



## Colorado State Forest Service Financial Assistance Program Project Award Notification

<b>Project Name</b>	Jackson Creek-Garber Creek Forest Restoration and Watershed Protection Project
<b>Project Number</b>	
<b>CSFS Account Number</b>	2237000.JAXGA
<b>CSFS Account Title</b>	2024 Denver Water - Forests to Faucets 3
<b>Estimated Total Project Cost</b>	\$ 1,830,000.00
<b>Award Amount</b>	\$ 500,000.00
<b>Minimum Recipient Match Required</b>	\$ 500,000.00
<b>Award Beginning Date</b>	12/13/24
<b>Award End Date</b>	6/30/29
<b>Federal Funds</b>	No
<b>State Funds</b>	No
<b>Other Funds</b>	Yes, Denver Water

Based on the strength of the application submitted, the Colorado State Forest Service (CSFS) is providing funding in the amount up to but not exceeding **\$ 500,000.00** to accomplish the project described in the attached Scope of Work (Attachment A).

As the recipient, Douglas County, will be reimbursed for allowable costs incurred in implementing the project up to the amount listed above once the following requirements are met:

- Complete work as described in *Attachment A (Scope of Work)* including following Best Management Practices for Forest Management Practices.
- Cost/Match Documentation:
  - Expenses incurred prior to the *Award Beginning Date* will not be reimbursed or used as match.
  - Provide documentation that project funds have been matched at a minimum of **\$500,000**.
  - Documentation supporting costs and match must be submitted through the local CSFS Field Office for reimbursement. Documentation for all expenses (actual costs and values of items that are not out-of-pocket expenses) and match is required. Follow the guidelines in the “Expense Guidance” tab located in the enclosed CSFS Grant Reimbursement Package.
  - Only actual recipient costs that support accomplishing the Scope of Work as indicated in Attachment A of the Project Award Notification are eligible for reimbursement. Non-recipient costs may be used as match. Non-recipients are third party participants (contributors other than the award recipient) supporting the implementation of the project.
  - In-kind activities will be documented on the current *CSFS In-Kind Cost Documentation Form* using the current volunteer rate **at the time work was completed**. Grant recipients may use a spreadsheet to track hours, however, the information must be summarized in the In-Kind form.
  - In instances where there are multiple landowners involved with providing in-kind services documentation of volunteer hours will come from the *CSFS In-Kind Cost Documentation Form* for each landowner involved with the project and must be signed by the landowner.
  - For projects where the award recipient passes funds to individual landowners, the landowner’s labor is reimbursable and valued at the volunteer rate. Reimbursement will only be made to the original award recipient who will then reimburse the landowner. Ex. HOA is the award recipient and makes additional awards to individual landowners. Landowners do the work, submit documentation to HOA, HOA submits reimbursement request for HOA to CSFS, CSFS reimburses HOA, HOA reimburses individual landowner.

- Grant funds cannot be used for homeowner labor, volunteer labor, personnel coordination or grant administration; however, these activities are valuable and can be considered as match.
- Grant funds may not be used to purchase capital equipment unless the equipment was approved and described in Attachment A Scope of Work. Tangible supplies under \$5,000 that contribute to the Scope of Work are allowable if approved and described in Attachment A Scope of Work.
- Project work will be inspected by the CSFS Field Office to certify the work meets the Scope of Work as described in Attachment A. Once all documentation is complete the CSFS Supervisory Forester will sign/date to certify the work and that costs/match are allowable.
- **NEW!** Project Reporting Requirements:
  - Grant recipients will be **required** to submit spatial map data (e.g., shapefiles) with each reimbursement request, indicating the completed project work.
- **NEW!** Record Retention/Data Sharing: At all times during and following the Term of this Agreement, including any extensions or renewals hereof, all records, information and data collected or developed during the performance of the Agreement, and any information provided to CSFS by Licensor or developed during the performance of the Agreement shall be owned and retained by CSFS for academic and research purposes, which may include sharing information with CSFS affiliates. Any publishing or information made available to the public will not include personal information of Licensor. Upon request, Licensor may request the removal of Licensor’s information or property information on any publishing or information available to the public, and, if feasible, CSFS shall remove such requested information.
- Douglas County certifies that neither the award recipient nor any principals represented herein are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

The local CSFS Field Office is responsible for completing the CSFS Reimbursement Paperwork Package with documentation provided by the award recipient.

This funding may be extended at the discretion of the CSFS Program Manager. Requests for extensions must be made in writing **at least 90 days** before the award end date. Requests must be sent to the local CSFS Supervisory Forester and include: why an extension is needed, new timeline for completion, and changes to the Scope of Work (deliverables) if applicable. The CSFS Field Office will review and forward to the appropriate Program Manager for approval. Approvals will be given in writing to the award recipient.

As the award recipient I have read, understand, and agree to the conditions of participating in this financial assistance program.

<b>Award Recipient Signature:</b>	<i>Jill Welle</i>	Date: 12-30-24
<b>Award Recipient Name:</b>	Jill Welle	
<b>Mailing Address:</b>	100 Third Street	
	Castle Rock, CO	
	80104	
<b>Telephone Number:</b>	303-880-5252	
<b>Email Address:</b>	jwelle@douglas.co.us	