



**MODIFICATION OF GRANT OR AGREEMENT**

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1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 21-LE-11041700-005	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:	3. MODIFICATION NUMBER: 004
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4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): U.S. Forest Service 324 25 <sup>th</sup> Street Ogden, UT 84401	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Ragan Hall, Supervisory Administrative Specialist R4, LE&I 324 25 <sup>th</sup> Street Ogden, UT 84401 801-625-5780 ragan.hall@usda.gov
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6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): County of Washoe 911 E Parr Blvd. Reno, Nevada 89512-1014	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only): N/A
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**8. PURPOSE OF MODIFICATION**

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Add FY24 funding \$6,500.00 making the agreement total \$14,527.81
<input type="checkbox"/>	ADMINISTRATIVE CHANGES:
<input type="checkbox"/>	OTHER (Specify type of modification):

**Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.**

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed): Provisions of the Agreement are modified as follows:  Update Exhibit A for 2024 Operating and Financial Plan
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**10. ATTACHED DOCUMENTATION (Check all that apply):**

<input type="checkbox"/>	Revised Scope of Work
<input type="checkbox"/>	Revised Financial Plan
<input checked="" type="checkbox"/>	Other: 2024 Operating and Financial Plan and Addendum A



**11. SIGNATURES**

**AUTHORIZED REPRESENTATIVE:** BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

<b>11.A. SIGNATURE</b>  (Signature of Signatory Official)	<b>11.B. DATE SIGNED</b>  1/29/2024	<b>11.C. U.S. FOREST SERVICE SIGNATURE</b> <b>JON STANSFIELD</b> <small>Digitally signed by JON STANSFIELD Date: 2024.01.31 13:04:22 -08'00'</small> (Signature of Signatory Official)	<b>11.D. DATE SIGNED</b>
<b>11.E. NAME (type or print):</b> DARIN BALAAM		<b>11.F. NAME (type or print):</b> JON STANSFIELD	
<b>11.G. TITLE (type or print):</b> Washoe County Sheriff		<b>11.H. TITLE (type or print):</b> Forest Supervisor	
		<b>11.C. U.S. FOREST SERVICE SIGNATURE</b> <b>LARRY HALL</b> <small>Digitally signed by LARRY HALL Date: 2024.02.05 09:57:59 -07'00'</small> (Signature of Signatory Official)	<b>11.D. DATE SIGNED</b>
		<b>11.F. NAME (type or print):</b> LARRY HALL	
		<b>11.H. TITLE (type or print):</b> Special Agent in Charge	

**12. G&A REVIEW**

<b>12.A. The authority and format of this modification have been reviewed and approved for signature by:</b> <b>TAMIA ROBERTSON</b> <small>Digitally signed by TAMIA ROBERTSON Date: 2024.01.22 13:23:40 -06'00'</small> <b>TAMIA ROBERTSON</b> U.S. Forest Service Grants & Agreements Specialist	<b>12.B. DATE SIGNED</b>
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Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.



FS Agreement No. 21-LE-11041700-005

Cooperator Agreement No. \_\_\_\_\_

**EXHIBIT A**

**COOPERATIVE LAW ENFORCEMENT OPERATING & FINANCIAL PLAN  
Between  
County of Washoe  
And the  
USDA, FOREST SERVICE  
Humboldt-Toiyabe National Forest**

**2024 OPERATING AND FINANCIAL PLAN**

This Financial and Operating Plan (Operating Plan) is hereby made and entered into by and between County of Washoe, hereinafter referred to as “Cooperator,” and the United States Department of Agriculture (USDA), Forest Service, Humboldt-Toiyabe National Forest, hereinafter referred to as the “U.S. Forest Service,” under the provisions of Cooperative Law Enforcement Agreement #21-LE-11041700-005. This Operating and Financial Plan is made and agreed to as of the last signature date on the Cooperative Law Enforcement Agreement and is in effect through **December 31, 2024**, unless modified during the annual review.

Previous Year Carry-over: \$8,027.81 as of 2/7/2024

**Current FY24 Obligation: \$6,500.00**

Total Available: \$14,527.81

**Modification 004**

**I. GENERAL:**

- A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

**Principal Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Darin Balaam, Sheriff Washoe County Sheriff’s Office 911 Parr Blvd. Reno, NV 89512 775-328-3002 <a href="mailto:Dbalaam@washoecounty.gov">Dbalaam@washoecounty.gov</a>	Joshua Fisher, Sergeant Washoe County Sheriff’s Office 911 Parr Blvd. 775-527-3030 <a href="mailto:jofisher@washoecounty.gov">jofisher@washoecounty.gov</a>



**Principal U.S. Forest Service Contacts:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Ragan Hall, Supervisory Administrative Specialist 324 25 <sup>th</sup> Street Ogden, UT 84401 801-625-5780 <a href="mailto:ragan.hall@usda.gov">ragan.hall@usda.gov</a>	Tamia Robertson Grants Management Specialist 324 25 <sup>th</sup> Street Ogden, UT 84401 469-965-9272 <a href="mailto:tamia.robertson@usda.gov">tamia.robertson@usda.gov</a>
Ryan Pangretic, Regional Patrol Commander 324 25 <sup>th</sup> Street Ogden, UT 84401 801-625-5430 Fax: 801-625-5225 <a href="mailto:Ryan.pangretic@usda.gov">Ryan.pangretic@usda.gov</a>	

B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

- Vehicle Cost at \$22.00/hour patrolled
- Per diem rate is \$68.00/hour
- Wages at the actual rate paid plus fringe benefits.
- Overtime wages for an individual officer at the prevailing rate of \$80.00/hour.

**II. PATROL ACTIVITIES:**

A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

1. Patrol on following U.S. Forest Service roads:

Forest System roads in the Caughlin Ranch area accessing Hunter Lake, Alum Creek, and Dutch Louie Flat.

Bull Ranch Road

2. Patrol in the following campgrounds, developed sites, or dispersed areas:

A. Galena Creek area: North of Washoe County Park on the west side of SR 431 and north of the Joy Lake Road Area on the east side of SR 431.



B. Peavine Mountain; including Keystone Canyon Area, areas accessed for Poeville, Hoge Roads, Horizon Hills, the Seventh Street Pit, Mogul Road, Kings Row and the area southwest of Border Town.

C. Peavine Mountain with emphasis on Kings Row and West Keystone Trail Heads. Raleigh Heights and Red Metal areas, Thomas Creek Canyon dispersed campsites along the canyon road and the two former campsites (day use only as of July 2003) on the north side of Thomas Creek, east of Timberline Road, Whites Creek Canyon Road and trailhead newly constructed day use only area, especially in the late evening hours after the gate is closed to ensure no one has breached the tire shredder.

D. The Hunter Creek Trailhead, accessed of Woodchuck Circle.

**Total reimbursement for this category shall not exceed the amount of: \$6,500.00**

### III. DISPATCHING:

Provide frequency access and dispatch services for Forest Service Agents and Law Enforcement Officers for the period of the plan.

### IV. TRAINING: N/A

*See Cooperative Law Enforcement Agreement Provisions IV-K, IV-L, and IV-M for additional information.*

### V. EQUIPMENT: N/A

*See Cooperative Law Enforcement Agreement Provisions IV-K, IV-L, and IV-M for additional information.*

### VI. SPECIAL ENFORCEMENT SITUATIONS:

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.
- B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Operating Plan. The designated representative will then notify the Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Operating Plan.



1. Drug Enforcement: This will be handled on a case-by-case basis. The request will normally come from the patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.
  
2. Fire Emergency: During emergency fire suppression situations and upon request by the U.S. Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the U.S. Forest Service will specify times and schedules. Upon concurrence of the local patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.
  
3. Group Gatherings: This includes but is not limited to situations which are normally unanticipated, or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a U.S. Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

This includes but is not limited to situations which are normally unanticipated, or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

## **VII. BILLING FREQUENCY:**

*See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.*

- A. Billing frequency is no more than quarterly and no longer than annually. Cooperator is approved to submit lump sum billing once all expenditures are complete for the operating period. The U.S. Forest Service will make payment for project costs upon receipt of an invoice and completed Form FS-5300-5, Cooperative Law Enforcement Activity Report.



Each correct invoice shall display Cooperator actual expenditures to date. The invoice should be forwarded as follows, with preference on email:

Submit original invoice(s) for payment to:  
USDA, Forest Service  
Budget & Finance- Grants & Agreements  
4000 Masthead St, NE  
Albuquerque, NM 87109

Copy to: Ragan Hall at  
[ragan.hall@usda.gov](mailto:ragan.hall@usda.gov)

Fax (877) 687-4894  
E-Mail [sm.fs.asc\\_ga@usda.gov](mailto:sm.fs.asc_ga@usda.gov)

Paul Unterbrink, LEO  
[paul.unterbrink@usda.gov](mailto:paul.unterbrink@usda.gov)

- B. The following is a breakdown of the total estimated costs associated with this Operating Plan.

Category	Estimated Costs
Patrol Activities	\$6,500.00
Training	
Equipment	
Special Enforcement Situations	
<b>Total</b>	<b>\$6,500.00</b>

- C. Any remaining funding in this Operating Plan may be carried forward to the next fiscal year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-C.*

## Addendum A

### **U.S. Forest Service Fire Emergency Language & Billing Protocol Coop Law Enforcement Agreements / Operating & Financial Plan**

#### **Fire Emergencies:**

During fire emergencies, the U.S. Forest Service will reimburse the County for actual costs incurred while the County is providing assistance requested by either the Agency Administrator or Incident Commander.

Reimbursement for personnel wages and services are based upon the information in the resource order and must identify the number of roadblocks, number of personnel required, hours and time frame required and must be ordered by the Incident Commander or Agency Administrator. A copy of the resource order generated for the request for assistance will be provided by the U.S. Forest Service dispatch to the County. It is critically important that the Incident Management Team, Agency Administrator, and the Sheriff/County Official agree to what emergency services are needed and listed in the Resource Order and Incident Action Plans for each day until this resource is no longer required.

Upon request of the Agency Administrator or Incident Commander, a County designated Liaison(s) to the fire incident(s) may be established. The liaison will be requested via an incident resource order. The liaison(s) primary duties, on behalf of the County Sheriff, will be to attend public meetings, planning and Incident Command meetings. Eligible costs for reimbursement will include personnel time.

If meals and lodging are required for county officials, authorization must be documented using the standard fire meals and lodging authorization forms provided by the host fire unit. Cooperator personnel directly assigned to the incident by a resource order will be entitled to meals that are provided on the incident.

Administrative support (e.g. posting incident time, delivering meals, bill preparation, etc.) will be reimbursed on an actual cost basis. The County will prepare and submit an itemized accounting of actual cost as part of the reimbursement request.

What is not eligible for reimbursement?

1. Law enforcement duties that are within the normal jurisdictional responsibilities such as enforcement, patrols, evacuation. 2. Automotive repairs, tires, and services are covered in the prevailing wage rate as identified in the OP Provision I. B.

#### **Billing Protocol:**

Documentation required to be submitted by the County to the FS for payment processing:

- Resource Order. Resource order will state what kind of assistance is ordered, how many people requested, and the time period for the services as ordered by the IC or Agency Administrator.
- Copy of Cooperative Law Enforcement Agreement and Operating & Financial Plan.
- UEI number.
- Active status in System for Award Management (SAM).
- Tax ID number.
- Breakout of actual costs:
  - Salary – Daily Crew Time Reports, Payroll summary by hours per day or timesheets of personnel.
  - Supplies – Copies of receipts with date and description of items purchased and FS authorization (S# or FS Signature) for purchase.
  - Mileage – Summary by day by vehicle and personnel using the vehicle.



- Incident Action Plans – copies of plans that document assignment to that incident.
- Map of roadblock locations.

BILLINGS ARE NOT TO BE SUBMITTED TO THE [SM.FS.ASC\\_GA@USDA.GOV](mailto:SM.FS.ASC_GA@USDA.GOV) UNDER THE OBLIGATION ESTABLISHED THROUGH THE COOPERATIVE LAW ENFORCEMENT AGREEMENT.

Please coordinate remittance of billings to the Albuquerque Service Center, Incident Finance Branch through the local Fire Incident Business Specialist,

**Petersam Le**  
**Budget Approver**  
**1200 Franklin Way**  
**Sparks, NV 89431**  
[Petersam.le@usda.gov](mailto:Petersam.le@usda.gov)  
**775-352-1251**

Invoices must include the information identified above in the Billing Protocol section in order to be processed in a timely manner.

Burden Statement

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