

INSRUCTIONS FOR REPORTING DEFENSIBLE SPACE TIME

All of the time and money that you, as a home owner, spend creating or maintaining defensible space on your property is reportable to PAWUIC or your local fire department. The time spent counts as matching funds against the grants used to pay for the clearing and chipping services provided to the property owners in the community as well as educational information provided to the public. If you contract with someone to do work, the dollars you spent are also reportable, as are trash container and dump fees. Only the defensible space or work done to reduce the fire risk on your property is reportable. This includes: thinning and trimming natural vegetation; removing hazardous plantings and replacing them with fire wise plants; reducing ground cover fire risk, i.e. removing pine needles, weed whacking, etc. Other landscaping or routine gardening work or expenditures are not reportable.

If you need extra tally sheets they are available at your local fire department.

Please include your name and address, date of work, brief description of work performed, money paid out with receipts, and your time, in at least half-hour increments, on the Time Sheet. For Example:

DATE	WORK PERFORMED	MONEY PAID OUT	RESIDENT HOURS WORKED
20 Mar '09	Weed whacked & raked up pine needles.	---	4½
23 Mar '09	Removed tree and pruned.	\$300.00	---
26 Mar '09	Removed planting under eve.	---	6½
27 Mar '09	Planted "Firewise" plants under eve.	\$65.00	3

Please turn in your time report, WITH RECEIPTS, monthly to PAWUIC or your local fire department. Check with your home owners association, some of them collect, consolidate, and submit the reports for their home owners. If there are no forms available just place your information on a sheet of paper making sure to include the items mentioned above, and turn it in. Do not worry if you forget to report on time, turn in your report when you think of it. It will still count.