

Dear Denver Mountain Parks,

Thank you for your participation in the development of the 2022 Upper South Platte Landscape Resilience grant application to the Colorado Strategic Wildfire Action Program's (COSWAP) Landscape Resilience Investment grant program, administered by the Colorado Department of Natural Resources (DNR). DNR has awarded \$1,000,000 to this grant application.

Recipients of this grant include several member organizations of the Upper South Platte Partnership (USPP). On behalf of the USPP COSWAP grant Recipients, Jefferson Conservation District (JCD) is serving as the fiscal agent for this COSWAP grant. JCD has executed the COSWAP grant agreement with DNR and will act as a pass-through entity for the other USPP Recipients.

This document/letter serves as the subaward agreement between JCD and the Recipient. In summary, this agreement explains the deliverables to be met (see Scope of Work section below) and allowable costs incurred by the Recipient in order to seek reimbursement from JCD for the COSWAP grant funds. While the ultimate grant agreement deadline between JCD and DNR is August 30, 2025, the deadline for the Recipient to complete their project and incur costs toward the grant will be earlier, in order to allow JCD enough time to compile all required documentation from the various Recipients for the final report and reimbursement request to DNR.

Sincerely,

Garrett Stephens  
Director  
Jefferson Conservation District

## **Table of Contents**

<b>Subaward Agreement Overview Table</b>	<b>3</b>
<b>Insurance Requirements</b>	<b>3</b>
<b>Scope of Work</b>	<b>4</b>
<b>Reimbursement Process</b>	<b>5</b>
<b>Scope of Work, Budget, and Deadline Changes</b>	<b>9</b>
<b>Signatures</b>	<b>9</b>
<b>Contact Information</b>	<b>9</b>

## **Subaward Agreement Overview Table**

<b>Recipient</b>	Denver Mountain Parks
<b>Project Name(s)</b>	Dedisse Park and Stanley Park
<b>Estimated Total Project Cost</b>	\$381,333
<b>Maximum Award Amount</b>	\$286,000.00
<b>Minimum Recipient Match Required</b>	\$95,333
<b>Project Start Date</b>	August 22, 2022
<b>Final Project and Reporting Deadline</b>	July 31, 2025

## **Insurance Requirements**

### **Government Recipients**

Recipient shall maintain at all times during the term of this Agreement such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Colorado Governmental Immunity Act, §24-10-101, et seq., C.R.S. (the "GIA"). Recipient shall ensure that any Subcontractors maintain all insurance customary for the completion of the Work done by that Subcontractor and as required by the State or the GIA.

## **Scope of Work**

The scope of work for each project is outlined below. Projects must be completed to these specifications before reimbursement can occur.

Project 1 of 2	
Project Name:	Dedisse Park
Managing partner:	Denver Mountain Parks (DMP)
Total Acres:	50
Location:	West side of downtown Evergreen (105.3380° W 39.6283° N)
Treatment Type:	Mechanical forest thinning
Detailed Prescription:	Variable density open stand of healthy ponderosa pine and large Douglas-fir. Residual basal area: 40-50 sq.ft/ac.
Who will do the work?	Private forestry contractor
Metrics of Success:	<ul style="list-style-type: none"> <li>• Residual basal area 40-50 sq.ft/ac.</li> <li>• Logs removed, lop and scatter if needed in tough-to-reach spots.</li> <li>• Slash masticated or chipped/hailed away.</li> </ul>

Project 2 of 2	
Project Name:	Stanley Park
Managing partner:	Denver Mountain Parks (DMP)
Total Acres:	60
Location:	Adjacent to the North Turkey Creek and Bear Mountain Vista neighborhoods, 2.5 miles SE of downtown Evergreen, 2.5 miles W of Indian Hills, 4 miles N of Aspen Park (105° 17'5"W 39° 36'21"N)
Treatment Type:	Mechanical forest thinning

Detailed Prescription:	Variable density open stand of healthy ponderosa pine and large Douglas fir. Target residual basal area is 40-50 sq.ft./ac.
Who will do the work?	Private forestry contractor
Metrics of Success:	<ul style="list-style-type: none"> <li>• Residual basal area of 40-50 sq.ft/ac.</li> <li>• Logs removed, lop and scatter if needed in tough-to-reach spots.</li> <li>• Slash masticated or chipped/hailed away.</li> </ul>

## **Reimbursement Process**

### **1. Maximum Award Amount**

This is the total maximum amount of money for which the Recipient can be reimbursed, with the requirement that the minimum amount of match is also met. If, for whatever reason, the total project cost is less than anticipated, the Recipient will be reimbursed proportionally.

For example, if the Grant Award is \$6,000 and the Recipient Match is \$4,000 (for a Total Project Cost of \$10,000), that means the Grant Award will reimburse 60% of Allowable Costs and the Recipient Match must cover 40% of Allowable Costs. If this example project ends up only costing \$9,000 total instead of \$10,000, that means the Grant Award will be \$5,400 and the Recipient Match will be \$3,600.

If the Total Project Cost exceeds the original budgeted amount, the Recipient must pay the difference. Using the example from above, if the actual Total Project Cost comes out to \$11,000 instead of \$10,000, the Grant Reimbursement will still be \$6,000 and the Recipient Match will be \$5,000.

**2. Reimbursement is Only for Fully Completed and Inspected Treatments:**

Reimbursement will not be made for partial or phased treatments, and treatments must be inspected before reimbursement is made; here's what this means.

- a. **Forest Management Projects:** For projects where treated acres are the metric, a fully treated and reimbursable acre means all cutting, skidding, processing, and slash treatment are finished; logs do not have to be hauled off site but must be in decks.

Conversely, a partially treated and non-reimbursable acre may have only certain phases of treatment finished, such as "just the cutting is done, but no skidding", or "cut/skid is done, but no slash treatment". Recipients are certainly allowed to pay their Contractors at whatever stage they want, but Grant Reimbursements are only for fully treated acres. Fully treated acres must also be treated to the prescription/specification stated in the Scope of Work section.

For the sake of transparency and accountability, prior to submission of a reimbursement request to JCD, the Recipient must request a site inspection from JCD and at least one other USPP member organization with experience implementing similar projects; JCD and the other USPP member should both agree that the Scope of Work and Forestry BMPs have been met in order to approve reimbursement. (BMPs refers to the 2010 publication "*Forestry Best Management Practices to Protect Water Quality in Colorado*")

- b. **Defensible Space Projects:** A fully completed defensible space for one home means implementing all defensible space recommendations in the 2021 Home Ignition Zone Guide (HIZ) by Colorado State Forest Service. Home Hardening is not required.

The homeowner or Recipient must first incur the cost for completed defensible space work before requesting reimbursement from JCD. JCD

will provide additional guidance regarding the documentation needed for requesting reimbursement.

**3. Allowed Costs:**

- a. JCD shall have no liability to compensate or reimburse the Recipient for the delivery of any goods or the performance of any services that are not specifically set forth in this Subaward Agreement.
- b. Only Direct Costs necessary for the completion of the project deliverables are an Allowable Cost for this grant; the Recipient cannot submit Indirect Costs.
- c. Only costs that are incurred on or after the Project Start Date will be considered Allowable Costs.
- d. All costs must be documented with receipts, paid invoices showing a zero balance, an invoice with a cleared check, or payroll checks or reports and they must be included in reimbursement requests.
- e. Below are the allowable cost categories that may be incurred by the Recipient and considered for reimbursement or match for this grant.
  - i. Contractual: Expenses paid by the Recipient to a Contractor.
  - ii. Personnel: Labor of Recipient's employees to be valued at actual salary plus fringe benefits and taxes.

**4. Unallowed Costs**

Indirect Costs are not permitted as match or a reimbursable cost. Listed below are other examples of unallowed costs:

Phones, computers, etc	Equipment purchases (eg vehicles, chainsaws, handtools, etc)
Supplies, Postage, Marketing	Equipment maintenance (eg oil changes, tire rotations)
Food or Alcohol	Equipment parts (eg, chains, tires, sparkplugs)
Decorations	Landowner mileage
Fundraising and investment costs	

**5. Recipient Google Folder**

JCD will create and share a Google Drive folder with the Recipient for all grant related documentation.

## **6. COSWAP Partner/Payment Tracker**

Stored within the Recipient Google folder, this spreadsheet must be filled out by the Recipient quarterly in order to track project accomplishments toward the grant deliverables. This Tracker must be fully updated prior to requesting intermediate reimbursements.

## **7. Before/After Photos**

The Recipient is responsible for collecting photopoints to document the project's pre/post treatment conditions.

- a. Photopoints must be established before any work begins on the ground.
- b. Photos must be taken from the same exact location before and after treatment.
- c. A visible marker (eg, tree, rock, structure) should be present in both the before and after photos.
- d. Forest Management projects should have at least five sets of before/after photos taken from different vantage points across the project area.
- e. For Defensible Space projects, at least one set of before/after photos should be taken for each home/property.
- f. Digital photo files must be uploaded, not photos embedded within a document. Please use this naming convention for all photo files: "ProjectName PhotopointID Date"; for example "Gooseberry 10 2022-09-16"

## **8. Spatial Data and Maps**

The Recipient must collect GIS polygon (for Forest Management projects) or point (for Defensible Space projects) data for completed projects. PDF maps may also be needed for reimbursement; JCD will provide guidance if needed.

## **9. Reimbursement Request Timeline**

- a. Reimbursements must be requested no less than once a year and no more than twice a year by these dates: May 15 and November 15.
- b. After receiving all required and correct documentation, JCD will then begin processing documentation to submit the reimbursement request to DNR.
- c. **Only after DNR has paid JCD can JCD pay the Recipient. JCD shall not be liable to pay or reimburse the Recipient in the event that DNR does not first pay JCD.**

## **10. Submitting a Reimbursement Request:**

- a. Ensure the quarterly COSWAP Tracker is up to date with project accomplishments



- b. Upload before/after photos
- c. Fill out the 'Reimbursements' tab within the Tracker with all the Allowed Cost information requested
- d. Upload a single PDF to the Recipient Google folder that includes these items:
  - i. Proof of Allowed Costs incurred for that particular reimbursement
  - ii. An invoice generated by the Recipient's bookkeeper or accounting system that states:
    - 1. The total reimbursement request amount
    - 2. Reimbursement request number (eg, Reimbursement Request 1, Reimbursement Request 2, etc)
    - 3. A description, with metrics, of the deliverables that have been met for which the reimbursement is being requested

## **Scope of Work, Budget, and Deadline Changes**

Requests for extension must be made in writing at least six months before the Final Project Deadline. Requests must be sent to JCD and include: why an extension is needed, new timeline for completion, and changes to the Scope of Work (deliverables) if applicable. JCD will review and forward to the appropriate DNR Program Manager for ultimate approval. Approvals will be given in writing to the award Recipient.

## **Signatures**

By signing below, the Recipient declares that they have signing authority on behalf of the organization and that they acknowledge and agree to the reimbursement and reporting process described above.

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Recipient 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.

## Contact Information

Jefferson Conservation District		
<b>Primary</b> Dan Walsh <a href="mailto:dan.walsh@jeffersoncd.com">dan.walsh@jeffersoncd.com</a> 207-680-8448	<b>Secondary</b> Garrett Stephens <a href="mailto:garrett.stephens@jeffersoncd.com">garrett.stephens@jeffersoncd.com</a> 970-646-8615	<b>Main Office</b> PO Box 261205 Lakewood, CO 80226 <a href="mailto:jcd@jeffersoncd.com">jcd@jeffersoncd.com</a> 720-661-1738

Recipient		
<b>Primary</b>	<b>Secondary</b>	<b>Main Office</b>