

Exhibit “A” Responsibilities/Scope of Work

The Defensible Space Assistance Evaluator Contractors will be responsible for the following tasks:

1. Will work under the direction and oversight of EDCFSC’s Program Coordinator to ensure compliance with the guidelines, conditions and criteria of the Grant funding agency and the Project’s Scope of Work. This includes any adjustments made to Section 5C.
2. Evaluate properties at participant’s request to determine clearance needs to meet California Public Resources Code 4291 and El Dorado County Ordinance No. 5186 as described on the EDCFSC Defensible Space Evaluation Form;
3. Prioritize tasks, noted on the Defensible Space Evaluation Form, starting at Zone 1 (5-30ft) and moving out to Zone 2 (30-100ft);
4. Upon adoption by the State Board of Forestry Zone 0 (0-5ft) will be prioritized above Zone 1 (5-30ft) and Zone 2 (30-100ft).
5. Will use the EDCFSC's designated technology platforms, such as Esri’s Survey123, for all applicable field inspections, data collection, mapping, project documentation, and reporting activities.
6. All work will have photos of each job, depicting work noted on Survey123’s Defensible Space Evaluation Form.
7. Evaluation will include defining tasks needed to meet defensible space clearance requirements using EDCFSC provided forms, giving educational material to participant, taking photos of all recommended tasks, explain to participant recommended tasks and that not all tasks will be completed;
8. EDCFSC will provide training on task wording and priorities. Contractor shall complete EDCFSC Home Assessment Training Course within 6 months of Agreement start date.
9. Will schedule appointment with participant to perform and complete evaluation within two weeks of receiving the request from EDCFSC;
10. Will be equipped with camera, computer, internet access, phone, vehicle, tools and personal safety equipment to fully implement the evaluation efficiently and safely;
11. Will access and enter date completed, recommended tasks in priority order, Home Assessment and Residential Clearance Evaluation forms, and photos of all recommended tasks into the EDCFSC web-based program database as jobs are completed;
12. All work will be performed according to a schedule agreed upon by the Contractor and the EDCFSC to the best of the Contractor’s ability.

13. Will be reimbursed for all completed work monthly upon receipt of their complete and correct invoice by the third business day of each following month; invoices will contain Job Number, Client Name, Date Completed, Cost Per Job;
14. Will report to Program Coordinator should any issues arise in the performance of their services.