

## **2017/18 Grant Administration Plan**

### **Grant Purpose:**

Walker is located in a forested area, wildfire environment. The residents/property owners acknowledge wildfires will happen----exclusion is not a choice. The “Walker Community Assessment” addressed the wildfire-related characteristics of Walker, examining the community as a complex and integrated entity. The result of the assessment is that wildfire behavior will be dominated by the residential characteristics of this area.

The “Walker Community Assessment” results indicated reducing the volume of live vegetation and forest ground litter will affect the intensity of the wildfire as it enters the Home Ignition Zone (HIZ). Our purpose is to motivate Walker residents and property owners in implementing Firewise principles as they pertain to our community and the property owner’s unique situations and needs.

The objectives of this program is to focus on 1) reducing potential fire intensity from the landscape vegetation and surrounding wildland fuel that would directly influence fire exposure to the home and 2) reducing the ignitability of the home itself.

### **Walker Community Action Alliance, Inc. (WCAA):**

WCAA applied for and was awarded grant funds and is responsible for the proper administration of those funds. WCAA will disburse repayment of up to 90% of property owner’s qualifying costs for wildfire fuel reduction on their properties to meet Firewise Community/USA® recommendations.

WCAA and/or the Walker Firewise Committee, assumes no responsibility for work performed on private property or for injuries to either persons or property. WCAA’s responsibility is only to the grant issuing authority to administer grant funds in a responsible, legal, fair, equitable, and honest manner.

### **Eligibility:**

All property owners in the Walker community are eligible who have not already had their property previously mitigated using government grant funds. Applicants will be reimbursed on a first-come, first-serve basis determined by the date which work is completed on their property.

## **Firewise Committee:**

The Walker Firewise Committee currently consists of five members.

Loren Bykerk  
Chuck Bowers  
Tim McFarlan  
Roger Nusbaum  
Bud Mellor

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The role of the **WCAA Walker Firewise Committee** is to:

1. Administer grant funds in accordance with the terms and conditions agreed to with the grant issuing agency.
2. Administer the Walker Community Firewise/USA® Action Plan, approved December 28, 2010.
3. Assist property owners by assessing their home and property and recommending the steps to help make their property more resistant to the effects of a wildland fire.
4. Take before and after pictures of mitigated properties for validation of grant expenditures.
5. Supply the property owner with educational materials, forms, list of contractors, answer questions and offer advice.
6. Approve the amount to qualify for homeowner reimbursement based on contractor bids prior to work being performed if reimbursement is expected. The choice of bid award is to be based on the cost, the capabilities of the contractor and other considerations that may be unique to the particular job.
7. Track community efforts, validate documentation and apply to WCAA for homeowner's reimbursement.
8. Prepare transmittals and submit documentation to the grantor(s) for reimbursement of expenses from the grant issuing authority.
9. Track and report homeowner time and expenses and submit results to Firewise Communities/USA® and to Arizona State Forestry Division for annual renewal.

## **Property Owner:**

A property owner for the purpose of qualifying for consideration of grant reimbursement is an owner of a livable structure and/or vacant property in the community of Walker, which includes Potato Patch and Big Bug Mesa areas.

The role of the **property owner** is:

1. After a "Wildfire Risk Assessment" is made of their property, the property owner is responsible for obtaining at least two bids from qualified contractors to perform the recommended work on their property and submit them to the WCAA Walker

- Firewise Committee. Owners may choose any contractor of their choice, however WCAA Walker Firewise will reimburse the property owner based on the amount of the bid chosen by the committee, providing that all work specified on the approved bid has been completed satisfactorily. All costs in excess of the approved amount is the responsibility of the property owner. Owners may elect to perform the work themselves, however personal hours invested do not qualify for financial reimbursement, only actual expenses.
2. The property owner assumes all liability for injuries and damage and should therefore contract with workers who can demonstrate that they possess adequate insurance.
  3. Once work has been completed to the homeowner's satisfaction, pay the contractor(s) for the entirety of work completed.
  4. Submit proper documentation (see below) to the WCAA Walker Firewise Committee, in order to receive allocated reimbursement of money spent.
  5. Ongoing, track property owner's individual time spent regarding their mitigation project(s) and report hours to the Firewise Committee. These hours are used to meet Firewise/USA® requirements for annual renewal purposes and to contribute toward the "Match" requirement(s) of grants.
  6. The property owner is responsible for maintaining their property after it is initially mitigated. Grant funded mitigation is a one-time only event. HIZ and Defensible space requires regular maintenance, at least once a year.

**Contractor:**

Any insured contractor properly equipped and qualified to perform wildland fire fuel removal.

The role of the **contractor**:

1. The contractor must submit a written bid to the homeowner in advance of any work for the property owner to be reimbursed.
2. The contractor is to perform work in a safe and professional manner without causing damage to the owner's property.
3. The contractor is responsible to the property owner and must fulfill the work described in the bid.
4. All contractors must carry their own liability and worker compensation insurance as applicable.

**Qualified Work, that which qualifies for reimbursement includes:**

1. Treatment of all flammable vegetation (wildland forest fuel) within the "Home Ignition Zone" (HIZ). Wildland forest fuel treatment of property outside the HIZ on private land.
2. Tree removal.
3. Removal of chaparral, shrubs, limbs and other ladder fuels.
4. Hauling and/or chipping of slash.
5. Stacking and/or removal of rounds.
6. Removal of vegetation around propane tanks.

7. Removal of down and dead logs, limbs and other forest litter.

**Non-qualified Work include:**

1. Landscaping. Including lawns, sprinkler systems, etc.
2. Hardscaping, such as walls, paving, grading or other structural items.
3. Raking of needles, duff or other normal maintenance items such as weeding, pruning, or planting.
4. Relocation of firewood piles.
5. Any work on a structure or an out building including the cleaning of gutters and/or roofs, installation of screens, soffits, metal screens over attic vents, installation or modification to chimney screens, etc.
6. Removal or relocation of combustible material from under structures, decks or porches.
7. Fence removal or modification.

**Acceptable Documentation Required for Reimbursement:**

Either the original or a photocopy of any or all:

1. Canceled Checks (front and rear)
2. Credit Card Receipts accompanied with explanation of items.

**Note: Cash payments to contractors will not be reimbursed!**

**IMPORTANT NOTE: Reimbursements may take 120 days or longer.**

**Resource Materials:**

Dwarf Mistletoe Management <http://www.walkercaa.org/Documents/Fire wise/DM Management-CSU 4-'05.pdf>

Pine Needle Raking - <http://www.walkercaa.org/Documents/Firewise Taskforce/Forest I & D Bulletin-Pine Needle Raking 2-%2714 %28Final%29.pdf>

Bark Beetles, Slash and Forest Fertility - <http://www.walkercaa.org/Documents/Fire wise/Bark Beetles, Slash & Forest fertility.pdf>