

Landowner Checklist for Fuels Reduction Cost-Share Funding through Swan Valley Connections (SVC)

The following must be completed prior to any work starting on the ground

*** Project will not be funded if any work begins before all partners sign the Cost-Share Agreement and Treatment Plan***

- 1) Fill out Forest Stewardship Program **Cost-Share Application** form and **return to SVC**
- 2) Request a **site visit** with SVC Forester
- 3) Contact 1-3 contractors and request they fill out **Contractor Bid Form** showing:
 - Cost of thinning, logging, or fuels reduction
 - Cost of slash removal, pile and burn, chip, etc.
 - Estimated wood product removed and revenue from project
 - Estimated haul costs for wood product removal
 - Project timeline
 - Request proof of liability insurance from contractor, *not required to provide to SVC
- 4) **Select** the **contractor** you would like to use for your project
- 5) **Send Contractor Bid Form to SVC**
- 6) Receive **final cost-share treatment plan and map** from SVC
- 7) **Sign** final **Treatment Plan and Cost-Share Agreement** and **return to SVC**
- 8) Fill out **W-9** form and **return to SVC**
 - Needed for cost-share payment to landowner from SVC
- 9) **WORK CAN NOW BEGIN**
- 10) **Notify SVC** when contractor begins project
- 11) Maintain **communication** with SVC regarding **project status** and any changes before or during project
- 12) Notify SVC **when project is completed** and ready for **final inspection**
- 13) Provide **final contractor invoice** to SVC showing:
 - Total cost of thinning, logging, or fuels reduction
 - Total cost of slash removal, pile and burn, chip, etc.
 - Amount of wood product removed/sold from project, ex: # of log trucks, # tons
 - Revenue from wood product removed
 - Haul costs for wood product removal
- 14) After **final inspection**, SVC will reimburse landowner for agreed upon cost-share payment

Mike Mayernik

Conservation and Forest Stewardship Associate
mike@svconnections.org, 406-754-3137

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