



✓ 2026 NFCA Wildfire Risk Reduction Program Quick Compliance Guide

✦ 1. Accept Your Award (Required)

Due: **Friday, May 1, 2026**

- Quick Compliance Guide
- Signed Grant Acknowledgement Form
- Signed Certifications & Assurances (Attachment 1)
- Governing body resolution or meeting minutes attached

⚠ Missing this deadline = loss of funding

✦ 2. Stay Eligible

- Active SAM.gov registration
- Valid UEI number
- Not suspended or debarred

✦ 3. Follow Your Approved Project

- Only perform activities in your approved application
- Stay within your approved budget

⚠ Unapproved costs will not be reimbursed

✦ 4. Meet the Timeline

⚠ Performance Period: 12 months from the date of award acceptance or June 30, 2027, whichever comes first

- Complete all work within 12 months
- Spend all funds within 12 months

⚠ Behind schedule after 6 months? → Notify Program Administrator immediately

⚠ Failure to complete project may require repayment

✦ 5. Submit Reports (Required)

- Quarterly reports submitted on time
- Final report submitted at project completion. Include:
 - Activities + progress
 - Photos (before/after)
 - Supporting materials (invoices, maps, etc.)



◆ 6. Submit Invoices Properly

- Submit at least quarterly (monthly allowed)

Each invoice must include:

- Subaward number
- Cost breakdown
- Current + cumulative costs
- Required certification

⚠ Incomplete invoices will be returned

⚠ No payment without required reports

◆ 7. Final Closeout

- Final invoice due within 60 days (mark "FINAL")
- Final report submitted

◆ 8. Follow Federal Rules

- Comply with 2 CFR Part 200 (Uniform Guidance)
- Only claim allowable costs
- Maintain records for audit

◆ 9. Acknowledge Funding

- Credit NFCA + BLM funding in communications
- Use NFCA logo when appropriate

◆ 10. Avoid Prohibited Activities

- No lobbying with federal funds
- No restricted telecom equipment purchases
- No unauthorized use of NFCA name/logo

◆ 11. Changes or Issues?

- Get written approval before:
 - Budget changes
 - Scope changes
- ⚠ Notify NFCA of contact changes within 30 days



Need Help?

Program Administrator
Kelli Baratti

 775.720.9874

 grants@nvfirechf.org

Acknowledgement of Compliance

By signing below, I acknowledge that I have reviewed this Quick Compliance Guide and understand the key requirements for participation in the 2026 NFCA Wildfire Risk Reduction Program. I understand that failure to comply may result in delayed payments, required corrective actions, or repayment of funds.

Organization Name: Truckee Meadows Fire Protection District

Authorized Official Name: Richard J. Edwards

Title: Fire Chief

Signature: 

Date: 4/14/2026



2026 NFCA Wildfire Risk Reduction Program

Terms & Conditions

NFCA Authority

This **Cost Reimbursement Subaward** of federal financial assistance is issued by the Nevada Fire Chief's Association (NFCA), hereinafter referred to as "NFCA," to **Truckee Meadows Fire Protection District**, hereinafter referred to as "the Subrecipient."

The Subrecipient agrees to accept federal grant funds in the amount specified in the Grant Acknowledgement Form and to carry out activities in support of the NFCA Wildfire Risk Reduction Program (the "Program").

NFCA is responsible for program oversight, monitoring Subrecipient performance, and distributing funds. The Subrecipient is responsible for complying with all terms and conditions of this Subaward and applicable federal requirements.

Program Administrator

Kelli Baratti
3827 S. Carson St. #197
Carson City, NV 89701
(775) 720-9874
kelli@nvfirechf.org
grants@nvfirechf.org

Funding Authority

Program funding is provided to NFCA through the following:
CFDA: IIJA Bureau of Land Management Nevada (NV) Fuels Management and Community Fire Assistance Program
Assistance Listing: 15.228
Grant Number: L24AS00089
Grant Period: September 2025 – September 2030
Federal Agency: Department of Interior/Bureau of Land Management

Regulatory Compliance – Code of Federal Regulations (CFR)

SAM.gov

The Subrecipient must maintain an active SAM.gov registration and valid Unique Entity Identifier (UEI) throughout the life of the Subaward, in accordance with 2 CFR Part 25.

Failure to maintain an active registration may delay payments, impact eligibility for future funding, and affect compliance with this and other federal awards.



2 CFR Part 200

The Subrecipient must comply with all applicable provisions of 2 CFR Part 200 (Uniform Guidance), including administrative requirements, cost principles, and audit requirements applicable to federal awards.

Amount Awarded

This Subaward is issued as a Cost Reimbursement Subaward in accordance with 2 CFR 200.331. Allowable activities and budget are defined in the Subrecipient's approved application.

Funds may only be used for approved purposes and must comply with 2 CFR Part 200 Subpart E (Cost Principles).

Costs exceeding the award amount or not allowable under federal regulations will not be reimbursed.

Award Acceptance

Subrecipients must submit the following documents **by Friday, May 1, 2026**, to confirm acceptance of the award and acknowledgment that the organization has read, understands, and agrees to comply with the 2026 NFCA Wildfire Risk Reduction Program Terms & Conditions:

- 2026 NFCA Wildfire Risk Reduction Program, Quick Compliance Guide
- Grant Acknowledgement Form
- Certifications and Assurances for Federal Grants, and
- A signed governing body resolution or official meeting minutes (e.g., County Commission, City Council, Board of Directors, or Tribal Council), or the signature of an Authorized Official duly authorized by the Subrecipient's governing body to execute agreements on its behalf.

Project Description

The Subrecipient shall perform the work described in their application and made a part of the grant agreement articles (attached).

Performance Period

The period of performance is 12 months from the date of award acceptance or June 30, 2027, whichever comes first. All costs must be incurred and all funds expended within this period.

Subrecipient must notify the Program Administrator immediately if project progress is off schedule after six (6) months or at any point thereafter.

Failure to complete project objectives within the performance period may result in default and required repayment of funds.



Reporting Requirements

The Subrecipient must submit quarterly reports and a final report at the end of the performance period.

Reports are required regardless of award date and must follow the schedule below:

As applicable the following materials should be included with corresponding reports:

- Meeting announcements, agendas, minutes
- Articles, brochures
- Invoices
- Photos (before/after for meetings, events, etc.)
- Maps and / or shape files.

There are no penalties for early project completion.

Reporting Period	Report Due Date	Completion Percentage Estimate*
May 1, 2025 – June 30, 2026	July 1, 2026	Initial
July 1 – September 30, 2026	October 1, 2026	25%
October 1 – December 31, 2026	January 1, 2027	50%
January 1 – March 31, 2027	April 1, 2027	75%
April 1 – June 30, 2027	July 1, 2027	100%

Notify the Program Administrator immediately if project progress is off schedule at the six-month mark or at any time thereafter when approved performance objectives are at risk of not being met.

Site Visits

The NFCA Program Administrator will periodically visit each project during the performance period. The purpose of these visits is to provide guidance, receive updates, provide technical expertise to the Subrecipient, and verify information provided in quarterly reports.

Cost Share

There is no cost share requirement for this program. However, documenting voluntary contributions—such as matching funds, in-kind support, or waived indirect costs—demonstrates strong stakeholder commitment and may support the case for maintaining program accessibility without a mandatory cost share requirement in the future.

Disbursement of Funds

The Subrecipient shall submit invoices no more frequently than monthly and no less frequently than quarterly for allowable costs.

Invoices must include:

- Current and cumulative costs



- Cost breakdown by major category
- Subaward number
- Certification in accordance with 2 CFR 200.415(a)

Invoices that do not reference the Subaward number will be returned.

Payments are contingent upon compliance with reporting requirements.

Final invoices must be submitted within 60 days of the end of the performance period and marked "FINAL."

Revisions

Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward, and any changes requiring prior approval, shall be directed to the NFCA Program Administrator and the Subrecipient's Contact. Any such change made to this Subaward requires the written approval of each party's Authorized Official.

The NFCA may issue non-substantive changes to the Budget Period(s) and Budget separately. Individual modifications shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient when sent to Subrecipient's Authorized Official contact. The Subrecipient shall notify the NFCA within 30 days of any changes in the primary contact of financial representative for their project.

Compliance

It is the Subrecipient's responsibility that the project complies with all applicable local, state, and federal laws. The Subrecipient must also comply with all applicable laws and regulations governing standard grant management practices.

Acts and Omissions

Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.

Termination

Either party may terminate this Subaward with 30 days written notice.

If the Federal Award is terminated, NFCA will terminate this Subaward in accordance with federal requirements.



ATTACHMENT 1

Certifications and Assurances for Federal Grants

Financial Assistance Agreement L24AC00738

1. **Lobbying Restrictions (2 CFR 200.450)**
 - a. Subrecipients, certify they have not and will not use federal funds to lobby government officials.
 - b. If lobbying occurred with non-federal funds, a disclosure form (LLL) must be submitted.
 - c. False certifications can lead to penalties up to \$100,000 or imprisonment.
2. **Debarment & Suspension (2 CFR 200.214 & 2 CFR 180)**
 - a. Subrecipients affirm they are not banned or suspended from receiving federal funds by any agency.
3. **Audit & Records Access**
 - a. Subrecipients must comply with applicable audit rules and provide audit reports if required.
 - b. Access to financial records must be granted upon request.
4. **Employee Whistleblower Protections (41 U.S.C. 4712)**
 - a. Employees must be informed of their whistleblower rights.
 - b. These rights must be communicated in the primary language used in the workplace.
 - c. Applies to all subcontractors and Subrecipients.
5. **Use of Name**
 - a. Subrecipients cannot use the other party's name, logo, or trademark without written permission.
 - b. Any public statement(s) must accurately describe the relationship and be approved when required.
6. **Prohibited Purchases (2 CFR 200.216)**
 - a. Federal funds may not be used to buy, renew, or contract for telecommunications or video surveillance equipment/services from certain foreign entities (e.g., Huawei, ZTE).

Name of Subrecipient: Truckee Meadows Fire Protection District

Authorized Representative: Richard J. Edwards

Title: Fire Chief

Signature: Richard J. Edwards **Date:** 4/14/2026



ATTACHMENT 2

GRANT ACKNOWLEDGEMENT FORM

2026 NFCA Wildfire Risk Reduction Program Financial Assistance Agreement L24AC00738

Grantee Organization Name: Truckee Meadows Fire Protection District

Project Title (if applicable): Silver Knolls Defensible Space Project

Grant Award Amount: \$70,415

Authorized Official Name: Richard J. Edwards

Title: Fire Chief

Email Address: Redwards@tmfpd.us

Phone Number: 775-326-6000

Acknowledgement & Certification

By signing below, I acknowledge and certify on behalf of the Subrecipient organization that:

1. The organization accepts the award under the 2026 NFCA Wildfire Risk Reduction Program.
2. A signed resolution or official meeting minutes from our governing body confirming this acceptance and understanding is attached.
3. By signing this Subaward, along with all attached documents incorporated herein by reference, the Subrecipient affirms its commitment to carry out the Statement of Work in compliance with the terms and conditions of this Subaward and the applicable provisions of the Federal Award. The parties further acknowledge their intent for this Subaward to fully comply with all relevant laws, regulations, and requirements.

Authorized Official Signature: [Signature] **Date:** 4/14/2026

Required Attachment:

A signed governing body resolution or official meeting minutes (e.g., County Commission, City Council, Board of Directors, or Tribal Council), or the signature of an Authorized Official duly authorized by the Subrecipient's governing body to execute agreements on its behalf



ATTACHMENT 3

Media Policy

Subrecipients are required to acknowledge funding support in all public communications associated with this funding. Media communications about the Program should clearly identify support of the Nevada Fire Chief's Association and the IJJA Bureau of Land Management Nevada (NV) Fuels Management and Community Fire Assistance Program. funding through the Bureau of Land Management by written word and inclusion of the official NFCA logo (below). Contact the program administrator to obtain an electronic copy of the NFCA logo.

Communication suggestions:

- Send out a press release announcing the award.
- Send out press releases preceding and following events.
- Invite local media, donors, and elected officials to events.
- Feature the award in newsletters, donor update letters, and other publications.
- Send letters to legislators to help them understand the importance of investing funds in wildfire risk reduction programs and initiatives.
- Display the NFCA logo at any public events and on printed materials.
- Link the NFCA logo or website to your website.





Nevada Fire Chiefs Association - Wildfire Risk Reduction Program (WRRP)

Invoice Cover Page & Subrecipient Guidance

Program: NFCA Wildfire Risk Reduction Program (WRRP)

Funding Source: IJJA Bureau of Land Management Nevada (NV) Fuels Management and Community Fire Assistance Program

Federal Grant Award Number: L24AS00089

Grant Year: 2026/2027

Introduction

The Nevada Fire Chief's Association (NFCA) administers the Wildfire Risk Reduction Program (WRRP), funded through the IJJA Bureau of Land Management Nevada (NV) Fuels Management and Community Fire Assistance Program. Under this program, the **Truckee Meadows Fire Protection District, Silver Knolls Defensible Space Project** has received a subaward for Grant Year 2026.

With the completion of the first quarter of the grant year, NFCA will begin anticipating reimbursement requests for eligible work performed to date. This cover page and guidance document is intended to assist subrecipients in preparing complete, compliant invoices for reimbursement.

*The example invoice template that follows this page may be used by subrecipients that do not have an established invoice format of their own. Use of the template is optional; however, **all required elements outlined below must be included** regardless of format.*

Invoice Submission Guidance

1. Frequency of Invoice Submission

- Invoices may be submitted no more frequently than monthly and no less frequently than quarterly.
 - Only allowable costs actually incurred during the reporting period may be invoiced.
 - Upon receipt of a complete and proper invoice, NFCA will process reimbursement in accordance with 2 CFR 200.305 and the terms and conditions of the subaward.
-

2. Required Information on Invoices

Invoices must use the Subrecipient's standard invoice format or the provided Excel Invoice Form Template. At a minimum, each invoice must include the following:


- **Current and cumulative project costs** (costs to date).

- **Breakdown of costs by major category**, including but not limited to:
 - Personnel
 - Contractual Services
 - Equipment
 - Supplies

Required Supporting Documentation

The following documentation must accompany each invoice submission, as applicable:

1. **Personnel** – Timesheets for personnel assigned to this project.
 2. **Contractual Costs** – Contracts, invoices, receipts, or other documentation supporting contracted work performed for the WRRP Project.
 3. **Supplies** – Receipts or invoices documenting supplies purchased specifically for the WRRP Project.
 4. **Equipment** – Documentation of costs associated with agency and/or rental equipment used for project-related work.
 5. **Additional Supporting Information** – Any miscellaneous documentation necessary to substantiate costs, such as:
 - Addresses or locations where hazardous fuels reduction work occurred
 - Before-and-after photographs
 - Other relevant project records
- Certification of accuracy and allowability in compliance with 2 CFR 200.415(a).
 - Payment information, including:
 - Payee name for reimbursement checks
 - Any reference information required for payment processing

 **Important Notice:** Invoices that do **not reference the Federal Grant Award number** will be returned to the Subrecipient for correction.

3. Submission and Questions

- Invoices and questions regarding invoice receipt or payment status must be submitted to the NFCA Program Administrator.
- All required programmatic and reporting obligations must be satisfied before reimbursement funds are released.

4. Final Financial Report

- A final invoice and statement of cumulative costs incurred, including any cost sharing or match, must be submitted no later than 60 days after the end of the final Budget Period.
- The final submission must be clearly marked “FINAL.”
- This final invoice will serve as the Subrecipient’s Final Financial Report for the award.

5. Audit and Adjustments

All payments issued by NFCA are considered provisional. Payments may be subject to adjustment if an adverse audit finding is issued against the Subrecipient. Any adjustments will remain within the total estimated cost of the award.

Invoice Submission Checklist (Attach to Invoice)

Subrecipients are encouraged to complete and attach this checklist with each invoice submission to avoid processing delays.

Required Items

- Invoice submitted no more frequently than monthly and no less frequently than quarterly
- Costs invoiced were actually incurred during the reporting period
- Invoice includes current period costs and cumulative costs to date
- Costs are broken down by major budget category
- Federal Grant Award Number (L24AS00089)** is clearly referenced on the invoice
- Certification of accuracy and allowability included (2 CFR 200.415(a))
- Payment information included (payee name and reference details)

Supporting Documentation Attached (as applicable)

- Personnel timesheets
- Contractual agreements, invoices, and/or receipts
- Supply receipts or invoices
- Equipment cost documentation
- Additional supporting materials (photos, addresses, project records)

Final Review

- Reporting requirements for the period have been met
- Invoice reviewed for completeness and accuracy prior to submission

Authorized Reviewer Name & Title: Richard J. Edwards Fire Chief

Signature:  **Date:** 4/14/2026

Closing Statement

Adherence to this guidance and checklist will help ensure timely reimbursement, accurate financial reporting, and continued compliance with federal grant requirements. Subrecipients are encouraged to review invoice submissions carefully prior to submission to avoid delays in payment.

*The example invoice template that follows this page may be used by subrecipients that do not have an established invoice format of their own. Use of the template is optional; however, **all required elements outlined in this document must be included** regardless of format.*

EXAMPLE INVOICE

INVOICE / BUDGET SPREADSHEET

Project Name: _____
Grant Number: _____
Invoice Number: _____
Billing Period: _____
Organization: _____
Prepared By: _____
Date Submitted: _____

These expenses may qualify as cost share/match. See OMB circulars A-110 & A-102.

Budget Category	Grant Funds	Applicant Contribution	Partner/Third Party Contribution	Total Project Cost
Personnel				-
Travel				-
Equipment				-
Supplies				-
Contractual				-
Other (specify)				-
Total	-	-	-	-