

Colorado State Forest Service Financial Assistance Program

Attachment A: Scope of Work

Project Name: Hazard Mitigation and Planning Specialist

CSFS Account Number: 1929113

Work to be completed/deliverables:

Huerfano County will hire a full time hazard mitigation and planning specialist to work with youth groups, FireWise communities and Emergency Management positions to mitigate highest priority areas. Focus areas will be those with only one ingress/egress. FireWise communities will be maintained as well as new ones established. This role will be responsible for a minimum of 300 acres to be mitigated between FireWise, youth and local HOA's.

Mitigation and Planning Specialist duties: Responsible for developing and managing all hazard mitigation projects and facilitating the growth of planning, mitigation and suppression capabilities. The Specialist is also responsible for assisting with preparation of historical data, essential plan creation and/or updates, grant preparation and management, and assisting with the operation of the Emergency Operation Center. The Specialist will attend frequent training and meetings as well as monitoring Local, State and Federal regulations to ensure plan and policy compliance.

Mitigation Responsibilities:

Ensure that the Community Wildfire Protection Plan (CWPP) as well as other necessary County agreements, plans, and policies meet current guidelines. Emphasize Action Items implementation, 'Fire Safety Feature' mapping, and pre-fire agreements i.e. dip-site water use MOU's or equivalent. Maintain existing and develop additional Firewise USA designated subdivisions/associations. Identify potential control line sites and hazards that can create future issues, create work plan to resolve. Act as the liaison for integrating all-hazard planning, mitigation, and suppression activities with other County or regional agencies including: Watershed Conservation, Economic Development and Multi-Hazarc Mitigation planning. Research and procure additional funding for all-hazard mitigation for use within Huerfano County. Monitor the availability of Title III and other funding to complete assigned projects. All-Hazard recovery may include: direction/supervision of field crews, design and coordination of one or more flood mitigation project sites, development of effective implementation processes, crew and supervisor training, coordination of volunteer and other labor resources, interfacing with recovery specialists, coordination with other County personnel, consultations with property owners, and lead sawyer, logistics and site manager roles.

Community Outreach and Resiliency: Serve as a point of contact and information for Huerfano County Residents and Businesses on Emergency Preparedness and Mitigation. Assist in creating documents and programming to guide the long-term approach to community resiliency.

Budget Items:

Grant Award: \$60,657.20

Match requirement: \$20,219.10 via Emergency Services Fund (primarily funded by 1% percent County-wide sales tax).

Milestone dates:

This position will be hired in June of 2023. Training will begin immediately as well as introductions to all involved partners. Project planning will begin and be implemented in Q3 of '23 and resume through Q2 of '24 as funding requested will cover one year of salary.

Initials:

Rev. April 2023

Project Completion deadline: **July 1, 2027**

Final Report and reimbursement request due to local CSFS Field Office: **August 1, 2027**

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 which is located at <http://static.colostate.edu/client-files/csfs/pdfs/ForestryBMP-CO-2010.pdf> .

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 Form Package will be used to both request reimbursement and to certify that work has been completed to minimum standards.