



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:

007

4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING
GRANT/AGREEMENT (unit name, street, city, state, and zip + 4):

U.S. Forest Service
Intermountain Region
324 25th Street
Ogden, UT 84401

5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING
PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4):

U.S. Forest Service
Humboldt-Toiyabe National Forest
1200 Franklin Way
Sparks, NV 89431

6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip
+ 4, county):

County of Washoe
911 E Parr BLVD
Reno, NV 89512-1014

7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS
payment use only):

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.

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CHANGE IN PERFORMANCE PERIOD:

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CHANGE IN FUNDING: Increase total obligation by \$13,000 from \$65,600 to \$78,600

☒

ADMINISTRATIVE CHANGES: Update Cooperator Administrative Contact to Garrett Bird

☒

OTHER (Specify type of modification): Add Paid Sick Leave Requirements provision and update attachments

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 Cooperator Administrative Contact to Garrett Bird, Sergeant, 911 Parr Blvd, Reno, NV 89512
Phone: 775-527-3030 Email: gbird@washoecounty.gov

Add the following provision to section IV:

PAID SICK LEAVE REQUIREMENTS. Executive Order 13706, Establishing Paid Sick Leave for Federal Contractors, and its implementing regulations, including the federal contractor paid sick leave clause at 29 CFR Part 13, Appendix A, apply to the Cooperator and any subcontractors under this agreement. These regulatory requirements are incorporated by reference into this agreement as if fully set forth in this agreement.

Update Exhibit A for 2025 Operating and Financial Plan
Update Addendum A

10. ATTACHED DOCUMENTATION (Check all that apply):

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Revised Scope of Work

☐

Revised Financial Plan

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Other: 2025 Operating and Financial Plan and Addendum A



Forest Service
U.S. DEPARTMENT OF AGRICULTURE

FS-1500-19 (VER. 05/24)
OMB No. 0596-0217
EXP: 05/31/2027

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.

11.A. COUNTY OF WASHOE SIGNATURE  (Signature of Signatory Official)	11.B. DATE SIGNED 5/19/25	11.C. U.S. FOREST SERVICE SIGNATURE (Signature of Signatory Official)	11.D. DATE SIGNED
11.E. NAME (type or print): DARIN BALAAM	11.F. NAME (type or print): JON STANSFIELD		
11.G. TITLE (type or print): Sheriff	11.H. TITLE (type or print): Forest Supervisor		
	11.I. U.S. FOREST SERVICE SIGNATURE (Signature of Signatory Official)	11.J. DATE SIGNED	
	11.K. NAME (type or print): LARRY HALL		
	11.L. TITLE (type or print): Special Agent in Charge		

12. G&A REVIEW

12.A. The authority and format of this modification have been reviewed and approved for signature by: TERESA STEIN Digitally signed by TERESA STEIN Date: 2025.05.07 14:16:57 -06'00' TERESA STEIN U.S. Forest Service Grants & Agreements Specialist	12.B. DATE SIGNED 05/07/25
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Paperwork Reduction Act 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. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The OMB control number for this information collection is 0596-0217. Response to this collection of information is mandatory. The authority to collect the information Section 7 of the Granger-Thye Act (16 U.S.C. 580d) and Title IV of the Federal Land Policy and Management Act of 1976 (43 U.S.C. 1751-1753). 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Clearance Officer, OIRM, 1400 Independence Avenue, SW, Room 404-W, Washington, D.C. 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB# 0596-0217), 725 17th Street NW, Washington, D.C. 20503.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

The Privacy Act of 1974, 5 U.S.C. 552a and the Freedom of Information Act, 5 U.S.C. 552 govern the confidentiality to be provided for information received by the Forest Service.

FS Agreement No. 21-LE-11041700-005

Cooperator Agreement No. _____

EXHIBIT A

COOPERATIVE LAW ENFORCEMENT OPERATING & FINANCIAL PLAN Between the COUNTY OF WASHOE And the USDA, FOREST SERVICE HUMBOLDT-TOIYABE NATIONAL FOREST

2025 OPERATING AND FINANCIAL PLAN

This Financial and Operating Plan (Operating Plan), is hereby made and entered into by and between the County of Washoe, hereinafter referred to as “Washoe County,” 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, 2025**, unless modified during the annual review.

Previous Year Carry-over: \$3,317.90 (as of April 28, 2025)

Current Fiscal Year Obligation: \$13,000.00

FY 2025 Total Operating Plan: \$16,317.90

Modification 007

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 Washoe County Contacts:

Washoe County Program Contact	Washoe County Administrative Contact
Darin Balaam Sheriff 911 Parr Blvd Reno, NV 89512 775-328-3002 dbalaam@washoecounty.gov	Garrett Bird Sergeant 911 Parr Blvd Reno, NV 89512 775-527-3030 gbird@washoecounty.gov



Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Nicholas LaPrade Patrol Captain 4701 N Torrey Pines Dr Las Vegas, NV 89130 702-622-0871 nicholas.laprade@usda.gov	Ragan Hall LE&I Administrative Specialist 324 25 th Street Ogden, UT 84401 801-625-5780 ragan.hall@usda.gov
	Tamia Robertson Grants Management Specialist 324 25 th Street Ogden, UT 84401 469-965-9272 tamia.robertson@usda.gov

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

Vehicle mileage will be paid at the prevailing rate.

Wages at the prevailing rate plus applicable fringe benefits.

II. PATROL ACTIVITIES:

- A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both Washoe County 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:

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

b. 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 trailheads. 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: \$13,000.00.

III. DISPATCHING:

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

IV. TRAINING:

See Cooperative Law Enforcement Agreement Provision IV-K for additional information.

Total reimbursement for this category shall not exceed the amount of: \$0.00

V. EQUIPMENT:

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

Total reimbursement for this category shall not exceed the amount of: \$0.00

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 Washoe County 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, Washoe County agrees to provide special services beyond those provided under Section II-A, within Washoe County's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. Washoe County 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, Washoe County personnel assigned to an incident where meals are provided will be entitled to such meals.

See **Addendum A** (attached) for specific information on the procedures and requirements for requesting Fire Reimbursement from the U.S. Forest Service.

3. **Group Gatherings:** 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 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.

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 less than annually. 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 the assigned U.S. Forest Service agreement number (21-LE-11041700-005) and Washoe County's actual expenditures to date of the invoice, displayed by separate cost elements as documented in VII-B, less any previous U.S. Forest payments. 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
FAX: (877) 687-4894
E-Mail: sm.fs.asc_ga@usda.gov

**Send invoice copy and
FS-5300-5 to:**

Ragan Hall
ragan.hall@usda.gov

and

Nicholas LaPrade
nicholas.laprade@usda.gov

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

Category	Estimated Costs
Patrol Activities	\$13,000.00
Training	-0-
Equipment	-0-
Special Enforcement Situations	-0-
Total	\$13,000.00

- 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 Washoe County for actual costs incurred while Washoe 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 U.S. Forest Service dispatch to Washoe 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 Washoe 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 Washoe County officials, authorization must be documented using the standard fire meals and lodging authorization forms provided by the host fire unit. Washoe County 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. Washoe 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 Washoe County to the U.S. Forest Service 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 Incident Commander 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 U.S. Forest Service 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 EMAIL (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:

Kimberly Whalen
Deputy Regional Incident Business Coordinator
c/o Great Basin Coordination Center
401 Jimmy Doolittle Road, Suite 202
Salt Lake City, UT 84116
kimberly.whelen@usda.gov

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

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 3 hours 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.