



Colorado State Forest Service Program Payment Request

GRANT PROGRAM (CHECK APPROPRIATE PROGRAM TYPE):	
Bureau of Land Management Task Order Program	<input type="checkbox"/>
Volunteer or Rural Fire Assistance (VFA/RFA)	<input type="checkbox"/>
Colorado Forest Restoration Grant	<input type="checkbox"/>
Insect and Disease Prevention and Suppression Program	<input type="checkbox"/>
State Fire Assistance (SFA)	<input type="checkbox"/>
Front Range Fuels Treatment Partnership (FRFTP)	<input type="checkbox"/>
Stevens Fuels Treatment Funds (CAFA)	<input checked="" type="checkbox"/>
Emergency Supplemental Funds (ESF)	<input type="checkbox"/>

☐ Checked for Federal suspension and debarment (State Office) <https://www.sam.gov/portal/public/SAM/>

Name: Lady Moon Ranch

Address: PO Box 151

Red Feather Lakes, CO 80545

Attn: Greg Niswender

The above named has submitted a project application that has been reviewed and approved by the Colorado State Forest Service.

Grant Number: 5308122-02 Non-Federal Match: \$5,067.50

Approved Funding: \$36,000 Total Project: \$24,867.50

CSFS Account Number: 5308122-16693 Amount of Payment: \$19,800

Circle one: 1st Payment 2nd Payment 3rd Payment Final Payment

Program Manager Signature _____ Date: _____

Program Manager Name _____



Mailed to
Scott Woods
on 6/10/15

EXHIBIT B

CSFS GRANT AND COST-SHARE PROGRAM REIMBURSEMENT REQUEST

In order to receive reimbursement, you **must** provide documentation supporting your costs and corresponding match. Complete Form D and submit it with your request for reimbursement. Reimbursement requests must be accompanied by Form D, receipts for actual costs (out of pocket expenses) incurred by the recipient, and any additional supporting documentation. Other costs and matching funds incurred by the applicant and/or donated by other resources includes expenses for goods, services and labor necessary for project implementation. You may request partial reimbursement as you incur expenses and you must show corresponding match.

1. Project/Account #: 5308122-02	2. Total Award Amount: \$36,000
3. Project Name: n - Lady Moon Ranch	4. Reimbursed Amount to Date: \$14,260
5. Make Payment To: Lady Moon Ranch Name: Greg Niswender Attn: Address: PO Box 151, Red Feather Lakes, CO 80545	6. Period of Performance (Project Period): From: 1/1/15 To: 3/31/15

7. What has been accomplished? Please provide a description of accomplishments that meet the requirements listed in the project Scope of Work. Please be specific and report numbers such as acres treated, numbers of defensible spaces, tons of, cubic feet or yards of slash collected, number of presentations, number of plans written, etc., for which the award was granted. Attach additional sheets as necessary. 22 acres completed of thinning with a 60% reduction in green trees, 100% reduction in standing dead, 100% removal of dead and down, limbed all remaining green trees to 6 feet and/or removed ladder fuels. Action produced about 600 cubic yards of slash and 50 cords of firewood to be used on the ranch.

8. Reimbursement request amount cannot exceed the total project award obligation as identified in the project award notification. The reimbursement request amount must comply with the appropriate cost-share requirement for the period being billed. The reimbursement amount cannot exceed the actual project costs to recipient.

A. Remaining Award Amount	B. Reimbursement Requested Amount (recipient cost)	C. Match (recipient cost)	D. Match (non-recipient cost)	E. Total Project Cost	F. Recipient Match Rate (%)
				B+C+D	(C+D)/E
19,800	22,380.75	2,486.75	0	24,867.50	100%

* Use results from Form D CSFS Financial Assistance Cost Documentation Worksheet to complete table above. Include Form D, and other approved documentation with Exhibit B to request reimbursement.

Reimbursement Request: I request reimbursement in the amount of \$19,800 for the work completed and documented above or attached.

9. I certify that to the best of my knowledge this report is correct and complete, and that all outlays reported are for the purposes set forth in the project documents (i.e. award notification, scope of work, etc.). All expenses and all cost-share are true and accurate.

Grant Recipient Signature: [Signature]

Date: 4/27/15

10. Certification:

Work meets minimum standards and specifications as set forth by the CSFS in the Scope of Work.

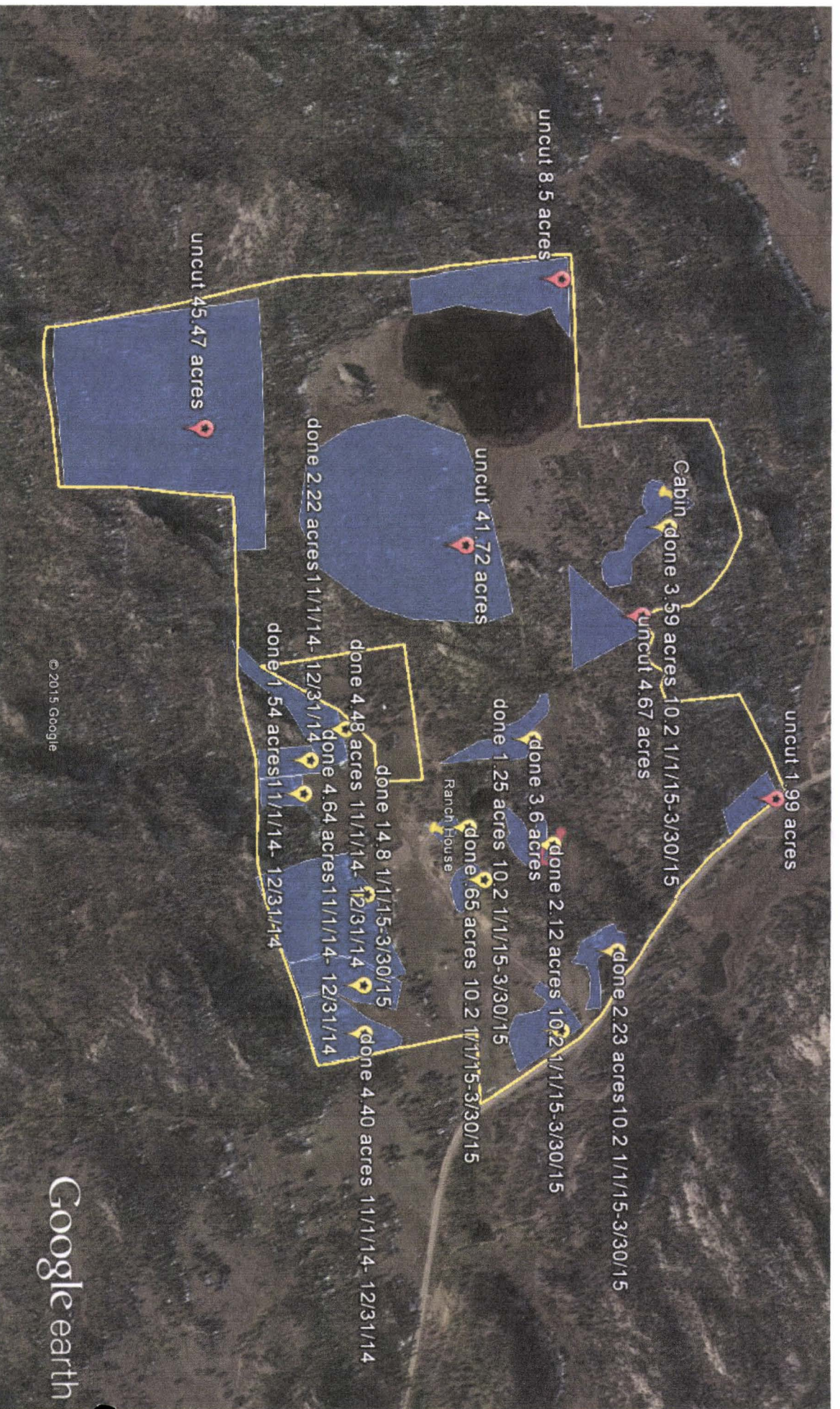
District Forester Signature: [Signature]

Date: 6/10/15

11. Funding is available and request is approved for reimbursement.

Program Manager Signature: _____

Date: _____



Re: Lady Moon Ranch Grants

Mellema,Zach

Mon 1/9/2017 10:42 AM

Sent Items

To: andrealadymoonranch@wildblue.net <andrealadymoonranch@wildblue.net>; Lebeda,Boyd <Boyd.Lebeda@ColoState.EDU>;

Greg Niswender

970-482-0217

2014 January
2019
2015

Hi Andrea,

I'm glad we were able to work out your grant situation and thank you for your patience. To answer your questions:

1. The SFA/WUI 2014 project number is 5314112-06 and is for 60 acres. We can do a 1-year extension to this grant making the work completed date 9/1/2017.
2. The 2015 SFA/WUI project number is 5314209-02. My records show that 25 acres are to be completed under this grant.

Let me know if you have any questions or concerns about this information and I'll be happy to look into it for you. Thanks and hope all is well.

Zach Mellema

Assistant District Forester, Fort Collins District
Colorado State Forest Service
 5060 Campus Delivery, Fort Collins, CO 80523
 Office: (970) 491-8839 Cell: (970)-420-8654
zachary.mellema@colostate.edu



- Spoke on phone
 8/29/17 Set
 up for site meeting /
 See how much has
 been done -
 not going to be full
 reimbursement

From: andrealadymoonranch@wildblue.net <andrealadymoonranch@wildblue.net>**Sent:** Saturday, January 7, 2017 11:44:19 AM**To:** Lebeda,Boyd**Cc:** Mellema,Zach**Subject:** Re: Lady Moon Ranch Grants

Boyd,

Thank you for the informative email. I checked my records again and did see that we were already awarded the \$36,000 in 2015 for project number 5308122-02. That is the project number I put on our last 2 requests for reimbursement in 2016, thinking that was the current grant project number we were working on. Could you please provide the project numbers of the \$41,500 2014 SFA/WUI Grant (my records show this as project number 5314112-06), and the \$20,000 2015 SFA/WUI (my records show this as project number 5314209-02)? My records also show that project number 5314112-06 states work to be completed by September 1, 2016. Since we still have work to be done on this project, can the completed by date be extended? Also, I show a total of 60 acres to be treated on project number 5314112-06, but can't find any information on acres to be treated per our application on

Re: Lady Moon Ranch Grants

andrealadymoonranch@wildblue.net

Sat 1/7/2017 11:44 AM

Inbox

To: Lebeda,Boyd <Boyd.Lebeda@ColoState.EDU>;

Cc: Mellema,Zach <Zachary.Mellema@colostate.edu>;

Boyd,

Thank you for the informative email. I checked my records again and did see that we were already awarded the \$36,000 in 2015 for project number 5308122-02. That is the project number I put on our last 2 requests for reimbursement in 2016, thinking that was the current grant project number we were working on. Could you please provide the project numbers of the \$41,500 2014 SFA/WUI Grant (my records show this as project number 5314112-06), and the \$20,000 2015 SFA/WUI (my records show this as project number 5314209-02)? My records also show that project number 5314112-06 states work to be completed by September 1, 2016. Since we still have work to be done on this project, can the completed by date be extended? Also, I show a total of 60 acres to be treated on project number 5314112-06, but can't find any information on acres to be treated per our application on project number 5314209-02. Could you please provide that information as well?

Your solution on payment of reimbursement sounds reasonable. I am sorry about the mix up on project numbers and match rates. If you can clarify my above questions, I will keep better track of where we are at and hopefully avoid any further confusion.

Thank you,
Andrea

From: "Boyd Lebeda" <Boyd.Lebeda@ColoState.EDU>
To: andrealadymoonranch@wildblue.net
Cc: "Zach Mellema" <Zachary.Mellema@colostate.edu>
Sent: Thursday, January 5, 2017 2:21:53 PM
Subject: Lady Moon Ranch Grants

Hello Greg and Andrea – it sounds like you have met Zach Mellema – our new Assistant District Forester who is replacing Diana. With Diana's departure, we have tried to keep things moving on the grants until Zach could get in place. We have looked into the series of grants that we have awarded Lady Moon Ranch and we discovered an error on your last reimbursement (in July of 2016). The error is related to the match that is required for the various grants.

There are two grants that are related to this issue:

1. 2014 CAFA Stevens Grant awarded to you for \$36,000 with a 10% match. Our records show that we made two reimbursements to you (one for \$16,200 in February of 2015 and a second for \$19,800 in June of 2015). These two reimbursements closed out the 2014 CAFA Stevens Grant.
2. 2014 SFA/WUI Grant awarded to you for \$41,500 with a 50% match. We made a reimbursement to you for \$15,521.42 (from (\$17,246.02 total cost) in July of 2016. It turns out that we reimbursed you at a 10% match rate when we should have done it at a 50% match rate. The reimbursement should have been \$8,623.01. We reimbursed you \$6,898.41 too much.

The packet we recently received from you for \$13,741.88 (total cost) will have to apply to the 2014 SFA/WUI grant also.

So a solution is to combine these last two request total costs (\$17,246.02 in July 2016 with the \$13,741.88 in December 2016) and apply them both to the 2014 SFA/WUI. These two reimbursements total \$30,987.90. The 50% match rate on that current total cost would be \$15,493.95. We already reimbursed \$15,521.42 in July of 2016 (only a \$27 difference). So if we did not do any reimbursement on the recent request we would have brought the match rate up to 50%. Effectively the second request packet brings the match up to 50%. But that does mean we would not make any reimbursement on this last packet you sent to us. Please let me know if this solution is satisfactory.

There is still \$25,978.58 remaining on the 2014 SFA/WUI grant. There is also a \$20,000 2015 SFA/WUI grant that we show awarded to you. So there is still quite a bit of work you can do under these grants.

My apologies for this error – it is something I wished we would have caught last summer. I'd be glad to discuss with you if you would like.

Boyd Lebeda
Fort Collins District Forester
Colorado State Forest Service
(970) 491-8445

csfs.colostate.edu

cid:image001.png@
01D2675B.A8B00B0
0

Lebeda, Boyd

From: Lebeda, Boyd
Sent: Thursday, January 5, 2017 2:22 PM
To: 'andrealadymoonranch@wildblue.net'
Cc: Zach Mellema (Zachary.Mellema@colostate.edu)
Subject: Lady Moon Ranch Grants

Hello Greg and Andrea – it sounds like you have met Zach Mellema – our new Assistant District Forester who is replacing Diana. With Diana's departure, we have tried to keep things moving on the grants until Zach could get in place. We have looked into the series of grants that we have awarded Lady Moon Ranch and we discovered an error on your last reimbursement (in July of 2016). The error is related to the match that is required for the various grants.

There are two grants that are related to this issue:

1. 2014 CAFA Stevens Grant awarded to you for \$36,000 with a 10% match. Our records show that we made two reimbursements to you (one for \$16,200 in February of 2015 and a second for \$19,800 in June of 2015). These two reimbursements closed out the 2014 CAFA Stevens Grant.
2. 2014 SFA/WUI Grant awarded to you for \$41,500 with a 50% match. We made a reimbursement to you for \$15,521.42 (from (\$17,246.02 total cost) in July of 2016. It turns out that we reimbursed you at a 10% match rate when we should have done it at a 50% match rate. The reimbursement should have been \$8,623.01. We reimbursed you \$6,898.41 too much.

The packet we recently received from you for \$13,741.88 (total cost) will have to apply to the 2014 SFA/WUI grant also.

So a solution is to combine these last two request total costs (\$17,246.02 in July 2016 with the \$13,741.88 in December 2016) and apply them both to the 2014 SFA/WUI. These two reimbursements total \$30,987.90. The 50% match rate on that current total cost would be \$15,493.95. We already reimbursed \$15,521.42 in July of 2016 (only a \$27 difference). So if we did not do any reimbursement on the recent request we would have brought the match rate up to 50%. Effectively the second request packet brings the match up to 50%. But that does mean we would not make any reimbursement on this last packet you sent to us. Please let me know if this solution is satisfactory.

There is still \$25,978.58 remaining on the 2014 SFA/WUI grant. There is also a \$20,000 2015 SFA/WUI grant that we show awarded to you. So there is still quite a bit of work you can do under these grants.

My apologies for this error – it is something I wished we would have caught last summer. I'd be glad to discuss with you if you would like.

Boyd Lebeda
Fort Collins District Forester
Colorado State Forest Service
(970) 491-8445
csfs.colostate.edu



CSFS Grants

Mellema,Zach

Wed 8/16/2017 1:20 PM

Sent Items

To: andrealadymoonranch@wildblue.net <andrealadymoonranch@wildblue.net>;

📎 4 attachments (275 KB)

Cooperator Letter 4_3_2017.pdf; CSFS Grant Reimbursement Request Package_2017.xlsx; Reimbursement Request Procedures__March_10_2017.docx; Volunteer Rates by Calendar year.xlsx;

Hi Andrea,

Hope your summer has been going well so far. I was just checking in on the status of two awarded grants given to Lady Moon. The first still has \$25,978.15 (2014 SFA/WUI) and has a work deadline of September 2017. The second award of \$20,000 (2015 SFA/WUI) is also still open and also has an end date of September 2017.

Just checking to see if you have a reimbursement request for either of these in the works or if we need to look at a possible extension for the deadlines. Also if you do not plan on using these awards, the sooner we know the better. I've attached our new reimbursement forms that I can help you fill out when the time comes. It also includes some information on allowable vs. unallowable costs/match.

Thanks and let me know if you have any questions.

Zach Mellema

Assistant District Forester, Fort Collins District

Colorado State Forest Service

5060 Campus Delivery, Fort Collins, CO 80523

Office: (970) 491-8839 Cell:(970)-420-8654

zachary.mellema@colostate.edu





CSFS Financial Assistance Cost-Share Program Cost Documentation Worksheet

Project/Account #:

5314112-00

Award Amount (obligated from funding source):

\$0.00

A. Remaining Award Amount:

\$0.00

\$41,550.00

Reimbursement Request:

☒ First☐ Second☐ Third☐ Fourth☐ Fifth☐ Final

B. Recipient Cost to be reimbursed (not to exceed the remaining award amount and excluding items not eligible for reimbursement)**a	Match		D. Non-recipient Cost**b	E. Total Project Cost = B+C+D	F. Recipient Match Rate = (C+D)/E
	C. Recipient Cost (reimbursable costs that exceed the award amount and items or costs not allowable for reimbursement)**a				
\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!

15,521.42

1,724.60

0

17,246.02

107%

Date	By Whom	Activity/Expense	Hours	Value (\$)	Cost Category
4/1/15 -	Greg Niswender	Labor	30	\$0.00 28	840
4/30/16	Doug Hooks	Labor	150	\$0.00 18	2,700
	Chris Serafin	Labor	326.25	\$0.00 16	5,220
				\$0.00	
4/1/15 -	owned	Equipment use (skid steer and backhoe use)	86	\$0.00 85	7,310
4/30/16	equipment			\$0.00	
				\$0.00	
				\$0.00	
4/1/15 -	Andrea	Fuel purchase, 2 cycle oil, bar oil, motor oil, grease	1	\$0.00 1,176.02	1,176.02
4/30/16	Niswender			\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	
				\$0.00	

TOTALS: G. Cumulative Recipient Cost=

\$0.00

17,246.02

H. Recipient Cost (Match)=

\$0.00

I. Non-recipient Cost (Match)=

\$0.00

Grant Recipient Signature:

District Forester Signature:

Date:

6/27/16

Date:

7-5-16



EXHIBIT B
CSFS GRANT AND COST-SHARE PROGRAM REIMBURSEMENT REQUEST

In order to receive reimbursement, you must provide documentation supporting your costs and corresponding match. Complete Form D and submit it with your request for reimbursement. Reimbursement requests must be accompanied by Form D, receipts for actual costs (out of pocket expenses) incurred by the recipient, and any additional supporting documentation. Other costs and matching funds incurred by the applicant and/or donated by other resources includes expenses for goods, services and labor necessary for project implementation. You may request partial reimbursement as you incur expenses and you must show corresponding match.

1. Project/Account #: <u>5314112-06</u>	2. Total Award Amount: <u>41,550</u>
3. Project Name:	4. Reimbursed Amount to Date: <u>0</u>
5. Make Payment To: <u>Lady Moon Ranch</u> Name: <u>Greg Niswender</u> Attn: <u>Greg Niswender</u> Address: <u>PO Box 151, Red Feather Lakes, CO 80545</u>	6. Period of Performance (Project Period): From: <u>4/1/15</u> To: <u>4/30/16</u>

7. What has been accomplished? Please provide a description of accomplishments that meet the requirements listed in the project Scope of Work. Please be specific and report numbers such as acres treated, numbers of defensible spaces, tons of, cubic feet or yards of slash collected, number of presentations, number of plans written, etc., for which the award was granted. Attach additional sheets as necessary. 17 acres completed of thinning with a 100% reduction in green trees, 100% reduction in standing dead, 100% removal of dead and down, limbed all remaining green trees to 6 feet and/or removed ladder fuels. Action produced about 530 cubic yards of slash and 35 cords of firewood to be used on the ranch.

8. Reimbursement request amount cannot exceed the total project award obligation as identified in the project award notification. The reimbursement request amount must comply with the appropriate cost-share requirement for the period being billed. The reimbursement amount cannot exceed the actual project costs to recipient.

A. Remaining Award Amount	B. Reimbursement Requested Amount (recipient cost)	C. Match (recipient cost)	D. Match (non-recipient cost)	E. Total Project Cost	F. Recipient Match Rate (%)
				B+C+D	(C+D)/E
36,000	15,521.42	1,724.60	0	19,246.02	1090

* Use results from Form D CSFS Financial Assistance Cost Documentation Worksheet to complete table above. Include Form D, and other approved documentation with Exhibit B to request reimbursement.

Reimbursement Request: I request reimbursement in the amount of \$ 15,521.42 for the work completed and documented above or attached.

9. I certify that to the best of my knowledge this report is correct and complete, and that all outlays reported are for the purposes set forth in the project documents (i.e. award notification, scope of work, etc.). All expenses and all cost-share are true and accurate.

Grant Recipient Signature: [Signature]

Date: 6/27/16

10. Certification:

Work meets minimum standards and specifications as set forth by the CSFS in the Scope of Work.

District Forester Signature: [Signature]

Date: 7-5-16

11. Funding is available and request is approved for reimbursement.

Program Manager Signature: [Signature]

Date: 7/5/16



Colorado State Forest Service Program Payment Request

GRANT PROGRAM (CHECK APPROPRIATE PROGRAM TYPE):	
Bureau of Land Management Task Order Program	
Volunteer or Rural Fire Assistance (VFA/RFA)	
Colorado Forest Restoration Grant	
Insect and Disease Prevention and Suppression Program	
State Fire Assistance (SFA)	X
Front Range Fuels Treatment Partnership (FRFTP)	
Stevens Fuels Treatment Funds (CAFA)	
Emergency Supplemental Funds (ESF)	

☒ Checked for Federal suspension and debarment (State Office) <https://www.sam.gov/portal/public/SAM/>

Name: Lady Moon Ranch ~ **Approved for payment**
 Address: Po Box 151 ~ **CSFS**
Red Feather Lakes, CO 80545 ~ Doc# 955265 7/18/14 SD
attn. Greg Niswender ~ 4

The above named has submitted a project application that has been reviewed and approved by the Colorado State Forest Service.

Grant Number: 5314112-06 ~ Non-Federal Match: \$1,724.60 ~

CSFS Account Number: 5314112-0693 ~ Federal Match: ⓪

→ '14 CPB C61 Bellview Community Fuel Mitigation

Approved Funding: \$41,550 Total Match: \$1,724.60


Amount of Payment: \$15,521.42 ~ Total Project: \$17,246.02 ~

Circle one: 1st Payment 2nd Payment 3rd Payment Final Payment

Program Manager Signature [Signature] Date: 7/5/15

Program Manager Name Scott M. Woods 4

1 07/18/2016 11:45 AM Drinkwine, Sarah CSFS Fort Collins District Form 828 and Supporting documentation

 Form 828_Lady Moon Ranch
5314112-06-FC 7-18-16 \$15,521.42 1st
Payment Doc#9555265.pdf
(387 KB, application/pdf)

[send](#)**Ad Hoc Recipients**[▶ show](#)**Route Log**[▶ show](#)[send ad hoc request](#)[close](#)[copy](#)

Source

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
1	CO Colorado State University	5314112 14CPG CG1 Bellview Community Fuel Mit...		6693 Cost Share Reimbursement			FC	15,521.42	
Line Description									
SFA Form 828 Lady Moon Ranch									

Total: 15,521.42

Contact Information

▼ hide

Contact Information

* Contact Name: Drinkwine, Sarah
* Phone Number: 000-000-0000
Email Address: Sarah.Drinkwine@colostate.edu
Campus Code: MC - CSU Main Campus

Special Handling

▶ show

Nonresident Alien Tax

▶ show

Wire Transfer

▶ show

Foreign Draft

▶ show

Non-Employee Travel Expense

▶ show

Pre-Paid Travel Expenses

▶ show

Pre-Disbursement Processor Status

▶ show

General Ledger Pending Entries

▶ show

Notes and Attachments (1)

▼ hide

Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				Browse... No file selected. CANCEL		add

Disbursement Voucher



Doc Nbr: 9555265

Status: FINAL

Initiator: sarahcd@colostate.edu

Created: 11:01 AM 07/18/2016

[expand all](#)[collapse all](#)

* required field

[Print Disbursement Voucher Coversheet](#)

Document Overview

[hide](#)

Document Overview

* **Description:** '14 CPG SFA Lady Mood Ranch
Organization:
Document Number:
Explanation: FINANCIAL ASSISTANCE PROGRAM COOPERATIVE MATCH PROJECT; State Fire Assistance (a.k.a. SFA); '14 CPG SFA CG1 Bellview Community Fuel Mitigation; Project Number 5314112-06-FC 1st Payment, Not encumbered.

Financial Document Detail

* **Bank Code:** 02
GENERAL DISBURSEMENTS

Total Amount: 15,521.42

Payment Information

[hide](#)

Payment Information

* **Payment Reason Code:** O - Program Obligations

* **Payee ID:** 38024-0

Payee Type: Vendor

Invoice Number:

* **Address 1:** PO BOX 151

* **City:** RED FEATHER LAKES

Country: United States

* **Check Amount:** 15,521.42

Is this a foreign payee: No

Payment Type: Is this payee an employee: No

Is this an employee paid outside of payroll:

* **Payment Method:** P - Check/ACH

* **Documentation Location Code:** AP - Accounts Payable

* **Check Stub Text:** Landowner Assistance Grant Reimbursement State Fire Assistance Grant 5314112-06-FC 1st Payment Form 828 7/18/2016 ATTN: Greg Niswender

Other Considerations: Check Enclosure: No
W-9/W-8BEN Completed

Accounting Lines

[hide](#)

Accounting Lines

[hide detail](#)

**Financial Assistance Program
Cooperative Match Project**

To be conducted by:

Lady Moon Ranch

Project Number:	5308122-02
Estimated Project Cost:	\$40,000
Funding provided by CSFS:	\$36,000
Minimum Recipient Match:	\$4,000
Project to be completed by:	January 1, 2017

Based on the strength of the application submitted by Lady Moon Ranch, the Colorado State Forest Service is providing funding in the amount up to but not exceeding \$36,000 to accomplish the project described in the attached scope of work.

As the cooperator, Lady Moon Ranch, will be reimbursed for actual (hard dollars spent) costs incurred in implementing the project up to the amount listed above once the following requirements are met:

- A. Complete work as described in "Attachment A" (scope of work).
- B. Provide documentation that project funds have been matched at a minimum of 10%.
- C. Complete and submit through the local CSFS District Office periodic Grant Report(s)/Reimbursement Request(s) using the forms provided "Exhibit B" and "Form D," as needed, and a Final Report that provides details on expenditures and accomplishments as a result of this project. Submission to:

Colorado State Forest Service, Fort Collins District

5060 Campus Delivery

Fort Collins, CO 80523-5060


Attn: Diana Selby

- D. Certify that neither the cooperator 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.

This funding will remain available until January 1, 2017.

As a representative of the cooperator, I have read and understand the conditions of participating in this cooperative match project.

Cooperator Signature:

 LMR

Date: Jan 3 - 2015

Mailing Address:

Telephone Number:

Email Address:

EXHIBIT A
Financial Assistance Program
Cooperative Match Project
SCOPE OF WORK

Project Number: 5308122-02

Cooperator: Lady Moon Ranch

Work to be completed: Forest management work including shaded fuel breaks to CSFS guidelines, select tree removal and patch-cuts to reduce aerial fuels, and slash disposal of piling and burning. Larger materials may be utilized or donated as firewood. Work will be targeted around structures, roadways, and adjacent to USFS boundaries.

Number of acres to be treated: 40.

1. Type of Treatment – general fuels reduction

Milestone dates: Project Completion: January 1, 2017

Standards or Guidelines: Will meet CSFS guidelines appropriate for treatment.

Project Period: September 1, 2014 – January 1, 2017

Funded Amount: \$ 36,000 **Minimum cooperator match:** \$ 4,000

Deliverables: 40 acres of treatment

Project Types: **fuels reduction**

All work completed under this project must be certified as meeting minimum Colorado State Forest Service standards prior to any reimbursement being made to the cooperator. Attachment B to the project entitled "Attachment B, Grant Report/ Reimbursement Request, WSFM Competitive Grants" will be the document used to both request reimbursement and to certify that work has been completed to minimum standards.

Initials:






EXHIBIT B
CSFS GRANT AND COST-SHARE PROGRAM REIMBURSEMENT REQUEST

In order to receive reimbursement, you must provide documentation supporting your costs and corresponding match. Complete Form D and submit it with your request for reimbursement. Reimbursement requests must be accompanied by Form D, receipts for actual costs (out of pocket expenses) incurred by the recipient, and any additional supporting documentation. Other costs and matching funds incurred by the applicant and/or donated by other resources includes expenses for goods, services and labor necessary for project implementation. You may request partial reimbursement as you incur expenses and you must show corresponding match.

1. Project/Account #: <u>5308122-02</u>	2. Total Award Amount: <u>36,000</u>
3. Project Name:	4. Reimbursed Amount to Date: <u>15,521.42</u>
5. Make Payment To: Name: <u>Lady moon Ranch</u> Attn: <u>Greg Niswender</u> Address: <u>PO Box 151, Red Feather Lakes, CO, 80545</u>	6. Period of Performance (Project Period): From: <u>5/1/16</u> To: <u>11/3/16</u>

7. What has been accomplished? Please provide a description of accomplishments that meet the requirements listed in the project Scope of Work. Please be specific and report numbers such as acres treated, numbers of defensible spaces, tons of, cubic feet or yards of slash collected, number of presentations, number of plans written, etc., for which the award was granted. Attach additional sheets as necessary. 10.86 acres completed (27.86 total including first draw) of thinning with a 60% reduction in green trees, 100% reduction in standing dead, 100% removal of dead and down, limbed all remaining green trees to 6 feet and/or removed ladder fuels. Action produced about 340 cubic yards of slash, and 25 cords of firewood to be used on the ranch.

8. Reimbursement request amount cannot exceed the total project award obligation as identified in the project award notification. The reimbursement request amount must comply with the appropriate cost-share requirement for the period being billed. The reimbursement amount cannot exceed the actual project costs to recipient.

A. Remaining Award Amount	B. Reimbursement Requested Amount (recipient cost)	C. Match (recipient cost)	D. Match (non-recipient cost)	E. Total Project Cost	F. Recipient Match Rate (%)
				B+C+D	(C+D)/E
<u>20,478.58</u>	<u>12,367.69</u>	<u>1,374.19</u>	<u>0</u>	<u>13,741.88</u>	<u>109%</u>

* Use results from Form D CSFS Financial Assistance Cost Documentation Worksheet to complete table above. Include Form D, and other approved documentation with Exhibit B to request reimbursement.

Reimbursement Request: I request reimbursement in the amount of \$ 12,367.69 for the work completed and documented above or attached.

9. I certify that to the best of my knowledge this report is correct and complete, and that all outlays reported are for the purposes set forth in the project documents (i.e. award notification, scope of work, etc.). All expenses and all cost-share are true and accurate.

Grant Recipient Signature: _____

Date: 12/26/16

10. Certification:

Work meets minimum standards and specifications as set forth by the CSFS in the Scope of Work.

District Forester Signature: _____

Date: _____

11. Funding is available and request is approved for reimbursement.

Program Manager Signature: _____

Date: _____



CSFS Financial Assistance Cost-Share Program Cost Documentation Worksheet

Project/Account #:

Award Amount (obligated from funding source):

A. Remaining Award Amount:

\$0.00

\$0.00

Reimbursement Request:☐ First

☐ Second

☐ Third

☐ Fourth☐ Fifth☐ Final

Match				
B. Recipient Cost to be reimbursed (not to exceed the remaining award amount and excluding items not eligible for reimbursement)* ^a	C. Recipient Cost (reimbursable costs that exceed the award amount and items or costs not allowable for reimbursement)** ^a	D. Non-recipient Cost * ^b	E. Total Project Cost = B+C+D	F. Recipient Match Rate = (C+D)/E
\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!

12,367.69 1,374.19 0 13,741.88 100%

[illegible]

TOTALS: G. Cumulative Recipient Cost=

\$0.00

H. Recipient Cost (Match)=

\$0.00

I. Non-recipient Cost (Match)=

\$0.00

Grant Recipient Signature:

District Forester Signature:

Date: 12/26/16

Date:

Tree project 5/1/16 - 11/3/16

5308122-02

Chris
Hours

Grant hours

Chris hrs
~~18/hr~~18/hr.
Doug hours

Date

6/2/16	6	8/23	10	6/23/16	6
6/3	4	8/24	8.75	6/24/16	5.5
6/10/16	6	8/25	8.5	6/27/16	6
6/15/16	6	8/29	6.5	6/28/16	9.5
6/16	6	8/30	9.5	6/29/16	10
6/18	4.5	8/31	7	6/30/16	4.5
6/23	6	9/5	7	7/5/16	10
6/24	5.25	9/6	8.5	7/6/16	8.5
6/27	8	9/7	9	7/7/16	7
6/28	9.5	9/8	3.75	7/11/16	8.5
6/29	16	9/12	6.5		
6/30	6.5	9/13	8.7		
7/5	10	9/14	7		
7/6	10	9/15	8		
7/7	7	9/20	9		
7/11	8	9/21	8		
7/13	10	9/23	4.5		
7/27	10	9/26	9		
7/28	8	9/27	10		
8/2	8	9/28	9.5		
8/3	8	9/29	5.5		
8/4	2	10/31	8		
8/8	7.5	11/1	8		
8/9	6.5	11/2	8		
8/10/15	4.5	11/3	1.5		
8/16	5.5				
8/17	6.75				
8/18	5				

75.5 x 18 =

\$1,359.00

Receipts

6/15/16 596.83
(Fuel) ck 1816
6/20/16 461.11
(Fuel) ck 1817
6/30/16 108.99
(oil)
9/9/16 63.90
(oil)
10/31/16 892.11
(fuel) ck 1848
\$2,122.88

376.5 x 16 =

\$6,024.00

Tree Grant 5308122-02

~~Skid steer~~ Greg
hours

Skid steer / Back hoe hours

6/2/16 2

6/4/16 4

6/23/16 2

6/24/16 2

6/30/16 3

7/11/16 4

7/28/16 4

8/9/16 3

8/18/16 3

8/25/16 4

9/28/16 4

9/29/16 3

11/2/16 2

11/3/16 2

42 hrs

4

2

2

3

4

4

3

3

4

4

3

36 hrs

$36 \times 85/hr =$

$42 \times 28/hr = \$1,176$

$\$3060$



REMIT TO

TEAM PETROLEUM, LLC

P.O. BOX 1831 • FORT COLLINS, CO 80522

Phone: 970-482-2533 • Toll Free: 800-540-3915

Fax: 970-482-2534

office@teampetroleum.com • www.teampetroleum.com

Your Fuel & Lubricant Specialists

DUE: NET 10TH FOLLOWING MONTH

Customer's Order No.		Phone No.		Date	
Sold To		Account #		Date	
Address					
GL 6916 Tree project supplies					
Sold By	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret'd
Qty.	Description			Price	Amount
3	GASOLINE, UNLEADED			2.351	596.83

TEAM PETROLEUM

A Ltd. Liability Company

P.O. Box 1831

Fort Collins, CO 80522

PH. (970) 482-2533

Customer's Order No.		Date		2016	
Name		Address		RANCH	
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	Mdse. RETD.
QUAN.	DESCRIPTION			PRICE	AMOUNT
	CK # 1816				596.83
	INV # 596.83				
TAX					83
TOTAL					596.83
0022700				Rec'd by mte	

All claims and returned goods MUST be accompanied by this bill.



Thank You

GS 2014-2 PRINTED IN U.S.A.

A finance charge of 2% will be charged on all past due accounts.
Customer agrees to pay all reasonable collection and/or attorney fees.

Total

267075

Thank You for Your Business!



REMIT TO

TEAM PETROLEUM, LLC

P.O. BOX 1831 • FORT COLLINS, CO 80522

Phone: 970-482-2533 • Toll Free: 800-540-3915

Fax: 970-482-2534

office@teampetroleum.com • www.teampetroleum.com

Your Fuel & Lubricant Specialists

DUE: NET 10TH FOLLOWING MONTH

Customer's Order No.		Phone No.		Date	
Sold To		Account #		Date	
Address					
GL 6916 Tree project supplies					
Sold By	Cash	C.O.D.	Charge	On Acct.	Mdse. Ret'd
Qty.	Description			Price	Amount
	GASOLINE, 3, UNLEADED				
	UNLEADED PLUS				
	GASOLINE, 3, PREMIUM UNLEADED				
	COMBUSTIBLE LIQUID, N.O.S.				
	PREMIUM DYED, OFF-ROAD DIESEL				
	ENVIRONMENTAL RECOVERY SURCHARGE				
	FEDERAL DIESEL TAX			.244	
	STATE DIESEL TAX			.205	

REC'D BY

All claims and returned goods MUST be accompanied by this bill.

A finance charge of 2% will be charged on all past due accounts.
Customer agrees to pay all reasonable collection and/or attorney fees.

Sales Tax

Total

pd check
1817 on
6/20/16

464.41

JAX RANCH AND HOME
1000 NORTH U.S. HIGHWAY 287
FORT COLLINS CO 80524
970-484 2221

Receipt

06/30/16 12:14:25 PM

Receipt: 765260

Store: 2

Register: 202

Clerk: Andrew W

Salesperson: Hannah S

Customer:

ZIP CODE

FORT COLLINS ,CO 80524

Item	Price	Qty	Total
641817006177 100E7625			
80PR Foam Ear Plugs			
SAFETY WORKS	\$15.49	1.00	\$15.49

795711146528 70108710211

BAR OIL 1GAL

STIHL GALLON

\$15.99

4.00

\$63.96

795711043334 41110071001

POLY CUT BLADES TENT TYPE

STIHL

\$9.99

1.00

\$9.99

736210302367 3023

LETTUCE LEAF SALAD BOWL BLEND ORG SEED

BOTANICAL INTERESTS

\$2.39

1.00

\$2.39

736210007743 0077

LETTUCE MESCLUN FARMERS MARKET SEED

BOTANICAL INTERESTS

\$1.89

2.00

\$3.78

10216640 11336407100

WORM GEAR

STIHL

\$15.49

1.00

\$15.49

795711268183 36230050084

SAW CHAIN LOOP

STIHL

\$39.99

2.00

\$79.98

795711251345 36230050091

SAW CHAIN LOOP

STIHL 33_RSC 91

\$41.99

2.00

\$83.98

795711358150 30030086821

GUIDE BAR ST325-063

STIHL 20IN

\$44.99

1.00

\$44.99

071621892114 LU03132G

2GAL 10W30 Gas Motor Oil

WARREN DIST. 2_GAL 10W30

\$19.99

1.00

\$19.99

074130001282 779307

Valv5QT 10W30 Motor Oil

VALVOLINE 5QT 10W30

\$24.99

1.00

\$24.99

10493508 WOPS

POTTING SOIL WALDEN ORGANICS

ROCKY MOUNTAIN PELLET COMPANY 1.25CF

\$9.99

2.00

\$19.98

Total Units 19.0

Subtotal 385.01

Tax 13.67

Total 398.68

06/30/16 12:14:23 PM

MC \$393.68

NISWENDER/ANDREA

Card: XXXXXXXXXXXX6361

Auth: 03022E



Returns must be made within 30 days in new condition with original tags Merchandise returned without receipt will be issued store credit So me exceptions apply

*** Customer Copy ***

Tree Project

saw bar
saw chains
oils
~~receipt~~

Ranch Supplies

ear plugs
weedwhacker blade
seeds
potting soil

\$108.94

Tree Project
supplies
(fluids-oil)

JAX RANCH AND HOME
1000 NORTH U.S. HIGHWAY 287
FORT COLLINS CO 80524
970-484-2221

Receipt

09/09/16 02:35:47 PM

Receipt: 800395

Store: 2

Register: 203

Clerk: Hannah S

Salesperson: Noelle R

GL 6916
Tree project
supplies

(oil)

Customer:

ZIP CODE 80545

RED FEATHER LAKES ,CO 80545

Item	Price	Qty	Total
795711145569 07813198009-1			
OIL 2 CYCLE 6.40Z			
STIHL 6.40Z	\$2.29	6.00	\$13.74

795711146528 70108710211			
BAR OIL 1GAL			
STIHL GALLON	\$15.99	3.00	\$47.97

Total Units	9.0
Subtotal	61.71
Tax	2.19
Total	63.90

09/09/16 02:35:46 PM

MC

\$63.90

NISWENDER/ANDREA

Card: XXXXXXXXXXXX6361

Auth: 00977E





Your Fuel & Lubricant Specialists

REMIT TO
TEAM PETROLEUM, LLC

P.O. BOX 1831 • FORT COLLINS, CO 80522

Phone: 970-482-2533 • Toll Free: 800-540-3915

Fax: 970-482-2534

office@teampetroleum.com • www.teampetroleum.com

DUE: NET 10TH FOLLOWING MONTH

Andrea

Customer's Order No.		Phone No. <i>970-0217</i>		Date <i>10-19-16</i>	
Sold To <i>Lady Moon Ranch</i>				Account #	
Address					
Sold By <i>N/A</i>	Cash	C.O.D.	Charge <i>X</i>	On Acct.	Mdse. Ret'd
Qty.	Description			Price	Amount
<i>200</i>	GASOLINE, 3, UNLEADED, .184 FED, .22 STATE			<i>2.349</i>	<i>469 80</i>
	GASOLINE, 3, UNLEADED PLUS, .184 FED, .22 STATE				
	GASOLINE, 3, PREMIUM UNLEADED, .184 FED, .22 STATE				
	COMBUSTIBLE LIQUID, N.O.S. NA1993, III				
<i>200</i>	PREMIUM DYE, OFF-ROAD DIESEL			<i>2.099</i>	<i>419 80</i>
<i>200</i>	ENVIRONMENTAL RECOVERY SURCHARGE			<i>10125</i>	<i>2 50</i>
	FEDERAL DIESEL TAX			<i>.244</i>	
	STATE DIESEL TAX			<i>.205</i>	
<i>Thanks Mike 1135</i>				SALE # 2430 DATE 10/19/16 11:03:41	
				COUNT: START 0.0 END 200.0	
				GROSS DELIVERY 200.0 GALLONS	
				METER 1	
				SALE # 5804 DATE 10/19/16 11:12:26	
				COUNT: START 0.0 END 200.0	
				GROSS DELIVERY 200.0 GALLONS	
				METER 2	
REC'D BY <i>10/19/16 invoice ok thank</i>					
All claims and returned goods MUST be accompanied by this bill.				Sales Tax	
A finance charge of 2% will be charged on all past due accounts. Customer agrees to pay all reasonable collection and/or attorney fees.				Total <i>892.10</i>	

271335

Thank You for Your Business!

Andrea L. Niswender
RANCH ACCOUNT
PO BOX 151
Red Feather Lakes, CO 80545
PH 970-482-0217

PAY TO THE ORDER OF *Team Petroleum LLC* \$ *892.10*

Eighthundred ninety two and 10/100 DOLLARS

FIRST NATIONAL BANK
NORTH COLLEGE OFFICE
1600 NORTH COLLEGE AVENUE
PO BOX 820
FORT COLLINS, CO 80522-0820

MEMO

Andrea Niswender

1848

*GL 6916
Tire price
supplies
(fuel)*

Submitted

Lady Moon Ranch
Forestry/Fence/Ranch Crew
2014 2016

general 24
forestry 16

Chris Serafin week of 5/31/16 - 6/15/16

DATE	START TIME	END TIME	HOURS	JOB Description of Duty	HOURS FOR DATE
5/31	800	1000	2	vehicle maintenance	
	1600	1800	2	Bunkhouse flooring	
	1230	1230	2	ll	
	230	430	2	Bunkhouse	8
6/1	800	900	1	cows/water fields	
	900	1030	1.5	Bunkhouse indoor siding	
	1030	1200	1.5	cleanup shop	
	1230	130	1	general/garden	
	130	330	2	general/cleanup	
	330	430	1	general planning	8
6/2	800	1000	2	general/chores	
	1000	1200	2	forestry	(*)
	1230	430	4	ll	(*)
	930	930	1	general chores	9
6/3	800	900	2	chores	
	900	1	4	forestry	(*)
	830	930	1	chores	7
6/4	800	1000	2	ll	

NAME:

[Signature]

DATE:

[Signature] 6/4/16

Lady Moon Ranch
Forestry/Fence/Ranch Crew
2014

DATE	START TIME	END TIME	HOURS	JOB Description of Duty	HOURS FOR DATE
6/4	1000	1200	2	forestry	(X)
	1230	430	4	LI	(X)
	1230	330	2	Chores	8
				Total	40
				Forestry 16 hrs x 16/hr = 256.00	
				Career Ranch 24 hrs	

NAME:

DATE:

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin Hours 6/15/16-6/18/16

From : andrealadymoonranch@wildblue.net

Mon, Jun 20, 2016 01:15 PM

Subject : Chris Serafin Hours 6/15/16-6/18/16**To :** Susan Beno <sbeno@gpproperties.com>, Carol
Juknievich <cjuknievich@lawbrothersgroup.com>

Susan and Carol,

Chris Serafin Hours

19 hrs x \$16= \$304.00 General ranch labor (feeding livestock, weed
spraying, shop and general ranch clean up, bunkhouse remodel, road
work)

10.5 hrs x \$16= \$168.00 Forest grant (tree thinning)

Chris total = 29.5 hrs = \$472.00

Thank you,
Andrea

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin Hours 6/20/16-6/24/16

From : andrealadymoonranch@wildblue.net

Mon, Jun 27, 2016 04:17 PM

Subject : Chris Serafin Hours 6/20/16-6/24/16**To :** Carol Juknievich

<cjuknievich@lawbrothersgroup.com>, Susan Beno

<sbeno@gpproperties.com>

Carol and Susan,

Chris Serafin Hours

11.25 hrs x \$16= \$180.00 Forest Grant (tree thinning)

27.25 hrs x \$16= \$436.00 General ranch labor (road work, rock moving, chicken processing, kayak set up at lake, mapping plots for new cabins, computer assistance, vehicle maintenance and washing)

Chris total = 38.5 hrs = \$616.00

Thank you,
Andrea

~~2014~~ 2016

OK
AN

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin and Hannah Parker Hours 7/5/16-7/8/16

From : andrealadymoonranch@wildblue.net

Tue, Jul 12, 2016 07:21 AM

Subject : Chris Serafin and Hannah Parker Hours
7/5/16-7/8/16**To :** Susan Beno <sbeno@gpproperties.com>, Carol
Juknievich <cjuknievich@lawbrothersgroup.com>

Susan and Carol,

Chris Serafin Hours

27 hrs x \$16= \$432.00 Forest grant labor (tree thinning)

3 hrs x \$16= \$48.00 General ranch labor (vehicle maintenance and
chicken processing)

Total= 30 hrs = \$480.00

Hannah Parker Hours

5.5 hrs x \$16= \$88.00 General Ranch labor (cabin cleaning)

Thank you,
Andrea

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin and Hannah Parker Hours 7/11/16-7/14/16

From : andrealadymoonranch@wildblue.net

Tue, Jul 19, 2016 10:21 AM

Subject : Chris Serafin and Hannah Parker Hours 7/11/16-7/14/16**To :** Susan Beno <sbeno@gpproperties.com>**Cc :** Carol Juknievich
<cjuknievich@lawbrothersgroup.com>

Susan,

Chris Serafin Hours

18 hrs x \$16= \$288.00 Forest Grant labor (tree thinning)

21 hrs x \$16= \$336.00 General ranch labor (vehicle maintenance, cattle work, mowing under fences and around cabin, chicken processing)

Total= 39 hrs = \$624.00

Hannah Parker Hours

9 hrs x \$16= \$144.00 General ranch labor (cabin cleaning)

Thank you,
Andrea

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin Hours 7/25/16-7/28/16

From : andrealadymoonranch@wildblue.net

Mon, Aug 01, 2016 10:36 AM

Subject : Chris Serafin Hours 7/25/16-7/28/16**To :** Susan Beno <sbeno@gpproperties.com>**Cc :** Carol Juknievich
<cjuknievich@lawbrothersgroup.com>

Susan,

Chris Serafin Hours

18 hrs x \$16= \$288.00 Forest grant labor (tree thinning)

18 hrs x \$16= \$288.00 General ranch labor (vehicle maintenance,
shooting range clean up, fence repair, clean manure from pens)

Total = 36 hrs= \$576.00

Thank you,
Andrea

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin Hours 8/2/16-8/4/16

From : andrealadymoonranch@wildblue.net

Mon, Aug 08, 2016 06:34 AM

Subject : Chris Serafin Hours 8/2/16-8/4/16**To :** Susan Beno <sbeno@gpproperties.com>**Cc :** Carol Juknievich
<cjuknievich@lawbrothersgroup.com>

Susan,

Chris Serafin Hours

18 hrs x \$16= \$288.00 Forest grant labor (tree thinning)

11.5 hrs x \$16= \$184.00 General ranch labor (vehicle maintenance,
fence repair, chores, cattle work, general ranch clean up)

Total = 29.5 hrs = \$472.00

Thank you,
Andrea

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin and Hannah Parker Hours 8/8/16-8/11/16

From : andrealadymoonranch@wildblue.net

Tue, Aug 16, 2016 07:10 AM

Subject : Chris Serafin and Hannah Parker Hours 8/8/16-8/11/16**To :** Susan Beno <sbeno@gpproperties.com>**Cc :** Carol Juknievich
<cjuknievich@lawbrothersgroup.com>

Susan,

Chris Serafin Hours

14 hrs x \$16= \$224.00 Forest Grant labor (tree thinning)

22.5 hrs x \$16= \$360.00 General ranch labor (livestock chores,
vehicle maintenance, chicken processing, cattle work, shooting range
work, receive delivery and shop maintenance)

Total = 36.5 hrs= \$584.00

Hannah Parker Hours

4.5 hrs x \$16= \$72.00 General ranch labor (cabin cleaning)

Thank you,
Andrea

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin and Hannah Parker Hours 8/15/16-8/18/18

From : andrealadymoonranch@wildblue.net

Mon, Aug 22, 2016 11:44 AM

Subject : Chris Serafin and Hannah Parker Hours 8/15/16-8/18/18**To :** Susan Beno <sbeno@gpproperties.com>**Cc :** Carol Juknievich
<cjuknievich@lawbrothersgroup.com>

Susan,

Chris Serafin Hours

21.75 hrs x \$16= \$348.00 Forest grant labor (tree thinning)
15.25 x \$16= \$244.00 General ranch labor (vehicle maintenance,
cattle doctoring and feeding, supply pick up in town, general shop
and ranch maintenance and clean up, ranch chores)

Total = 37 hrs = \$592.00

Hannah Parker Hours

8.5 hrs x \$16= \$136.00 General ranch labor (cabin cleaning)

Thank you,
Andrea

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin Hours 8/22/16-8/25/16

From : andrealadymoonranch@wildblue.net

Mon, Aug 29, 2016 08:30 AM

Subject : Chris Serafin Hours 8/22/16-8/25/16**To :** Susan Beno <sbeno@gpproperties.com>**Cc :** Carol Juknievich
<cjuknievich@lawbrothersgroup.com>

Susan,

Chris Serafin Hours

27.25 hrs x \$16= \$436.00 Forest Grant labor (tree thinning)9.5 hrs x \$16= \$152.00 General ranch labor (vehicle maintenance,
cattle work, fencing repair, general ranch clean up)

Total= 36.75 hrs = \$588.00

Thank you,
Andrea

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin and Hannah Parker Hours 8/29/16-9/1/16

From : andrealadymoonranch@wildblue.net
Subject : Chris Serafin and Hannah Parker Hours
8/29/16-9/1/16
To : Susan Beno <sbeno@gpproperties.com>
Cc : Carol Juknievich
<cjuknievich@lawbrothersgroup.com>

Mon, Sep 05, 2016 09:58 AM

Susan,

Chris Serafin Hours

23 hrs x \$16= \$368.00 Forest Grant Labor (tree thinning)

10.25 hrs x \$16= \$164.00 General ranch labor (vehicle maintenance,
cattle work: vaccinate calves, install swamp cooler in greenhouse,
shop clean up)

Total= 33.25 hrs = \$532.00

Hannah Parker hours

5 hrs x \$16= \$80.00 General ranch labor (cabin cleaning)

Thank you,
Andrea

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin and Hannah Parker Hours 9/5/16-9/8/16

From : andrealadymoonranch@wildblue.net

Mon, Sep 12, 2016 09:13 AM

Subject : Chris Serafin and Hannah Parker Hours
9/5/16-9/8/16**To :** Susan Beno <sbeno@gpproperties.com>**Cc :** Carol Juknievich
<cjuknievich@lawbrothersgroup.com>

Susan,

Chris Serafin Hours

28.25 hrs x \$16= \$452.00 Forest grant labor (tree thinning)

7 hrs x \$16= \$112.00 General ranch labor (vehicle maintenance,
cattle work, fence repair and removal)

Total = 35.25 hrs = \$564.00

Hannah Parker Hours

8.5 hrs x \$16= \$136.00 General ranch labor (cabin cleaning,
including chair slip covers)Thank you,
Andrea

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin Hours 9/12/16-9/15/16

From : andrealadymoonranch@wildblue.net

Tue, Sep 20, 2016 07:28 AM

Subject : Chris Serafin Hours 9/12/16-9/15/16**To :** Susan Beno <sbeno@gpproperties.com>**Cc :** Carol Juknievich
<cjuknievich@lawbrothersgroup.com>

Susan,

Chris Serafin Hours

28.5 hrs x \$16= \$456.00 Forest Grant labor (tree cutting)7 hrs x \$16= \$112.00 General ranch labor (ranch chores, supplies
from town, tech support)

Total = 35.5 hrs = \$568.00

Thank you,
Andrea

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin Hours 9/20/16-9/23/16

From : andrealadymoonranch@wildblue.net
Subject : Chris Serafin Hours 9/20/16-9/23/16
To : Susan Beno <sbeno@gpproperties.com>
Cc : Carol Juknievich
<cjuknievich@lawbrothersgroup.com>

Mon, Sep 26, 2016 08:30 AM

Susan,

Chris Serafin Hours

21.5 hrs x \$16= \$344.00 Forest grant labor (tree thinning)

10.5 hrs x \$16= \$168.00 General ranch labor (vehicle maintenance, greenhouse work, rock picking at new garden site, cabin bug cleaning)

Total= 32 hrs = \$512.00

Thank you,
Andrea

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin and Hannah Parker Hours 9/26/16-9/29/16

From : andrealadymoonranch@wildblue.net

Mon, Oct 03, 2016 12:28 PM

Subject : Chris Serafin and Hannah Parker Hours 9/26/16-9/29/16**To :** Susan Beno <sbeno@gpproperties.com>**Cc :** Carol Juknievich
<cjuknievich@lawbrothersgroup.com>

Susan,

Chris Serafin Hours

3.5 hrs x \$16= \$56.00 General ranch labor (vehicle maintenance and supply pick up)

34 hrs x \$16= \$544.00 Forest grant labor (tree thinning)

Total= 37.5 hrs= \$600.00

Hannah Parker Hours

4 hrs x \$16= \$64.00 General ranch labor (cabin cleaning)

Thank you,
Andrea

WildBlue Webmail

andrealadymoonranch@wildblue.net

Chris Serafin Hours 10/31/16-11/3/16

From : andrealadymoonranch@wildblue.net

Mon, Nov 07, 2016 08:33 AM

Subject : Chris Serafin Hours 10/31/16-11/3/16**To :** Susan Beno <sbeno@gpproperties.com>**Cc :** Carol Juknievich
<cjuknievich@lawbrothersgroup.com>

Susan and Carol,

This will be the last email of hours I will send for Chris for a few months. He left Sunday for Antarctica.

Chris Serafin Hours

25.5 hrs x \$16= \$408.00 Forest grant labor (tree thinning)

6.5 hrs x \$16= \$104.00 General ranch labor (winterizing equipment, vehicle maintenance)

Total = 32 hrs = \$512.00

Thank you,
Andrea

**Lady Moon Ranch
Forestry/Fence/Ranch Crew**

Down Hawks hours 2014 2016
6/21/16 - 7/12/16

DATE	START TIME	END TIME	HOURS	JOB Description of Duty	HOURS FOR DATE	
6/21	11:00	12:00	1.0	Gen Ranch / prep for chickens	5.0	(207)
6/21	12:30	14:30	2.0	Gen Ranch - chores /	—	forest 11.5
6/21	14:30	16:30	2.0	Gen Ranch / vehicle maint	—	
6/22	08:30	11:00	2.5	Gen - chicken processing	8.0	general 16.5
6/22	11:00	12:30	1.5	Gen - chores / chickens	—	(297)
6/22	13:00	17:00	4.0	Gen - cleanup / misc chores	—	
6/23	08:30	12:00	3.5	Forestry	7.5	*
6/23	12:30	15:00	2.5	Forestry	—	*
6/23	15:00 13:00	16:30	1.5	Gen Ranch / move keys etc.	—	
6/24	09:00	12:00	3.0	Forestry	7.5	*
6/24	12:30	15:00	2.5	Forestry	—	* 28 hrs
6/24	15:00	17:00	2.0	chores / water / hay	—	534 total
6/27	07:30	9:30	2.0	equip maint	9.0	
6/27	9:30	12:00	2.5	Forestry	—	-
6/27	12:30	16:00	3.5	Forestry	—	-
6/27	16:00	17:00	1.0	equip maint	—	
6/28	07:30	12:00	4.5	Forestry	9.5	*
6/28	12:30	17:30	5.0	Forestry	—	*

NAME: _____

DATE: _____

36 hrs

Forest 30

(540)

general 6

(108)

648 total

Lady Moon Ranch
Forestry/Fence/Ranch Crew
2014 2016

Doug

DATE	START TIME	END TIME	HOURS	JOB Description of Duty	HOURS FOR DATE
6/29	0730	1200	4.5	Forestry	10.0
6/29	1230	1800	5.5	forestry	—
6/30	0700	0830	1.5	forestry	7.5
6/30	1030	1330	3.0	forestry	—
6/30	1330	1630	3.0	equip maint/rhino	—
7/4	0730	0930	2.0	chares/equip maint	2.0
7/5	0800	1200	4.0	Forestry	10.0
7/5	1230	1830	6.0	forestry	—
7/6	0700	0830	1.5	chares	10.0
7/6	830	1200	3.5	forestry	—
7/6	1230	1730	5.0	forestry	—
7/7	0730	1000	2.5	process chickens	9.5
7/7	1000	1200	2.0	forestry	—
7/7	1230	1730	5.0	forestry	—
7/8	0700	1100	3.0	mox/chares / general ranch	5.0
7/8	1100	1300	2.0	Kayak storage rack @ lake	—
7/11	0830	1200	3.5	forestry	8.5
7/11	1230	1730	5.0	forestry	—
7/12	0730	1200	4.5	Chares / move cows / mow	8.75
7/12	1230	1530	3.0	uiking maint / Gen shop	—
7/12	1530	1645	1.25	cows / AT shots	—

NAME:

DATE:

Doug Hawks Forestry hours 6/21/16 - 7/12/16

$75.5 \times 18/\text{hr} = \1359.00

$117.75 \text{ hrs} =$

$\$2119.50$

$17.25 \text{ hrs} = 310.50 \text{ total}$

(*)

(*)

(*)

(*)

forest 25.5

(*) 45.5

(*) general 11

(*) 198

(*) 36.5

65.5 total

(*) forest 8.5

(*) 153

general 8.75

(*) 157.5

EXHIBIT A
Financial Assistance Program
Cooperative Match Project
SCOPE OF WORK

Project Number: 5308122-02

Cooperator: Lady Moon Ranch

Work to be completed: Forest management work including shaded fuel breaks to CSFS guidelines, select tree removal and patch-cuts to reduce aerial fuels, and slash disposal of piling and burning. Larger materials may be utilized or donated as firewood. Work will be targeted around structures, roadways, and adjacent to USFS boundaries.

Number of acres to be treated: 40.

1. Type of Treatment – general fuels reduction

Milestone dates: Project Completion: January 1, 2017

Standards or Guidelines: Will meet CSFS guidelines appropriate for treatment.

Project Period: September 1, 2014 – January 1, 2017

Funded Amount: \$ 36,000 **Minimum cooperator match:** \$ 4,000

Deliverables: 40 acres of treatment

Project Types: **fuels reduction**

All work completed under this project must be certified as meeting minimum Colorado State Forest Service standards prior to any reimbursement being made to the cooperator. Attachment B to the project entitled "Attachment B, Grant Report/ Reimbursement Request, WFSM Competitive Grants" will be the document used to both request reimbursement and to certify that work has been completed to minimum standards.

Initials:

B
B



Colorado State Forest Service Program Payment Request

GRANT PROGRAM (CHECK APPROPRIATE PROGRAM TYPE):	
Bureau of Land Management Task Order Program	
Volunteer or Rural Fire Assistance (VFA/RFA)	
Colorado Forest Restoration Grant	
Insect and Disease Prevention and Suppression Program	
State Fire Assistance (SFA)	X
Front Range Fuels Treatment Partnership (FRFTP)	
Stevens Fuels Treatment Funds (CAFA)	
Emergency Supplemental Funds (ESF)	

☐ Checked for Federal suspension and debarment (State Office) <https://www.sam.gov/portal/public/SAM/>

Name: Lady Moon Ranch

Address: Po Box 151
Red Feather Lakes, CO 80545
attn. Greg Niswender

The above named has submitted a project application that has been reviewed and approved by the Colorado State Forest Service.

Grant Number: ~~5308122-02~~ 5314112-06 Non-Federal Match: \$1,724.60

CSFS Account Number: ~~5308122-6693~~ 5314112-06 Federal Match: Ⓢ

Approved Funding: \$36,000.00 Total Match: \$1,724.60

Amount of Payment: \$15,521.42 Total Project: \$17,246.02

Circle one: 1st Payment 2nd Payment 3rd Payment Final Payment

Program Manager Signature _____ Date: _____

Program Manager Name _____



EXHIBIT B
CSFS GRANT AND COST-SHARE PROGRAM REIMBURSEMENT REQUEST

In order to receive reimbursement, you **must** provide documentation supporting your costs and corresponding match. Complete Form D and submit it with your request for reimbursement. Reimbursement requests must be accompanied by Form D, receipts for actual costs (out of pocket expenses) incurred by the recipient, and any additional supporting documentation. Other costs and matching funds incurred by the applicant and/or donated by other resources includes expenses for goods, services and labor necessary for project implementation. You may request partial reimbursement as you incur expenses and you must show corresponding match.

1. Project/Account #: <u>5308122-02</u>	2. Total Award Amount: <u>36,000</u>
3. Project Name:	4. Reimbursed Amount to Date: <u>0</u>
5. Make Payment To: <u>Lady Moon Ranch</u> Name: <u>Greg Niswender</u> Attn: <u></u> Address: <u>PO Box 151, Red Feather Lakes, CO 80545</u>	6. Period of Performance (Project Period): From: <u>4/1/15</u> To: <u>4/30/16</u>

7. What has been accomplished? Please provide a description of accomplishments that meet the requirements listed in the project Scope of Work. Please be specific and report numbers such as acres treated, numbers of defensible spaces, tons of, cubic feet or yards of slash collected, number of presentations, number of plans written, etc., for which the award was granted. Attach additional sheets as necessary. 17 acres completed of thinning with a 100% reduction in green trees, 100% reduction in standing dead, 100% removal of dead and down, limbed all remaining green trees to 6 feet and/or removed ladder fuels. Action produced about 530 cubic yards of slash and 35 cords of firewood to be used on the ranch.

8. Reimbursement request amount cannot exceed the total project award obligation as identified in the project award notification. The reimbursement request amount must comply with the appropriate cost-share requirement for the period being billed. The reimbursement amount cannot exceed the actual project costs to recipient.

A. Remaining Award Amount	B. Reimbursement Requested Amount (recipient cost)	C. Match (recipient cost)	D. Match (non-recipient cost)	E. Total Project Cost	F. Recipient Match Rate (%)
				B+C+D	(C+D)/E
36,000	15,521.42	1,724.60	0	17,246.02	109% <u>11%</u>

* Use results from Form D CSFS Financial Assistance Cost Documentation Worksheet to complete table above. Include Form D, and other approved documentation with Exhibit B to request reimbursement.

Reimbursement Request: I request reimbursement in the amount of \$ 15,521.42 for the work completed and documented above or attached.

9. I certify that to the best of my knowledge this report is correct and complete, and that all outlays reported are for the purposes set forth in the project documents (i.e. award notification, scope of work, etc.). All expenses and all cost-share are true and accurate.

Grant Recipient Signature: [Signature]

Date: 6/27/16

10. Certification:

Work meets minimum standards and specifications as set forth by the CSFS in the Scope of Work.

District Forester Signature: [Signature]

Date: 7-5-16

11. Funding is available and request is approved for reimbursement.

Program Manager Signature: _____

Date: _____



CSFS Financial Assistance Cost-Share Program Cost Documentation Worksheet

Project/Account #:

5308122-02

Award Amount (obligated from funding source):

\$0.00

A. Remaining Award Amount:

\$0.00

36,000

Reimbursement Request:☐ Second☐ Third

☐ Fourth

☐ Fifth

☐ Final

	Match			
B. Recipient Cost to be reimbursed (not to exceed the remaining award amount and excluding items not eligible for reimbursement)**a	C. Recipient Cost (reimbursable costs that exceed the award amount and items or costs not allowable for reimbursement)**a	D. Non-recipient Cost**b	E. Total Project Cost = B+C+D	F. Recipient Match Rate = (C+D)/E
\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!

15,521.42

1,724,60

6

17,246.02

1070

[illegible]

TOTALS: G. Cumulative Recipient Cost=

\$0.00

17,246.02

H. Recipient Cost (Match)=

\$0.00

I. Non-recipient Cost (Match)=

\$0.00

Grant Recipient Signature:

District Forester Signature:

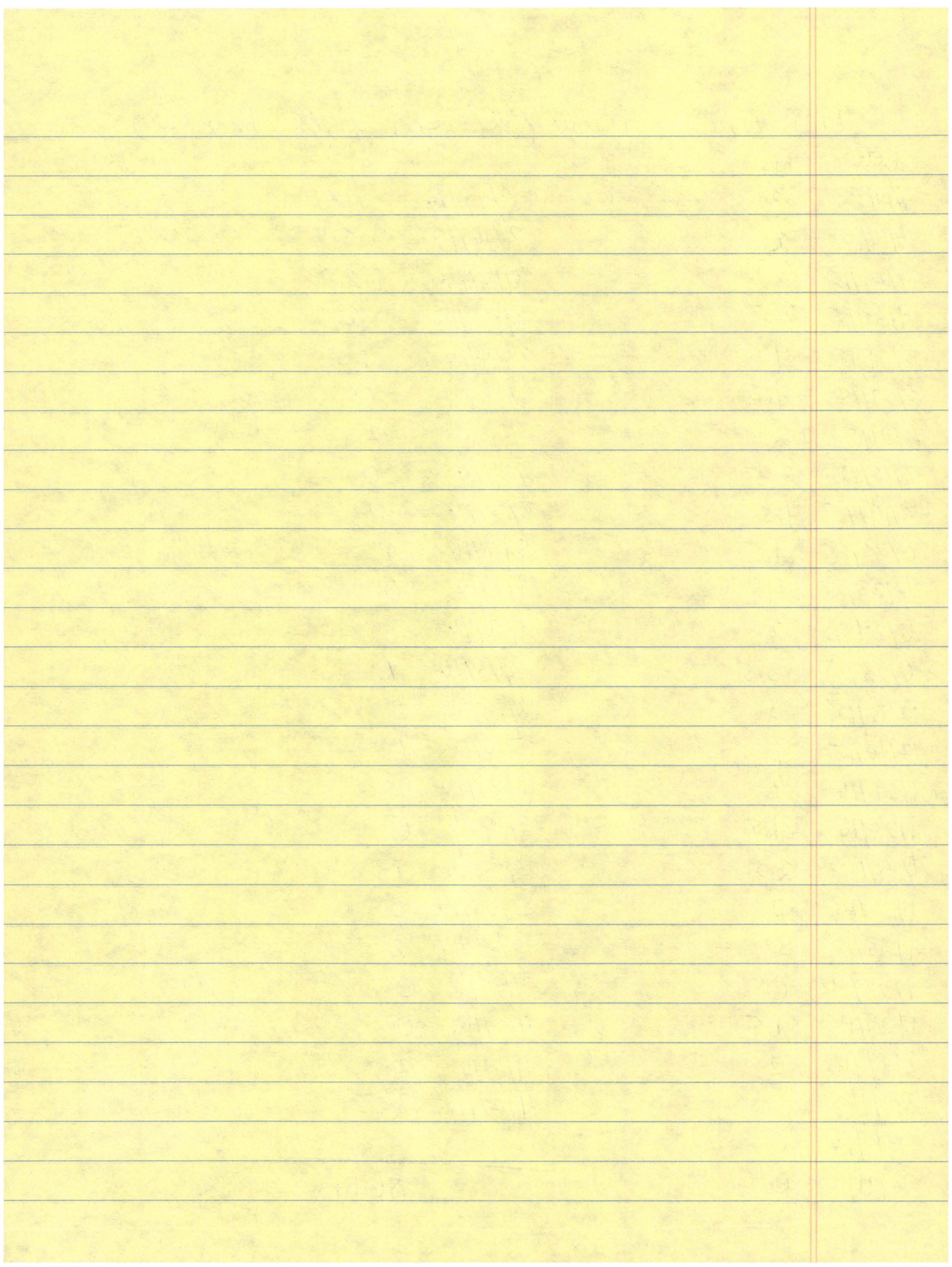
Date: 6/27/14

Date: 7-5-16

LMR Equipment use (skid steer and/or backhoe)

<u>date</u>	<u>hrs</u>		
4/14/15	3	2/15/16	2
4/16/15	2	2/16/16	3.5
4/29/15	3	2/17/16	2.5
4/30/15	3.5	2/23/16	2
5/21/15	4	2/24/16	1.5
5/22/15	4.5	2/29/16	0
6/2/15	2	3/1/16	2
6/18/15	3.5	3/2/16	0
6/19/15	1.5	3/3/16	0
6/22/15	1.5	3/7/16	0
6/23/15	4	3/8/16	0
6/24/15	2	3/9/16	0
6/25/15	3.5	3/10/16	1
12/15/15	3	3/14/16	3
12/16/15	1	3/16/16	0
1/19/16	4	3/21/16	1.5
1/20/16	1.5	3/22/16	0
1/21/16	2.5	3/28/16	1
1/26/16	2	3/29/16	3
1/27/16	0	3/30/16	2
1/28/16	0	4/1/16	0
1/29/16	1.5	4/5/16	0
2/8/16	2	4/6/16	2
2/9/16	0	4/21/16	3.5
2/10/16	0		
2/11/16	0		

86 hrs



Labor hrs the grant 4/1/15 - 4/30/16

Chris 0 hrs Doug hrs Greg hrs

4/13/15 -	156	9.75
4/12/15 -	344	21.5
4/30/15	8	.5
5/4/15 -	240	15
5/18/15 -	128	8
6/1/15 -	214	14
6/19/15	400	25
6/24/15	136	8.5
12/14 -	256	16
12/17/15	424	26.5
12/18/15 -	464	29
12/21/15	344	21.5
12/22/15 -	176	11

1170

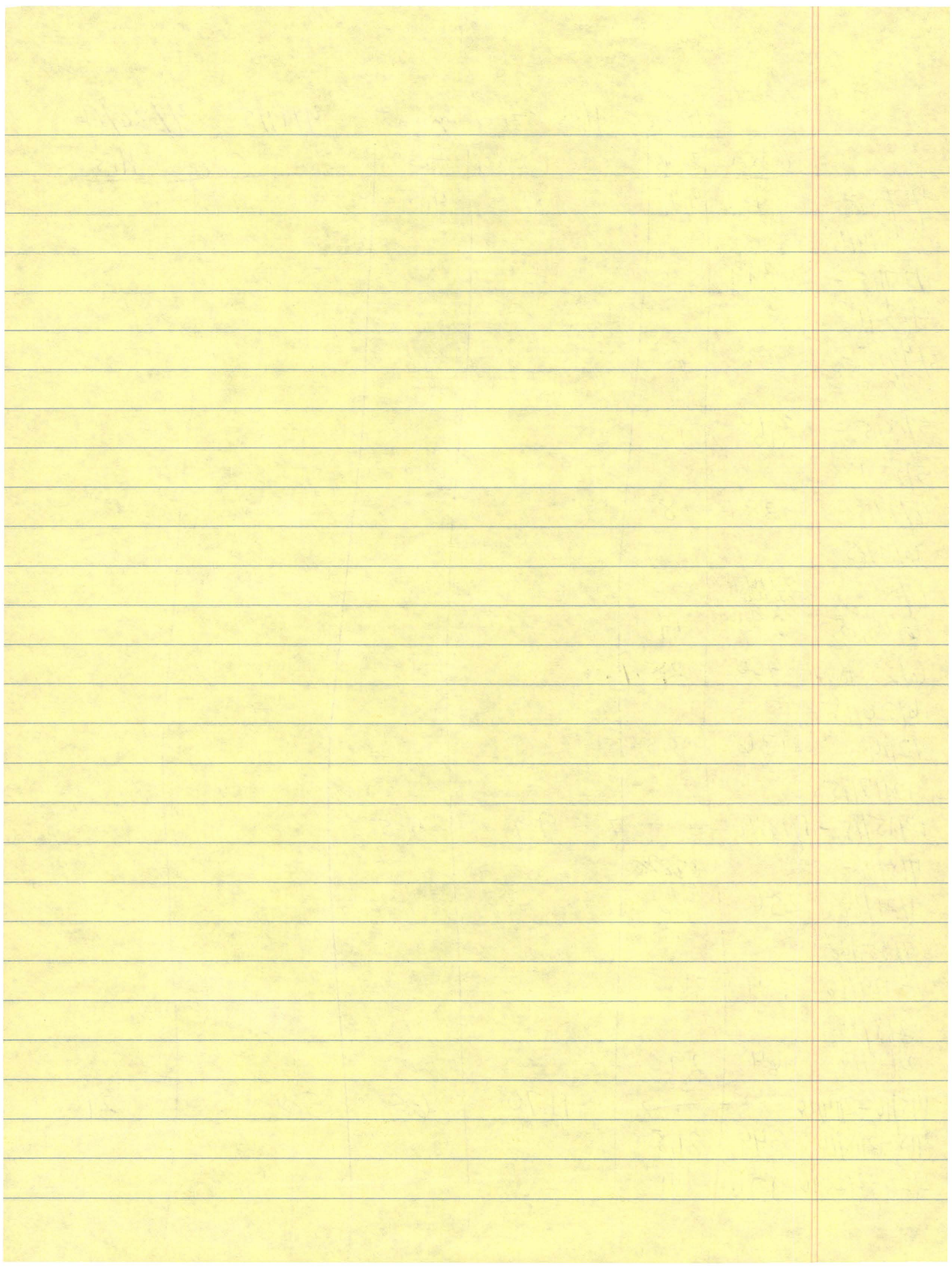
5.5

81

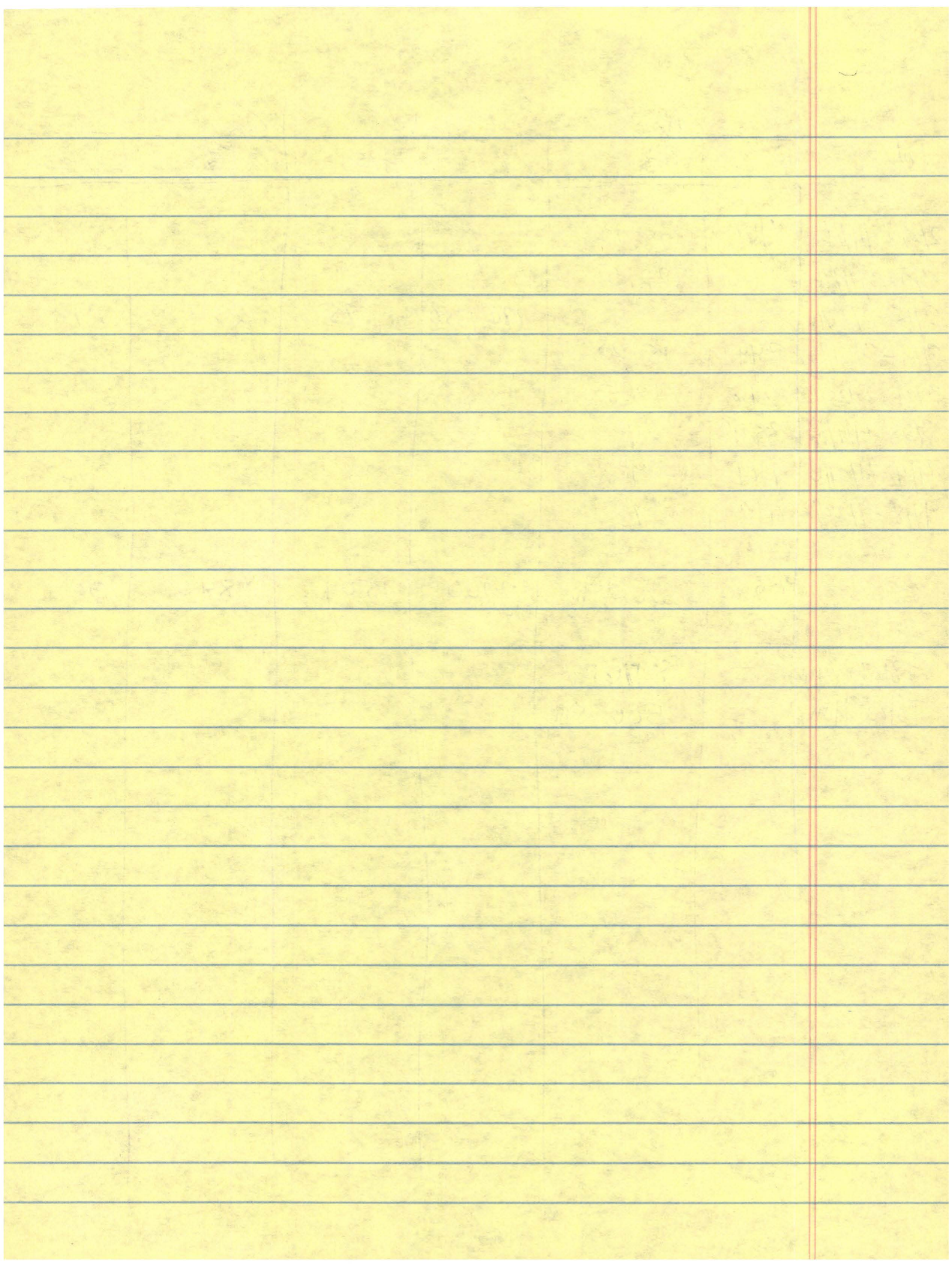
588

65

21



Date	Chris		Doug		Greg	
	\$	Hrs	\$	Hrs	\$	Hrs
2/29-3/4/16	460	28.75				
3/7-3/11/16	360	22.5				
2/15-2/29/16			178 1350	75	252	9
3/14-3/17/16	244	15.25				
3/21-3/25/16	216	13.5				
3/28-4/1/16	384	24				
4/4-4/7/16	144	9				
4/18-4/22/16	112	7				
	\$5,220	326.25 hrs	\$2,700	150 hrs	\$840	30
Total Labor	=	\$8,760				
Total Hours	=	506.25 hrs				



JAX RANCH AND HOME
1000 NORTH U.S. HIGHWAY 287
FORT COLLINS CO 80524
970-484-2221



Receipt
12/01/15 11:10:42 AM
Receipt: 665560 Store: 2
Register: 203 Clerk: EMILY R
Salesperson: EMILY R

Customer:
ZIP CODE 80545
RED FEATHER LAKES ,CO 80545

Item	Price	Qty	Total
00009550801 00009550801 HEX NUT SPB1C STIHL	\$1.29	2.00	\$2.58

795711965228 36760050091 SAW CHAIN LOOP STIHL 33 RSF 91	\$41.99	2.00	\$83.98
---	---------	------	---------

795711145569 07813198009-1 OIL 2 CYCLE 6.4OZ STIHL 6.4OZ	\$2.29	6.00	\$13.74
--	--------	------	---------

795711146528 70108710211 BAR OIL 1GAL STIHL GALLON	\$15.99	4.00	\$63.96
--	---------	------	---------

071621892114 LU032G AS MOTOR OIL LUBE KING 2 GAL 10W30	\$19.99	3.00	\$59.97
--	---------	------	---------

Total Units	17.0
Subtotal	224.23
Tax	7.96
Total	232.19

Tree Project Supplies
GL6916

JAX RANCH AND HOME
1000 NORTH U.S. HIGHWAY 287
FORT COLLINS CO 80524
970-484-2221

Receipt
12/04/15 05:47:21 PM
Receipt: 667035 Store: 2
Register: 203 Clerk: MARIA P
Salesperson: RHIANNA Q

Customer:
ZIP CODE 80545
RED FEATHER LAKES ,CO 80545

Item	Price	Qty	Total
071621892114 LU032G AS MOTOR OIL LUBE KING 2 GAL 10W30	\$19.99	3.00	\$59.97

Total Units	3.0
Subtotal	59.97
Tax	2.13
Total	62.10

GL6916
Tree Project Supplies

12/04/15 05:47:10 PM MC \$62.10
ANDREA NISWENDER
Card: XXXXXXXXXXXX6361 Auth: 00434E



Returns must be made within 30 days in new condition with original tags Merchandise returned without receipt will be issued store credit So me exceptions apply
*** Customer Copy ***

12/01/15 11:10:33 AM MC \$232.19
ANDREA NISWENDER
Card: XXXXXXXXXXXX6361 Auth: 00135E

\$199.77

Thank You for Your Business!



JAX RANCH AND HOME
1000 NORTH U.S. HIGHWAY 287
FORT COLLINS CO 80524
970-484-2221

Receipt
03/01/16 03:18:54 PM
Receipt: 703624 Store: 2
Register: 203 Clerk: EMILY C
Salesperson: MORGAN N

Customer:
ZIP CODE 80545
RED FEATHER LAKES ,CO 80545

Item	Price	Qty	Total
795711146528 70108710211 BAR OIL 1GAL STIHL GALLON \$15.99		4.00	\$63.96
795711145569 07813198009-1 OIL 2 CYCLE 6.4OZ STIHL 6.4OZ \$2.29		6.00	\$13.74
795711348687 36390050081 SAW CHAIN LOOP STIHL \$35.99		2.00	\$71.98
044871548452 665006002080 GREASE MYSTIK JT_6 MP CITGO PETROLEUM \$2.69		6.00	\$16.14
071589795847 90041 DISC 13.25 HUMMINGBIRD THERMOMETER DISC TAYLOR PRECISION 13.25 \$9.99		1.00	\$9.99
048389157595 Y3015 BLACK EYED SUSAN LIVINGSTON SEED \$1.67		1.00	\$1.67
\$0.42 Off			
048389169697 Y3045 CHINESE LANTERN LIVINGSTON SEED \$1.43		1.00	\$1.43
\$0.36 Off			
048389219385 Y1555 ZINNIA CUT AND COME AGAIN LIVINGSTON SEED \$1.51		2.00	\$3.02
\$0.38 Off			
099355009363 10821456 BOX OF GLOVES LATEX LEXTRON ANIMAL HEALTH \$10.95		1.00	\$10.95

165.82
tax
5.65
171.47
tree project
supplies
GL
6916

\$93.84
Bar oil
2 cycle oil
Grease

J&J FARM AND HOME
1400 NORTH U.S. HIGHWAY 287
FORT COLLINS CO WY 80524
970-484-2321

795711965471 35750050084
SAW CHAIN LOOP
STIHL 35_PSE_M
\$39.99 1.00 \$39.99

Receipt
04/01/16 02:05:15 PM
Receipt: 716571 Store: 2
Register: 301 Clerk: Hannah S
Salesperson: RICHARD T

795711965228 35750050084
SAW CHAIN LOOP
STIHL 35_PSE_M
\$41.99 1.00 \$41.99

\$77.70

*bar oil
2 cycle oil*

Customer:
ANDREA + GREGORY NISWENDER
NISWENDER, ANDREA + GREGORY
411 LADY MUCK DR
PO BOX 151
RED FEATHER LAKE, CO 80645

795711146528 35750050084
CIL 2 CYCLE OIL
STIHL 6.40Z
\$13.74 1.00 \$13.74

Item	Price	Qty	Total
795711953645 MS 362 CM2S TMS			
MS 362 CM 25 CHAINSAW			
STIHL 25IN BAR FLUSH			
	\$769.95	1.00	\$769.95
Serial			
Num: 504106636			
S/N: 504106636			

14.0
1,008.82
39.96
1,041.28

795711038625 35750000838
GUIDE BAR
STIHL 28IN 3/4" PITCH
\$74.99 1.00 \$74.99

04/01/16 02:05:16 PM MC \$1,040.28
NISWENDER/ANDREA
Card: XXXXX XXXX XXXX
Auth: 00104E



795711146528 35750050084
BAR OIL 16AL
STIHL 16ALION
\$13.74 1.00 \$13.74

Returns must be made within 30 days in new condition with original tags. Merchandise returned without receipt will be issued store credit. All exceptions apply.
*** Customer Copy ***

769.95
+ 27.33(tax)

\$797.28
GL# 1310
Ranch Equipment
(Chain saw)

\$243.00
GL# 1310
Ranch Equipment
parts & repairs
bars, chains, oils

Tree project supplies

Susan Beno

From: Andrea Niswender <andrealadymoonranch@wildblue.net>
Sent: Monday, April 20, 2015 11:32 AM
To: Carol Juknievich; Susan Beno
Subject: Chris and Doug hours 4/13/15-4/16/15

Carol and Susan,

Chris Serafin Hours

9.75 hrs x \$16= \$156.00 (tree project)

19 hrs x \$16= \$304.00 (general ranch labor: help with sick cow, seeding, harrowing, pick up supplies, equipment maintenance, help feed livestock and prep for storm)

5.5 hrs x \$16= \$88.00 (construction: shop site prep, dirt work)

Chris total= \$548.00

Doug Hawks Hours

4.5 hrs x \$18= \$81.00 (tree project)

9.5 hrs x \$18= \$171.00 (general ranch labor: help with sick cow, equipment maintenance, help feed livestock and prep for storm, clean up)

19.5 hrs x \$18= \$351.00 (construction: shop site prep, dirt work)

Doug total= \$603.00

Thank you,
Andrea

Susan Beno

From: Andrea Niswender <andrealadymoonranch@wildblue.net>
Sent: Monday, May 04, 2015 12:45 PM
To: Carol Juknievich; Susan Beno
Subject: Chris and Doug hours 4/27/15-4/30/15

Carol and Susan,

Chris Serafin Hours

21.5 x \$16= \$344.00 (tree project)

10.5 x \$16= \$168.00 (general ranch labor: irrigation ditch cleanout, fence repair, ditching at pond, cattle work, chores)

Chris total= \$512.00

Doug Hawks Hours

28 hrs x \$18= \$504.00 (general ranch: equipment maintenance, fence project planning, irrigation)

Thank you,
Andrea

Susan Beno

From: Carol Juknievich
Sent: Monday, May 11, 2015 8:17 AM
To: Susan Beno
Subject: FW: Hours

This came to me since Andrea is on vacation.

Please handle.

Thanks

Carol

From: chris serafin [mailto:cserafin263@gmail.com]
Sent: May 11, 2015 8:15 AM
To: Carol Juknievich
Subject: Hours

Good morning, here are Doug and my hours for last week 5/4, Doug worked 12.5 hours (10.5 general ranch, 2 shop construction) and I worked 40 hours (.5 forestry, 2 building, 37.5 general ranch)
Thanks

Susan Beno

From: Andrea Niswender <andrealadymoonranch@wildblue.net>
Sent: Tuesday, May 26, 2015 7:11 AM
To: Carol Juknievich; Susan Beno
Subject: Chris and Doug hours 5/18/15-5/23/15

Carol and Susan,

Chris Serafin Hours

15 hours x \$16/hr= \$240.00 (tree project labor)

8.5 hours x \$16= \$136.00 (general ranch labor: help with cattle breeding, build poultry tractors)

Chris total= \$376.00

Doug Hawks Hours

30.5 hours x \$18/hr= \$549.00 (general ranch labor: load trash, build poultry tractors, help with breeding cattle and loading cattle for sale)

Thank you,
Andrea

Susan Beno

From: Andrea Niswender <andrealadymoonranch@wildblue.net>
Sent: Monday, June 08, 2015 12:59 PM
To: Carol Jukniewicz; Susan Beno
Subject: Chris and Doug Hours 6/1/15-6/4/15

Carol and Susan,

Chris Serafin Hours

10.5 hours x \$16= \$168.00 (general ranch labor: vehicle maintenance, fencing, spray lake weeds, build chicken tractors, gate repair)

8 hours x \$16= \$128.00 (tree project)

13 hours x \$16= \$208.00 (construction: building site prep)

Chris total 31.5 hrs= \$504.00

Doug Hawks Hours

29.5 hours x \$18= \$531.00 (general ranch labor: vehicle repair, spray lake weeds, gate repair, haul bull to vet)

10.5 hours x \$18= \$189.00 (construction: building site prep)

Doug total 40 hrs= \$720.00

Thank you,
Andrea

Susan Beno

From: Andrea Niswender <andrealadymoonranch@wildblue.net>
Sent: Monday, June 22, 2015 9:48 AM
To: Carol Juknievich; Susan Beno
Subject: Chris, Doug, and Hannah hours 6/15/15-6/19/15

Carol and Susan,

Chris Serafin Hours

14 hrs x \$16= \$224.00 (Tree project)

8.5 hrs x \$16= \$136.00 (Construction: building site prep)

9 hrs x \$16= \$144.00 (General ranch labor: survey for building, shooting range improvements)

Chris total 31.5 hrs= \$504.00

Doug Hawks Hours

18.5 hrs x \$18= \$333.00 (Construction: building site prep)

21.5 hrs x \$18= \$387.00 (General ranch labor: shooting range improvements, spray weeds, equipment maintenance)

Doug total 40 hrs= \$720.00

Hannah Parker Hours

5.5 hrs x \$16= \$88.00 (General ranch labor: cabin cleaning)

Thank you,
Andrea

Susan Beno

From: Andrea Niswender <andrealadymoonranch@wildblue.net>
Sent: Monday, June 29, 2015 11:23 AM
To: Carol Juknievich; Susan Beno
Subject: Chris and Doug Hours 6/22/15-6/26/15

Carol and Susan,

Chris Serafin Hours

25 hrs x \$16= \$400.00 (tree project)

7.5 hrs x \$16= \$120.00 (general ranch labor: shooting range benches, trash clean up and loading into trailer, vehicle maintenance)

Chris total 32.5 hrs = \$520.00

Doug Hawks Hours

9 hrs x \$18= \$162.00 (general ranch labor: equipment maintenance, fence projects)

7 hrs x \$18 = \$126.00 (construction: final building site prep, help const. crew)

Doug total 16 hrs = \$288.00

Thank you,
Andrea

Susan Beno

From: andrealadymoonranch@wildblue.net
Sent: Monday, December 21, 2015 10:01 AM
To: Susan Beno; Carol Juknievich
Subject: Chris Hours 12/14/15-12/17/15

Susan and Carol,

Chris Serafin Hours

24 hrs x \$16= \$384.00 General ranch labor (fence building, feeding livestock, calving pen prep, shop organizing, snow removal)

8.5 hrs x \$16= \$136.00 Forest Grant work

Chris total = 32.5 hrs = \$520.00

Thank you,
Andrea

Carol Juknievich

From: andrealadymoonranch@wildblue.net
Sent: January 18, 2016 10:31 AM
To: Carol Juknievich
Subject: Greg Niswender and Doug Hawks Hours 12/15/15-1/14/16

Carol,

Doug Hawks Hours

12/15/15-12/20/15

5.5 hrs x \$18= \$99.00 Tree thinning

21 hrs x \$18 = \$378.00 General ranch labor (vehicle servicing and repair and organize shop)

12/21/15-12/27/15

24 hrs x \$18= 432.00 General ranch labor (vehicle repair)

12/28/15-1/2/16

36 hrs x \$18= \$648.00 General ranch labor (vehicle repair)

1/12/16-1/14/16

27 hrs x \$18= \$486.00 General ranch labor (vehicle repair)

Doug total = 113.5 hrs = \$1,944.00 (General ranch labor) + \$99.00 (Tree thinning) = \$2,043.00 total

Greg Niswender Hours

12/15/15-12/20/15

37.5 hrs x \$28= \$1,050.00 General ranch labor (year end reporting and meeting, vehicle maintenance and repair, shop organization, project management, livestock feeding, supply pick up)

12/21/15-12/27/15

39 hrs x \$28= \$1,092.00 General ranch labor (build floor drains in shop, equipment repair, shop organization, plow snow, feed livestock, supply ordering, project management)

12/28/15-1/2/16

16 hrs x \$28= \$448.00 Construction (build greenhouse planters)

23.5 hrs x \$28= \$658.00 General ranch labor (equipment maintenance, project management, feeding livestock, shop maintenance)

1/12/16-1/14/16

25.5 hrs x \$28= \$714.00 General ranch labor (vehicle maintenance, repair fence, livestock feeding, greenhouse layout planning, project management)

Greg total = 141.5 hrs = \$3,514.00 General ranch labor + \$448.00 Construction = \$3,962.00 total

Thank you,
Andrea

Susan Beno

From: andrealadymoonranch@wildblue.net
Sent: Monday, January 25, 2016 1:16 PM
To: Carol Juknievich; Susan Beno
Subject: Chris Serafin Hours 1/18/16-1/21/16

Carol and Susan,

Chris Serafin Hours

17.25 hrs x \$16= \$276.00 General ranch labor (vehicle maintenance, fencing, new water tank and propane heater install, clean out little old cabin)

16 hrs x \$16= \$256.00 Forest grant (tree thinning)

Chris total = 33.25 hrs = \$532.00

Thank you,
Andrea

Susan Beno

From: andrealadymoonranch@wildblue.net
Sent: Monday, February 01, 2016 11:16 AM
To: Carol Juknievich; Susan Beno
Subject: Chris Serafin Hours 1/25/16-1/29/16

Follow Up Flag: Follow up
Flag Status: Flagged

Carol and Susan,

Chris Serafin Hours

26.5 hrs x \$16= ~~\$424.00~~ Forest grant labor (tree thinning)

4.5 hrs x \$16= \$72.00 General ranch labor (vehicle maintenance, cattle pen preparations)

Chris total = 31 hrs = \$496.00

Thank you,
Andrea

Susan Beno

From: andrealadymoonranch@wildblue.net
Sent: Monday, February 15, 2016 10:48 AM
To: Carol Juknevich; Susan Beno
Subject: Chris Serafin Hours 2/8/16-2/11/16

Carol and Susan,

Chris Serafin Hours

29 hrs x \$16= \$464.00 Forest Grant labor (tree thinning)

4 hrs x \$16= \$64.00 General ranch labor (vehicle maintenance, snow removal, livestock feeding, calf care)

Chris total= 33 hrs = \$528.00

Thank you,
Andrea

From: andrealadymoonranch@wildblue.net
Sent: February 15, 2016 12:36 PM
To: Carol Jukniewicz
Subject: Greg Niswender and Doug Hawks Hours 1/15/16-2/14/16

Carol,

Greg Niswender Hours

1/15/16-1/17/16

7 hrs x \$28= \$196.00 General ranch labor (livestock feeding and snow plowing)

1/18/16-1/24/16

30 hrs x \$28= \$840.00 General ranch labor (snow removal, livestock feeding, supply pick up, install water tank, clean out little old cabin, project management)

4 hrs x \$28= \$112.00 Construction (green house door trim)

6 hrs x \$28= \$168.00 Forest grant labor (tree thinning and management) Total = 40 hrs= \$1,120.00

1/25/16-1/31/16

10 hrs x \$28= \$280.00 General ranch labor (calf night watch starts 1/27-1/31 @ 2 hrs/ night)

25 hrs x \$28= \$700.00 General ranch labor (livestock feeding, snow removal, calving pen prep, cattle work, calf work, project management)

5 hrs x \$28= \$140.00 Forest grant labor (tree thinning, management) Total = 40 hrs = \$1,120.00

2/1/16-2/7/16

14 hrs x \$28= \$392.00 General ranch labor (calf watch)

24 hrs x \$2= \$672.00 General ranch labor (livestock feeding, snow removal, shop maintenance, vehicle maintenance, chores, barn roof repair, project management) Total = 38 hrs = 1,064.00

2/8/16-2/14/16

10 hrs x \$28= \$280.00 General ranch labor (calf watch)

20 hrs x \$28= 560.00 General ranch labor (livestock feeding, cattle work, calf work, vehicle maintenance, project management)

10 hrs x \$28= \$280.00 Forest grant labor (tree thinning and management) Total = 40 hrs= \$1,120.00

Greg total = 165 hrs= \$4,620.00

Doug Hawks Hours

1/18/16-1/22/16

18.5 hrs x \$18= \$333.00 General ranch labor (vehicle maintenance and repair, shop maintenance and clean up)

15 hrs x \$18= \$270.00 Construction labor (greenhouse trim and door trim)

5.5 hrs x \$18= \$99.00 Forest grant labor (tree thinning) Total= 39 hrs = \$702.00

1/25/16-1/31/16

11 hrs x \$18= \$198.00 General ranch labor (cattle work, calving prep work)

28.5 hrs x \$18= \$513.00 Forest grant labor (tree thinning) Total= 39.5 hrs= \$711.00

2/1/16-2/5/16

21.5 hrs x \$18= \$387.00 General ranch labor (vehicle maintenance, shop maintenance, cattle work, snow removal, livestock feeding)

2/8/16-2/12/16

5 hrs x \$18= \$90.00 General ranch labor (livestock feeding and vehicle maintenance and repair)

31 hrs x \$18= \$558.00 Forest grant labor (tree thinning) Total = 36 hrs = \$648.00

Doug Total= 136 hrs = \$2,448.00

Thank you,
Andrea

Susan Beno

From: andrealadymoonranch@wildblue.net
Sent: Monday, February 22, 2016 12:00 PM
To: Carol Juknievich; Susan Beno
Subject: Chris Serafin Hours 2/15/16-2/18/16

Carol and Susan,

Chris Serafin Hours

21.5 x \$16= \$344.00 Forest Grant (tree thinning)

10.5 x \$16= \$168.00 General Ranch Labor (repair livestock water tank at pond, install gutter heaters on green house, trailer maintenance) Chris total= \$512.00

Thank you,
Andrea

Susan Beno

From: andrealadymoonranch@wildblue.net
Sent: Monday, February 29, 2016 1:46 PM
To: Susan Beno; Carol Juknievich
Subject: Chris Serafin and Hannah Parker Hours 2/22/16-2/25/16

Susan and Carol,

Chris Serafin Hours

11 hrs x \$16= \$176.00 Forest grant labor (tree thinning)

22.75 hrs x \$16= \$364.00 General ranch labor (cattle work, fence building, shop maintenance, trash run to dump, pregnant cow watch) Chris total = 33.75 hrs = \$540.00

Hannah Parker Hours

4.75 hrs x \$16= \$76.00 General ranch labor (cabin cleaning)

Thank you,
Andrea

Susan Beno

From: andrealadymoonranch@wildblue.net
Sent: Monday, March 07, 2016 12:33 PM
To: Carol Juknievich; Susan Beno
Subject: Chris Serafin Hours 2/29/16-3/4/16

Carol and Susan,

Chris Serafin Hours

28.75 hrs x \$16= \$460.00 Forest grant labor (tree thinning)

8.5 hrs x \$16= \$136.00 General ranch labor (ditch work, cattle work, vehicle maintenance, repair track hoe track) Total =

37.25 hrs = \$596.00

Thank you,
Andrea

Susan Beno

From: andrealadymoonranch@wildblue.net
Sent: Monday, March 14, 2016 8:51 AM
To: Carol Juknievich; Susan Beno
Subject: Chris Serafin Hours 3/7/16-3/11/16

Carol and Susan,

Chris Serafin Hours

22.5 hrs x \$16= \$360.00 Forest Grant labor (tree thinning)

16.25 hrs x \$16= \$260.00 General ranch labor (rebuild cattle hay feeder, vehicle maintenance, install greenhouse vents)

Chris total= 38.75 hrs = \$620.00

Thank you,
Andrea

Carol Juknievich

From: andrealadymoonranch@wildblue.net
Sent: March 15, 2016 11:40 AM
To: Carol Juknievich
Subject: Greg Niswender Hours 2/15/16-2/29/16 and Doug Hawks Hours 2/15/16-3/14/16

Carol,

Greg Niswender Hours 2/15/16-2/29/16

2/15/16-2/21/16

3 hrs x \$28= \$84.00 Forest Grant (tree thinning)

36.5 hrs x \$28= \$1,022.00 General ranch labor (road work, repair water tank at pond, install gutter heaters on greenhouse, greenhouse planting work, livestock feeding and watering, project management, supply pickup, calf watch)
Total= 39.5 hrs = \$1,106.00

2/22/16-2/28/16

6 hrs x \$28= \$168.00 Forest Grant (tree thinning)

34 hrs x \$28= \$952.00 General ranch labor (livestock feeding and watering, cattle sorting and work, snow plowing, remove dead trees from Jack's pen, meeting with Laws at GPP, calf watch, project management) Total= 40 hrs = \$1,120.00

2/29/16

8.5 hrs x \$28= \$238.00 General ranch labor (livestock feeding and watering, calf watch, project management)

Greg total= 88 hrs= \$2,464.00

Doug Hawks hours 2/15/16-3/14/16

2/15/16-2/21/16

21.5 hrs x \$18= \$387.00 Forest Grant (tree thinning)

18.25 hrs x \$18= \$328.50 General ranch labor (repair water tank at pond, trailer maintenance, cattle sorting) Total = 39.75 hrs = \$715.50

2/22/16-2/28/16

9.5 hrs x \$18= \$171.00 Forest Grant (tree thinning)

9 hrs x \$18= \$162.00 General ranch labor (shop maintenance, vehicle maintenance, firewood) Total= 18.5 hrs= \$333.00

2/29/16-3/6/16

22 hrs x \$18= \$396.00 Forest Grant (tree thinning)

4.5 hrs x \$18= \$81.00 General ranch labor (excavator maintenance) Total = 26.5 hrs = \$477.00

3/7/16-3/14/16

22 hrs x \$18= \$396.00 Forest Grant (tree thinning)

8 hrs x \$18= \$144.00 General ranch labor (vehicle maintenance, install greenhouse vents, shop maintenance) Total = 30
hrs = \$540.00

Doug total = 114.75 hrs = \$2,065.50

Thank you,
Andrea

Susan Beno

From: andrealadymoonranch@wildblue.net
Sent: Monday, March 21, 2016 11:29 AM
To: Susan Beno; Carol Juknievich
Subject: Chris Serafin Hours 3/14/16-3/17/16

Susan and Carol,

Chris Serafin Hours

15.25 hrs x \$16= \$244.00 Forest Grant labor (tree thinning)

15.75 hrs x \$16= \$252.00 General ranch labor (vehicle maintenance, shop maintenance, help build tomato planters for greenhouse, work on door for little cabin)

Chris total = 31 hrs = \$496.00

Thank you,
Andrea

Susan Beno

From: andrealadymoonranch@wildblue.net
Sent: Monday, March 28, 2016 1:52 PM
To: Carol Juknievich; Susan Beno
Subject: Chris serafin hours 3/21/16-3/25/16

13.5 hrs × 16 = \$216.00 forest grant (tree thinning)

13.5 hrs × 16 = \$216.00 general ranch labor (vehicle maintenance , snow removal, shop work, cattle work)
27 hrs = \$432.00

Thank you,
Andrea

Susan Beno

From: andrealadymoonranch@wildblue.net
Sent: Monday, April 04, 2016 4:44 PM
To: Carol Juknievich; Susan Beno
Subject: Chris Serafin Hours 3/28/16-4/1/16

Carol and Susan,

Chris Serafin Hours

24 hrs x \$16= \$384.00 Forest Grant (tree thinning)

8 hrs x \$16= \$128.00 General ranch labor (cattle work, vehicle maintenance, Computer IT work)

Total= 32 hrs = \$512.00

Thank you,
Andrea

Susan Beno

From: andrealadymoonranch@wildblue.net
Sent: Monday, April 11, 2016 12:30 PM
To: Carol Juknievich; Susan Beno
Subject: Chris Serafin Hours 4/4/16-4/7/16

Carol and Susan,

Chris Serafin Hours

9 hrs x \$16= \$144.00 Forest grant labor (tree thinning)

23 hrs x \$16= \$368.00 General ranch labor (vehicle maintenance, road work, livestock feeding, cattle guard construction, chicken coop construction) Total = 32 hrs= \$512.00

Thank you,
Andrea

Susan Beno

From: andrealadymoonranch@wildblue.net
Sent: Monday, April 25, 2016 12:51 PM
To: Carol Juknevich; Susan Beno
Subject: Chris Serafin Hours 4/18/16-4/22/16

Carol and Susan,

Chris Serafin Hours

7 hrs x \$16= \$112.00 Forest grant labor (tree thinning)

22 hrs x \$16= \$352.00 General ranch labor (vehicle maintenance, livestock feeding and watering, fencing, irrigation ditches, general ranch maintenance and shop maintenance)

Total = 29 hrs= \$464.00

Thank you,
Andrea