Cherokee Meadows Road Association

Board Member Job Descriptions

This document contains a brief description of each of the primary Board positions:

Board President

The President shall be the principal executive officer of the Association, and subject to the control of the Directors, shall in general supervise and control all of the business and affairs of the Association.

Duties and responsibilities of the Board President, according to the bylaws, include:

- Preside at all meetings of the Board of Directors and members
- Present, at each Annual Meeting of the members, a report of the conditions of the business of the Association.
- Call regular and Special Meetings of the members and Directors in accordance with the bylaws
- Appoint and remove, employ and discharge, and fix the compensation of all employees of the Association and shall have the power to appoint committees from among the members from time to time as he may, at his discretion, decide is appropriate to assist in the conduct of the affairs of the Association.
- Sign and make all contracts and agreements in the name of the Association
- Sign checks, notes, drafts, warrants, or other orders for the payment of money duly drawn by the Treasurer, and any deeds, mortgages, bonds, or other instruments which are required to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Directors to some other officer or agent of the Association, or shall be required by law or by the Declaration to be otherwise signed or executed.
- Enforce the bylaws and perform all of the duties incident to the position and office, and which are requires by law.

The By-laws define the legal requirements of the President. The Directors have further defined and, in some instance, supplemented these, adding the duty to direct the procedures of the Board of Directors, both internally and externally as they affect the task of the Board in serving the interests of the CMRA.

The President should help the board define the association's goals and establish a plan for achieving each of those goals, including periodic reviews during the year of goals and progress made toward meeting them. (1)

The President is a de-facto community leader and may represent the Association in outside meetings or events affecting the community. When the media contacts the Association about an issue, it is the President who should respond. (2)

The President is responsible for the efficient operation of board and association meetings. As presiding officer, the President is required to:

- Call meetings to order on time and adjourn meetings at the appropriate time
- Announce business according to the prescribed order of business
- Recognize members who are entitled to speak
- State and put to vote all questions that are legitimately raised, and announce the results of all votes
- Maintain order through the meeting and rule on points of order
- Conduct the meeting expeditiously and in a fair manner
  To ensure effective board meetings, the President should prepare an agenda and distribute it to the board in advance of the meeting. This will permit each director time to review it and ask questions or obtain additional information before the meeting. Relevant information and documents should be distributed with the agenda to allow directors to study issues and make informed decisions by the business judgment rule on matters handled at meetings. (3)

(1) https://www.nowackhoward.com/the-role-of-community-association-president/

(2) https://budgeting.thenest.com/responsibilities-homeowners-association-president-24419.html

(3) https://www.nowackhoward.com/the-role-of-community-association-president/

Vice President

The Board Vice President shall have the powers and authority and shall perform all the functions and duties of the President in the absence of the President or the President's inability for any reason to exercise such powers and functions or perform such duties.

See **President—Job Description** for details

Whenever a new Vice President is elected, he/she is to sign the bank's signature card to allow them to sign checks, notes, drafts warrants or other orders for the payment of money duly drawn by the Treasurer.

Secretary

Duties and responsibilities of the CMRA Board Secretary, according to the Bylaws:

- Keep all the minutes of the meetings of the CMRA Board of Directors and the minutes of all meetings of the Association.
- Have charge of such books and papers as the CMRA Board of Directors may direct
- The Secretary shall, in general, perform all duties incident to the office of Secretary.
- Compile and keep up to date a complete list of members including:
    1. Current mailing addresses and email as shown on the records of the Association
    2. Parcel or lot number owned by each member
    3. CMRA road address associated with each lot, if assigned.

CURRENT INTERPRETATION OF THE SECRETARY'S RESPONSIVILITIES ARE:

- CMRA Secretary shall assist the other Board Officers as requested in efforts to conduct CMRA business.
- The mailing list is to be maintained for CMRA business and must not be released for personal use.
- Secretary will send out official CMRA Board communications to owners as requested by the Board Officers whether via electronic means or postal mail. Examples of such communications are the sending of Annual Meeting notice and Annual dues payments. Other communications include information such as gate, roads or cattle issues.
- Secretary shall work closely with the CMRA Board Treasurer for notices regarding dues payments.

DUTY CALENDAR (Below is the current schedule, but, this schedule is not hard and fast):

FEBRUARY 1st: Send out annual Dues Invoices to all owners (payment due by March 1)

FEBRUARY 25: Send reminder to owners who have yet to pay dues.

MARCH: Assist the Board President in updating the grazing Lease participant list for Larimer County.

APRIL 1 : Send to owners notice of the date and location of the Annual Meeting

MAY 1: Send owners details about Annual Meeting plans and guest speakers, etc.

MAY: Send owners advice about arrival of cattle for grazing.

Early JUNE, Annual meeting. Assist the Board in hosting this event, take minutes.

OCTOBER? Send notice of cattle departure.

Treasurer

Duties and responsibilities of the Board Treasurer, according to the Bylaws, include:

- Responsible for Association funds
- Responsible for keeping full and accurate accounts of all receipts and. disbursements in books belonging to the Association.
- Responsible for the deposit of all monies and other valuables in the name, and to the credit, of the Association in such accounts and. depositories as may from time to time be designated by the Board of Directors.
- Withdrawals shall be made from such accounts by checks signed.by the President or such other person as the Board of Directors may designate.
- Perform all of the duties incident to the office of Treasurer.

Current interpretation of the Treasurer's responsibilities is:

1. <u>Record-Keeping</u>

All financial and accounting records are maintained by the Treasurer. The Treasurer makes sure all records are retained properly and kept secure. Tasks include:

a. Assisting the Secretary in sending out Annual Dues notices to all CMRA members, collecting, depositing, and recording the payments. Follow-up with delinquent members.
b. Receiving and reviewing all requests for payment and reimbursement, invoices for services rendered to the Association by vendors, seeking President's or other Board members' approval of the expense, and writing and mailing checks to pay amounts due on a timely basis.
c. The Treasurer frequently receives updated contact information from association members along with annual dues payments. Once all dues are received, the Treasurer should provide the President and Secretary with the updated member contact information.

2. <u>Internal Control</u>

The Treasurer maintains the bank accounts and check books for CMRA. Authorized signers on CMRA accounts are President, Treasurer and Secretary. When there is turnover in Officer positions, the Treasurer assures that old Officers are removed, and new Officers are added as authorized signers on association checks. This requires all Officers to go to the banks together in person to sign new signature cards, as required by the banks. All CMRA checks must have two (2) signatures to be valid. The Treasurer should always seek the review and approval from at least one other Board member prior to writing any checks for payment. The Treasurer should never sign a check made payable to themselves but should request both the President and Secretary to sign checks for reimbursement of expenses for the Treasurer.

3. <u>Budgeting and Forecasting</u>

The purpose of the annual budget is to make sure there are enough funds to cover the year's expenses. The annual budget is drafted by the Board Treasurer and presented in detail to the Board. The Treasurer reviews prior year's expenses in developing a draft budget, as well as prior Board meeting minutes to ascertain future spending plans requiring funding. The Treasurer incorporates input from the President and the rest of the Board and finalizes the annual budget for approval by the full Board.

From time to time, but no less than annually, the Treasurer is expected to prepare or update a multi-year financial forecast of revenue and expenses to determine ongoing sufficiency of annual income to support needed expenses. This forecast is used in determining the timing and amount of needed increases to the annual dues amount or special assessments.

4. <u>Insurance</u>

CMRA has both Directors and Officers liability insurance as well as general liability insurance. Annually, the Treasurer seeks bids through an insurance broker and presents the results to the Board for review and approval. The Treasurer then accepts and pays for the approved policies.

5. <u>Property Taxes</u>

CMRA pays property taxes annually. An invoice for payment is sent to the CMRA P.O. Box. Even though this is a standard, required payment, the Treasurer submits the invoice to the other Board officers for review and approval. Once this is completed, the Treasurer pays the taxes via association check.

6. <u>Tax Returns</u>

The association must also file both state and federal annual tax returns, prepared by the Treasurer. CMRA is on a calendar year tax year. The tax returns are due April 15 of each year.

7. <u>State of Colorado Periodic Report</u>

Annually, the Association must file a Periodic Report online via the Colorado Secretary of State website. The Treasurer has the login and password to complete this task. Currently, the fee for this filing is $10.

8. <u>Certificate of Fact of Good Standing</u>

After the Periodic Report is filed, a Certificate of Fact of Good Standing should be printed and saved. It can be found on the Office of the Secretary of State of the State of Colorado website.

9. Reserves

The Treasurer assures that reserves are enough to cover future expenditures such as major road repairs, fencing, etc. The Treasurer should monitor the reserves regularly to make sure they are funded properly in the annual budget.

10. Assessments

The Treasurer is responsible for monitoring receipt of association dues and grazing lease income, watching delinquencies closely and letting the Board know about any problem areas. The Treasurer is responsible for assessing and collecting late fees on delinquent dues, with assistance from the Secretary for member communication.

11. Financial Reports

Financial statements provide an overall presentation of the association's financial health. They provide a detailed overview of year-to-date and annual income versus expenses. The Treasurer is responsible for preparing and presenting to the Board at each Board meeting and the Annual Meeting: Year-to-date profit and loss statement, compared to annual budget; list of all checks written year-to-date; bank reconciliations and beginning and ending bank/cash balances. Annually, the Treasurer updates the financial history with the most recent year-end financial information.

Cherokee Meadows Road Association
Board Member Job Descriptions
All Board Members and Member-At-Large

Every member of the Board of the Cherokee Meadows Road Association accepts important responsibilities as a Board member. These responsibilities include:

- Understanding and being engaged with the community and our members
- Maintaining a working knowledge of our property and our residents
- Understanding the Board's responsibilities
  - Gaining a working knowledge of CMRA Bylaws and all amendments thereto, Protective Covenants, and Articles of Incorporation
- Attending Board meetings
- Actively participating in Board meetings
- Being prepared for all agenda items
- Reviewing and responding timely to all Board-related emails
- Recusing oneself from any and all discussions or decisions where a conflict of interest exists
- Maintaining confidentiality with all sensitive information that comes before the Board. This includes, but is not limited to:
  - Issues with neighbor's compliance with CMRA rules and regulations and "good neighbor" behavior
  - Delinquent dues owed
  - Competitive bidding specifications and potential bidders
  - Issues with contractors
  - Legal matters

Please note the following when doing CMRA Board work:

Financial Obligations - All bills payable, notes, checks, or other negotiable Instruments of the Association shall be made in the name of the Association. Checks shall be signed by either the President, Secretary, or Treasurer of the Association and notes or other negotiable Instruments of the Association shall be signed by the President and counter-signed by either the Secretary or the Treasurer. No officer or agent of the Association, either singly or jointly with others, shall have the power to make any bill payable, note, check, draft, or warrant or other negotiable Instruments, or endorse the same in the name of the Association, or contract or cause to be contracted any debt or liability in the name of or on behalf of the Association, except as expressly prescribed and provide by the Board of Directors.

Roads Manager

Duties and responsibilities of the Roads Manager include maintaining the roads, snow fences, mailboxes and signage. In the Spring of each year, the Roads Manager assesses the condition of the roads and develops a Request for Bid. Every effort is made to send out the RFQ to 3 independent contractors, assuming there are 3 qualified contractors. The Bid request contains a detailed description of the work to be performed, along with photos, if needed. The bidders are requested to view/walk/drive the roads along with the Road Manager prior to submitting their bid. All bids must include time and materials as well as a not to exceed price cap. CMRA will not authorize additional charges above the original bid if not agreed to by the road manager prior to work being completed. Snow removal is only done when snow depth is 6" or greater. If snow depth is close to minimum, contractor is to confirm need to remove snow with Roads Manager prior to starting work. All contractors must sign a Hold Harmless Agreement and submit proof of insurance prior to commencing any work on CMRA roads.
Separate Requests for Bids will be sent out for: road maintenance/grading; road base; culvert cleaning and repairs; and snow removal. Bids should be evaluated based upon the expertise of the contractor as well as total price. Selecting the lowest bid is not required. Lowest and best bids will be awarded. Approximate timing for this bidding procedure and work is as follows:

PROPOSED ROAD BIDDING SCHEDULE					
Work Being Requested	**Bid Request Sent Out By**	**Bid Reviewed & Accepted/ Rejected**	**Work Begins**	**Work Ends**	**Comments**
Road Maintenance/Grading	15-Apr	30-May	1-Jun	30-Jun	Actual start of work depends on weather & condition of road
Gravel/Road Base	15-Apr	30-May	1-Jun	30-Jun	Work starts sometime after Maintenance & Grading Completed
Culvert Cleaning/Repairs	1-Jun	30-Jun	1-Jul	30-Jul	Start work anytime after Grading and Gravel/Road Base
Snow Removal	15-Aug	15-Sep	As Needed	As Needed	Snow removal is only done when depth is 6" or greater.

The Roads Manager receives an annual budget for road maintenance and repairs. All bids must be reviewed and approved by the Board of Directors, as recommended by the Roads Manager. The Roads Manager has the right to authorize additional work as necessary, without prior Board approval, if the cost remains within budget. Any work that will exceed the annual budget must receive approval from the Board. Caution must be taken to observe a pattern of contractors tending to provide a low bid, then asking for additional funds to complete the work.

All contracts for work must be signed by the contractor, Roads Manager and President.

Financial Obligations - All bills payable, notes, checks, or other negotiable Instruments of the Association shall be made in the name of the Association. Checks shall be signed by either the President, Secretary, or Treasurer of the Association and notes or other negotiable Instruments of the Association shall be signed by the President and counter-signed by either the Secretary or the Treasurer. No officer or agent of the Association, either singly or jointly with others, shall have the power to make any bill payable, note, check, draft, or warrant or other negotiable Instruments, or endorse the same in the name of the Association, or contract or cause to be contracted any debt or liability in the name of or in behalf of the Association, except as expressly prescribed and provide by the Board of Directors.

CMRA

Grazing Lease task

Grazing Lease Manager

Background

The CMRA contracts for cattle grazing during each summer season. The contract provides income to the Association that helps keep annual Association dues low. The grazing cattle also mitigate wildfire risk by reducing the height of grasses. Our Association allows the lessee to graze cattle in any area within the CMRA where they are not fenced out. It is each parcel owner's responsibility to install and maintain fences capable of excluding cattle from their property, including gates and/or cattle guards. The CMRA agrees to maintain the perimeter fences that are on Association parcels. To facilitate fence maintenance, our lease specifies that the lessee is responsible for perimeter fence repair and maintenance. By convention, CMRA funds the materials needed for this work when reviewed by the Grazing Lease Manager and approved by the Board of Directors (See item 8 under Job Description). There are several areas on the northwest and west CMRA boundaries where perimeter fence does not exist. Cattle generally do not exit through these unfenced areas because of the distance from water sources.

Job Description

The Grazing Lease Manager will:

1. Maintain contact with the lessee throughout the year.
2. Submit a contract for signature to the current lessee at an early enough date to have time to look for a new lessee if the current lessee decides not to renew the contract. Hence, send out the contract for signature approximately mid-February and request a signed contract by end of February. Routinely, the cattle arrive June 1. This would allow 3 months to find a new lessee if required.
3. Conduct a survey of cattle grazing fees once every 3 years to ensure we are competitive as well as receiving a fair income.
4. Notify the Board of Directors when cattle will be entering and leaving the Association, and the number and categories of cattle entering and leaving.

a. Cattle categories include cow/calf pairs, cows without calves, heifers, and bulls.

5. Respond to parcel owner's questions and concerns regarding the cattle.
6. Manage the grazing lease including tasks such as working with subject matter experts in range management as needed to maintain the long-term health of the grasses and manage the process for identifying and selecting a new lessee.
7. Maintain and annually file with Larimer County, the list of properties with less than 50% fenced. The owners of these properties are on the grazing lease and are thereby entitled to the tax reduction due to agriculture classification of lands in Larimer County.
8. Material expenses incurred by the lessee should be itemized and sent to the Grazing Lease Manager. After reviewing, the Grazing Lease Manager will submit for Board Approval. If approved, a check will be cut to cover these expenses.

Grazing lease fees per month

1. Cow/calf pairs, $15
2. Cows without calves, $10
3. Heifers, $10
4. Bulls, $15
5. Days are charged as 1/30 month, i.e., $0.50 or $0.33.

Current and Past Lessees

2021 - John and Linda Higgins

2009-2020 – John and Linda Higgins

Grazing lease is available upon request.

GRANTS for CMRA

Please see the attached 7-page Colorado State Forest Service (CSFS) document for detailed information about their grants to understand the entire grant process. The below summary pertains to grants OF CMRA:

Seven CSFS GRANT Awards to CMRA, totaling $160,000.00 to 2019, have enabled extensive valuable wildfire mitigation work within CMRA. The most important thing to know is that our community wildfire risk has been lessened by the hard work of CMRA landowners and timber professionals. Grant funds come to CMRA as **reimbursements** for all the invoiced mitigation work done by timber professionals hired by CMRA for specific grant projects. Many thousands of dollars in grant funds have also been reimbursed to residents for their documented, receipted wildfire mitigation project expenses. **CMRA has never had any grant writing or other expense.** The grant writer/manager is a volunteer and not subject to compensation.

The following outlines the grant process that CMRA has had to follow:

- Approximately every 15 months, the CMRA grant manager is notified that the CSFS Wildfire Mitigation Grant Application period is open, and what the CSFS particular emphasis is for that grant cycle. **(Per CSFS, grants are not available to individuals who want reimbursement for their private wildfire mitigation).**

  - A customized CMRA wildfire mitigation project is suggested by forestry experts from CSFS, with input from Livermore Fire Protection District and FireWise Community USA organization. Project concepts and plan are finalized under collaboration with the CMRA committee responsible for the CMRA Community Wildfire Protection Plan. A budget for the project is established.

- With board input and approval, the CMRA Grant Manager applies for a CSFS Grant based on the scope and budget of the above project. Key parts of the application include CMRA's ability to demonstrate proactive community support and financial means to meet the required grant match and accomplish the project by stated deadlines. CMRA must also specifically outline in the application how we intend to match the CSFS Grant amount, including landowners' in-kind labor hours.

- **If the grant is awarded,** a qualified professional timber company is selected. An initial on-site inspection is conducted throughout CMRA by the CSFS forester, accompanied by the CMRA grant manager.

  - The timber company performs the prescribed grant project mitigation work and invoices CMRA, who then pays the invoice with funds from the contingency savings account.

  - These PAID IN FULL invoice receipts are submitted to CSFS on an incremental basis along with detailed wildfire mitigation work progress reports including before and after photographs. A field assessment by the CSFS forester is made of the work performed. Suggestions are often made. (to not strain the CMRA cash balances, large grant awards require multiple reimburse requests).

  - Once approved, **CSFS sends CMRA a reimbursement check from grant funds.**

The repayment check is deposited back into the CMRA accounts, and the above process continues until grant funds are all paid and the CMRA account is back at the pre-grant starting balance. The final grant reimbursement is not released to CMRA until we pass a project completion inspection by the CSFS forester. CMRA has consistently exceeded this grant obligation in overall work & in-kind labor.

Form D-ES

CMRA / CSFS SFA/ WUI GRANT (State Fire Assistance & Wild land Urban Interface Grant)

LANDOWNER ASSISTANCE PROGRAMS, (LOA)

COST DOCUMENTATION LOG SHEET

I have incurred the following expenses for the completion of the Landowner Assistance Program practice for which I have been funded. These expenses are itemized below. Separate out the expenses by activity & attach original receipts.

_______________________________ _______________________________

Landowner Printed Name Landowner Signature

DATE	BY WHOM	ACTIVITY/EXPENSE	HOURS	EXPENSES	# ACRES	# TREES

COLORADO STATE FOREST SERVICE
COLORADO STATE UNIVERSITY

2019-2020 REQUEST FOR APPLICATIONS
Forest Restoration and Wildfire Risk Mitigation Grant Program

Established by SB 17-050

Background

The passage of House Bill 19-1006 during the 2019 Colorado legislative session provided funding for the Forest Restoration and Wildfire Risk Mitigation (FRWRM) grant program, administered by the Colorado State Forest Service (CSFS). The FRWRM program was created during the 2017 legislative session when the Colorado General Assembly passed Senate Bill 17-050, which consolidated the Colorado Forest Restoration Grant Program (previously administered by the CSFS) and the Wildfire Risk Reduction Grant Program (previously administered by the Colorado Department of Natural Resources (CDNR)). This competitive grant program is designed to assist with funding community-level actions across the entire state to: reduce the risk to people, property and infrastructure from wildfire in the wildland-urban interface (WUI); promote forest health and the utilization of woody material including for traditional forest products and biomass energy; and encourage forest restoration projects.

All grant funds must be utilized on non-federal land within the state of Colorado. All applicants must contribute matching funds in an amount at least equal to the amount of funding requested, including through in-kind sources, for a dollar-to-dollar grant to match ratio.

The two types of projects identified below will be considered through this grant program:

1. Fuels & Forest Health Projects

Fuels and forest health projects must: a) strategically reduce the potential risk for damage to property, infrastructure, water supplies and other high-valued assets as a result of wildfire and/or limit the probability of wildfires spreading into populated areas; and b) promote forest health through scientifically based forestry practices that restore ecosystem functions, structures and species composition.

2. Capacity Building

Projects to purchase equipment that will address unmet implementation needs at the local level also will be considered. Capacity grant applications should clearly describe how the equipment will be used and maintained to implement fuels treatments beyond the life of the initial project. Implementation capacity grants will be limited to 25 percent of the total available grant funds.

Note: Separate application forms are available for fuels and forest health projects and capacity building projects.

Additional Program Information

Requirement for Monitoring: While there is significant science supporting the value of fuels and forest health treatments for reducing wildfire risk and promoting forest resilience, forest ecosystems are dynamic and new fuels and forest health treatments continue to be developed. The effects of current and novel forestry activities need to be evaluated and the best method for achieving this is through monitoring on-the-ground efforts. Therefore monitoring is an important component of this grant program and will demonstrate the relative efficacy of various treatments and the utility of grant resources. The CSFS will work with successful project applicants to conduct project monitoring and certification site visits to assess effectiveness and completion of projects.

Strategic Proposals: Proposed projects must be strategic in nature in order to maximize the effectiveness of this grant program. Strategic proposals will be those that include such aspects as: implementation across land ownership boundaries; projects conducted within a priority area identified in the Colorado State Forest Action Plan (Colorado Statewide Forest Resource Assessment & Strategy) theme maps (*Conserve Working Forest Landscapes, Protect Forests from Harm,* and *Enhance Public Benefits from Trees and Forests*); a previously completed Community Wildfire Protection Plan (CWPP) or FEMA Hazard Mitigation Plan for the project area; projects that are part of a larger landscape-scale treatment effort; and/or projects in geographic proximity to U.S. Forest Service lands that have been recently treated or are planned for treatment. The Colorado State Forest Action Plan is a companion set of documents required by the 2008 Farm Bill to help guide where the CSFS directs resources to best focus forest management efforts and achieve desired future conditions, and is available online at: http://csfs.colostate.edu/forest-action-plan/. Approved CWPPs can be found at http://csfs.colostate.edu/wildfire-mitigation/colorado-community-wildfire-protection-plans/.

County Level Coordination: Applicants must coordinate proposed projects with relevant county officials to ensure consistency with county-level wildfire risk reduction planning. The application should identify which officials were consulted, and the outcome of those discussions. All grant applications must include a letter signed by a county official indicating support for the project. For purposes of this grant, permissible county officials include county commissioners, representatives from the sheriff's office and county wildfire coordinators.

Grant Program Criteria

The purpose of this grant program is to assist with reducing wildfire risk to people and property in the WUI and to promote forest health and support long-term ecological restoration. Applications must meet the following criteria:

1) Reduce Hazardous Fuels

Successful project applicants shall facilitate and implement strategic fuels treatment in Colorado at a meaningful scale in WUI areas at risk to wildfire. The Colorado Wildfire Risk Assessment Portal (CO-WRAP) should be consulted in determining a given area's level of risk (using the wildfire risk layer); CO-WRAP can be accessed online at https://www.coloradowildfirerisk.com/. All projects should be designed to reduce the potential wildfire risk to property, infrastructure, water supplies and other high-value assets, and/or limit the probability of wildfires spreading into populated areas. Successful applicants will consider all the elements required to implement treatments on the ground, which includes acquiring necessary permits and consultations from forestry and/or wildfire experts.

Examples of qualifying project elements include:

- Creation of defensible space around homes and structures, based on the most current CSFS defensible space guidelines.
- Creation of fuelbreaks, based on the current CSFS guidelines.
- Fuels reduction beyond defensible space, designed to protect water supplies and/or reduce potential fire intensity.
- Removal of saleable woody materials with specific utilization plans; also the removal/disposal of slash including through chipping, mulching, grinding, pile burning, broadcast burning or mechanical removal.

2) Promote Forest Health

Projects should incorporate forest restoration and management techniques, based on current science and applicable to the forest type(s) being treated. Proposals should include existing ecological conditions and desired future conditions for project areas. Existing ecological conditions relevant to this grant program may include; highly erodible soils on slopes that can impact water quality, over-stocked forests that increase wildfire risk, stands of unhealthy trees, reduced water yields and low species and structural diversity. The desired future conditions are what will be achieved through the accomplishment of goals or management activities that promotes the healthy function, structure and composition of essential ecosystem components. Essential ecosystem components may include: tree age and size class diversity, tree species diversity, desired forest cover and tree density in relationship to water quality and quantity and wildfire risk, and water quality associated with soil erosion.

Examples of qualifying project elements include:

- Reducing fuel loads and excessive competition among trees.
- Restoring ecosystem function, structure and species composition, including through the reduction of non-native and/or invasive species populations.
- Preserving older and larger trees to restore ecosystem function or for ecological value, based on scientific research.
- Replanting trees in deforested areas that have been negatively impacted by wildfire, insects and disease or other large-scale disturbance.

3) Utilize Forest Products/Woody Materials

Project applicants must include in their proposal a defined plan for removing and utilizing forest products/woody materials generated by the project, including as traditional forest products and/or biomass energy products. For further information on wood utilization, please consult the following: the Colorado Wood Utilization and Marketing (CoWood) webpage and the Colorado Timber Industry Association (CTIA) webpage, both of which are listed in the Supplemental Information section at the end of this document. In addition to CoWood and CTIA, CSFS field offices are available to offer technical expertise to applicants in the development of forest products/wood utilization plans and the Colorado Timber Industry Association (CTIA) is a source for information and forest product companies. It is **required** that wood utilization businesses or companies are consulted throughout the development of project proposals in order to identify effective forest product utilization plans.

4) Support Implementation Capacity Through the Purchase of Equipment **(for Capacity Building grants only)**

Up to 25 percent of this program's total available grant funds are allowable to fund the purchase of equipment that will increase current and future implementation capacity for hazardous fuels reduction. Local governments, community groups and collaborative forestry groups with the resources necessary to implement on-the- ground fuels treatments may apply to purchase equipment that directly supports and expands on-the-ground opportunities to reduce hazardous fuels. Grant funds also can be requested to purchase equipment to build capacity. The application should include a specific explanation for how the equipment will result in on-the-ground results and how it will be maintained beyond the life of the project. Applicable training and safety measures for use of equipment should be addressed.

Items that support implementation capacity include:

- The purchase and use of equipment for implementation of hazardous fuels reduction treatments, including the removal and utilization of slash or other woody biomass (e.g., purchasing a wood chipper to be made available to the community).
- Equipment for the establishment and operation of neighborhood slash disposal sites.

Additional emphasis will be given to projects that contain the elements listed below:

Leveraged Resources and Collaboration
Projects should substantially leverage additional financial resources when possible, and/or be identified through a community-based collaborative process such as a Community Wildfire Protection Plan (CWPP), Critical Community Watershed Wildfire Protection Plan or similar.

Partnerships with Youth or Veterans' Groups
Applicants are encouraged, where feasible, to utilize the labor of an accredited Colorado Youth Corps organization, operated by the Colorado Youth Corps Association (CYCA) or an accredited Colorado Corps program serving veterans. Consider contacting one of these groups directly to determine if your project is a good fit for their labor pool. If you have been in contact with a group and it is determined that your project is a good fit, please provide a letter of support from either the CYCA or other affiliated organization.

Protection of Water Supplies
Projects that include forest treatments that result in the protection of water supplies also will be more likely to be accepted. This objective can be achieved by reducing the risk of wildfire to watersheds or to water treatment and/or storage facilities; and through forest management practices including, but not limited to: thinning, selective harvest, clearcutting, chipping, mastication and planting trees in deforested areas.

Examples of projects that DO NOT qualify for this grant program:

- Capacity building for fire preparedness and suppression (e.g., the purchase of fire department equipment)
- Creation of, or updates to, Community Wildfire Protection Plans or other planning efforts
- Construction of permanent infrastructure (e.g., of buildings or roads)
- Local, state or federal policy development or advocacy
- Projects undertaken by and benefiting only one individual homeowner/landowner
- Increased staffing or related capacity building for collaborative and/or community groups

Eligibility

The following individuals, organizations or entities may apply:

- Local community groups, including registered homeowner associations and formal neighborhood associations, that are within close proximity to the WUI;
- Local government entities including counties, municipalities, and special districts in or within close proximity to the WUI;
- Public or private utilities, including water providers, with infrastructure or land ownership in areas of high risk tc catastrophic wildfires;
- State agencies, such as the State Land Board and Colorado Parks and Wildlife, that own land in areas of high risl to catastrophic wildfires; and
- Non-profit groups that promote hazardous forest fuel reduction treatment projects in partnership with local, state or private entities.

In addition, all applicants must:

- Be able to function as the fiscal agent and have legal authority to administer and/or implement treatments on proposed project area(s).
- Confirm that participating landowner(s) agree to reporting and monitoring requirements.

- Comply with all applicable federal and state environmental laws. Applicable Colorado Forestry Best Management Practices (BMPs) are required for project implementation, and can be found here: http://static.colostate.edu/client-files/csfs/pdfs/ForestryBMP-CO-2010.pdf. Use of other BMP standards or guidelines must be reviewed and approved by the local CSFS Field Office.

Budgets

General
The CSFS estimates that approximately $1 million is available for this grant cycle. Due to the highly competitive nature of grant programs, the CSFS reserves the right to award full or partial funding to successful applicants.

An individual request may not exceed $250,000 of program grant funding. Therefore an individual project budget may only exceed $500,000 if matching funds exceed the required minimum 1:1 ratio (e.g., grant request is $250,000 with required match of $250,000 or more). Budget requests must be clearly explained in the budget narrative section of the grant application. A description of specific outcomes generated by the proposed budget and methods for successfully expending resources within the proposed timeline also will be required.

(Note: Grant funds cannot be used for volunteer labor, homeowner labor, personnel coordination or grant administration activities such as compiling paperwork; however, those activities are valuable and can be considered as match.)

Proposals involving the purchase of capacity building equipment must provide a specific explanation for how the purchase will result in on-the-ground results and how these results and the equipment will be maintained beyond the life of the project. The expectation is that the equipment will be used and maintained by the awardee for a minimum of five years following the grant.

Matching funds
All applications will be required to demonstrate an ability to match the requested amount on a dollar-for-dollar basis with either cash, in-kind contributions, or a combination of cash and in-kind contributions. The match may be in the form of private, state or federal support for the project. State funds may be used as match; however, no more than 50 percent of the applicant's matching funds can come from another state funding source. An exception is made if the applicant is a state agency, where more than 50 percent of matching funds can then come from a state source. In-kind contributions must be clearly quantified and justified in the budget narrative section of the grant application. In-kind contributions may consist of donated supplies, equipment, or volunteer time/sweat equity (based on hourly value). Donated time should be accounted for using current volunteer labor rates ($26.78/hour per individual for 2019).

Revenue
Any revenue or cost offsets generated by the project must be explained clearly in the budget section and be factored into the grant request. For example, if the cost for treatment is $3,000 per acre but utilization will decrease the cost to $2,500 per acre; show the $500 per acre as revenue, request funding based on the $2,500 per acre, and explain the reasoning within the budget section.

Reimbursements and Reporting and Monitoring Requirements

Successful applicants will receive a pre-award letter and will work with the CSFS to finalize approved project activities. Activities deemed to be unachievable may be modified or removed from the final award. Pre-award applicants will provide electronic map boundaries of project areas such as shapefiles, kml, kmz, etc. and work with the CSFS to obtain 'license(s) to enter' (permitting the CSFS to enter private lands) and allow the CSFS to conduct pre-monitoring site visit ***prior*** to beginning project work. Successful applicants will be reimbursed for actual (cash) costs incurred in implementi the project after the following requirements: 1) completion of project activities outlined in approved award letter, 2) providing documentation that project funds have been matched at a minimum ratio of 1:1, 3) submittal of reports and reimbursement paperwork, and 4) completion of project inspections conducted by the CSFS.

All reports should include the following: 1) number of acres treated, 2) number of homes/home sites treated or affected, 3) cost per acre to treat, 4) amount of woody material generated, 5) number of jobs created, and 6) use of any forest products generated. At the completion of the project, a final closeout report must be submitted that includes: a summary of positive or negative impacts; digital "before and after" photos; and spatial/map data (e.g., shapefiles) for treated areas. Project inspections to ensure completion of activities will be conducted by the CSFS prior to reimbursements. Additional monitoring may be carried out by the CSFS. Successful project applicants will authorize the CSFS access to the project site for two years post-treatment to monitor the effectiveness of hazardous fuels reduction and forest health project activity.

How to Apply

Applicants should electronically submit (i.e., by e-mail) the attached grant application form and any additional attachments combined into a single pdf file to the local CSFS Field Office. Hard copies will not be accepted.

2019-2020 Grant Cycle Timeline

Request for applications (RFA) release – Monday, Aug. 26, 2019
Application deadline – **Wednesday, Oct. 23, 2019, by 5:00 pm MST**
Anticipated pre-award date – Feb. 1, 2020
Final award/project start date – June 1, 2020
Project completion deadline – June 1, 2023

Proposal Evaluation / Scoring

Applications will be independently scored by a 10-11 member Advisory Panel convened by the CSFS. The valuation/scoring criteria used to score fuels reduction and forest health projects and capacity building applications are attached at the end of the respective application instructions. The Advisory Panel, as mandated through SB 17-050, will recommend to the CSFS State Forester which proposed projects should be funded, and all final funding decisions are made by the State Forester.

Supplemental Information

Information about the WUI in Colorado and priority areas for wildfire risk (CO-WRAP):
http://www.coloradowildfirerisk.com/

Information on the Colorado Youth Corps:
http://www.cyca.org

Colorado State Forest Service guidelines for defensible space:
http://csfs.colostate.edu/wildfire-mitigation/protect-your-home-property-forest-from-wildfire/#dspace

Colorado State Forest Service guidelines for fuelbreaks:
http://static.colostate.edu/client-files/csfs/pdfs/fuelbreak_guidellines.pdf

Forestry Best Management Practices to Protect Water Quality in Colorado:
http://static.colostate.edu/client-files/csfs/pdfs/ForestryBMP-CO-2010.pdf

Information on forest products/wood utilization in Colorado (Colorado Wood Utilization and Marketing Program):
http://csfs.colostate.edu/cowood/

Colorado Timber Industry Association:
http://coloradotimber.org/

Information on the Colorado State Forest Action Plan:
http://csfs.colostate.edu/forest-action-plan/

Information on forest restoration of ponderosa pine and dry mixed conifer forests on the Colorado Front Range:
https://www.fs.fed.us/rm/pubs_series/rmrs/gtr/rmrs_gtr373.pdf

Information on forest restoration in the Southwest:
https://www.fs.fed.us/rm/pubs/rmrs_gtr310

GRANTS and FUNDING ASSISTANCE PROGRAM

COLORADO STATE FOREST SERVICE, Fort Collins District, 2017

Guidance For Allowable/Unallowable Costs For Reimbursement and Match

Costs/Match Must Support Activities Listed in the Scope of Work

Category	Description
Actual Cost	Out of pocket expenses **must provide paid receipts** (ex. Contracted services)
Recipient Labor	Hours of volunteer labor occurring during the specific time frame of the grant. Valued at volunteer labor rate (at time work occurred) and **must be documented** using the CSFS In-Kind Documentation Form.
Supplies (recipient)	Out of pocket expense **(with receipts)** or valued at fair market value if donated by recipient (ex. bar oil, two cycle fuel, chipper fuel)
Rented equipment, etc.	Rental equipment **with receipts** or use of recipient-owned equipment to be valued at current market rental rate
Non-recipient Labor (Match Only)	Valued at volunteer labor rate (at time work occurred) and must be documented using the CSFS In-Kind Documentation Form, does **not** qualify for reimbursement
Non-recipient Cost (Match Only)	Equipment or Supplies donated by non-recipient, does **not** qualify for reimbursement

Unallowable Costs on Federal Grant Awards: All costs must pass the test of reasonable and allowable

Examples of UNALLOWABLE Costs for Reimbursement and Grant Match:

Repairs or other parts for equipment (ex. Chains, sparkplugs)	Maintenance for equipment (ex. Oil changes, tire rotations)
Tires for equipment	Equipment purchases (ex. Chainsaws, chippers, tools, pruning sheers)
Food Costs	Landowner Mileage or fuel costs to and from work site
Alcoholic beverages	Landowner Travel time to and from work site
Fund raising and investment costs	Computers or other technological devises
Office Supplies	Postage

Cherokee Meadows Road Association

Job Description

Firewise Community Certification Manager

Overview: Firewise Manager is responsible for keeping current the Firewise Community certification that CMRA has had in effect since 2014. This certification requires a yearly renewal. The following steps are required to keep the certification current:

1. Obtain a wildfire risk assessment from the CSFS or the Livermore fire department and create an action plan.
2. Hold a Firewise community event once per year.
    1. This is generally a training or information session and is many times done at the annual meeting or could be completed via an e-mail to members.
3. Invest a minimum of $27.20 per dwelling unit annually in risk reduction activities.
    1. This can be done through documented contracted work or man-hrs expended by community volunteers or landowners.
4. Apply for recognition using the Firewise USA® program management portal. This is basically a recording of the results from items 1, 2 & 3 above. After this input of data, a state or county representative will review the information and will approve or not approve the certification.

CMRA 2021
Association Map Task

A popular service of the CMRA Board of Directors has been the production of a map showing each property, the owner's name/s and the address if there is a residence on that parcel. The initial map was copied from the Larimer county database and several residents have worked at producing and updating it.

In the process, the original software applications used to create the map have been lost. The result is that there is several changes of style and format on today's version. We would like to start over, preferably using a commonly available application or possibly having CMRA purchase a specialized software package. I do have a blank map copied again from the county database that shows the properties without any further identification. This new copy covers a somewhat different area than our original.

The map task consists of three functions:

#1) is collecting the data as properties change hands and new homes are built**.**
#2) is the data entry and editing to the existing map
#3) is the printing and distributing maps to our members.

There is no requirement that all of these functions be performed by the same person although That would eliminate the possibility of miscommunication. **Maintaining the map is a significant task, requiring much time and effort.**