

ITEM # 18-0764

SHARE No. 000 ... 12272  
EMNRD Contract No. 11-521-2301-0051  
City of Santa Fe

## **Wildland/Urban Interface and Hazardous Fuels Reduction**

**Grant Programs Project Work Plan for:** City of Santa Fe (Contractor)

**Project Number:** 18-06-1416

**Project I.D. Funding:** FY18 Haz Fuels/City of Santa Fe

**Entity Determination:** Subrecipient

**Forestry Division Project Manager:** Todd Haines

**Project Title:** Aztec Springs Supplemental

**Project Coordinator:** Greg Gallegos, Santa Fe Fire Department Wildland Superintendent

**Address:** P.O. Box 909, 200 Lincoln Ave

Santa Fe, NM 87504

**Telephone Number:** 505-955-3901 email: gdgallegos@santafenm.gov

**NOTE:** All projects shall comply with 19.20.4.9 NMAC and 2 C.F.R. Part 200, if federal funds are used.

**The Energy, Minerals and Natural Resources Department (EMNRD), Forestry Division (Forestry Division) may extend task due dates by written notice to the Contractor as long as the Forestry Division is satisfied that sufficient progress is being made. Any other changes shall require a written amendment to the work plan, approved by the Forestry Division Director or designee, following EMNRD contract review.**

**I. PROJECT DESCRIPTION:** Explain the type of project(s) to be implemented, location(s) of areas to be treated, what is being threatened, and how threat to areas will be mitigated, etc.

This project involves fuels reduction by cutting, chipping, and removal of forest species (piñon, juniper, and ponderosa pine) on 25 acres on Contractor's property.

**Location:** Forested canyon with Aztec Springs Creek running through the center. The canyon is located north of Two Mile Reservoir, following Aztec Springs Creek from where it feeds into the reservoir. The treatment area is located 1 mile north of Twomile Reservoir.

Due to on-going drought conditions, public use, and the adjacent wildland urban interface, this area has been a concern for the possibility of wildfire in the dense over growth. Removal of excessive fuels from this area shall greatly reduce the possibility of a catastrophic wildfire in this area and enhance and help the recovery of both native plant species and wildlife to the area.

**II. PROJECT OBJECTIVES:** Identify activities to be conducted under the scope of this project.

This project's objective is to reduce the hazardous fuels levels occurring on the Contractor's property surrounding Aztec Springs. This project will focus on targeted removal of excess over story trees, such as piñon, juniper, and ponderosa pine. Ladder fuels shall be removed, continuity of vertical and horizontal fuels shall be reduced, and the canopy base height shall be raised. Clumps and stringers of ponderosa pine must have all encroaching trees removed to within 25 feet of the drip line of the trees. In places of ponderosa dominance, a basal area range of 50-80 ft<sup>2</sup>/ac is required, with a target basal area of 60 square feet per acre (ft<sup>2</sup>/ac). In areas of piñon-juniper dominance, the basal area range shall be between 30-60 ft<sup>2</sup>/ac, target 40 ft<sup>2</sup>/ac. The retained ratio of piñon and juniper shall mimic what naturally occurred.

Individual tree selection shall result in groups of residual trees interspersed by open areas.

Contractor's fuels and fire management hand crew shall use hand falling for tree removal. Contractor shall pile slash, and in some areas, lop and scatter in accordance with 19.20.4.9 NMAC. Slash piles shall be burned after project completion and when conditions warrant.

**III. CONTRIBUTORS:** List the private, local, tribal, state, or federal organizations that are contributing or participating in project implementation.

- Forestry Division – technical assistance.
- Santa Fe Fire Department – providing operators to complete thinning project.

**IV. BUDGET:**

**PROJECT REVENUE**

**NOTE: If you are requiring the Contractor to thin a mandatory number of acres in Sections I or II, make sure that the number of acres required multiplied by the highest thinning rate does not exceed the total amount available for Contractual Services for Thinning.**

Match is not required for projects funded with state funds; however EMNRD reserves the right to apply funding from this Work Plan as match for other federal funded programs. The Contractor must disclose if funds from this Work Plan will be used as match for other federal funds to prevent Contractor and the Forestry Division from claiming match on mutual or similar projects. When federal funds are used, Contractor shall provide NA% of match, unless the Forestry Division authorizes otherwise in writing. If the Forestry Division requires match for projects where federal funds are used, Contractor cannot use other federal funds for match. (See Exhibit 1, In-Kind Match or Landowner Reimbursement, for acceptable types of match.) Use extreme care in calculating the number of acres to be thinned. EMNRD can only reimburse for the amount specified in the rates for which EMNRD will reimburse per acre and the total amount reimbursed for this project cannot exceed the amount in the Grant Column for Contractual Services for Thinning.

CONTRIBUTORS	GRANT	CONTRACTOR	TOTAL
Dollars	\$52,875.00	\$	\$52,875.00
In-Kind Match	\$	\$	\$
Total	\$52,875.00	\$	\$52,875.00

**PROJECT COSTS**

CONTRIBUTORS	GRANT	CONTRACTOR	TOTAL
Administrative Costs not to exceed 5%, 10% or 15%)			
Contractual Services for Thinning*	\$52,875.00	Landowner labor: \$ Thinning Contractor payment: \$ Total: \$	\$52,875.00
Total	\$52,875.00	\$	\$52,875.00

*\* Contractual Services/Contractor column should be used only if the landowner is doing the work or the landowner is paying (hard dollar) a portion of the subcontractor's service. If the landowner is completing the work, indicate in the Contractor portion of the Contractual/Thinning Services section what amount is thinning Contractor payment and what amount is landowner labor.*

Total grant amount for the project awarded to the Contractor is \$52,875.00. Contractor shall use the funding for contractual services to implement hazardous fuel reduction practices on a minimum of 25 acres using the following breakdown:

**Hand thinning and piling treatments:**

25 acres x \$2,115.00 per acre (including New Mexico Gross Receipts Taxes) = \$52,875.00.

**V. PROJECT TIMELINE:** Provide a timeline for major milestones, accomplishments, and completion date for project activities. The Forestry Division may extend task due dates by written notice to the Contractor as long as the Forestry Division is satisfied that sufficient progress is being made. Any other changes shall require a written amendment to the work plan, approved by the Forestry Division Director or designee, following EMNRD contract review.  
**Project Completion Date: 04/15/2020.**

**Project Timeframe:**

<b>Month/Year</b>	<b><u>Major Task</u></b>
<u>Summer 2018</u>	Program Manager (Forestry Division) issues Contractor a Notice to Proceed.
<u>Summer 2018</u>	Forestry Division and Contractor meet for initial onsite briefing. Contractor begins thinning.
<u>Throughout Project</u> <u>Throughout Project</u>	Contractor continues thinning until the project acreage is completed. Forestry Division will conduct periodic inspections and the Contractor shall submit invoices to Forestry Division for reimbursement.
<u>April 2020</u>	Forestry Division and Contractor conduct final inspection prior to April 15, 2020.
<u>April 2020</u>	Contractor submits final written report to Forestry Division prior to April 15, 2020.

**VI. SITE SELECTION:** What are the overall project boundaries, how were they selected, when, and by whom? Within the project boundary, how will specific projects be prioritized?

The work involved in this proposal covers a large fuels treatment area to be installed in the Aztec Springs area. The project area is 25 acres of canyon surrounding Aztec Springs Creek. The project area is one mile north of Two-mile Reservoir. The acreage of the treatment will total 25 acres located 100 feet east from the center of Aztec Springs Creek and extending to the property boundary on the east and north. The Forestry Division will flag the southern border of the project prior to treatment.

**VII. ENVIRONMENTAL OR CULTURAL CLEARANCES:** Who will obtain any necessary environmental or cultural clearances for the project area and how will this be done?

Contractor shall assist the Forestry Division in obtaining any environmental or archeological information that the USFS may require pursuant to EMNRD's Cooperative Agreement with the USFS.

Contractor shall also ensure that landowners assist the Forestry Division in complying with the New Mexico Cultural Properties Act, NMSA, 1978, § 18-6-8.1 if there are any sites that are registered cultural properties and will be affected.

Contractor shall notify the Forestry Division prior to beginning treatment on selected property, so that the Forestry Division may verify through the Archeological Records Management Section (ARMS) if there are any sites that may require protection.

If the treatment may affect a registered cultural property, the Forestry Division shall afford the State Historic Preservation Officer a reasonable and timely opportunity in planning such undertaking as required by NMSA 1978, § 18-6-8.1.

**VIII. PROJECT PROCEDURES:** Identify the steps and activities to achieve the objectives. As an

example, the steps should include, at a minimum, the assessment of the property, landowner's submittal of request for assistance, field inspections and priority ranking, completion of work on property, and final inspection and payments and reimbursement steps.

- A. Contractor and Forestry Division staff prioritize project areas of concern.
- B. Contractor maps and marks trees within project area.
- C. Contractor completes required work elements.
- D. Forestry Division and Contractor conduct field inspections. Forestry Division approves project.
- E. Contractor submits reimbursements as needed.

**IX. LANDOWNER REQUEST FOR ASSISTANCE:** Contractor shall use the attached form Landowner Request for Assistance (Exhibit 2), to document a landowner's request for assistance from the Contractor. **(Mandatory: District must have documentation that landowner has requested assistance and must be attached)**

**Does not apply to this work plan.**

**X. LANDOWNER AGREEMENTS:** Contractor shall develop a landowner agreement that defines the relationship and responsibilities between Contractor and landowner during the project. The agreement should include a description of the property to be treated, landowner responsibilities, and permission to enter the property to conduct and inspect the project. This agreement shall be included in the project file and available to EMNRD for review.

**Does not apply to this work plan.**

**XI. LANDOWNER PRACTICE PLAN:** Contractor shall use the attached form Landowner Practice Plan (Exhibit 3), or a close proximity thereof, to document the landowner's objectives and responsibilities, the property condition, and recommended treatments. If the Contractor deviates from this form, it shall first get EMNRD's written approval. **(Mandatory: There must be documentation of proposed treatment.)**

**Does not apply to this work plan.**

**XII. PURCHASING METHODOLOGY FOR PROJECT:** This project shall follow all procedures outlined in the New Mexico State Procurement Code.

**XIII. PRIOR APPROVAL FOR ALL SUBCONTRACTS:** Contractor shall provide EMNRD all necessary information in a timely fashion for prior approval of all subcontracting to occur with this project.

**XIV. BILLING INSTRUCTIONS:** Contractor may invoice EMNRD for this project every three acres, or no more frequently than monthly. **Contractor shall not bill administrative costs for Contractual Services.**

**XV. PAYMENT TRACKING:** Contractor shall maintain a budget in a spreadsheet format and provide updated copies to EMNRD on a monthly basis. At a minimum, the spreadsheet shall list the following:

- Landowner name
- Date applied
- Date approved
- Grant funds obligated
- Notice to proceed date
- Work approved date
- Invoice date
- Amount paid
- In-kind
- Acres treated

**XVI. REPORTING:** Contractor shall submit progress reports to ENMRD with each billing. Progress reports shall include the number of acres thinned.

**XVII. CLOSE OUT:** Contractor shall submit a final project file package to ENMRD when all work is finished, all financial transactions are completed, and the Forestry Division accepts the work.

**XVIII. INSPECTIONS AND CERTIFICATION:** Contractor shall use the attached form Wildfire Mitigation Inspection (Exhibit 4) to document project completion. If the Contractor deviates from this form, it shall first get EMNRD's written approval of the changes. (**Mandatory:** Contractor shall use the attached form.)

**XIX. DOCUMENTATION OF MATCH:** If applicable, include a statement of how this will be performed. Contractor shall use the attached form Volunteer Sign-Up Sheet (Exhibit 5), or a close proximity thereof, to document in-kind contributions. The value of Volunteer time is **\$22.50 per hour**. (This value is established by Independent Sector, a nonpartisan leadership network for nonprofits, foundations, based on the average hourly earnings of all production and nonsupervisory workers on private nonfarm payrolls as determined by the U.S. Bureau of Labor Statistics. Independent Sector takes this figure and increases it by 12% to estimate for fringe benefits).

**Does not apply to this work plan.**

**XX. CERTIFICATE OF PAYMENT:** Contractor shall also use the attached form Certificate for Payment (Exhibit 6) when requesting reimbursement from EMNRD and shall include certified invoices and volunteer match forms. (**Mandatory:** Contractor shall use the attached form.)

**XXI. INVOICE PACKAGE:** Contractor must submit the following documentation with each invoice: invoices from subcontractors or landowners, inspection report, certificate of payment, documentation of match (see **Exhibit 1** for acceptable documentation), and a written narrative progress report (can be the narrative provided on the inspection report).

**XXII. SUBRECIPIENT INFORMATION AND REQUIREMENTS:**

City of Santa Fe, DUNS # 069420818, has been determined to be a subrecipient and is hereby notified of the identifying federal award information as follows:

Catalog of Federal Domestic Assistance (CFDA) Number: 10.664

CFDA Project Title: Cooperative Forestry Assistance  
Federal Awarding Agency: U.S. Department of Agriculture - Forest Service  
Pass-Through Entity: EMNRD - Forestry Division  
Federal Award Identification Number (17): DG# DG-11031600-058  
Federal Award Date: July 17, 2017  
Subaward Period of Performance: Begins on the date of the signed Notice to Proceed and expires on the Project Completion Date in Section V., Project Timeline.

Subrecipient's award is not for research and development.

Subrecipient shall comply with all applicable state and federal statutes and rules or regulations imposed as a consequence of funding pursuant to this Agreement.

Suprecipient shall permit the Forestry Division, U.S. Forest Service, and auditors to have access to the records and financial statements as necessary for the Forestry Division to comply with OMB Circular A-133, Subpart D (d) (7).

If any part of this Agreement is federally-funded in an amount equal to or greater than \$25,000, to an entity determined to be a subrecipient, EMNRD-Forestry Division will disclose subaward information pursuant to the Federal Funding Accountability and Transparency Act (FFATA) using FFATA Subaward Reporting System (FSRS). The FFATA or Transparency Act-P.L. 109-282, as amended by section 6202(a) of P.L. 110-252 requires the Office of Management and Budget (OMB) to maintain a single, searchable website that contains information on all federal spending awards. The site is [www.USAspending.gov](http://www.USAspending.gov).

A subrecipient that expends \$750,000 or more of federal awards (in the aggregate from any source) in a fiscal year is required to obtain an annual audit in accordance with 2 C.F.R. Part 200, Audit Requirements §200.501 through §200.512 and Appendix XI to Part 200 - Compliance Supplement. A subrecipient that does not meet the \$750,000 audit threshold (Tier 7), must complete the Certification (Tiers 1 or 2) or Agreed Upon Procedures (Tiers 3 - 6) in accordance with the Audit Act, NMSA 1978, §§ 12-6-1 through 12-6-14. Compliance with state audit requirements requires one of the above mentioned tiers to be on file with the New Mexico Office of the State Auditor (OSA).

A subrecipient that qualifies for Tiers 1 or 2 must submit a copy of the certification electronically to the Forestry Division federal grant coordinator or designee annually. The Forestry Division will download Tiers 3-7 requirements directly from the OSA website for review annually. Please note: If a subrecipient has a Single Audit (Tier 7) conducted, please ensure the Forestry Division is identified as the pass-through entity and the subaward number assigned is listed on the subrecipient's Schedule of Expenditures of Federal Awards report as the pass-through entity. Non-compliance with the Single Audit Act or the State Audit Act, as cited above, may result in a loss of federal funds awarded to the subrecipient.

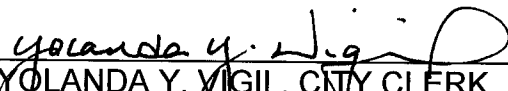
Subrecipient is subject to the terms and conditions herein, except with respect to the OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements under 2 C.F.R. Part 200, Subparts A – F. The terms and conditions of federal awards flow down to subawards and subrecipients unless a particular section of 2 C.F.R. Part 200, Subparts A – F, or the terms and conditions of the federal award specifically indicate otherwise.

CITY OF SANTA FE

  
ALAN WEBBER, MAYOR

DATE: 7/5/18

ATTEST:

  
YOLANDA Y. VIGIL, CITY CLERK  
cc mtg. 6/21/18

APPROVED AS TO FORM:

  
CITY ATTORNEY 5/9

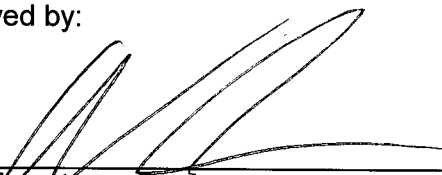
APPROVED:

  
FINANCE DIRECTOR 7-3-18

Business Unit/Line Item: 22232/500110

EMNRD FORESTRY DIVISION

Approved by:

  
State Forester or Designee 7-11-18  
Date



## Exhibit 1

***Not applicable to this work plan.***

### In-kind match or landowner reimbursement

#### Exhibit A – Costs that can be used as in-kind match or landowner reimbursement

Federal grant funds are governed by the cost principles of the Office of Management and Budget (OMB). Allowable costs are those costs identified in the relevant OMB circulars and in the grant program's authorizing legislation. To be allowable under Federal awards, costs must be reasonable, allocable, and necessary to the project, and they must also comply with the funding statute requirements.

Category	Documentation Required
<b>Salaries and Wages</b>	
Volunteer Time - landowner Rate includes 10% for benefits.	Volunteer Sign-up sheet or a close proximity thereof.
<b>Equipment &amp; Maintenance</b>	
Dozer	Equipment Shift ticket or similar
Tractor/loader	Equipment Shift ticket or similar
Trailer	Equipment Shift ticket or similar
4-wheeler	Equipment Shift ticket or similar
Chipper	Equipment Shift ticket or similar
Skidder	Equipment Shift ticket or similar
Masticator	Equipment Shift ticket or similar
Feller Buncher	Equipment Shift ticket or similar
Personal Chainsaw	Equipment Shift ticket or similar
Fuel tank rental	Charged at their actual costs, receipts must be provided
Oil changes and filters	Charged at their actual costs, receipts must be provided
<b>Supplies</b>	
Chainsaw Fuel	Receipt for the fuel charges, and hours that chainsaw was used
Herbicide	Charged at their actual costs, receipts must be provided
Sprayers	Charged at their actual costs, receipts must be provided
Chainsaw parts	Charged at their actual costs, receipts must be provided
Field supplies	Charged at their actual costs, receipts must be provided
<b>Consulting/Contractual</b>	
Aerial Application	Charged at their actual costs, receipts, invoices or accounting entries must be provided
Mapping	Charged at their actual costs, receipts, invoices or accounting entries must be provided
<b>Vehicle Costs</b>	
Mileage	Can charge the current State's mileage reimbursement amount
<b>Advertising</b>	
Notices/Legals	Charged at their actual costs, receipts must be provided

**Exhibit 2**

***Not applicable to this work plan.***

**LANDOWNER REQUEST FOR ASSISTANCE**

Project Title: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Legal Description: T \_\_\_\_\_ R \_\_\_\_\_ SEC \_\_\_\_\_

Geographic Location (subdivision): \_\_\_\_\_

\_\_\_\_\_

Property Owner: YES \_\_\_ NO \_\_\_ Proof of Insurance: YES \_\_\_ NO \_\_\_

Total Acres: \_\_\_\_\_

Interested in Thinning \_\_\_ Defensible Space \_\_\_

FOREST TYPE: Piñon/Juniper \_\_\_\_\_  
Ponderosa Pine \_\_\_\_\_  
Mixed Conifer \_\_\_\_\_

Prior Activity (*Please describe any forestry, erosion control, or wildlife enhancements performed in the last five years*): \_\_\_\_\_

\_\_\_\_\_

I understand that the defensible space and fuel reduction work will need to be maintained and agree to complete the maintenance work as long as I own this land.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

OFFICE USE: Approved \_\_\_\_\_ For \_\_\_\_\_

\_\_\_\_\_ Rejected \_\_\_\_\_ Reason \_\_\_\_\_

Priority \_\_\_\_\_ Contractor \_\_\_\_\_

**Exhibit 3**

***Not applicable to this work plan.***

**LANDOWNER PRACTICE PLAN**

PROJECT TITLE : \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ e-mail: \_\_\_\_\_

LEGAL DESCRIPTION: T \_\_\_\_\_ R \_\_\_\_\_ SEC \_\_\_\_\_ COUNTY: \_\_\_\_\_

GEOGRAPHIC LOCATION: (subdivision) \_\_\_\_\_

TOTAL ACRES: \_\_\_\_\_ INSURANCE CO./POLICY #: \_\_\_\_\_

.....  
**LANDOWNER SHORT TERM OBJECTIVES: (CHECK ALL THAT APPLY)**

- \_\_\_\_\_ To create defensible space and reduce the wildfire hazard in a highly vulnerable Wildland/Urban Interface or Hazardous Fuels Reduction area.
- \_\_\_\_\_ To thin \_\_\_\_\_ acres of forested land to improve overall forest health and control disease and insect pests.
- \_\_\_\_\_ To increase the vigor and growth rate of residual trees while removing excess, poor quality, dead, and dying trees.
- \_\_\_\_\_ To improve the diversity of grasses, forbs, and wildflowers for wildlife forage production in the treated area.
- \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....  
**LANDOWNER LONG TERM OBJECTIVES: (CHECK ALL THAT APPLY)**

- \_\_\_\_\_ To reduce the long-term wildfire hazard on the property in the wildland/urban interface or hazardous fuels reduction area.
- \_\_\_\_\_ To improve and maintain the overall health and vigor of the forest by periodic thinning of overstocked stands.
- \_\_\_\_\_ To improve the productivity and health of the watershed.
- \_\_\_\_\_ To protect and improve wildlife habitat, and enhance the aesthetic value of the forest.
- \_\_\_\_\_ To serve as an example to other residents of how active forest management can improve property values.
- \_\_\_\_\_ Other \_\_\_\_\_

TREATMENT PLAN: (Narrative)

DEFENSIBLE SPACE:

THINNING:

\*\*\*\*\*  
LANDOWNER RESPONSIBILITIES: (Define or describe landowner responsibilities. Examples for defensible space might include moving woodpile, raking needles and litter around structures, cleaning brush/debris around LP tank, installing spark arrestors on chimneys (required), etc. Examples for WUI or Hazardous Reduction thinning might include maintaining fences, maintaining access (roads), re-seeding where applicable, controlling erosion, maintaining defensible space and fuel loading with periodic cutting, clearing, etc.)

SITE DESCRIPTION

TREATED ACREAGE:

FOREST TYPE:

AVERAGE SLOPE CLASS:

Def. Space: \_\_\_\_\_

Thinning: \_\_\_\_\_

Aspect: \_\_\_\_\_

\_\_\_\_\_ Piñon/Juniper

\_\_\_\_\_ Ponderosa Pine

\_\_\_\_\_ Mixed Conifer

\_\_\_\_\_ Other

\_\_\_\_\_ Less than 10%

\_\_\_\_\_ 10-20%

\_\_\_\_\_ 20-30%

\_\_\_\_\_ Greater than 30%

BASAL AREA:

Before Treatment: \_\_\_\_\_ Sq. Ft./Acre

After Treatment: \_\_\_\_\_ Sq. Ft./Acre

Method of Slash Disposal: \_\_\_\_\_

Treatments Completed: \_\_\_\_\_

Estimated # of trees per acre

Removed: \_\_\_\_\_

DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CERTIFIED BY: \_\_\_\_\_



**Exhibit 4**  
**PROJECT INSPECTION FORM**

**Landowner Information (please print)**

Landowner's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Latitude \_\_\_\_\_ Longitude \_\_\_\_\_  
Inspector name: \_\_\_\_\_

**Completed Wildfire Mitigation Activities** (Attach Completed Landowner Request for Assistance Form.)

Basal Area Check (if applicable): \_\_\_\_\_

GPS confirmation of completed acres (Must provide spatial data to the Division): \_\_\_\_\_

1. (Treatment Type, Defensible Space, Heavy Thin, Riparian, etc.) \_\_\_\_\_

**Acres treated @ rate:** \_\_\_\_\_

Inspection and treatment narrative (required): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Authorized representative

EMNRD Forestry Division Review (if applicable):

\_\_\_\_\_ Date \_\_\_\_\_

**Exhibit 5**

***Not applicable to this work plan.***

**VOLUNTEER SIGN-UP SHEET**

PROJECT TITLE: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Volunteers: \_\_\_\_\_ Hours: \_\_\_\_\_ Signature: \_\_\_\_\_

Time: \_\_\_\_\_

Staff Present: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT DATE: \_\_\_\_\_

1. A. SITE LOCATION: \_\_\_\_\_

B. SITE COUNTY: \_\_\_\_\_

2. TYPE OF PROJECT:

☐ Thinning

☐ Chipping

☐ Lumber

3. CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

Address: \_\_\_\_\_

4. COOPERATING ORGANIZATIONS: \_\_\_\_\_

5. AGENCY PERSONNEL: \_\_\_\_\_

6. VOLUNTEERS: # Vol. \_\_\_\_\_ X Hours \_\_\_\_\_ X \$ \_\_\_\_\_ \* = \$ \_\_\_\_\_

7. TECHNICAL SUPPORT: Hours \_\_\_\_\_ X \$ \_\_\_\_\_ \* = \$ \_\_\_\_\_

8. COST: \_\_\_\_\_ No. \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ No. \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ No. \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_

9. COMMENTS:

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Rate set annually by EMNRD Forestry Division.

PROJECT TITLE: \_\_\_\_\_

*VOLUNTEER TIME SHEET*

DATE: \_\_\_\_\_

NAME OF PERSON/GROUP: \_\_\_\_\_

NO. OF VOLUNTEERS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NO. OF HOURS WORKED: \_\_\_\_\_

TYPE OF PROJECT: \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_



**Exhibit 6**

**[INSERT VENDOR REMIT TO NAME/ADDRESS]  
CERTIFICATE FOR PAYMENT**

**Project Title:** \_\_\_\_\_  
**Project Number:** \_\_\_\_-\_\_\_\_-\_\_\_\_  
**[Remit to address]**

**Contract No.:** \_\_\_\_\_ **Billing No.:** \_\_\_\_\_ **Billing Date** \_\_\_\_\_ **Terminate:** \_\_\_\_\_

**Accomplishment:** \_\_\_\_\_ **No. Acres:** \_\_\_\_\_ **No. Projects:** \_\_\_\_\_

**Billing represents work completed beginning (date)** \_\_\_\_\_ **through (date):** \_\_\_\_\_

ITEM	MATERIAL OR WORK PERFORMED	GRANT AMOUNT	\$ DUE THIS BILLING	PREVIOUS BILLINGS	BALANCE REMAINING
1	Contractual Services				
2					
3					
4					
	Subtotal				
	TOTAL CONTRACT				

**CERTIFICATION**

*I hereby certify that the work described herein has been performed and that no previous payment for the Total Amount Due this Statement, as shown above, has been received.*

**By:** \_\_\_\_\_  
EMNRD Forestry Division Project Manager

**By:** \_\_\_\_\_  
Authorized Project Representative

**Date:**

**Date:**