

Colorado State Forest Service Financial Assistance Program

Attachment A: Scope of Work

Awardee Name: Douglas County

Project Name: Douglas County Wildfire Cost Share

Project #: 49

CSFS Account Number: 1929416

CSFS Field Office Contact: Spencer Weston, Spencer.weston@colostate.edu, Franktown Field Office

Will CSFS be administering this project? ☒ **No** ☐ **Yes** (Process as non-pass-thru)

Work to be completed/deliverables:

Project Summary

Douglas County will implement a wildfire cost share program focusing on mitigation on private lands in and across communities and other strategic lands. Throughout the life of this grant, Douglas County will complete CSFS approved treatments for 102 individual and 4 larger community funded projects totaling **570** acres.

Prescription

Landowners will provide an equal match to project contracting costs. Program parameters establish maximum funding allocations for individual projects and community-wide projects. The awarded landowners and/or communities will be required to follow the standards for forest management treatments as described within this scope of work. Additionally, the landowners/communities are also required to: Allow Douglas County staff access before and after to conduct assessments of work and to ensure work meets prescription standards prior to payment of contractor; Must provide before and after treatment photos; Must provide GIS data for treatments; Have a commitment to long-term maintenance of their treatments.

Desired outcomes include implementation of CSFS Defensible space guidelines, reducing fuel density and continuity over larger parcels via mechanical mastication and handwork where needed. Treatments will eliminate ladder fuels, create a mosaic of oak clumps and openings, working with existing openings and targeting removal of dead Gambel oak. Prescriptions will follow CSFS HIZ guide, Firewise practices and CSFS 6.311, Gambel oak management for spacing guidelines. Retained Gambel oak in the HIZ, at least zone 2, 5-30 feet from a structure will be thinned, retaining dominant stems, thinning and pruning to eliminate contact with surface fuels. depending on spatial arrangement and species of vegetation in zone 3. In many target areas oak removal target is ~50%. Defensible space treatments will be completed to property lines, where property lines are less than 100 ft from structures, minimum 100 feet from structures, on multiple acres where possible with property size and owner agreement. Implementation of treatments will be mostly through mechanical mastication, hand work will take place in high visibility areas and where mechanical treatment may damage structures.

Mixed conifer prescriptions seek to remove ladder fuels, reduce stand densities, create a mosaic of clumps and openings, and thinning via mechanical mastication. HIZ treatments will favor retention of individual trees with spatial arrangement and species that meet HIZ and Firewise best practices. Outside HIZs prescriptions will reflect GTR-373, in and around communities ponderosa pine stand densities will target 40-60 BA while mixed conifer will target closer to 90-100BA.

Reducing fuel densities, creating openings will increase tree vigor, reduce competition for water and nutrients, create openings for sunlight, create disturbance for regeneration, reduce stand densities to protect values at risk from high intensity wildfire, support suppression operations and provide for fire fighter safety in these areas, as well as protection for evacuation. Treatments will protect and enhance wildlife habitat through grass and forb establishment, create openings to move through while maintain cover.

Completed treatments will be evaluated through site visits, before and after pictures, inspection plots on larger projects. Project applicants are required to commit to maintaining treated areas, many contract for maintenance mowing and/ or herbicide use to manage Gambel oak. Weed management is also addressed.

Utilization & Slash Management Plan

Most mitigation strategies involve mastication, material will be ground on site, left in contact with the soil to reduce erosion potential. Where hand work is involved, material will be chipped or piled for mastication.

Initials: J W

Where material exists for sawlog and firewood potential, those venues will be utilized to best extent possible. Local contractors utilize a few limited outlets in all directions. Limitations on quantities delivered exists. Additionally, there is a potential for a local vendor that produces small quantities of rough sawn lumber.

Douglas County does operate two slash/mulch sites and has worked with communities to operate short-term/weekend sites. DC is pursuing a biochar initiative, a Request for Expression of Interest (RFEI) was sent out and responses are due shortly. At the same site DC is also pursuing a composting option at a multi-use site with along with other recycling efforts and a potential satellite public works facility

Budget Details

Award Amount: \$350,000

Match Amount: \$1,000,000 (74%)

Approved budget items include: Contractual costs to implement wildfire risk reduction cost share program.

Personnel/labor, supplies/materials, and indirect cost are not approved budget items for this project.

Milestone dates

Winter/early spring 2025- Refine program parameters for inclusion of larger scale funding/cost share options for individual projects on multiple and larger acreages, and community projects. Refine program documents and cost share application as needed.

Spring 2025- Launch application process for first round of awards, award projects within 30 days of application period closing.

Summer 2025- Implement round one projects, site visits, phot documentation, billing. Second round grant offering

Fall-Winter 2025- Projects completed, site visits, photo documentation, billing, and annual budget reconciling.

Winter 2026- Continue program modifications and document updates

Early Spring 2026- Program application period opens

Late Spring 2026- Recipient awards, site visits, photo documentation

Summer 2026- project implementation, photo documentation, billing, round 2 founding opportunity open

Fall/winter 2026- project implementation, billing, budget reconciliation

Project Completion deadline: **March 31, 2029**

Final Report and reimbursement request due to local CSFS Field Office: **April 30, 2029**

Standards or Guidelines: Best Management Practices must be followed for all forest management/fuels mitigation work completed under this award. Refer to the handbook [Forestry Best Management Practices to Protect Water Quality in Colorado](#) for more information.

- CSFS guidelines for [Defensible Space](#) and [Fuelbreaks](#)
- [Principles & Practices for Restoration of Ponderosa Pine & Dry Mixed-Conifer Forests of the Colorado Front Range \(gtr 373\)](#)
- [Forest Restoration in the Southwest \(gtr 310\)](#)
- [To Masticate or Not: Useful Tips for Treating Forest, Woodland, and Shrub Vegetation \(gtr 381\)](#)
- [Mulching: A Knowledge Summary and Guidelines for Best Practices on Colorado's Front Range](#)

All work completed under this award must be certified as meeting minimum Colorado State Forest Service standards prior to any reimbursement being made to the award recipient. CSFS Grant Reimbursement Package will be used to both request reimbursement and to certify that work has been completed to minimum standards

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CSFS GRANT REIMBURSEMENT REQUEST PACKET

EXPENSE GUIDANCE

CSFS Guidance For Allowable/Unallowable Costs For Reimbursement and Match

All costs applied to Grant Awards should pass the test of being reasonable, allowable, allocable, and consistently treated. Costs and match must support activities listed in the approved Project Scope of Work (SOW), Attachment A of the Award Packet. CSFS will accept cost sharing/match funding when the funds are not included as contributions for any other award (federal or state). CSFS understands that not all project expenses can be predicted and may allow additional costs incurred, that aren't detailed in the SOW, to be reimbursed or used as match with proper justification of why the cost was essential to complete the activities listed in the approved SOW. All costs are subject to CSFS discretion to determine if an item will qualify as a reimbursable expense or not. Recipients should contact the CSFS Grants Team prior to making a purchase or conducting an activity if the expense or activity is not described in the SOW.

Examples of Allowable Costs for Reimbursement and Match:	
Category	Description
Recipient Actual Cost	Actual recipient costs outlined in the approved SOW such as equipment purchases or contractual costs. Pre-approval required for any subscriptions. Out of pocket expenses must provide expense backups that can show proof of payment. Options for backups (in order of preference): 1) invoice(s) from vendor/contractor with proof of payment(s) (ex. Copy of check, cleared check, or credit card receipt); 2) invoices showing a zero balance and paid date; 3) invoices initialed by the vendor/contractor with date paid and payment details.
Recipient Labor (compensation/fringe)	<p>Labor of recipient's employees are to be valued at the <u>actual salary/hourly wage rates</u> and must be properly documented using the 'Payroll Summary' Form or similar tracking sheet (Excel Spreadsheets preferred) that details the employee name who conducted the work, what the work was and its relation to the project, date work was conducted, time spent on activity, and the actual salaried/hourly rate of the employee. Include Payroll reports for employees from a payroll provider, if possible, which show hourly rates. <u>Billable rates and additional income such as bonuses, PTO/leave payouts, etc. are not allowable.</u></p> <p>Fringe benefits are allowable if documentation is provided (as a percentage, hourly rate, or per pay period/monthly rate) and costs are reasonable and required by law, an organization-employee agreement, or an established policy.</p> <p>Cell phone and data reimbursement fees are allowable as <u>match only</u> when grant funds are specifically for positions that require the use of cell phones/data to complete the job duties described in the approved SOW.</p> <p>Labor of recipients that are not paid employees (Match only), such as a landowner or volunteer HOA member, are to be valued at the CSFS volunteer labor rate (at time work occurred) and must be documented using the CSFS In-Kind Form. If the award recipient passes funds to individual landowners, the landowner's labor can be used as match only and must be valued at the volunteer labor rate. Payments will only be issued to the original award recipient.</p>
Meeting room rental	Meeting room rental with receipt showing proof of payment , meeting room provided by recipient to be valued at current market price.
Recipient Supplies	Out-of-pocket expenses with receipts showing proof of payment (ex. equipment fuel, bar oil, two cycle fuel, marking tape, etc). Supplies must be directly related to project work and CSFS may require additional justification if items are not described in the approved SOW.
Recipient Rented equipment, etc.	Rental equipment with receipts showing proof of payment or use of recipient-owned equipment to be valued at current market rental rate or CRRF rate. https://dfpc.colorado.gov/fire-billing-crrf-and-reimbursement
Personnel Coordination and Grant Administration (Match Only)	Time spent generating personnel schedules, meetings, etc. and grant administration activities (compiling paperwork, reports, paying invoices, etc.) can be claimed as match only, using the proper rates described in the recipient labor or non-recipient labor section.
Non-recipient Labor (Match Only)	<p>Valued at volunteer labor rate (at time work occurred) and must be documented using the CSFS In-Kind Documentation Form, does not qualify for reimbursement.</p> <p>Donated labor of non-recipient's paid staff may be valued at the actual salary amount (billable rates and additional income such as bonuses, PTO payouts, etc. are not allowable) and must be properly documented using the 'Payroll Summary' Form or similar tracking Excel Spreadsheet that details who conducted the work, what the work was and its relation to the project, date work was conducted, time spend on activity, and the actual salary rate of employee. Include Payroll reports for employees from a payroll provider, if possible.</p>
Non-recipient Cost (Match Only)	Equipment or supplies donated by non-recipient, does not qualify for reimbursement, but it can be included as match. Include in Match column on Cost Input sheet.
Recipient Indirect Costs (IDC)	<p>Indirect costs are costs incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular project. Indirect costs include facilities and administrative costs such as utilities, phone, copying, accounts payable, payroll, purchasing agent's time, and routine administrative services.</p> <p>Indirect costs paid by the grant may not exceed the amount listed in the specific grant program's requirements. Some CSFS grant programs will allow additional indirect costs beyond the allowable amount to be used as cash match but must be documented with an established rate and clearly denoted on the Cost Input sheet in the Match column. **Specific guidance on allowable indirect amounts can be found in each Grant Program's instructions. **</p>

Examples of Unallowable Costs for Reimbursement and Match:

Items that are not allowed for reimbursement are likewise not allowed to be used as match, unless otherwise described in this list, and should not be included in the reimbursement request. Some items may be allowable as defined by the Scope of Work (SOW). Refer to award documents and the Program Specialist for more information.

Category	Details
Equipment Purchases	Equipment purchases less than \$5,000 that are not outlined in the approved SOW will not be allowable. This includes safety and PPE equipment, chainsaws, tools, etc.
Repairs, Parts, and Maintenance for Equipment	Examples include chains, oil changes, tires, tire rotations, etc. Damages that occur to equipment during project work are not eligible for reimbursement/match.
Office Supplies	General office supplies such as pens, paper, ink, decorations, etc. are not allowable for reimbursement/match, unless specifically described in the approved SOW and deemed as essential to complete project work.
Postage	Postage costs are unallowable for reimbursement and match, unless specifically described in the approved SOW.
Routine Administrative Duties	Time spent on routine administrative duties such as weekly staff meetings, attending collaborative meetings <u>not specifically targeted at project</u> , phone conversations, emails, ordering supplies, etc. are not allowable for reimbursement but may be used as match only when duties are directly related to accomplishing activities listed in the approved SOW.
Food and Beverages	Food and beverage costs are unallowable for reimbursement and match in all scenarios.
Fund Raising and Investment	Fundraising and investment costs are unallowable for reimbursement and match in all scenarios.
Selling and Marketing	Selling and marketing costs are unallowable for reimbursement and match, unless specifically described in the approved SOW.
Computers, Phones, or Other Technological Devices	The purchase of computers, phones, or other technological devices are unallowable for reimbursement and match, unless specifically described in the approved SOW.
Landowner Travel Time and Mileage to and From Work Site	Travel time and mileage for landowners to travel to and from their own property to conduct work is unallowable for reimbursement and match.