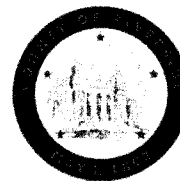


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM**  
3.10  
(ID # 5513)

**MEETING DATE:**

Tuesday, October 24, 2017

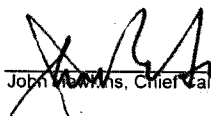
**FROM :** FIRE DEPARTMENT:

**SUBJECT:** FIRE: The Acceptance of FY 2015 California Fire Safe Council (CFSC) Grant and Approval of Budget Adjustment; [All District] [\$184,153 total cost] 100% Federal Funds; 4/5 Vote Required

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Accept the FY 2015 CFSC award in the amount of \$184,153 from the California Fire Safe Council (CFSC); awarded to the Riverside County Fire Department with an in-kind match of \$57,914;
2. Authorize the Fire Chief or his designee to sign and administer all actions necessary and to sign any related grant documents; and,
3. Approve and Direct the Auditor-Controller to adjust appropriations and estimated revenue as outlined in Attachment A for the Fire Department for FY 17/18.

**ACTION:** 4/5 Vote Required

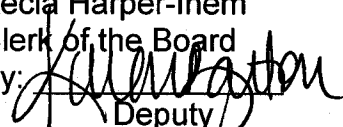
  
John Williams, Chief of Fire Riverside County 10/17/2017

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

**Ayes:** Jeffries, Tavaglione, Washington, Perez and Ashley  
**Nays:** None  
**Absent:** None  
**Date:** October 24, 2017  
**xc:** Fire, Auditor

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 184,153	\$ 0	\$ 184,153	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
				<b>Budget Adjustment: Yes</b>
				<b>For Fiscal Year: 17/18</b>

**C.E.O. RECOMMENDATION:** [CEO use]

**BACKGROUND:**

**Summary**

California Fire Safe Council (CFSC), a statewide non-profit organization, receives federal grants from agencies like the U.S. Forest Service, Bureau of Land Management, and National Park Service. These funds provide grant monies to local Fire Safe Councils and other community organizations in California using CFSC's innovative online Grants Clearinghouse. The Clearinghouse enhances existing relationships between communities and state and federal agencies, and helps create new relationships by expanding funding opportunities for eligible organizations and agencies.

This special grant program is for fire protection planning and education in Riverside and San Bernardino counties. Funding may be used for projects such as mapping (GIS), community or forest risk assessments and action plans, defensible space assessments, evacuation planning, gold Spotted Oak Borer or Bark Beetle tree mortality planning and public education, and other related projects. The Fire Department was awarded funding for Fire Management Mapping and Survey of Non-native Insects Causing Emerging Tree Death. The goal for the Fire Management Mapping component is to enhance interoperability during large fires by creating printed maps that can be used by cooperating agencies from initial attack to incident escalation to suppression repair. The purpose of the surveying component is to identify and map the effects that non-native insects are having on native landscapes of Riverside County.

The grant funding will be used to hire temporary personnel to conduct the surveying activities, maintain administrative functions related to the grant activities, program related mileage, and contractor costs for map printing. The match portion from the county will create fifty (50) maps, provide grant oversight, and other administrative functions related to the grant activities.

In compliance with Board of Supervisors Policy A-30 (Coordination of Grants), County Executive Office granted the Fire Department authorization on January 30, 2017 to proceed with the pre-application and the obligated County funds are specifically budgeted in the current fiscal year. In addition, this grant pertains to the function of the Fire Department.

A budget adjustment is attached for approval (Schedule A) for the grant funding only. The cash match is already budgeted for FY 17/18.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

**Impact on Residents and Businesses**

These funds are dedicated to protecting the health and safety of the public and firefighting personnel against fire and fire related hazards in the unincorporated area. The mapping and surveying projects will identify risk hazards and increase effectiveness of initial attack response by Fire Department personnel.

**Additional Fiscal Information**

The Fire Department will provide the in-kind match requirement (\$57,914) in the form of personnel hours by existing staff and will be covered by County General Fund already budgeted in FY 17/18.

**Contract History and Price Reasonableness**

This is the first grant award from CSFA to the Fire Department.

**ATTACHMENT A. BUDGET ADJUSTMENT**

**BUDGET ADJUSTMENT**

**Increase Appropriations**

10000-2700200000-527780	Special Program Expense	\$184,153
	Total	\$184,153

**Increase Estimated Revenue:**

10000-2700200000-767220	Fed-Other Operating Grants	\$184,153
	Total	\$184,153

  
\_\_\_\_\_  
Mistry Wang 10/17/2017



Close Window

**Riverside County Fire Department  
Fire Management Mapping and Survey of Non-native Insects Causing Emerging Tree Death  
\$ 184,153.00**

**SubAward Letter**

September 1, 2017

Jeremy Murphy  
Riverside County Fire Department  
210 W. San Jacinto Ave.  
Perris, CA 92570

Dear Jeremy Murphy

Congratulations! California Fire Safe Council ("CFSC") is excited to provide funding for Riverside County Fire Department ("Subrecipient") "Fire Management Mapping and Survey of Non-native Insects Causing Emerging Tree Death" project. The project being funded is as described in the Subrecipient's original application for funding. This Subaward agreement and its attachments outline the grant procedures and requirements. This State Fire Assistance (SFA) grant is made possible by federal financial assistance provided to the CFSC from the United States Department of Agriculture Forest Service ("USFS"). We appreciate your work in making California's residents and communities safe from wildfire.

The assigned number for this subgrant is 15 SBR 69469. Please use this number when contacting CFSC about the subgrant. Funding provided for this project is \$184,153, and the non-federal match that Subrecipient has agreed to provide is \$57,914.

The approved subaward period is effective September 1, 2017 through TBD. Subrecipient shall not receive funding for portions of the project completed before the start date or after the completion date of the project.

The project is funded via the Cooperative Forestry Assistance Program, CFDA # 10.664, under the authority of the Cooperative Forestry Assistance Act of 1978, PL 95-313, 92 Stat 365, 16 U.S.C. 2101-2114, as amended.

**Definitions**

CFR – Code of Federal Regulations <http://www.gpoaccess.gov/cfr/index.html>

OMB – Office of Management and Budget [http://www.whitehouse.gov/omb/circulars\\_default/](http://www.whitehouse.gov/omb/circulars_default/)

Recipient – An organization receiving financial assistance directly from federal awarding agencies to carry out a project or program. The CFSC is the Recipient.

Subaward – An award of financial assistance made under an award by a Recipient to an eligible Subrecipient. A Subaward is the award of funding for this project.

Subrecipient – The legal entity to which a Subaward is made and which is accountable to the Recipient for the use of funds provided. The County of Humboldt is the Subrecipient.

A. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

This is a subaward of Federal financial assistance. Subrecipient and this Subaward are subject to the OMB guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400; and those provisions are incorporated herein by reference.

Electronic copies of the CFRs can be obtained at: <http://ecfr.gpo.gov>. If you are unable to retrieve these regulations electronically, please contact your assigned CFSC Grant Specialist at the office listed below.

#### 1. Audit Requirements

If Subrecipient expends \$750,000 or more in federal funds from all sources during Subrecipient's fiscal year, Subrecipient is required to have a single or program-specific audit conducted for that year in accordance with the provisions of subpart F of 2 CFR Part 200.

#### 2. Written Policies

Subrecipient must have approved, written policies that include procedures demonstrating its understanding, knowledge and adherence to all federal regulations required for compliance to the terms of this Subaward agreement. Such written policies include:

- a) Accounting and Financial Management
- b) Purchasing and Procurement
- c) Personnel, if Subrecipient has employees
- d) Property Management
- e) Travel
- f) Conflict of Interest

During the pre-award phase, Subrecipient submitted a self-certification statement that it has approved written policies and procedures that comply with 2 CFR Part 200 and that it will adhere to the terms of its approved policies in performing activities under this subaward.

Subrecipient shall grant access to these written policies to CFSC upon request. Should CFSC find that the written policies fail to adhere to all appropriate and current federal regulations, grant funds will be denied until written policies are updated appropriately.

#### B. Environmental Compliance Requirements

The normal Environmental Compliance Requirements have been removed from this award letter because your approved grant project addresses only planning and/or mapping activities. It would seem that those activities most likely would not, of themselves, have environmental impacts. If you do anticipate any such exposures please call and discuss with your assigned Grant Specialist.

#### C. Subaward Provisions

Subrecipient agrees to comply with all applicable federal, state and local laws, regulations and policies governing the funds provided under this agreement. Any failure to comply with the provisions of this Subaward, including the provisions of the 2016 Grant Award Handbook ("Handbook") and the other Attachments listed in Section J. below will result in the denial of grant funds and possible termination of this Subaward.

##### 1. Grant Award Workshop

Subrecipient shall send at least one representative to attend the 2017 Grant Award Workshop which is mandatory for all Subrecipients. The workshop will cover the requirements, expectations and procedures pertaining to this subaward. At the workshop, Subrecipient will receive the 2017 Grant Award Handbook which details the pertinent information and requirements for managing this subaward.

##### 2. Insurance

Subrecipient is responsible for all grant funds received through CFSC and for all assets purchased with grant funds. This responsibility extends to any loss of grant funds attributable to fraud and/or misappropriation by third persons and to any expenditure not allowed by this agreement. Should any loss of grant funds or improper expenditure of grant funds occur, Subrecipient will be required to reimburse CFSC for those amounts.

In accordance with 2 CFR 200.310, Subrecipient must carry insurance coverage sufficient to protect all grant funds and other agreement assets from loss due to theft, misuse, fraud and/or negligence. Types of insurance may include, but are not limited to: general liability, errors and omissions, directors and officers, and a fidelity bond.

Subrecipient shall provide proof of appropriate insurance to CFSC prior to engaging in activities for which funding is provided by CFSC. If funds provided as part of this award are used to purchase insurance, Subrecipient shall provide proof of insurance to CFSC within 30 days of obtaining a policy. Subrecipient is responsible for sending all current insurance certificates of coverage upon annual renewal of coverage. Failure to maintain current coverage or provide the annual copy CFSC will cause denial of payment under this Subaward.

Subrecipient shall provide workers compensation insurance for all employees involved in the performance of this agreement. Workers compensation insurance for volunteers is strongly encouraged.

Contractors working on the project must carry their own insurance and furnish proof of coverage to Subrecipient.

Subrecipient must also perform all functions required by the IRS, including record keeping and the provision of Form 1099 where appropriate when using independent contractors.

### 3. Termination of grant project

This agreement may be terminated in accordance with the provisions of 2 CFR 200.338-342. The agreement may also be terminated for such reasons as nonadherence to grant terms, fraud, misuse of funds, misrepresentation, nonperformance, falsification of data, inability to perform, lack of capacity or for good cause as determined by CFSC.

### 4. Subawarding under this Subaward

Subrecipient agrees not to Subaward any part of this project to another organization.

### 5. Record Retention and Access to Records

Subrecipient and this Subaward are subject to the requirements of 2 CFR 200.333-337 regarding retention and access requirements for records.

All Subrecipient records must be kept until CFSC staff notifies Subrecipient. Upon completion of the subaward, Subrecipient must maintain copies of all grant documentation, receipts, contracts, bid notices, time sheets, personnel time certifications, volunteer records, email, letters/memos, permits, grant application, progress reports, sub-award agreement, etc., in a safe, retrievable storage location until notified by a CFSC representative.

CFSC, USFS, their designees or the federal government have the right of timely and unrestricted access to any books, documents, papers, or other records of the Subrecipient that are pertinent to the Subaward, in order to make audits, examinations, excerpts, transcripts and copies of such documents. This right also includes timely and reasonable access to Subrecipient's personnel for the purpose of interview and discussion related to such documents. The rights of access in this paragraph are not limited to the required retention period, but shall last as long as the records are retained.

### 6. Grant Payments

Grant payments shall only be in the form of electronic direct deposit through ACH processing to Subrecipient's bank account. (ACH processing is a safe form of a bank wire from CFSC's bank to Subrecipient's bank.) Every effort will be made to send advance payments on a regular basis throughout the grant term; however, if CFSC does not have the funds available, payment will be delayed until CFSC receives its advance payment from the appropriate federal agency.

CFSC will notify Subrecipient when to submit periodic requests for grant funds. Upon notice, Subrecipient shall submit completed Payment Requests to CFSC through ZoomGrants, following stated directions. Instructions on Payment Requests can be found in the Handbook and on ZoomGrants. CFSC will review Subrecipient's progress on the project, timely submission of reports (including match and expense report and supporting documentation), and Subrecipient's financial need of such payment to continue progress on the Subaward. Disbursements shall not include 100% of the grant funds in any one quarter nor shall the previous advance funds remain unspent in any one quarter. Advance funds must be used within 30 days of their receipt.

Subrecipient should understand that it will not receive funds on a predetermined schedule since CFSC does not receive funds from USFS on a predetermined schedule. Funds are received by CFSC as the USFS processes them. Subrecipient is cautioned against employing contractors without means to pay for the services, since CFSC cannot control when receipt of advance payments from USFS will occur.

### 7. Cost Share/Match and Program Income

Cost sharing or matching for this agreement shall be in accordance with 2 CFR 200.306. Subrecipient is expected to accumulate and report shared costs and matching contributions regularly throughout the term of the grant based on the

quarterly estimates of the stipulated cost share/match required by this agreement. It is essential that the Subrecipient provide documentable cost share/match quarterly. Advance funds disbursement may be based on accumulation of cost share/match.

If Subrecipient finds that it is having difficulty obtaining the previously identified and confirmed stipulated cost share/match, it should notify the Grant Specialist immediately. If it should find that its original stipulated cost share/match is not attainable, it may be necessary to restructure the Subaward and reduce both the grant and the cost share/match amount.

Program income generated as a result of this Subaward shall be applied using the addition method as described in 2 CFR 200.307.

#### 8. Property Standards and Equipment

Any property used or other property acquired under this agreement, including intangible property such as copyrights and patents shall be governed by the provisions of 2 CFR 200.310-316.

No equipment has been approved for purchase under this Subaward. Equipment is defined as a tangible item having a unit cost of \$5,000 or more with a life span of more than one year. Equipment purchased using federal grant funds is governed by 2 CFR 200.313.

NOTE: If Subrecipient currently owns equipment purchased under a prior CFSC grant, Subrecipient may not dispose of it without contacting CFSC first.

#### 9. Modifications to Subaward & Extensions

Revisions to budget and/or program plans shall be made in accordance with 2 CFR 200.308. Subrecipient shall obtain prior written approval from CFSC for any changes to the scope of work plan, objectives of the approved project, key personnel, location or transfer of substantive programmatic work to another party, or budget modification. Modifications within the scope of this award shall be made only with CFSC Grant Specialist approval, by the issuance of Scope Change Form, prior to any changes being implemented.

It is the expectation of CFSC and the USFS that the Subrecipient make every effort to complete the approved project within the approved grant term. Subrecipients requesting an extension should have a strong and compelling reason for such an extension and should be well into their work plan prior to requesting an extension. All such requests shall be made using the Modification Form which must be submitted via ZoomGrants at least one quarter in advance of the end of the grant term. Please see the Handbook for information regarding the process for seeking an extension for this Subaward.

Any work performed or expense incurred without required prior written approval from CFSC will not be reimbursed.

#### 10. Notification

Subrecipient shall immediately notify CFSC of developments that have a significant impact on activities supported under this Subaward. Written notification shall be given in case of problems, delays or adverse conditions that materially impact the ability to meet the objectives of the Subaward. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

#### 11. Non-Liability

CFSC does not assume liability for any third party claims for damages arising out of this Subaward. Each party agrees that it will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other party and the results thereof. Each party, therefore, agrees, to the extent authorized by applicable laws that it will assume all risks and liability to itself, its agents or employees, for any injury to persons or property resulting from any operations of its agents or employees under this agreement, and for any loss, cost, damage, or expense resulting at any time from any and all clauses due to any acts, or negligence, or the failure to exercise proper precautions of or by itself or its own agents to this agreement.

#### 12. Public Notices

Recognition for projects, activities and products should be included on all products developed with grant dollars. Subrecipient is encouraged to give public notice of the receipt of this award and, from time to time, to announce the progress and accomplishments. Items such as press releases or other public notices shall include a statement as follows:

Funding provided by a grant from the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region, through California Fire Safe Council.

Subrecipient is required to provide copies of notices or announcements to CFSC for review and approval prior to publication.

#### 14. Endorsements

Subrecipient shall not publicize or otherwise circulate, promotional material (such as advertisements, sales brochures, press releases, speeches, still and motion pictures, articles, manuscripts or other publications) which states or implies governmental, departmental, bureau, or government employee endorsement of a product, service, or position which the Subrecipient represents. No release of information relating to this award may state or imply that the Government or CFSC approves of Subrecipient's work products, or considers Subrecipient's work product to be superior to other products or services.

All information submitted for publication or other public releases of information regarding this project shall carry the following disclaimer:

The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of California Fire Safe Council, the U.S Forest Service or the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by California Fire Safe Council, the U.S. Forest Service or the U.S. Government.

#### 15. Use of the U.S Forest Service Insignia & CFSC Logo

In order for Subrecipient to use the U.S Forest Service insignia on any published media, such as a webpage, printed publication or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications before use. Subrecipient must contact the Grant Specialist in advance to use the insignia in this manner.

Subrecipient must contact the Grant Specialist in advance to use California Fire Safe Council logo on published media, as indicated above.

#### 16. Nondiscrimination Statement- Printed, Electronic, or Audiovisual Material

Subrecipient shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text:

This institution is an equal opportunity provider.

As with the printed notices above, please provide the Grant Specialist with a draft copy containing the above nondiscrimination statement prior to publishing or printing it.

#### 17. Order of Precedence

Any inconsistency in this agreement will be resolved by giving precedence in the following order: (a) any national policy requirements and administrative management standards; (b) requirements of the applicable OMB Circulars and Treasury regulations; (c) 2 CFR 200; (d) 2 CFR 400; and (e) all Subaward agreement sections, documents, exhibits, and attachments.

#### 18. Inclusion of Women-, Minority-Owned, and Small Businesses

It is a National Policy to encourage purchases with minority business firms. Efforts shall be made by Subrecipient to utilize small businesses, minority-owned firms, and women's business enterprises, whenever possible. Subrecipient shall take all of the following steps to further this goal:

- Ensure that small businesses, minority-owned firms, and women's business enterprises are used to the fullest extent practicable.
- Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small businesses, minority-owned firms, and women's business enterprises.
- Consider in the contract process whether firms competing for larger contracts intend to subcontract with small businesses, minority-owned firms, and women's business enterprises.
- Encourage contracting with consortiums of small businesses, minority-owned firms and women's business enterprises when a



contract is too large for one of these firms to handle individually.

- Use the services and assistance, as appropriate, of such organizations as the Small Business Development Agency in the solicitation and utilization of small business, minority-owned firms and women's business enterprises.
- It is good practice to keep good records of all attempts to use and actual use of these businesses.

#### 19. National Policy Requirements and Administrative Management Standards

All applicable National Policy requirements and administrative management standards as set forth in the Office of Management and Budget, Financial Management Division, Directory of Policy Requirements and Administrative Standards for Federal Aid Programs are incorporated by reference.

#### 20. Title VI of the Civil Rights Act of 1964

Subrecipient and this Subaward are subject to the requirements of USDA Forest Service Form 1700-1, and those provisions are incorporated herein by reference.

#### 21. Members of U.S Congress

Pursuant to 41 U.S.C. 22, no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this Subaward, or benefits that may arise there from, either directly or indirectly.

#### 22. Debarment & Suspension

Subrecipient and this Subaward are subject to the requirements of 2 CFR 180, Governmentwide Debarment and Suspension (nonprocurement), and those provisions are incorporated herein by reference. Form AD -1048 "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transaction" must be completed with the Pre-Award packet and submitted to CFSC before receiving any payments. If Subrecipient determines any of their key personnel, volunteers or organization has been debarred or suspended, during the term of the grant, notify CFSC staff immediately. When appropriate during the term of the Subaward and when hiring a contractor/vendor, the Subrecipient also agrees to complete the debarment and suspension check on potential candidates and final selection.

#### 23. Restrictions on Lobbying

Subrecipient and this Subaward are subject to the requirements of 2 CFR Part 418, New Restrictions on Lobbying, and those provisions are incorporated herein by reference.

Subrecipient shall not use any part of the Subaward payments from CFSC as part of this Subaward for any activity or the publication or distribution of literature that in any way tends to promote public support or opposition to any legislative proposal on which Congressional action is not complete.

#### 24. Changes to Applicable Law

Subrecipient acknowledges that it is subject to each of the statutes, regulations, policies, and OMB circulars specifically cited and incorporated in this agreement including, but not limited to those statutes, regulations, policies, and OMB circulars cited in Sections A herein (hereinafter the "Incorporated Governing Law"). Subrecipient further acknowledges that the Incorporated Governing Law is subject to change, modification, and/or amendment during the course of this Subaward. It is specifically agreed and acknowledged by Subrecipient that this Subaward is subject to and governed by the Incorporated Governing Law and to any and all change, modification, or amendments implemented with respect to the Incorporated Governing Law prior to the expiration of this Subaward.

#### 25. Trafficking in Persons

Subrecipient and its employees may not engage in forms of trafficking in persons, procure a commercial sex act, or use forced labor in the performance of the project during the term of the grant. If such activities occur, CFSC may unilaterally terminate this Subaward without penalty. Subrecipient is required to notify CFSC immediately of any information from a source alleging such a violation of the above prohibitions. For more information, see 22 U.S.C. 7102, TVPA.

#### D. Deliverables and Reports

CFSC uses an online grant management system called ZoomGrants for Subrecipient's grant reporting, document submission, payment requests and other grant related functions. This site can be found at <http://www.cafiresafecouncil.org/zoomgrantslogin/> or at [www.zoomgrants.com](http://www.zoomgrants.com). Subrecipient agrees to submit to CFSC all the following deliverables and reports via ZoomGrants:

1. Progress Reports according to the schedule below. Progress reports shall contain information on:

- a. A comparison of actual accomplishments to the goals established for the period. Where the output of the project can be readily expressed in numbers, a computation of the cost per unit of output may be required if that information is useful. Detailed

instructions can be found in the 2017 Grant Award Handbook.

b. Reasons for delay if established goals were not met

c. Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs

2. Match and Expense Reports are required for every quarter according to the schedule below. Use the template titled Quarterly Match and Expense Reporting Form located in the Documents Tab. Detailed instructions can be found in 2016 Grant Award Handbook.

3. Match and Expense Source Documentation is required for every quarter according to the schedule below. Detailed instructions can be found in 2017 Grant Award Handbook. Source documentation includes receipts, invoices, documents and other items which validate the legitimacy of every grant expense, including those covered by matching contributions. Subrecipients must complete the progress, match and expense reports by the due date. Reports submitted after the deadline will be considered in default of the Subaward and advance funds will be withheld. The information requested in the progress, match and expense reports is essential and must be reported to the USFS quarterly by CFSC. If this information is not reported by all Subrecipients, CFSC's advance payments will be in jeopardy.

Subrecipients must answer all questions on the progress, expense and match reports completely and correctly. Failure to do so will cause the Subrecipient's progress report to be returned as incomplete. Incomplete progress reports are cause for withholding pending advance payments until all deficiencies are corrected.

All reports are due as stipulated in the schedule below; report periods are determined by the timing of the subaward.

Reporting Period 1: September 1, 2017 - November 30, 2017 Report Due: December 31, 2017

Reporting Period 2: December 1, 2017 - February 28, 2018 Report Due: March 31, 2018

Reporting Period 3: March 1, 2018 - May 31, 2018 Report Due: June 30, 2018

Reporting Period 4: To be determined Report Due: To be determined

Reporting Period 5: To be determined Report Due: To be determined

Reporting Period 6: To be determined Report Due: To be determined

#### E. Monitoring Visits and Desk Reviews

CFSC Grant Specialists, Business Manager and Executive Director may conduct monitoring visit(s) and/or desk reviews during the life of the grant. A monitoring visit may last one full day depending on the number and location of projects. The CFSC Grant Specialist will contact the Subrecipient to schedule the visit and to inform them of the items to be reviewed.

Subrecipients are expected to cooperate in a timely manner with CFSC staff when contacted for scheduling of a monitoring visit and/or desk review, and any requests for documentation. Failure to comply will be cause for withholding advance payments. Funds can be suspended until the monitoring visit and/or the desk review is completed and all deficiencies are corrected.

Some items that must be available for review during a monitoring view and desk review include:

- a) Grant fund accounting
- b) Salary expense documentation
- c) Match and Expense Documentation
- d) Other source documentation for project expenses
- e) Written Organizational Policies
- f) Audits (if conducted)

Desk reviews may be conducted by the Grant Specialist and/or other CFSC staff to review one or more quarters' Expense and Match reports and source documentation. Subrecipient should always keep its records up to date and in good order to be ready to respond if selected to participate in this review process. A good rule to follow is to always be "audit ready".

#### F. Grant Closeout

Within 90 days of project completion (or otherwise noted below), Subrecipient agrees to upload the following documents to your grant account on ZoomGrants :

- a) Final Progress Report (Due within 30 days of project completion)
- b) Final Quarter Match and Expense Reports and Source Documentation (Due within 30 days of project completion)
- c) Closeout report (available in the documents section of your ZoomGrants account)
- d) Education/outreach products (brochures, flyers, news articles, etc) developed under the Subaward
- e) Documentation regarding disposition of property, if applicable

Failure to comply with all closeout procedures by the deadline date will be considered noncompliance with the terms of the Subaward. Such noncompliance may be considered in the evaluation of organizational capacity for future Subawards.

Grant closeout procedures may be modified during the grant term. Subrecipient will be notified in writing at least 90 days in advance of such change.

Items to be sent to McClellan Office

- a) Confidential Closeout survey sent to Executive Director
- b) A check made payable to California Fire Safe Council for any unused grant funds.
- c) A check made payable to California Fire Safe Council for interest earned in excess of \$250 (\$100 if you are a government agency).

G. How to submit this Subaward Agreement to CFSC

- 1. Print out a copy of this subaward letter to be signed.
- 2. An authorized representative for the organization must sign the signature page on the original Subaward document. Return the ENTIRE original Subaward document, with the following attachments:
  - A. Bank Information Form (Faulty or inaccurate information will delay payment. Notify CFSC of any bank information changes as soon as they occur.)
  - B. Estimated Match and Expense Schedule
- 3. Mail all documents to CFSC within thirty (30) days of receipt of this letter:

California Fire Safe Council  
5834 Price Ave #101  
McClellan, CA 95652

If we do not receive the signed copy of the agreement within thirty (30) days of receipt of this letter, the CFSC will cancel its offer of a Subaward to Subrecipient organization and redirect these grant funds to another worthwhile project. If Subrecipient anticipates any difficulty in meeting this condition, please contact the Grant Specialist immediately to discuss the situation.

H. Attachments to the Subaward

- 1. Estimated Match and Expense Schedule
- 2. Bank Information Form (ACH Form)

Best wishes for success on the project!

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

**Documents**

	<b>Riverside County Fire Department</b>	<b>California Fire Safe Council</b>
<u>Bank Info EIN</u>	jeremy.murphy@fire.ca.gov 9/26/2017 11:04:57 AM jeremy.murphy@fire.ca.gov 12.206.200.75	Jerry Davies 10/3/2017 11:05:58 AM Info@cafiresafecouncil.org 45.50.216.127
<u>Estimated Match And Expense Schedule</u>	jeremy.murphy@fire.ca.gov 9/26/2017 11:05:02 AM jeremy.murphy@fire.ca.gov 12.206.200.75	Jerry Davies 10/3/2017 11:06:02 AM Info@cafiresafecouncil.org 45.50.216.127
	jeremy.murphy@fire.ca.gov	Jerry Davies

Bank document

9/26/2017 11:44:49 AM  
jeremy.murphy@fire.ca.gov  
12.206.200.75

10/3/2017 11:06:07 AM  
Info@cafiresafecouncil.org  
45.50.216.127

Estimated Expenditures Signed

jeremy.murphy@fire.ca.gov  
9/26/2017 11:44:54 AM  
jeremy.murphy@fire.ca.gov  
12.206.200.75

## Signatures

Full Name, Title

### Riverside County Fire Department

jeremy.murphy@fire.ca.gov  
9/26/2017 10:57:12 AM  
jeremy.murphy@fire.ca.gov 12.206.200.75

### California Fire Safe Council

Jerry Davies  
10/3/2017 11:07:04 AM  
Info@cafiresafecouncil.org 45.50.216.127

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