

INSTRUCTIONS

Some funding agencies will only release grant funds if we demonstrate that we are doing an equivalent amount of work to reduce the risk of fire on our own properties. That is why we are asking you to fill out a work log. The Association will collect the work logs and submit them to the funding agency.

Your work log can include any fire abatement work done during the period covered by our grant. Unfortunately, we cannot count work that was done before then.

If you spent time removing flammable material or trimming trees and bushes, please list your hours on the work log. Please include a short description of the work and the date that it was done. We will use a standard rate for volunteer labor to convert your hours into dollars.

If you have a gardener who does work that reduces the risk of fire, but he does not submit an invoice each time he works, you can count his hours as if you had done the work. Put his hours on the work log with a description of the work and the date that it was done. Do not list the amount that you paid him, since the value of his work will be determined by his hours.

If you paid a contractor to do fire abatement work and he gives you an invoice, put the amount of the invoice on the work log with a description of the work and the date it was done. Attach a copy of the invoice to the work log. Funding agencies will only accept charges in dollars if an invoice is attached. Do not list the number of hours that the contractor worked, since the cost of that labor is included in the invoice.

Please sign the work log. It demonstrates to the funding agency that you believe the hours and charges in the work log are correct.

If you know how to scan your signed work log and any attached invoices, please send them to the Association's email address: cvcaboard@gmail.com. Otherwise, please mail the work log and invoices to: CVCA, P.O. Box 22052, Carmel, California 93922.

Thanks for filling out a work log. It allows us to use grant funds for our fire abatement work.