



Flagstaff Fire Department

211 W. Aspen Ave
Flagstaff, AZ 86001
(928) 213-2500

Summit Fire & Medical District

8905 Koch Field Rd
Flagstaff, AZ 86004
(928) 526-9537



July 4, 2023

Dear Resident:

I'm contacting you because you have signed up to be on a list of interested parties for cost share funding for selective tree thinning and hazardous fuels reduction in your area. I wanted to inform you that the City of Flagstaff, Flagstaff Fire Department & Summit Fire & Medical District has secured and received funding for your area. This is your notice to proceed with the work.

DISCLAIMER

You are participating in a one-time funding opportunity, and this will be stated in the final written agreement. This project is meant to incentivize hazardous fuels reduction. The funding will NOT cover the entire cost of selective tree thinning but will certainly support this work. If you choose to remove only one or two trees rather than 15 or more selected for recommended removal, this will not meet the basic conditions of the grant proposal and thus, upon final inspection, may be disqualified from eligibility for reimbursement. To avoid this, a follow up visit by the Firewise Specialist can be made to adjust for priorities of the homeowner and their budget after quotes have been made to meet the minimum requirements of the grant.

FUNDING

This cost share funding comes through the Arizona State Forestry and Fire Management's Healthy Forest Initiative grant program. This grant program provides a 70% cost share requiring that you provide a 30% cash match for reducing wildland fire fuels on your property. The maximum bid for an acre is \$3500. Property owners are responsible for 100% of amount above \$3,500. The grant program allows for up to \$2,450 per acre on a reimbursement basis. The calculation for the subdivision lots is prorated according to the size of your lot. For example, if your property is smaller than an acre, the amount awarded, on a 70/30 split, is adjusted according to the total area of your parcel. This calculation will result in each participating property owner receiving the adjusted fraction of this amount per your lot size.

PROCESS

1. Call Firewise Specialist for initial Firewise assessment and selective tree thinning marking, not already done. (Maintain record of assessment once completed.)
2. An agreement to receive funds will be supplied to property owner for signature.
3. The property owner will collect written quotes from a minimum of 3 contractors following the Firewise assessment and tree-marking by City's Firewise Specialist.
 - Keep quotes for submission with paperwork packet for reimbursement
4. Select a contractor of your choice to proceed with tree removal work.
 - Property owner must pay the contractor in full and receive a paid statement
 - Keep paid statement for your records to submit with paperwork for 70% reimbursement
 - Recommendation is to select the lowest, responsible bidder
5. Once all work is complete, notify Firewise Specialist to inspect completion.
6. Following inspection by City Firewise Specialist, property owner must provide paid statement of work to Fire Administration in City Hall (211 W Aspen Ave.) and the Firewise Specialist to process reimbursement voucher. (Expect up to two or more weeks to receive voucher in the mail.)

REQUIRED PAPERWORK to submit for reimbursement includes:

1. Record of Assessment, provided by Firewise Specialist
2. Reimbursable Agreement – executed by property owner and the City to request funds based on all the above in the process section
3. Written quotes from contractors – 3 minimum are required, including your selected contractor.
4. Itemized invoice from selected contractor of actual work done, based on the following:
 - a. budget of property owner,
 - b. approval of Firewise Specialist's assessment, and post quote, prework inspection.
5. This Notice to Proceed
6. Proof of Payment- Provided by the contractor to you for the completion

EXAMPLES OF FUNDING

Sample funding scenarios for the NFHI 21-202 Grant Program

Maximum allowable per acre cost = \$3,500

Grant reimburses 70% = \$2,450

Property owner pays 30% = \$950

Lot size = 0.25 acres

Quoted cost per acre = \$2,500 (within allowable per acre max)

Project Total = \$625 (.25 x \$2,500)

Maximum available grant funds for this lot are 70% of \$625 = \$437.50

Property owner incurred cost is the required match, 30% of \$625 = **\$187.50**

Actual reimbursement is based on final invoiced amount to property owner.

Lot size = 3 acres

Quoted cost per acre = \$3,500 (within allowable per acre max)

Project Total = \$10,500 (3 x \$3,500)

Maximum available grant funds for this lot are 70% of \$10,500 = \$7,350

Property owner incurred cost is the required match, 30% of \$7,500 = **\$2,650**

Actual reimbursement is based on final invoiced amount to property owner.

Lot size = 3 acres

Quoted cost per acre = \$5,000 (above allowable per acre max)

Project Total = \$15,000 (3 x \$5,000)

Maximum available grant funds for this lot are based on \$3,500 per acre,

70% of \$10,500 = \$7,350

Property owner incurred cost is the required match based on \$2,500 per acre,

30% of \$7,500 = **\$2,650**

Costs above allowable per acre max = **\$4,500** (\$1500 per acre for 3 acres)

Property owner responsible for \$2,650 + \$4,500 = **\$7,150.**

Actual reimbursement is based on final invoiced amount to property owner.

TIMELINE

All tree removals may begin as soon as **March 4, 2021**. Homeowner and property owners are encouraged to proceed sooner rather than later. All will have to complete all assessments, tree and debris removal operations, and reimbursement processes by **June 30th, 2025**.

I look forward to working with you on this project in the very near future. If you have any questions or concerns, please do not hesitate to contact me at your convenience. I am happy to schedule your assessment and/or mark your property at any time. If you choose not to participate, please notify me as soon as possible so that others may benefit from the current funding opportunity. Thank you for your interest in this healthy forest initiative and fuels reduction program in your neighborhood. Your participation is a major contribution to the greater Flagstaff's community wildfire risk reduction program.

Sincerely,

Mark Adams
Community Risk Reduction Specialist
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