our projects and provided TCFSWG with proof of insurance and references. You are free to select any contractor you wish, regardless of whether they are on the TCFSWG list.
  - You will solicit bids from contractors by providing them with your Fuel Treatment Plan and the [TCFSWG Bid Form](#). We recommend allowing 2-4 weeks for bidding.
  - When you receive bids, please provide copies to the TCFSWG Fuels Specialist so they can help you evaluate bids. Some grants have limits on reimbursable costs per acre. TCFSWG will provide advice and support; you are responsible for selecting a contractor and entering into an agreement or contract with them.
  - Our goal for cost-sharing is 75% grant funds and 25% homeowner match. If you opt for a higher bid or a costlier treatment, the grant reimbursement may not cover the additional costs. TCFSWG will work with you to reach an optimal solution. For example, the cost-share split could be adjusted.

- ☐ **Step 4, Financial Agreement:** Once you have accepted a bid and we have discussed the available cost sharing match (up to a 75%/25% split), the TCFSWG Executive Director or program manager will email you a Financial Agreement that is a contract between you and TCFSWG. The Financial Agreement will spell out all requirements that must be met to be reimbursed for the cost-share portion of the project and clearly state the funds to be reimbursed. Review this carefully and discuss with TCFSWG if you have any questions.
  - *Based on the terms of our grant funding from granting agencies, typically we cannot reimburse landowners for conducting their own fuel mitigation work.*
  
- ☐ **Step 5, Work Begins!** After the Financial Agreement has been signed, you arrange a time for the contractor to begin work and notify your TCFSWG Fuels Specialist prior to work beginning. The TCFSWG Fuels Specialist will be available to help you with any questions that may arise during your project.
  - *Property boundary location is your responsibility and should be done prior to starting the project.*
  
- ☐ **Step 6, Inspection and Contractor Payment:** Notify your TCFSWG Fuels Specialist when each stage of the project is nearing completion. The Fuels Specialist will tour your property to ensure the project meets the specifications of your Fuel Treatment Plan and issue a final inspection report. If deficiencies are present, the Fuels Specialist will work with you and your contractor to correct them.
  - For projects that have multiple stages (e.g., cutting/piling that is followed later by pile burning), your Fuels Specialist will inspect each stage so that the contractor can be paid, and you can be reimbursed, at each step.
  - *You pay **100%** of the cost to the contractor prior to requesting reimbursement for the cost-share portion from TCFSWG.*
  
- ☐ **Step 7, Reimbursement:** After you have paid 100% of the cost to the contractor, the TCFSWG Executive Director or program manager will request that you provide proof in the form of a copy of a cancelled check, proof of electronic payment, or a lien release signed by the contractor. Once you provide this, TCFSWG will send you a Reimbursement Request form to sign via DocuSign. This request will be based on the cost-share amount specified in your Financial Agreement. TCFSWG issues checks on the 15<sup>th</sup> of each month. If the signed reimbursement request is received by TCFSWG by the 7<sup>th</sup>, we will issue a check to you for the grant funded portion of the program on 15<sup>th</sup> of that month!

*Thank you for working with TCFSWG to mitigate the fire risk on your property! Your efforts will make your home more fire safe and benefit your neighbors as well.*