

CSFS REQUEST FOR SUPPLIES OR SERVICES (other than GSA)

Doc. Nbr. 7952933

CSFS # 805 Rev. 02/04/05

COPY

Date: 1/13/16 ~ Requested By: Diana Selby ~ Resale to: CSFS Invoice #:

Vendor: Pinewood Lake Fire Protection District ~
 Attn: Jean Miller
 480 Green Mountain Dr. ~
 Loveland, CO 80537 ~
 (PLEASE PROVIDE COMPLETE ADDRESS)

Ship To: CSFS Fort Collins District Office ~
 Attn: Diana Selby ~
 5060 Campus Delivery, CSU
 Fort Collins, CO 80523-5060
 (PLEASE PROVIDE COMPLETE DELIVERY ADDRESS)

Reason for Vendor Selection: Sole Source (attach completed Sole Source Justification Form)
 Previous Supplier
 Other

Terms: **ENCUMBERED**
 01-20-16

Shipping Instructions:
 FOB Fort Collins, Colorado
 FOB

Delivery Date:

Deliver to:
 Initials ___ Bldg ___ Room ___ Phone ___

#	Account	Subcode	Qty	UOM	Description of Supplies or Services	Unit Price	Item Total
1	5314112 ~	66693 ~	1 ~	1 ~	Thinning of 5 acres to reduce		\$ 2,750 ~
2	14CPG CGI Bellview Community				Fire risk and enhance defensible space.		
3	Fuel Mit.				PROJECT NUMBER 5314112-10-FC		
4					(Scope of work attached)		
5							
6							
7							
8							
9							
10							

SPECIAL INSTRUCTIONS:
Please encumber

Expenditure Approval: Diana Selby ~
 Authorized Signature: [Signature]
 Date: 1/13/16

Subtotal: \$ 2,750 ~
 Discount: \$ -
 TOTAL: \$ 2,750 ~

Financial Assistance Program

Cooperative Match Project

To be conducted by:

Pinewood Lake Fire Protection District

Project Number: 5314112-10
Estimated Project Cost: \$5,500
Funding provided by CSFS: \$2,750
Minimum Recipient Match: \$2,750
Project to be completed by: September 1, 2016

Based on the strength of the application submitted by Pinewood Lake Fire Protection District, the Colorado State Forest Service is providing funding in the amount up to but not exceeding \$2,750 to accomplish the project described in the attached scope of work.

As the cooperator, Pinewood Lake Fire Protection District, 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 ratio of 1:1.
- C. Complete and submit through the local CSFS District Office periodic Grant Report(s)/Reimbursement Request(s) using the form provided in "Attachment B", 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
5060 Campus Delivery, Bldg. 1052
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 September 1, 2016. It may be extended at any time at the discretion of CSFS.

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

Cooperator Signature:

Jean T. C. Miller

Date:

March 10, 2015

Mailing Address:

*480 Green Mountain Dr.
Loveland, CO 80537*

Telephone Number:

(970) 669-8264

Email Address:

jeantemiller@juno.com

EXHIBIT A
Financial Assistance Program
Cooperative Match Project
SCOPE OF WORK

Project Number: 5314112-10

Cooperator: Pinewood Lake Fire Protection District

Work to be completed:

The prescription for this project will be to thin several parcels totaling approximately 5 acres located in the middle of the subdivision in order to reduce fire risk, enhance defensible space, improve emergency vehicle access and improve forest health. There is a utility road connecting Newell Dr with Green Mountain Drive that will have encroaching trees thinned. This will protect homes further up the mountain from fires that have their origin in the Pinewood Lake campground and close to County Road 18E. Declining trees that threaten power and telephone lines in the neighborhood also need to be removed. \$2,750 of Grant dollars will be used for hiring a contractor to perform cutting and chipping. Another \$1,250 will be spent on cutting/chipping and slash removal by the district/homeowners utilizing the above contractors. This figure may be reduced if homeowners take on more cutting responsibility in removing diseased trees. Property owners and residents will provide approximately 75 volunteer hours to do some of the work themselves by hauling and stacking slash and wood. Some residents will do light cutting/trimming and hauling, electing to have their slash chipped in the surrounding area. Basal area will be reduced to a maximum of 60 sqft/acre. Canopy will be opened to create an average of 10 feet between tree crowns and ladder fuels will be removed where needed. Infested mistletoe trees will be managed and infested beetle trees will be removed and disposed of according to Colorado State Forestry recommendations. Unhealthy, dead trees or thinned trees will also be removed and utilized for firewood. Slash will be chipped and returned to the forest. A community website will be updated with links to the latest information on forest health, wildfire risk reduction and defensible space. This will educate the community, make information readily available and recruit volunteers in the community.

Milestone dates: Completion by September 1, 2016

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

Project Period: February 25, 2015 / September 1, 2016

Funded Amount: \$2,750

Minimum cooperator match: \$2,750

Deliverables: 5 acres of fuels treatments

Project Types: Hazard Fuels Reduction/ Fire Adapted Ecosystem Restoration

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:



CSFS REQUEST FOR SUPPLIES OR SERVICES

CSFS #805 Rev 11/2014

Date: 03/31/17 Requested by: Zach Mellema CSFS Invoice #:

Vendor: <u>Pinewood Lake Fire Protection District</u> <u>Attn: Jean Miller</u> <u>480 Green Mountain Drive</u> <u>Loveland, CO 80537</u> (PLEASE PROVIDE COMPLETE ADDRESS)	Ship To: <u>CSFS Fort Collins District</u> <u>5060 Campus Delivery</u> <u>Fort Collins, CO 80523</u> (PLEASE PROVIDE COMPLETE DELIVERY ADDRESS)
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Reason for Vendor Selection: <u>Sole Source (attach Sole Source Justification Form)</u> <input type="checkbox"/> Previous Supplier <input type="checkbox"/> Other _____	Terms: _____ _____ _____
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#	Account	Subcode	Qty	UOM	Description of Supplies or Services	Unit Price	Item Total
1	1929200	<u>6692</u>	1		Additional Funding for Forest Thinning Project	\$3,250.00	
2							
3							
4							
5							
6							
7							
8							
9							
10							

SPECIAL INSTRUCTIONS: <u>Encumbered</u>	Expenditure Approval: Authorized Signature _____ Date _____	Subtotal: <u>3,250</u> \$0.00 Discount: \$0.00 TOTAL: <u>3,250</u> \$0.00
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Amended Pinewood Lake Forest Restoration Grant Award

Marcus,Naomi

Thu 3/9/2017 6:25 AM

To:jeantcmiller@juno.com <jeantcmiller@juno.com>;

Cc:Lebeda,Boyd <Boyd.Lebeda@ColoState.EDU>; Mellema,Zach <Zachary.Mellema@colostate.edu>;

 2 attachments (120 KB)

Amended Project Notice March 2017 Pinewood Reservoir_Attn Jean Miller.doc; Forest Thinning East of Pinewood Reservoir_Attn Jean Miller - Ammended Award Letter Funded 2017.doc;

Good morning Jean,

The Colorado State Forest Service has approved the additional \$3250 for the Pinewood Lake Forest Restoration Grant Project which was originally awarded in 2015. The amended award letter and project notice reflecting the additional funds are attached. Please review both documents to verify your understanding of the expectations for this grant project. Additionally, be sure to return the project notice (signed and initialed) to the address specified in the award letter by March 22, 2017.

Let me know if you have any additional questions you may have about this award.

I appreciate your efforts to improve the forest health in your community.

Thank you,

Naomi

*****Note: New contact information below.***

Naomi J. Marcus

Forest Stewardship Coordinator

Forest Management Division

9769 W 119th Dr Suite 12
Broomfield, CO 80021

(O) 303-469-3520

www.csfs.colostate.edu

Disbursement Voucher

Doc Nbr: 9557391

Status: FINAL

Initiator: sarahcd@colostate.edu

Created: 12:50 PM 07/18/2016

expand all collapse all
required field

Print Disbursement Voucher Coversheet

Document Overview

hide

Document Overview

Description: '14 CPG Pinewood Lake FPD

Explanation:

FINANCIAL ASSISTANCE PROGRAM COOPERATIVE MATCH PROJECT; State Fire Assistance (a.k.a. SFA); '11 CPG CG1 Bell view Community Fuel Mitigation; Project Number 5314112-10. Final Payment Not encumbered.

Organization Document Number:

Financial Document Detail

Bank Code 02 GENERAL DISBURSEMENTS

Total Amount: 2,750.00

Payment Information

hide

Payment Information

Payment Reason Code: O - Program Obligations

Payee ID: 32058-0

Payee Type: Vendor

Payee Name: Pinewood Lake Fire Protection District

Invoice Number:

Invoice Date:

Address 1: 431 W 5th St.

Address 2:

City: Loveland

State: CO

Country: United States

Postal Code: 80537

Check Amount: 2,750.00

Due Date: 07/19/2016

Is this a foreign payee: No

Payment Type: Is this payee an employee: No

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

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 5314112-10 Final Payment Form 828 7/18/2016

Accounting Lines

hide

Accounting Lines

Hide Detail

Source

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
CQ Colorado State University	5314112 14CPG CG1 Belview Community Fuel MR...		6693 Cost-Share Reimbursement			FC	2,750.00	
Line Description SFA Form 828 Pinewood Lake FPD								
							Total: 2,750.00	

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. <input type="button" value="CANCEL"/>		add

1 07/18/2016
12:58 PM

Drinkwine,
Sarah

CSFS Fort Collins District Form 828 and Supporting
Documentation



Form 828_Pinewood Lake FPD
5314112-10-FC 7-18-16_ \$2,750 Final
Payment Doc#9557391.pdf
(338 KB, application/pdf)

send

Ad Hoc Recipients

▶ show

Route Log

▶ show

send ad hoc request close copy



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) <i>FY2014</i>	<input checked="" type="checkbox"/>
Front Range Fuels Treatment Partnership (FRFTP)	<input type="checkbox"/>
Stevens Fuels Treatment Funds (CAFA)	<input type="checkbox"/>
Emergency Supplemental Funds (ESF)	<input type="checkbox"/>

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

7/18/16 ED

Name: PineWood Lake Fire Protection District

Address: 431 W. 5th St.

Loveland, CO 80537

Attn: Jean Miller

Approved for payment
CSFS

Doc # 9557391 7/18/16 ED

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

Grant Number: 5314112-10

Non-Federal Match: \$ 9,707.26

CSFS Account Number: 5314112-6693

Federal Match:

Approved Funding: \$ 2,750.00

Total Match: \$ 9,707.26

Amount of Payment: \$ 2,750.00

Total Project: \$ 12,457.26

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

Program Manager Signature *Naomi J. Marcus*

Date: 7-18-16

Program Manager Name Naomi J. Marcus

Not Encumbered.

1/15/16



**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 #: 5314112-10	2. Total Award Amount: \$2,750
3. Project Name: Pinewood Reservoir-Thinning on Green Mountain	4. Reimbursed Amount to Date: \$0
5. Make Payment To: Pinewood Lake Fire Protection District Name: Jean Miller Attn: Address: 431 W. 5th St. Loveland, CO 80537	6. Period of Performance (Project Period): From: 5/9/2015 To: 3/13/2016

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.

We thinned several parcels totaling approximately 5 acres located in the middle of the subdivision. We enhanced defensible space around one household. Portions of the utility road connecting Newell Drive with Green Mountain Drive had encroaching trees thinned to improve emergency vehicle access.

Trees that threatened the power lines between Green Mountain and Newell Drives and were a fire risk in the neighborhood were completely removed. We hired contractors to perform cutting and chipping. Property owners and residents contributed 216.5 hours in cutting, hauling and stacking slash and wood.

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
\$2,750	\$2,750	\$9,707.26	\$0.00	\$12,457.26	77.92%

* 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 \$ \$2,750 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: Jean T. C. Miller Date: 15-May-16

10. Certification:

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

District Forester Signature: Byrd O Lebeck Date: 7/7/16

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

Program Manager Signature: [Signature] Date: 7/18/16

Project # 5314112-10

Form D
Cost Documentation

The following are activities conducted for completion of the Wildfire Risk Reduction Grant practice for which I have been funded. The value of each the activities are itemized below. (Attach receipts).. These expenses are itemized below. Labor rate to be used if landowner is doing the work is \$25.68 / hr.

2015 WUI Grant

				Labor Rate	\$25.68
Date	By Whom	Cutting Hours	Slash/ Wood Hours	Donated Materials	Additional Description
5/9/2015	Craig Driear	3		4	Cut 3 trees; pulled slash
5/9/2015	Jean Driear			6	Pulled slash
5/9/2015	Michael Clingan	1		2	Cut 1 tree and made firewood
5/16/2015	Bob Miller	2		4	Cut 5 trees on 1 acre
5/16/2015	Jean Miller			6	Pulled slash
5/16/2015	Ray Racha	1		2	Limbed trees
5/16/2015	Phil Hunger			2	Pulled slash
5/25/2015	Bob Miller	2		2	Cut 1 tree and made firewood
5/25/2015	Jean Miller			4	Pulled slash; moved firewood
6/2/2015	Mike Sax	0.5	0.5		Limbed & cut 1 tree
7/10/2015	Cody Carroll	5			Cut downed trees on 3 acres
7/11/2015	Cody Carroll	5			Cut downed trees on 3 acres
7/12/2015	Cody Carroll	5			Cut downed trees on 3 acres
7/13/2015	Cody Carroll			5	Pulled slash
7/14/2015	Cody Carroll	5		5	Pulled slash /Limbed trees
9/15/2015	Cody Carroll	6			Cut downed trees on 3 acres
9/16/2015	Cody Carroll	5			Cut downed trees on 3 acres
9/17/2015	Cody Carroll			3	Pulled slash
9/18/2015	Cody Carroll			3	Pulled slash
10/15/2015	Cody Carroll	3			Limbed trees
10/16/2015	Cody Carroll	3			Limbed trees
10/17/2015	Cody Carroll	5			Cut downed trees on 3 acres
10/18/2015	Cody Carroll			5	Pulled slash
10/25/2015	Mona Olilla family			6	Pulled slash
10/24/2015	Mike Sax			3.5	Pulled slash
10/25/2015	Mike Sax			0.75	Pulled slash
10/25/2015	Barb Sax			0.75	Pulled slash
10/24/2015	Jean Miller			5	Pulled slash
10/24/2015	Bob Miller			7	
10/24/2015	Ray Racha			2.5	Pulled Slash
10/24/2015	Craig Driear			7	Pulled Slash
10/24/2015	Bob Gitanyi			7	Pulled Slash
10/24/2015	Jean Driear			4	Pulled slash
10/25/2015	Ray Racha	1			Cut trees
10/24/2015	Dennis Rubba	2		3.5	Pulled slash/limbed trees
11/1/2015	Dennis Rubba	7		3.5	Pulled slash/limbed trees
10/21/2015	Carlos	4			Cut trees
10/21/2015	Orlando	4			Cut trees
10/24/2015	Carlos			7	Pulled slash, moved firewood
10/24/2015	Caesar			6	Pulled slash, moved firewood
10/24/2015	Sergio			6	Pulled slash, moved firewood
10/24/2015	Marco			5	Pulled slash
10/25/2015	Orlando			3	Pulled slash, moved firewood

Description

Project Target

Over or Under

10/25/2015	Marco			3	Pulled slash, moved firewood
10/25/2015	Raymond			3	Pulled slash, moved firewood
10/25/2015	Keven Hoover			2	Pulled slash
10/24/2015	Judy Stencil			3	Pulled slash
3/8/2016	Lisa DeForge			1	Moved firewood
3/8/2016	Helen Grissom			1	Moved firewood
3/6/2016	Trevor DeForge			1	Moved firewood
3/8/2016	Jean Miller			1	Moved firewood
3/13/2016	Lisa DeForge			1	Moved firewood
3/13/2016	Trevor DeForge			1	Moved firewood
Total Hrs / Homeowner Expenses		88.5	148	\$0.00	Total Soft Dollars
Total Soft Dollars		\$1,759.08	\$3,890.64	\$0	\$6,569.72
Hard Dollars					
Date	From Expenses Above				\$0
		Invoice #			
	Lanimer County Emergency Services / cutting	2142	10/22/2015	\$772.54	
	Summit Forestry Cutting / Chipping	1909	6/9/2015	\$850.00	700 (4 guys)
	Summit Forestry Cutting / Chipping	1916	6/25/2015	\$1,775.00	1500
	Summit Forestry Cutting / Chipping	1960	11/18/2015	\$3,500.00	1500
Total Hard Dollars				\$6,897.54	\$4,000.00
					\$2,897.54
Total Project Dollars				\$12,467.26	Total Project Dollars \$5,500.00
					Max Reimbursement \$2,750
					Total cost - Max reimbursement \$9,707.26
					77.92%

Soft Dollar Target \$1 500 \$4 059 72

700 (4 guys)
1500
1500

\$4 000 00 \$2 897 54

Total Project Dollars \$5 500 00 \$6 957 26
Max Reimbursement \$2 750
Total cost - Max reimbursement \$9 707 26 77 92%

Grant Receiptant
Signature

Date

Signature

Date