



# Wildfire Risk Reduction Program Guidelines

## About the Wildlife Risk Reduction Program

Through our Wildfire Risk Reduction Program, Teton Conservation District (TCD) provides two types of support to private landowners:

- 1) **WILDFIRE RISK OVERVIEWS:** TCD staff and TCD's contractors provide free site visits to help landowners understand wildfire risk around residential and commercial structures, as well as on undeveloped lands in which the landowner has a residential or commercial building permit. After the site visit, TCD provides a written Wildfire Risk Overview (Overview) to the landowner that includes voluntary recommendations to reduce the risk of property damage from wildfire and improve safety.
- 2) **GRANT FUNDING:** TCD has limited grant funding available to help private landowners implement wildfire risk reduction projects. The grant program requires a minimum 50% cash or in-kind labor or equipment match from the landowner:
  - TCD offers up to 50% in matching grant funding, not to exceed \$3,000, for projects that fully complete the voluntary vegetation management recommendations described in the Overview and are completed within the contractual timeframe.
  - TCD offers up to 50% in matching grant funding, not to exceed \$2,000, for projects that partially complete the voluntary vegetation management recommendations described in the Overview and are completed within the contractual timeframe.

Each landowning entity or person is eligible for one unit of reimbursement (i.e., one check, not to exceed \$3,000) for improvements across all of that entity's properties. For example, an entity that owns multiple properties may conduct projects on multiple properties, but is eligible for no more than \$3,000 for completion of all project work.

## Program Steps

*Please note, if viewing these Guidelines as a hardcopy, all links and forms can be found at:*  
[www.tetonconservation.org/wildfire-risk-management](http://www.tetonconservation.org/wildfire-risk-management).

**STEP 1:** Read this document. If you have questions, contact Robb Sgroi, TCD Land Resources Specialist, at 307-733-2110 or [robb@tetonconservation.org](mailto:robb@tetonconservation.org).

**STEP 2:** Fill out the [online form to request a Wildfire Risk Overview](#). Site visits are available to a limited number of properties each year; TCD will contact you on a first-come, first-serve basis to schedule the site visit.

**STEP 3:** The site visit takes place with the landowner (or landowner's representative) and TCD staff or TCD contractor at the landowner's property. Site visits are conducted during normal business hours on weekdays between April 15<sup>th</sup> to October 15<sup>th</sup> each year. Following the visit, an Overview is emailed to the landowner describing voluntary recommendations.

**STEP 4:** TCD grant funding is available to a limited quantity of landowners, on a first-come, first-served basis. Therefore, to reserve grant funds for your project, complete the [Funding Request Form](#) and return it to TCD. TCD staff must sign and return the document to you before the project is initiated.

**STEP 5:** The landowner implements the project through any combination of contracted (e.g. arborist) or homeowner labor.

**STEP 6:** After partially or fully completing the project, contact TCD to request an inspection. TCD will inspect the project and provide an Inspection Report.

**STEP 7:** After receiving the Inspection Report, the landowner must submit a [Reimbursement Form](#) and supporting documentation within the contractual timeline (specified in the Funding Request Form) in order to receive grant funding. Supporting documentation that should be submitted electronically with the Reimbursement Form includes:

- Contractor Receipts/Invoices: Landowners who hire a contractor must obtain receipt(s) or invoice(s) that include the following information:
  - Landowner's name and physical address
  - All dates the work occurred
  - A description of work completed
  - Note: Treatments not described in the Wildfire Risk Overview should not be listed on the contractor's receipt or invoice; if they are, they should be crossed out and denoted as separate.
- Landowner Labor & Equipment: [Use this template to submit a record of landowner hours](#), including dates and hours worked and type of work completed. See "Landowner In-Kind Labor & Equipment Rates" section below for details.

**STEP 8:** After receiving the Reimbursement Form and supporting documentation, TCD will issue grant funding in the form of a check within approximately two weeks.

## Items Eligible for TCD Funding

Only vegetation management recommendations described in the written Wildfire Risk Overview will be eligible for grant funding. The landowner may hire a contractor, complete the work themselves, or utilize a combination of both methods. Costs for the following items can be reimbursed by TCD:

- Contracted services (i.e. tree pruning by an arborist).
- The landowner's labor and the use of their equipment in implementing vegetation management recommendations described in the Overview. The landowners' labor will be compensated based on rates listed below.
- Recommended changes described in the Overview that extend onto adjacent public or private lands which are not under ownership of the applicant may be eligible for reimbursement, but only if the applicant provides TCD with written permission from said landowner to conduct work recommended in the Overview.

## Landowner In-Kind Labor & Equipment Rates

- **Labor (\$30.00 per hour):** Includes any general time associated with the project including slash hauling, burning, etc.
- **Chainsaw Operation (\$40.00 per hour):** Includes any time operating a chainsaw.
- **Vehicle Mileage (\$0.58 per mile + labor):** Includes tasks such as hauling of vegetation from the site to a disposal area. Vehicle means any automobile or truck up to one ton. For larger trucks, see 'Equipment' rates below.

**Equipment (FEMA equipment rate + labor):** All other equipment use may be reimbursed using the current Equipment Schedule of Rates from FEMA (available at [www.fema.gov/assistance/public/schedule-equipment-rates](http://www.fema.gov/assistance/public/schedule-equipment-rates)).

## Legal Disclaimer

Teton Conservation District (the "District") provides limited services to Teton County, Wyoming, landowners as part of its Wildfire Risk Reduction Program (the "Program"). The intent of these services is to support landowners in wildfire risk reduction planning and project implementation.

Participation in the Program is voluntary. In no event shall the District or its supervisors, employees, or volunteers be liable for any personal injury (including death), property damage, or any other damage whatsoever which may be incurred or suffered as a direct or indirect result of participation in the Program. This disclaimer of liability applies whether such damages are special, indirect, consequential or compensatory, and whether they are based on warranty, contract, tort, or any other legal theory. The District, to the fullest extent permitted by law, disclaims all warranties, express or implied, statutory or otherwise.