



Colorado State Forest Service Financial Assistance Program Project Award Notification

Project Name	Michigan Ditch Pre-Fire Mitigation
Project Number	#8
CSFS Account Number	1929415
CSFS Account Title	SB23-214 FRWRM Program
Estimated Total Project Cost	\$ 1,507,805
Award Amount	\$ 507,805 (Non-pass-through administered by CSFS State Forest Field Office)
Minimum Recipient Match Required	\$ 1,000,000 (\$500,000 City of Fort Collins, \$500,000 CSFS via CDS)
Award Beginning Date	April 1, 2024
Award End Date	April 1, 2028
Federal Funds	No
State Funds	Yes
Other Funds	Congressionally Directed Spending (CDS)

Based on the strength of the application submitted, the Colorado State Forest Service (CSFS) is providing funding in the amount up to but not exceeding **\$ 507,805** to accomplish the project described in the attached Scope of Work (Attachment A).

As the recipient, **City of Fort Collins**, will be reimbursed for allowable costs incurred in implementing the project up to the amount listed above once the following requirements are met:

- Complete work as described in *Attachment A (Scope of Work)* including following Best Management Practices for Forest Management Practices.
- Cost/Match Documentation:
 - Expenses incurred prior to the *Award Beginning Date* will not be reimbursed or used as match.
 - Provide documentation that project funds have been matched at a minimum of **\$ 1,000,000**.
 - Documentation supporting costs and match must be submitted through the local CSFS Field Office for reimbursement. Documentation for all expenses (actual costs and values of items that are not out-of-pocket expenses) and match is required. Follow the guidelines in the “Expense Guidance” tab located in the enclosed CSFS Grant Reimbursement Package.
 - Only actual recipient costs that support accomplishing the Scope of Work as indicated in Attachment A of the Project Award Notification are eligible for reimbursement. Non-recipient costs may be used as match. Non-recipients are third party participants (contributors other than the award recipient) supporting the implementation of the project.
 - In-kind activities will be documented on the current *CSFS In-Kind Cost Documentation Form* using the current volunteer rate **at the time work was completed**. Grant recipients may use a spreadsheet to track hours, however, the information must be summarized in the In-Kind form.
 - In instances where there are multiple landowners involved with providing in-kind services documentation of volunteer hours will come from the *CSFS In-Kind Cost Documentation Form* for each landowner involved with the project and must be signed by the landowner.
 - For projects where the award recipient passes funds to individual landowners, the landowner’s labor is reimbursable and valued at the volunteer rate. Reimbursement will only be made to the original award recipient who will then reimburse the landowner. Ex. HOA is the award recipient and makes additional awards to individual landowners. Landowners do the work, submit documentation to HOA, HOA submits reimbursement request for HOA to CSFS, CSFS reimburses HOA, HOA reimburses individual landowner.
 - Grant funds cannot be used for homeowner labor, volunteer labor, personnel coordination or grant administration; however these activities are valuable and can be considered as match.

EXHIBIT B TO RESOLUTION 2024-113

- Grant funds may not be used to purchase capital equipment unless the equipment was approved and described in Attachment A Scope of Work. Tangible supplies under \$5,000 that contribute to the Scope of Work are allowable if approved and described in Attachment A Scope of Work.
- Project work will be inspected by the CSFS Field Office to certify the work meets the Scope of Work as described in Attachment A. Once all documentation is complete the CSFS Supervisory Forester will sign/date to certify the work and that costs/match are allowable.
- **NEW!** Project Reporting Requirements:
 - Grant recipients will be **required** to submit spatial map data (e.g., shapefiles) with each reimbursement request, indicating the completed project work.
 - A final report, using the CSFS provided template, will be **required** at the completion of the project, along with final project spatial map data and project photos (jpeg). This report must be submitted at the time the final reimbursement request is submitted to avoid having 10% of the total grant award withheld from reimbursement.
- **NEW!** Record Retention/Data Sharing: At all times during and following the Term of this Agreement, including any extensions or renewals hereof, all records, information and data collected or developed during the performance of the Agreement, and any information provided to CSFS by Licensor or developed during the performance of the Agreement shall be owned and retained by CSFS for academic and research purposes, which may include sharing information with CSFS affiliates. Any publishing or information made available to the public will not include personal information of Licensor. Upon request, Licensor may request the removal of Licensor’s information or property information on any publishing or information available to the public, and, if feasible, CSFS shall remove such requested information.
- **City of Fort Collins** certifies that neither the award recipient nor any principals represented herein are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

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

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

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

Award Recipient Signature:

Date:

Award Recipient Name:

Mailing Address:

P.O. Box 580
Fort Collins, CO 80522

Telephone Number:

970-221-6505

Email Address:

kdimartino@fcgov.com

Colorado State Forest Service Financial Assistance Program Attachment A: Scope of Work

Project Name: #8 Michigan Ditch Pre-Fire Mitigation

CSFS Account Number: 1929415

Work to be completed/deliverables:

Project Summary

Michigan Ditch is critical infrastructure for the City of Fort Collins water supply and project work will reduce the risk of future larger-scale wildfires by completing a total of 150 acres of fuels reduction work. The CSFS State Forest Field Office will be administering the project work outlined in this SOW on behalf of The City of Fort Collins and will encumber grant funds via the CSFS contracting process. The City of Fort Collins will coordinate with the CSFS State Forest Field Office and follow the reimbursement procedures and cost documentation requirements described in the Project Award Notification for tracking and reporting project costs and match.

Prescription

Three prescriptions: Unit 1, Unit 2, and small (~4-acre) HIZ treatment within Unit 2 around City of Fort Collins historic structures.

Prescription for Unit 1 has a post-harvest target live Basal Area of 70-90 ft² per acre. Dead standing trees 6" dbh will be removed (BA 159 ft² per acre), excluding four snags per acre for wildlife (spruce & fir >10" dbh). Surface fuels target is 20-30 tons per acre, to maintain soil moisture & provide habitat whilst minimizing potential for high soil burn severity. Prescription calls for removal of live overstory fir greater than 30ft in height at risk of blowdown or declining from western balsam bark beetle.

Prescription is designation by description, the contractor will conduct treatment based upon the following criteria by tree species. Additional information is provided in Appendix D.

Engelmann spruce

- Harvest and remove all dead Engelmann spruce from project area.
- Retain live Engelmann spruce protected from windthrow, either 30 foot or less total height or clumped with other live trees in a protected area

Sub-Alpine Fir

- Harvest and remove from project area all merchantable (dead and live) subalpine fir greater than 30 feet in total height to meet basal area targets
- Retain windfirm, healthy fir where applicable, painted in BLUE

Lodgepole Pine

- Harvest and remove from project area all dead lodgepole pine.
- Make an effort to retain all live lodgepole pine where operationally feasible.

Snags

- Favor spruce for retaining four snags per acre
- Exclude areas within 200 feet of the Ditch and associated infrastructure
- Painted in YELLOW

Prescriptions for Treatment Unit 2 (Prescription 2&3)

Prescription 2 has a post-harvest target live Basal Area of 70-90 ft² per acre. All standing dead trees will be removed (BA = 34 ft² per acre), excluding four snags per acre for wildlife (spruce & fir > 10" dbh). Additional removal of live trees will target fir (live BA = 107 ft² per acre) to meet target basal area.

EXHIBIT B TO RESOLUTION 2024-113

Engelmann Spruce

- Harvest and remove from project area all dead Engelmann spruce.
- Retain live Engelmann spruce protected from windthrow, either
 - 30 foot or less total height
 - Or clumped with other live trees in a protected area
- Favor spruce for retaining four snags per acre; exclude areas within 200 feet of the Ditch and associated infrastructure

Sub-Alpine Fir

- Harvest and remove from project area all merchantable (dead and live) subalpine fir greater than 30 feet in total height to meet basal area targets
- Thin live young fir stands to meet additional basal area targets
- Retain windfirm, healthy fir where applicable, painted in BLUE

Lodgepole Pine

- Harvest and remove from project area all dead lodgepole pine.
- Make an effort to retain all live lodgepole pine where operationally feasible.

Snags

- Favor spruce for retaining four snags per acre
- Exclude areas within 200 feet of the Ditch and associated infrastructure
- Painted in YELLOW

Within Unit 2 there is an approximately four-acre area that will follow Prescription 3, which reduces fuels surrounding City of Fort Collins structures. Guidance follows standards in the 2021 CSFS HIZ guide. Contractor will be responsible for product removal in Zone 3. In Zone 3 (30 to \geq 150ft uphill & parallel to structures, 30 to \geq 250 ft on downslope of structures) crowns will be thinned to average spacing of 10ft. Retention will favor lodgepole pine > Engelmann spruce > subalpine fir. All dead trees and mistletoe or broom rust infected trees will be cut. Slash piles will be built where operationally feasible.

Prescriptions for Slash (All Units)

For tethered harvest, lop and scatter slash treatment will be employed. Intermediate and co-dominant fir will be cut to create slash mats for minimizing erosion.

Helicopter treatment will employ whole tree harvest. Trees will be flown to landing sites along the American Lakes Road for processing, and slash piles built with non-merchantable material. CSFS will conduct winter burning operations at a later date.

Utilization & Slash Management Plan

30-35 CCF sawtimber per acre is anticipated from the treatment area and will be sold to relevant local mills where applicable. Spruce and fir POL are less desirable, so primary markets will be sawtimber and firewood.

Budget Details

Award: \$507,805

Match: \$1,000,000 (66.32 %) - City of Fort Collins: \$500,000, CSFS (Via CDS): \$500,000

Approved budget items include contractual costs to complete the fuels reductions work, personnel/labor, and supplies/materials.

Assessment & Further Planning

CSFS will assess the entire project area throughout the treatment process and will adjust as necessary to maximize impact of funding. At completion of tethered treatment, the State Forest Field Office will provide an in-depth plan for further treatment if funding remains.

Any proposed changes during this assessment period will be provided to the PI for the FRWRM grant.

Milestone dates:

- Treatment of the project area will begin in summer of 2024. Initial treatment will be tethered logging of approximately 100 acres of high priority treatment area. Total acres treated in 2024 will depend on operational limitations of tethered harvest machinery.
- In fall 2024, CSFS will assess connectivity of treated areas and targeted areas, then prioritize remaining areas to apply treatment and submit plan
- In winter/spring of 2025, CSFS will bid and contract the remaining project funds for treating high priority areas to facilitate highest connectivity. CSFS will administer the project, and ensure that non-commercial material at the landing sites along American Lakes Road are piled within contract specifications.
- In Fall of 2025, CSFS will inspect the treatment area for contract closeout.
- In winter of 2026, CSFS personnel will burn slash piles from the helicopter treatment.
- In Spring of 2026, CSFS will seed burned areas with native grass mix.
- In Summer of 2026 the City of Fort Collins will prepare a report with: acres treated, a treatment map, merchantable volume removed, non-merchantable volume burned, and before and after aerial drone imagery.

Project Completion deadline: **April 1, 2028**

Final Report and reimbursement request due to local CSFS Field Office: **May 1, 2028**

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

Additional helpful resources include:

- [The Home Ignition Zone](#)
- CSFS guidelines for [Defensible Space](#) and [Fuelbreaks](#)
- CSFS guidelines for [Pruning Cuts](#) and [Pruning Evergreens](#)

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