**Landowner Information**

INSERT LOGO HERE

Name:

Address Line 1:

Address Line 2:

Date:

**INSTRUCTIONS FOR FILLING OUT THIS FORM:**

1. Complete the provided In-Kind Tracking Form documenting *your* time spent on the project. Allowed in-kind practices are listed in the table below. Here is a list of practices that are not allowed under this grant:
	1. FILL IN ACCORDING TO GRANT/PROJECT SCOPE
	2. …
	3. …
	4. …
	5. …
	6. …
2. Agree to maintain your defensible space/fuels reduction project and agree to participate in a post-project maintenance site visit approximately two years after project completion

**Landowner In-Kind Tracking**

YOUR ORGANIZATION NAME HERE relies on local, state and federal grant funds to help support this Cost-Share Program. In addition to documenting payment to the contactor, YOUR ORGANIZATION NAME HERE needs a documentation of the “in-kind” time that you and/or your family, friends and neighbors spent working on this project. This “in-kind” information is used for YOUR ORGANIZATION NAME HERE grant reporting purposes and allows is to continue providing this program to the public.

|  |  |  |
| --- | --- | --- |
| **Date** | **Work Description** | **Hours** |
|  | Time spent coordinating and overseeing my project (initial site visit, filling out grant application, obtaining contractor bids and/or overseeing contractors while on-site) |  |
|  | Time spent moving my firewood pile |  |
|  | Time spent removing pine needles and other flammable debris from around home, roof and gutter |  |
|  | Time spent weed-whacking and or mowing grass surrounding my home |  |
|  | Time spent removing flammable material from underneath elevated decking |  |
|  | Time spent treating non-native, invasive plants on my property |  |
|  | Time spent managing other vegetation (such as brush cutting) on my property |  |
|  | *Other time spent: Please describe:*  |  |
|  |  |  |
|  |  |  |