



**ACTION SHEET**  
**CITY COUNCIL COMMITTEE MEETING OF 06/25/14**  
**ITEM FROM FINANCE COMMITTEE MEETING OF 06/16/14**

**ISSUE:**

28. Request for Approval of Grant Award and Agreement – Wildland/Urban Interface and Hazardous Fuels Reduction/Aztec Springs Fuel Reduction Project; New Mexico Energy, Minerals and Natural Resources Department, Forestry Division. (Greg Gallegos)

**FINANCE COMMITTEE ACTION: APPROVED AS CONSENT ITEM**

Requested approval of grant award and agreement for Wildland/Urban Interface and hazardous Fuels Reduction/Aztec Springs Fuel Reduction Project with New Mexico Energy, Minerals and Natural Resources Department, Forestry Division in the amount of \$68,250. Budget is available in grant fund.

**SPECIAL CONDITIONS OR AMENDMENTS**

**STAFF FOLLOW-UP:**

<b>VOTE</b>	<b>FOR</b>	<b>AGAINST</b>	<b>ABSTAIN</b>
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17/14/FCIssue

# City of Santa Fe, New Mexico

## memo

**DATE:** May 12, 2014

**TO:** Public Safety Committee Members  
Finance Committee Members  
City Council Members

**FROM:** Greg Gallegos, Wildland Superintendent

**SUBJECT:** Approval of Energy Minerals and Natural Resources Department (EMNRD) Contract No. 11-521-2301-0051

**VIA:** Erik Litzenberg, Fire Chief

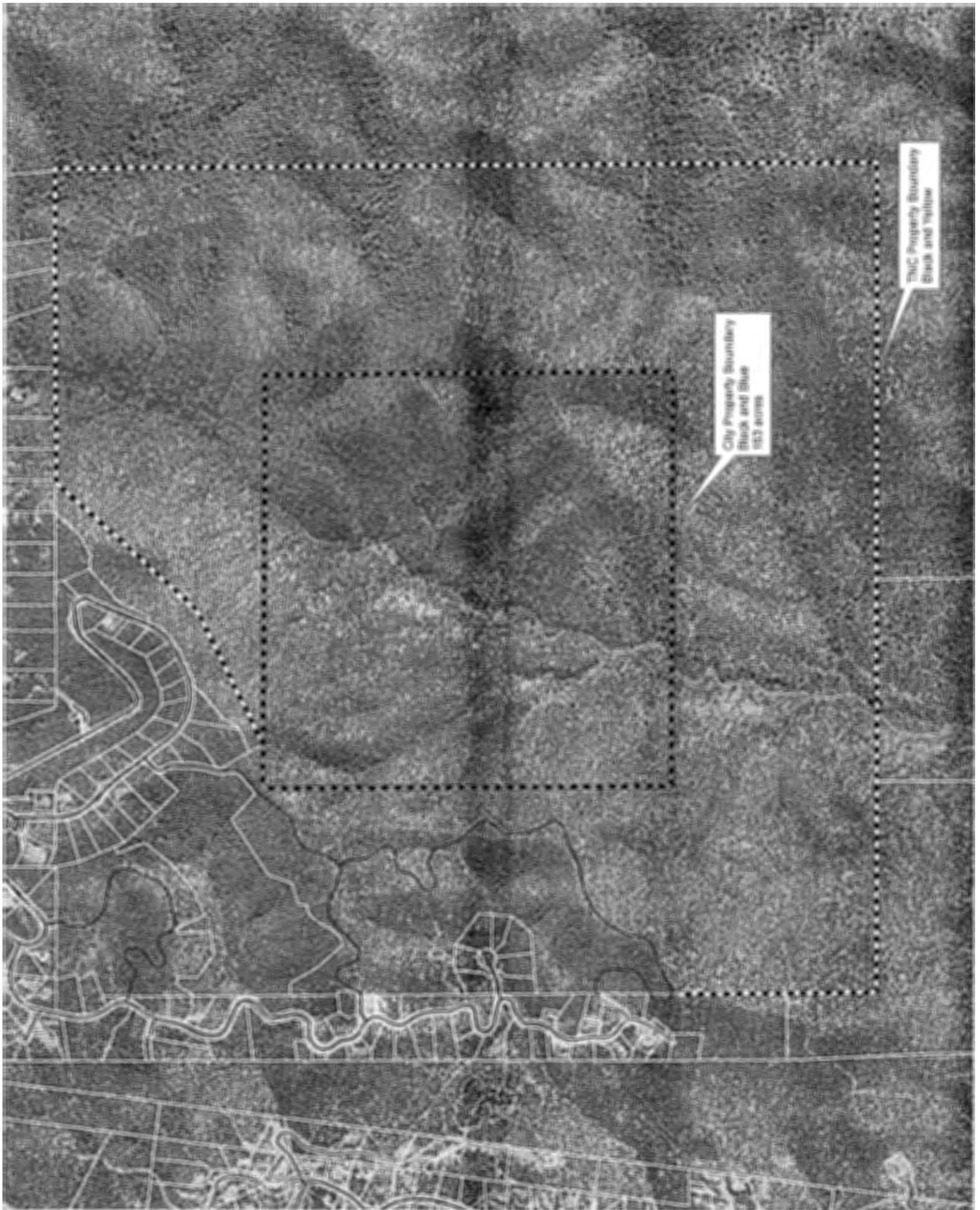
The City of Santa Fe Fire Department was awarded a hazardous fuel reduction thinning contract from ENMRD to conduct fuels reduction on 30 acres of City property located in a forested canyon with Aztec Springs Creek running through the center. The canyon is located north of Two Mile Reservoir, following Aztec Springs Creek from where it feeds into the reservoir. The total amount of the contract is \$68,250 and will be used to fund the Fire Department wildland handcrew to conduct the fuels reduction at no additional cost required from the City.

**Attachments:**

Map location of thinning project in Aztec Springs.

**Action:**

It is requested that EMNRD Contract # 11-521-2301-0051 in the total amount of \$68,250 be approved by City Council and used to fund the Fire Department wildland handcrew to conduct the fuel reduction on 30 acres of City property located in the Aztec Springs Drainage.



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

**Grant Programs Project Work Plan for:**

**City of Santa Fe (Contractor)**

**Project Number: 14-06-1207**

**Project I.D. Funding: 2013 Severance Tax Project (A131418)**

**Contractor Type: N/A**

**Forestry Division Project Manager: George Smithson**

Project Title: **Aztec Springs Fuels Reduction Project**

Project Coordinator: **Greg Gallegos, Santa Fe FD Wildland Superintendent**

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

**Santa Fe, NM 87504**

Telephone Number: **505 955-3120** email: **gdgallegos@santafenm.gov**

**NOTE: All projects shall comply with 19.20.4.9 NMAC.**

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 30 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 3.4 miles east-northeast

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 will 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 will be removed, continuity of vertical and horizontal fuels will be reduced, and the canopy base height will be raised. Clumps and stringers of ponderosa pine should 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 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 will use hand falling for tree removal. Contractor will pile slash in accordance with 19.20.4.9 NMAC. Slash piles will be burned within one calendar year of completion of thinning activities.

**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 project.

**IV. BUDGET:**

**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.**

**PROJECT REVENUE**

Unless the Forestry Division authorizes otherwise, in writing, Contractor is not required to provide non-federal match, either cash or in-kind services, as specified below in the "Contractor" column. (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	\$68,250.00	\$	\$68,250.00
In-Kind Match	\$		
Total	\$68,250.00		\$68,250.00

**PROJECT COSTS**

CONTRIBUTORS	GRANT	CONTRACTOR	TOTAL
Administrative Costs	\$0		\$0
Contractual Services for Thinning*	\$68,250.00	Landowner labor: \$ Thinning contractor payment: \$ Total:	\$68,250.00
Total	\$68,250.00	\$	\$68,250.00

\* 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 \$68,250.00. Contractor shall use the funding for contractual services to implement hazardous fuel reduction practices on a minimum of 30 acres using the following breakdown.

**Hand thinning and piling treatments:**

30 acres x \$2,275.00 per acre (including New Mexico Gross Receipts Taxes) = \$68,250.00

**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.  
**Proposed Project Completion Date: June 30, 2017.**

**Anticipated timeframe for project is as follows:**

Month/Year	Major Task
Spring 2014	Program Manager (Forestry Division) issues Contractor a Notice to Proceed.
Spring 2014	Forestry Division and Contractor meet for initial on site briefing. Contractor begins thinning.
Throughout project	Contractor continues thinning until the project acreage is completed. Forestry Division continues oversight of project priorities, documentation

of daily treatments, and production rates.

- Throughout project Contractor submits invoices to Forestry Division for reimbursement.
- June 30, 2017 Forestry Division and Contractor conduct final project inspections.
- June 30, 2017 Contractor submits final invoice.

**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 160 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 30 acres. From the center of Aztec Springs Creek, a 100-foot buffer shall be marked and thinned on both sides of the canyon (totaling 15 acres). In addition to this area, an additional 15 acres will be thinned in the canyon, to meet fuels reduction objectives.

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

The Contractor shall 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.

The 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. Forestry Division and Contractor agree upon procedures for successful project completion.
- C. Forestry Division conducts field inspections at least three times a month while thinning is ongoing.
- D. Forestry Division and Contractor complete project reports and financial documentation 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:

- 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 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 **\$21.60 per hour** (based on the Bureau of Labor Statistics).

**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 6 for acceptable documentation), and a written narrative progress report (can be the narrative provided on the inspection report).

**Does not apply to this workplan.**

**XXII. SUBRECIPIENTS REQUIREMENTS: Does not apply to this work plan.** Contractor has been determined to be a sub recipient and is therefore notified that the following federal regulations are applicable to funding CFDA (enter title and number, award name and number, and award year.) Contractor shall comply with all applicable state and federal statutes and rules or regulations imposed as a consequence of funding pursuant to this agreement. Contractor shall permit the Forestry Division, U.S. Forest Service and auditors to have access to the records and financial statements as necessary for Forestry Division to comply with this part.

If any part of this Agreement is funded pursuant to federal funds that is equal to or greater than \$25,000, Contractor agrees to abide by the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA), as amended. Information from these reports will be made available to the public. Receipt of funds pursuant to FFATA is expressly contingent upon Contractor's agreement that it shall fully comply with the reporting requirements specified by the Act. Contractor shall provide information required by the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282) (FFATA), as that law may be amended or renumbered when registering for a DUNS number.

If Contractor receives more than \$500,000 in federal funds in the aggregate from any source in a fiscal year, Contractor's financial records involving services and procurement under this Agreement shall be audited annually pursuant to all federal, state and local government audit requirements and 2 C.F.R. Part 225 and the federal OMB Circular A-133, as prescribed by the Single Audit Act of 1984, or any subsequent OMB Circular. Contractor shall provide EMNRD

with a copy of the independent financial audit, either in hard copy format or on disk, no more than 45 days after the audit's completion for each fiscal year this Agreement is in effect.

Contractor is subject to the terms and conditions herein, except with respect to the Contractor's OMB Uniform Administrative Requirements and Cost Principles. The Contractor is subject to the following:

SUBGRANTEE TYPE	APPLICABLE ADMINISTRATIVE REQUIREMENTS AND COST PRINCIPLES	
	ADMINISTRATIVE REQUIREMENTS	COST PRINCIPLES
NON-PROFITS	2 C.F.R. 215	A-122
LOCAL AND TRIBAL GOVERNMENTS (WHEN RECIPIENT IS A STATE)	STATE & FEDERAL LAWS, REGULATIONS	A-87
LOCAL AND TRIBAL GOVERNMENTS (WHEN RECIPIENT IS A NON-STATE)	A-102	A-87
STATE AGENCIES	STATE & FEDERAL LAWS, REGULATIONS	A-87
UNIVERSITIES	2 C.F.R. 215	A-21
PROFIT-MAKERS	2 C.F.R. 215	FAR 31.2

**CITY OF SANTA FE**

JAVIER M. GONZALES, MAYOR  
 Authorized Representative (Please print name)

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

ATTEST:

\_\_\_\_\_  
 YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

KELLEY A. BRENNAN, INTERIM CITY ATTORNEY *6/12/14*

APPROVED:

\_\_\_\_\_  
 MARCOS A. TAPIA, FINANCE DIRECTOR

**EMNRD FORESTRY DIVISION**

Approved by:

\_\_\_\_\_  
State Forester or Designee Date

**For EMNRD – Forestry Division Use Only:**

Program: \_\_\_\_\_

Responsibility Center: \_\_\_\_\_

Line Item: \_\_\_\_\_

FY: \_\_\_\_\_

Federal Grant Expiration Date: \_\_\_\_\_

**Exhibit 1**  
*Does not apply 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**  
*Does not apply 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**  
***Does not apply 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: \_\_\_\_\_

\_\_\_ Piñon/Juniper

\_\_\_ Less than 10%

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

\_\_\_ Ponderosa Pine

\_\_\_ 10-20%

\_\_\_ Mixed Conifer

\_\_\_ 20-30%

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

\_\_\_ Other

\_\_\_ Greater than 30%

BASAL AREA:

Before Treatment: \_\_\_\_\_

Sq. Ft./Acre

Estimated # of trees per acre

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

After Treatment: \_\_\_\_\_

Sq. Ft./Acre

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

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

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**  
**Does not apply to this workplan.**  
**VOLUNTEER SIGN-UP SHEET**

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

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

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

<b>FOR OFFICE USE ONLY:</b>	
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**

**City of Santa Fe**  
**P.O. Box 909, 200 Lincoln Ave. Santa Fe, NM 87504**  
**CERTIFICATE FOR PAYMENT**  
**Project Title: Aztec Springs Fuels Reduction**  
**Project Number: 14-06-1207**  
**[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	\$68,250.00			
2					
3					
4					
	Subtotal	\$68,250.00			
	<b>TOTAL CONTRACT</b>	<b>\$68,250.00</b>			

**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: \_\_\_\_\_





**City of Santa Fe  
Summary of Contracts, Agreements, & Amendments**

5 **Procurement Method of Original Contract:** (complete one of the lines)

RFP  RFQ  Sole Source  Other

6 **Procurement History:** \_\_\_\_\_  
example: (First year of 4 year contract)

7 **Funding Source:** 2232.21232.490200 **BU/Line Item:** 22232.530200

8 **Any out-of-the ordinary or unusual issues or concerns:** \_\_\_\_\_  
(Memo may be attached to explain detail.)

9 **Staff Contact who completed this form:** \_\_\_\_\_ Phone # \_\_\_\_\_

**Division Contract Administrator:** Greg Gallegos

**Division Director:** Fire Chief Erik Litzenberg

**Department Director:** \_\_\_\_\_

10 **Certificate of Insurance attached.** (if original Contract)

11 **Description of your efforts to reduce the cost of the contract including information on efforts to obtain other quotes for the contracted activity:** \_\_\_\_\_  
\_\_\_\_\_

12 **Prior year's contract amount?:** \_\_\_\_\_

13 **Describe service impact from an ongoing commitment to the contractor:** \_\_\_\_\_  
\_\_\_\_\_

14 **Why staff cannot perform the work?:** \_\_\_\_\_

15 **If extending contract, why?:** \_\_\_\_\_  
\_\_\_\_\_

16 **Was a Santa Fe company awarded contract? If not, why?:** \_\_\_\_\_  
\_\_\_\_\_

17 **Is this for City Manager or Council approval?:** \_\_\_\_\_

**To be recorded by City Clerk:**

Contract # \_\_\_\_\_

Date of contract Executed (i.e., signed by all parties): \_\_\_\_\_

Note: If further information needs to be included, attach a separate memo.