

# Colorado State Forest Service Financial Assistance Program

## Attachment A: Scope of Work

**Awardee Name:** City of Longmont

**Project Name:** Growing Watershed Staff Capacity Project

**Project #:** 4

**CSFS Account Number:** 1929416

**CSFS Field Office Contact:** Ben Pfohl, Ben.pfohl@colostate.edu, Boulder Field Office

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

### Work to be completed/deliverables:

#### Project Summary

The City of Longmont will use grant funds to convert a temporary Watershed Forestry Technician position into a two-year term to help grow capacity for planning, prioritizing, and implementing cross-boundary forest stewardship and fuels reduction projects in the St. Vrain Watershed.

The deliverables for this position will include reporting to CSFS the following: **Project Planning-** the number and size of project plans developed, and the number of funding proposals submitted. **Fuels Management-** the number and size of fuels reduction projects designed and implemented. **Community Engagement-** the number of community/stakeholder contacts and events/workshops, etc. completed. **Monitoring and Reporting-** provide summary of monitoring efforts including specific metrics used.

#### Capacity Building

The Watershed Forestry Technician position will take on the following key responsibilities:

- **Project Planning:** Develop and prioritize detailed project plans based on forest inventories, risk assessments, and restoration needs. This will include creating timelines, identifying treatment areas, researching wood product outlets, and coordinating with partners and agencies for permitting and compliance. Planning will help identify priority projects for watershed protection considering POD boundaries and fire suppression tactics.
- **Fuels Management:** Design and oversee the implementation of fuels reduction projects, including mechanical thinning, prescribed burns, and defensible space creation in high-risk wildfire zones. These efforts will target areas identified as critical for wildfire mitigation, protecting both ecosystems and nearby communities. This position will build capacity for slash pile burning at Button Rock Preserve, which has been a major bottleneck due to insufficient winter staffing.
- **Community Engagement and Stakeholder Coordination:** Collaborate with local landowners, agencies, and community members to ensure projects align with both ecological goals and community wildfire protection needs. The forester will work with the Stewardship Coordinator and Sr. Watershed Ranger to lead outreach efforts, organizing community meetings, tours, and workshops to build awareness and gather input on project priorities and watershed protection.
- **Monitoring and Reporting:** Implement project monitoring protocols to track the success of ecological restoration (e.g., slash pile rehab, invasive species treatment, and post-forestry project reseeding of disturbed soils). Research best practices and develop monitoring protocols for the efficacy of fuels reduction treatments. Research and develop monitoring protocols for bark beetles and other tree pests. The forester will gather data on fire risk reduction, forest health improvements, and overall ecosystem resilience.
- **Updating Button Rock Forest Stewardship Plan:** The Forest Stewardship Plan was last updated in 2017. The target for completion of the plan update is 2027. This position will work towards that goal. Initial work towards this goal will commence with field data collection in late 2025 or early 2026. In later 2026, plan writing will commence with this position working with stakeholders, both internal and external, to work through goals, objectives, and strategies for the management of the preserve.

Initials:

### Utilization & Slash Management Plan

The City of Longmont will continue to research creative solutions for utilizing non-merchantable lumber including developing mechanisms for annual firewood sales, identifying local wood consumers, identifying biomass consumers, and negotiating the use of a mobile mill to convert logs into lumber for parks or historical preservation projects.

### Budget Details

Award Amount: \$79,878

Match Amount: \$97,252 (54.9%)

Approved budget items include: Personnel/labor costs for watershed forestry technician position.

Supplies/materials, contractual services and indirect costs are not approved budget items for this project.

### Milestone dates

- Q1 2025 – Complete HR and Budget Office process to approve fixed-term forestry technician position. Complete legal review of the FRWRM Capacity Grant agreement and schedule grant agreement for City Council presentation, if required, and Mayor's signature.
- Q2 2025 – Plan and mark treatment areas for 2025 field season with Larimer County Conservation Corps (N. St. Vrain Watershed Protection Project). Plan and schedule forestry and ecological restoration projects with Boulder County Youth Corps. Complete on-boarding of fixed-term position and complete any necessary wildland fire refresher training. Assist Sr. Watershed Ranger in training staff on new portable fire suppression pump system. Apply for spring round of forestry grants. Research and implement monitoring protocols for bark beetles and other tree pests.
- Q3 2025 – Identify priority areas for post-project restoration. Secure native seeds for restoration projects and schedule volunteer restoration events in coordination with department staff. Assist Sr. Watershed Ranger in supervising implementation of fuels treatment projects. Work with Stewardship Coordinator to identify opportunities to enhance public engagement at Button Rock Preserve. Assist ranger staff in fire prevention and suppression efforts. Assist Sr. Watershed Ranger in mapping invasive species populations to support pre-project treatment. Conduct ongoing monitoring for bark beetles and other tree pests.
- Q4 2025 – Assist Sr. Watershed Ranger in identifying priority areas for winter slash pile burning. Support prescribed fire operations when permitted by weather conditions and burn plan. Complete annual maintenance on park defensible space treatments. Complete annual restoration treatments. Support prescribed fire operations. Apply for fall round of forestry grants.
- Q1 2026 – Support winter slash pile burning operations on Cook Mountain and Spillway Knoll units. Review the 2017 Forest Stewardship Plan and identify priorities for plan update. Coordinate with CSFS in planning for field data collection including re-inventorying stands as needed. Identify priority treatment areas and research grant funding opportunities. Assist Sr. Watershed Ranger in applying for permanent funding for an FTE forester position, if not already secured.
- Q2 2026 – Conduct ongoing field data collection in support of Forest Stewardship Plan update. Identify priority areas for pre-treatment of invasive species and coordinate treatment scheduling with contractor. Plan and mark fuels treatments.
- Q3 2026 – Conduct ongoing field data collection in support of Forest Stewardship Plan update. Identify priority areas for post-project restoration. Secure native seeds for restoration projects and schedule volunteer restoration events in coordination with department staff. Assist Sr. Watershed Ranger in supervising implementation of fuels treatment projects. Assist ranger staff in fire prevention and suppression efforts.

Initials:

- Q4 2026 – Work with CSFS and Sr. Watershed Ranger in writing of Forest Stewardship Plan update with goal of completing update by early 2027. Complete annual maintenance on park defensible space treatments. Complete annual restoration treatments. Support expanded winter slash pile burning operations.
- Q1 2027 – Support winter slash pile burning operations. Finalize and publish updated Forest Stewardship Plan. Take steps to ensure sustainability of Forest Stewardship Program and retention of knowledge from grant-funded fixed-term position.

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 \(gtr 373\)](#)
- [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*

Initials:



## 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
<b>Recipient Actual Cost</b>	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): <b>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.</b>
<b>Recipient Labor (compensation/fringe)</b>	<p><b>Labor of recipient's employees</b> 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><b>Fringe benefits</b> 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><b>Cell phone and data reimbursement fees</b> 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><b>Labor of recipients that are not paid employees (Match only)</b>, 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>
<b>Meeting room rental</b>	Meeting room rental <b>with receipt showing proof of payment</b> , meeting room provided by recipient to be valued at current market price.
<b>Recipient Supplies</b>	Out-of-pocket expenses <b>with receipts showing proof of payment</b> (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.
<b>Recipient Rented equipment, etc.</b>	Rental equipment <b>with receipts showing proof of payment</b> or use of recipient-owned equipment to be valued at current market rental rate or CRRF rate. <a href="https://dfpc.colorado.gov/fire-billing-crrf-and-reimbursement">https://dfpc.colorado.gov/fire-billing-crrf-and-reimbursement</a>
<b>Personnel Coordination and Grant Administration (Match Only)</b>	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.
<b>Non-recipient Labor (Match Only)</b>	<p>Valued at volunteer labor rate (at time work occurred) and must be documented using the CSFS In-Kind Documentation Form, does <b>not</b> 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 spent on activity, and the actual salary rate of employee. Include Payroll reports for employees from a payroll provider, if possible.</p>
<b>Non-recipient Cost (Match Only)</b>	Equipment or supplies donated by non-recipient, does <b>not</b> qualify for reimbursement, but it can be included as match. Include in Match column on Cost Input sheet.
<b>Recipient Indirect Costs (IDC)</b>	<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. <b>**Specific guidance on allowable indirect amounts can be found in each Grant Program's instructions. **</b></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
<b>Equipment Purchases</b>	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.
<b>Repairs, Parts, and Maintenance for Equipment</b>	Examples include chains, oil changes, tires, tire rotations, etc. Damages that occur to equipment during project work are not eligible for reimbursement/match.
<b>Office Supplies</b>	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.
<b>Postage</b>	Postage costs are unallowable for reimbursement and match, unless specifically described in the approved SOW.
<b>Routine Administrative Duties</b>	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.
<b>Food and Beverages</b>	Food and beverage costs are unallowable for reimbursement and match in all scenarios.
<b>Fund Raising and Investment</b>	Fundraising and investment costs are unallowable for reimbursement and match in all scenarios.
<b>Selling and Marketing</b>	Selling and marketing costs are unallowable for reimbursement and match, unless specifically described in the approved SOW.
<b>Computers, Phones, or Other Technological Devices</b>	The purchase of computers, phones, or other technological devices are unallowable for reimbursement and match, unless specifically described in the approved SOW.
<b>Landowner Travel Time and Mileage to and From Work Site</b>	Travel time and mileage for landowners to travel to and from their own property to conduct work is unallowable for reimbursement and match.