



Truckee Meadows Fire Protection District
Fire & Rescue
 (hereinafter referred to as the District)

BA / CAT: 280-410
 GL: 431100

NOTICE OF SUBAWARD

Program Name: Truckee Meadows Fire Protection District, Wildland Fuels Division	Subrecipient's Name: Carson City – Carson City Fire Department, Wildland Fuels Division Kimberly Fahey, kfahey@carson.org
Address: 3663 Barron Way Reno, NV. 89511	Address: 777 S. Stewart St. Carson City, NV 89701
Subaward Period: Upon approval through September 23, 2026	Subrecipient's: EIN: <u>88-6000189</u> Vendor #: <u>4241</u> UEI #: <u>DTBPJMA2QFC8</u>

Purpose of Award: To complete 75-100 acres of fuel reduction treatments and defensible space inspections for residence participating in the program on the North side of Carson City.

Region(s) to be served: Statewide Specific county or counties: Carson City

Approved Budget Categories (2-year):		FEDERAL AWARD COMPUTATION:	
1. Personnel	\$186,518.00	Total Obligated by this Action:	\$ 227,957.00
2. Travel	\$0.00	Cumulative Prior Awards this Budget Period:	\$ 0.00
3. Supplies	\$20,716.00	Total Federal Funds Awarded to Date:	\$ 227,957.00
4. Equipment	\$0.00	Match Required <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	
5. Contractual/Consultant	\$0.00	Amount Required this Action:	\$ 11,118.00
6. Training	\$0.00	Amount Required Prior Awards:	\$ 0.00
7. Other	\$0.00	Total Match Amount Required:	\$ 11,118.00
TOTAL DIRECT COSTS	\$207,234.00	Research and Development (R&D) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	
8. Indirect Costs (10%)	\$20,723.00	Federal Budget Period: September 24, 2024 through September 23, 2029	
TOTAL 5-YR APPROVED BUDGET	\$227,957.00	Federal Project Period: September 24, 2024 through September 23, 2029	
		FOR AGENCY USE, ONLY	

Source of Funds: 15.228 - BLM Fuels Management and Community Fire Assistance Program Activities	% Funds: 100%	CFDA: 15.228	FAIN: L24AC00719	Federal Grant #: L24AC00719-00	Grant Award Date by Federal Agency: 9/24/2024
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Agency Approved Indirect Rate: 10% de minimis **Subrecipient Approved Indirect Rate:** 10% de minimis

Terms and Conditions:
 In accepting these grant funds, it is understood that:

- This award is subject to the availability of appropriate funds.
- Expenditures must comply with any statutory & federal guidelines
- Expenditures must be consistent with the narrative, goals and objectives, and budget as approved and documented
- Subrecipient must comply with all applicable Federal regulations
- Semi-annual progress reports are due by the 30th of each March and September during the Performance Progress Report Cycle, unless specific exceptions are provided in writing by the grant administrator.
- Financial Status Reports and Requests for Funds must be submitted monthly, unless specific exceptions are provided in writing by the grant administrator.

Incorporated Documents:
 Section A: Grant Conditions and Assurances;
 Section B: Description of Services, Scope of Work and Deliverables;
 Section C: Budget and Financial Reporting Requirements;
 Section D: Request for Reimbursement;

Section E: Audit Information Request; and

Name	Signature	Date
Sean Slamon Chief, Carson City Fire District		
August Isernhagen Division Chief, Wildland Fuels		

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**SECTION A
GRANT CONDITIONS AND ASSURANCES**

General Conditions

1. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Truckee Meadows Fire Protection District (hereafter referred to as "District") shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Subrecipient is an independent entity.
2. The Subrecipient shall hold harmless, defend and indemnify the District from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.
3. The District or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement, nor relieve or release the District or Subrecipient from its obligations under this Agreement.
 - The District may, in its discretion, amend this Agreement to conform with federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the District and Subrecipient.
4. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Work in Section B may only be undertaken with the prior approval of the District. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, reports, or other materials prepared by the Subrecipient under this Agreement shall, at the option of the District, become the property of the District, and the Subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.
 - The District may also suspend or terminate this Agreement, in whole or in part, if the Subrecipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the District may declare the Subrecipient ineligible for any further participation in the District's grant agreements, in addition to other remedies as provided by law. In the event there is probable cause to believe the Subrecipient is in noncompliance with any applicable rules or regulations, the District may withhold funding.

Grant Assurances

A signature on the cover page of this packet indicates that the applicant is capable of and agrees to meet the following requirements, and that all information contained in this proposal is true and correct.

1. Adopt and maintain a system of internal controls which results in the fiscal integrity and stability of the organization, including the use of Generally Accepted Accounting Principles (GAAP).
2. Compliance with insurance requirements for general, professional, and automobile liability; workers' compensation and employer's liability; and, if advance funds are required, commercial crime insurance.
3. These grant funds will not be used to supplant existing financial support for current programs.
4. No portion of these grant funds will be subcontracted without prior written approval unless expressly identified in the grant agreement.
5. Compliance with the requirements of the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions).
6. Compliance with the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted there under contained in 28 CFR 26.101-36.999 inclusive, and any relevant program-specific regulations.
7. Compliance with Title 2 of the Code of Federal Regulations (CFR) and any guidance in effect from the Office of Management and Budget (OMB) related (but not limited to) audit requirements for grantees that expend \$750,000 or more in Federal awards during the grantee's fiscal year must have an annual audit prepared by an independent auditor in accordance with the terms and requirements of the appropriate circular. **To acknowledge this requirement, Section E of this notice of subaward must be completed.**
8. Compliance with the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
9. Certification that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal District or agency. This certification is made pursuant to regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67 § 67.510, as published as pt. VII of May 26, 1988, Federal Register (pp. 19150-19211).

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10. No funding associated with this grant will be used for lobbying.
11. Disclosure of any existing or potential conflicts of interest relative to the performance of services resulting from this grant award.
12. Provision of a work environment in which the use of tobacco products, alcohol, and illegal drugs will not be allowed.
13. An organization receiving grant funds through the Truckee Meadows Fire Protection District shall not use grant funds for any activity related to the following:
 - Any attempt to influence the outcome of any federal, state or local election, referendum, initiative or similar procedure, through in-kind or cash contributions, endorsements, publicity or a similar activity.
 - Establishing, administering, contributing to or paying the expenses of a political party, campaign, political action committee or other organization established for the purpose of influencing the outcome of an election, referendum, initiative or similar procedure.
 - Any attempt to influence:
 - The introduction or formulation of federal, state or local legislation; or
 - The enactment or modification of any pending federal, state or local legislation, through communication with any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation, including, without limitation, efforts to influence State or local officials to engage in a similar lobbying activity, or through communication with any governmental official or employee in connection with a decision to sign or veto enrolled legislation.
 - Any attempt to influence the introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, or a local governmental entity through communication with any officer or employee of the United States Government, or a local governmental entity, including, without limitation, efforts to influence state or local officials to engage in a similar lobbying activity.
 - Any attempt to influence:
 - The introduction or formulation of federal, state or local legislation;
 - The enactment or modification of any pending federal, state or local legislation; or
 - The introduction, formulation, modification or enactment of a federal, state or local rule, regulation, executive order or any other program, policy or position of the United States Government, or a local governmental entity, **by preparing, distributing or using** publicity or propaganda, or by urging members of the general public or any segment thereof to contribute to or participate in any mass demonstration, march, rally, fundraising drive, lobbying campaign or letter writing or telephone campaign.
 - Legislative liaison activities, including, without limitation, attendance at legislative sessions or committee hearings, gathering information regarding legislation and analyzing the effect of legislation, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
 - Executive branch liaison activities, including, without limitation, attendance at hearings, gathering information regarding a rule, regulation, executive order or any other program, policy or position of the United States Government, or a local governmental entity and analyzing the effect of the rule, regulation, executive order, program, policy or position, when such activities are carried on in support of or in knowing preparation for an effort to engage in an activity prohibited pursuant to subsections 1 to 5, inclusive.
14. An organization receiving grant funds through the Truckee Meadows Fire Protection District may, to the extent and in the manner authorized in its grant, use grant funds for any activity directly related to educating persons in a nonpartisan manner by providing factual information in a manner that is:
 - Made in a speech, article, publication, or other material that is distributed and made available to the public, or through radio, television, cable television or other medium of mass communication; and
 - Not specifically directed at:
 - Any member or employee of Congress, the Nevada Legislature or a local governmental entity responsible for enacting local legislation;
 - Any governmental official or employee who is or could be involved in a decision to sign or veto enrolled legislation; or
 - Any officer or employee of the United States Government, or a local governmental entity who is involved in introducing, formulating, modifying or enacting a Federal, State or local rule, regulation, executive order or any other program, policy or position of the United States Government, or a local governmental entity.

This provision does not prohibit a subrecipient or an applicant for a grant from providing information that is directly related to the grant or the application for the grant to the granting agency.

To comply with reporting requirements of the Federal Funding and Accountability Transparency Act (FFATA), the sub-grantee agrees to provide the District with copies of all contracts, sub-grants, and or amendments to either such documents, which are funded by funds allotted in this agreement.

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

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SECTION B

Description of Services, Scope of Work and Deliverables

Truckee Meadows Fire Protection District (TMFPD) in cooperation with Carson City Fire Department (CCFD) is seeking to address the threat of wildfire in the communities of New Washoe City/East Washoe Valley and North Carson City. These areas have been assessed as a high risk due to an increased accumulation of wildland fuels around homes throughout the communities. To prevent a catastrophic wildland-urban interface fire likely resulting in loss of life and severe property and infrastructure damage, fire prevention and fuels reduction must be a priority in these communities. Providing large-scale community wildfire risk reduction lowers the likelihood that human-caused wildland fires escape to the surrounding environment providing an indirect benefit to the adjoining BLM land listed below.

Carson City Fire District, hereinafter referred to as Subrecipient, agrees to provide the following services and reports according to the identified timeframes:

Scope of Work for Subrecipient

Goal 1: Enhance Public Safety: Prioritizing the safety of residents, visitors, and emergency responders by minimizing the threat of wildfires and reducing the potential for fire-related accidents and injuries in the wildland-urban interface (WUI) through hazardous fuels reduction.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
<ol style="list-style-type: none"> 1. Provide hazardous fuels mitigation on 50-60 participating landowners' properties and on 30 acres of City Lands in CCFD jurisdictions. 2. Complete fuel break, treating 20-25 acres of hazardous fuels, north of Powerline Road. 	<ol style="list-style-type: none"> 1. Remove dead/flammable vegetation from within 5 feet of structures for participating properties. 2. Within 5 and 30 feet of participating structures remove all dead vegetation and debris. Increase spacing between trees to 10 feet of separation. Increase spacing between shrubs selecting highly combustible varieties (i.e. Junipers) for removal. Remove shrubs and low hanging branches under trees that may be ladder fuels. When possible, broadcast chip material back onsite to inhibit regrowth and to prevent erosion. 3. Remove all dead plant material from 30 to 100 feet of participating structures. Remove potential ladder fuels. When possible, broadcast chip material back onsite to inhibit regrowth. 4. On large, open parcels of contiguous heavy fuels, employ mechanical mastication fuel reduction of 50% selecting to keep Bitterbrush (<i>Purshia tridentata</i>) for mule deer forage. 5. Coordinate with city public works to remove fuels grown into all public road right-of-way ditches and culverts. This improves flood management by preventing culvert damming 6. Address hazard mitigation through collaboration with BLM to address threat of wildfire in the communities of North Carson City. Employ mechanical mastication fuel reduction to create a 200' fuel break north of Powerline Road. 	<p>Semi-Annual Performance Progress Reporting</p> <p>6/15/2025</p> <p>12/15/2025</p> <p>06/15/2026</p> <p>12/15/2026</p>	<ol style="list-style-type: none"> 1. Running list of treated properties with: <ol style="list-style-type: none"> a. Address b. Parcel number c. Homeowner or property owner contact information. d. Home or lot characteristics including: fuel type, fuel arrangement, built zone information, access/egress considerations, etc. e. Fuels treatment recommendations f. Fuels treatments accomplished g. Reference NDF Defensible Space Survey Form or similar resource. 2. Fuels treatments before-and-after photo documentation.

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Goal 2: Public Wildland Fire Prevention/Awareness: Each agency will host community education events to build awareness around the topics of wildland urban interface fires, home defensibility/hardening, national, state and local programs/resources available to homeowners and communities and the benefits offered through this Community Fire Assistance Grant under the project conditions. Provide tailored homeowner education to fire risk and possible mitigation measures through on-site Defensible Space Inspections.

<u>Objective</u>	<u>Activities</u>	<u>Due Date</u>	<u>Documentation Needed</u>
<ol style="list-style-type: none"> 1. Conduct one (1) community education event each year (1 per department). 2. Conduct 50-60 defensible space inspections on CCFD jurisdictions with recommendations for hazard fuel abatement. 	<ol style="list-style-type: none"> 1. Provide convenient community meetings to intended project area to supply homeowner/property owners with: <ol style="list-style-type: none"> a. Grant program information and offering benefits b. Timeline of events and scope of the project c. Education materials relating to wildfire risk, home hardening, fuels mitigation, etc. d. Scheduling opportunities for Defensible Space Inspections 2. Conduct standardized Defensible Space Inspection utilizing NDF Defensible Space Survey Form or similar resource. Home/property owners must be provided a copy of the report. 	Semi-Annual Performance Progress Reporting 6/15/2025 12/15/2025 06/15/2026 12/15/2026	<ol style="list-style-type: none"> 1. Report detailing metrics of community participation where grant program and wildfire education is discussed. Metrics will include, at minimum: <ol style="list-style-type: none"> a. Number of participants; contacts made b. Topics discussed c. Defensible Space Inspection appointments made 2. Running list of inspected properties (See above for details)

Compliance with this section is acknowledged by signing the subaward cover page of this packet.

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SECTION C

Budget and Financial Reporting Requirements

Identify the source of funding on all printed documents purchased or produced within the scope of this subaward, using a statement similar to: "This publication (journal, article, etc.) was supported by Truckee Meadows Fire Protection District through Grant Number L24AC00719-00 from BLM Fuels Management and Community Fire Assistance Program Activities. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the District nor Bureau of Land Management."

Any activities performed under this subaward shall acknowledge the funding was provided through the District by Grant Number L24AC00719-00 from BLM Fuels Management and Community Fire Assistance Program Activities.

Subrecipient agrees to adhere to the following budget:

A) PERSONNEL COSTS								
Name and Title or Position	Salary or Wage	Hours Per Year	Year 1		Year 2		Totals	
			Program Income	BLM Funds	Program Income	BLM Funds	Program Income	BLM Funds
Wildland Fuels Manager	\$44.11	208		\$9,175.00		\$9,634.00		\$18,809.00
Engine Boss	\$40.57	320		\$12,982.00		\$13,631.00		\$26,613.00
Engine Operator	\$32.78	320		\$10,490.00		\$11,015.00		\$21,505.00
Type 2 Firefighter	\$28.00	320		\$8,960.00		\$9,408.00		\$18,368.00
Type 2 Firefighter	\$27.86	320		\$8,915.00		\$9,361.00		\$18,276.00
TOTAL PERSONNEL COSTS: (SF-424A Object Class Category 6a)				\$50,522.00	\$0.00	\$53,049.00	\$0.00	\$103,571.00
			\$ -					

Justification: Personnel costs are budgeted at projected hourly costs with anticipated 5% increase annually.

Wildland Fuels Manager - This position directs the overall operation of the project; responsible for overseeing the implementation of project activities, coordination with other agencies, development of materials, provision of in-service and training, conducting meetings and coordinating with agencies, designs and directs the gathering, tabulating and interpreting of required data, responsible for overall program evaluation and for staff performance evaluation; and is the responsible authority for ensuring necessary reports/documentation are submitted to BLM. This position may also conduct defensible space inspections and duties relate to all program objectives of this project. Ten percent of Manager's time is budgeted annually for project implementation.

*The Engine Crew will begin contacting residents and conducting defensible space inspection in Year 1. Inspections and fuel reduction work will continue through the project period. (Average 320 hours per year.)

Engine Boss - This position is a professional who leads the engine crew to manage the wildland hazardous fuel mitigation projects, is responsible for the safety of the crew, directs and participates in defensible space inspections and mastication, cutting/piling and burning piles, tree falling and overall implement of wildland fuels projects.

Engine Operator- This position is responsible for the supervision of the squad, coordinating and implementing project fuels reduction.

Type 2 Firefighter - Works as a skilled member of a fuels management crew engaged in fuels management, including hand piling, pile burning, and other brush disposal techniques. These positions also interface with the public adjacent to the project areas. Average employee works up to six months a year.

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B) FRINGE BENEFITS								
Name and Title or Position	Salary or Wage Base (Amounts budgeted in Section A above)	Fringe Benefit Rate (%)	Year 1		Year 2		Totals	
			Program Income	BLM Funds	Program Income	BLM Funds	Program Income	BLM Funds
K.Fahey, Wildland Fuels Manager	\$9,175.00	55.138830%		\$5,059.00		\$5,312.00		\$10,371.00
J.Tignac, Engine Boss	\$12,982.00	79.097255%		\$10,268.00		\$10,781.00		\$21,049.00
K.Green, Engine Operator	\$10,490.00	85.157200%		\$8,933.00		\$9,380.00		\$18,313.00
S.Vasenden, Type 2 Firefighter	\$8,960.00	90.544970%		\$8,113.00		\$8,519.00		\$16,632.00
C.Wetherington, Type 2 Firefighter	\$8,915.00	90.730600%		\$8,089.00		\$8,493.00		\$16,582.00
TOTAL FRINGE BENEFIT COSTS: (SF-424A Object Class Category 6b)			\$ -	\$40,462.00	\$0.00	\$42,485.00	\$0.00	\$82,947.00
Justification: Year 1 Fringe Benefit Costs calculations noted below. Year 2 includes anticipated 5% cost increase annually.								

C) TRAVEL COSTS								
Proposed Travel (Lodging and Per Diem)	Number of Days	Cost Per Day	Year 1		Year 2		Totals	
			Program Income	BLM Funds	Program Income	BLM Funds	Program Income	BLM Funds
3/4 Ton Pickup	63.37	85.00	5,386.00		5,386.00		10,772.00	0.00
TOTAL TRAVEL COSTS			\$5,386.00	\$0.00	\$5,386.00	\$0.00	\$10,772.00	\$0.00
Justification: Travel costs associated with this project will be tracked and reported as in-kind contribution.								

D) EQUIPMENT COSTS								
Equipment	Quantity	Cost Per Unit	Year 1		Year 2		Totals	
			Program Income	BLM Funds	Program Income	BLM Funds	Program Income	BLM Funds
TOTAL EQUIPMENT COSTS			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Justification: CCFD does not anticipate any equipment costs over \$5,000 to complete this project.								

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E) SUPPLY COSTS								
			Year 1		Year 2		Totals	
Item	Quantity	Cost Per Unit	Program Income	BLM Funds	Program Income	BLM Funds	Program Income	BLM Funds
Masticator	\$84.40	\$122.72		\$10,358.00		\$10,358.00		\$20,716.00
TOTAL SUPPLY COSTS			\$0.00	\$10,358.00	\$0.00	\$10,358.00	\$0.00	\$20,716.00

Justification:
The CCFD will utilize agency owned apparatus to re-treat three fire breaks located on BLM lands and complete hazardous fuels reduction on between 25-35 acres on private lands. CCFD will begin mastication work on private lands and implementation of treatments on BLM lands will be conducted after all federal requirements are completed by Carson City BLM. National Environmental Policy Act (NEPA) and Section 106 of the National Historical Preservation Act compliance is anticipated to be completed by Year 2 of the project period.

F) CONTRACTUAL COSTS							
		Year 1		Year 2		Totals	
Contractor Name, Type, etc.	Cost	Program Income	BLM Funds	Program Income	BLM Funds	Program Income	BLM Funds
TOTAL CONTRACTUAL COSTS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Justification: CCFD does not anticipate any contractual costs as this agreement does not require NEPA and Section 106 compliance for work on private lands. Implementation for work on federal lands will only occur after all federal requirements are completed by Carson City BLM.

G) CONSTRUCTION COSTS							
		Year 1		Year 2		Totals	
Contractor Name, Type, etc.	Cost	Program Income	BLM Funds	Program Income	BLM Funds	Program Income	BLM Funds
TOTAL CONSTRUCTION COSTS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Justification: CCFD does not anticipate any construction costs to complete this project.

H) OTHER COSTS							
		Year 1		Year 2		Totals	
Item	Cost	Program Income	BLM Funds	Program Income	BLM Funds	Program Income	BLM Funds
NovaMaps (20% of \$864 annual license)	\$173.00	\$173.00		\$173.00		\$0.00	\$0.00
TOTAL OTHER COSTS		\$173.00	\$0.00	\$173.00	\$0.00	\$346.00	\$0.00

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Justification:

NovaMaps software (\$864 annual creator license fee) enables the Wildland Fuels Programs to develop short-term and long-term monitoring and maintenance plans of hazardous fuels projects. Costs are allocated between the Carson City Fire Department Prevention and Wildland Programs. During this performance period, software is anticipated to be used 20% annually to support monitoring and reporting of project deliverables. This software uses drone data CCFD collects to create customizable enhanced maps used for analysis and measurements and to identify hotspots using Fire AI (an automatic hotspot detection feature) after pile and/or prescribed burning.

I) TOTAL DIRECT COSTS						
	Year 1		Year 2		Totals	
	Program Income	BLM Funds	Program Income	BLM Funds	Program Income	BLM Funds
Total Direct Costs						
TOTAL DIRECT COSTS	\$5,559.00	\$101,342.00	\$5,559.00	\$105,892.00	\$11,118.00	\$207,234.00

J) INDIRECT COSTS						
	Year 1		Year 2		Totals	
	Program Income	BLM Funds	Program Income	BLM Funds	Program Income	BLM Funds
Indirect Cost Rate to be used on this Project (%): 10%		10.00%		10.00%		
Indirect Cost Base for this Project:		\$101,342.00		\$105,892.00		
TOTAL INDIRECT COSTS	\$0.00	\$10,134.00	\$0.00	\$10,589.00	\$0.00	\$20,723.00

Narrative:
The City of Carson City is a consolidated municipality that has never submitted an indirect cost rate proposal to our cognizant agency. We request as a condition of subaward to charge a flat *de minimis* indirect cost rate of 10% to be charged against modified total direct project costs as defined 2 CFR in Title 2 of the Code of Federal Regulations Part 200, section 200.68. We understand that the 10% rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish an approved rate with our cognizant agency at any point during the award period.

K) TOTALS						
	Year 1		Year 2		Totals	
	Program Income	BLM Funds	Program Income	BLM Funds	Program Income	BLM Funds
Total Project Costs						
TOTAL COSTS	\$5,559.00	\$111,476.00	\$5,559.00	\$116,481.00	\$11,118.00	\$227,957.00

- Truckee Meadows Fire Protection District policy allows no more than 10% flexibility of the total not to exceed amount of the subaward, within the approved Scope of Work/Budget. Subrecipient will obtain written permission to redistribute funds within categories. **Note: the redistribution cannot alter the total not to exceed amount of the subaward. Modifications in excess of 10% require a formal amendment.**
- Travel expenses, per diem, and other related expenses must conform and be reimbursed at rates comparable to the rates established by the US General Services Administration.

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The Subrecipient agrees:

To request reimbursement according to the schedule specified below for the actual expenses incurred related to the Scope of Work during the subaward period.

- Total reimbursement through this subaward will not exceed \$227,957;
- Requests for Reimbursement will be accompanied by supporting documentation, including a line item description of expenses incurred; and
- Additional expenditure detail will be provided upon request from the District.

Additionally, the Subrecipient agrees to provide:

- A complete financial accounting of all expenditures to the District within 30 days of the CLOSE OF THE SUBAWARD PERIOD. Any un-obligated funds shall be returned to the District at that time, or if not already requested, shall be deducted from the final award.
- Any work performed after the BUDGET PERIOD will not be reimbursed.
- If a Request for Reimbursement (RFR) is received after the 45-day closing period, the District may not be able to provide reimbursement.
- If a credit is owed to the District after the 45-day closing period, the funds must be returned to the District within 30 days of identification.
- A semi-annual progress report. See Performance Progress Report schedule below:

Performance Progress Report Cycle			
Reporting Period Start Date	Reporting Period End Date	Reporting Type	Reporting Period Due Date
09/24/2024	03/23/2025	Semi-Annual	06/15/2025
03/24/2025	09/23/2025	Semi-Annual	12/15/2025
09/24/2025	03/23/2026	Semi-Annual	06/15/2026
03/24/2026	09/23/2026	Semi-Annual	12/15/2026

Both parties agree:

- To participate in annual coordination meetings to ensure contract performance, reporting standardization, and Scope of Work understanding. Coordination meetings may take place on-site of project for visual aid.
- All reports of expenditures and requests for reimbursement processed by the District are SUBJECT TO AUDIT.
- This subaward agreement may be TERMINATED by either party prior to the date set forth on the Notice of Subaward, provided the termination shall not be effective until 30 days after a party has served written notice upon the other party. This agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason the District, state, and/or federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

Financial Reporting Requirements

- A Request for Reimbursement is due on a quarterly basis, based on the terms of the subaward agreement, no later than the 15th of the month.
- Reimbursement is based on actual expenditures incurred during the period being reported.
- Payment will not be processed without all reporting being current.
- Reimbursement may only be claimed for expenditures approved within the Notice of Subaward.

**TRUCKEE MEADOW FIRE PROTECTION DISTRICT
NOTICE OF SUBAWARD**

Budget Account: _____

GL: _____

Draw #: _____

SECTION D

Request for Reimbursement

Program Name:	Subrecipient Name:
Address:	Address:
Subaward Period:	Subrecipient's: EIN: Vendor #:

FINANCIAL REPORT AND REQUEST FOR REIMBURSEMENT

(must be accompanied by expenditure report/back-up)

Month(s)

Calendar year

Approved Budget Category	A Approved Budget	B Total Prior Requests	C Current Request	D Year to Date Total	E Budget Balance	F Percent Expended
1. Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
2. Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
3. Operating	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
4. Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
5. Contractual/Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
6. Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
7. Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
8. Indirect	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-

MATCH REPORTING	Approved Match Budget	Total Prior Reported Match	Current Match Reported	Year to Date Total	Match Balance	Percent Completed
<i>INSERT MONTH/QUARTER</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-

I, a duty authorized signatory for the applicant, certify to the best of my knowledge and belief that this report is true, complete and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award; and that the amount of this request is not in excess of current needs or, cumulatively for the grant term, in excess of the total approved grant award. I am aware that any false, fictitious or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise. I verify that the cost allocation and backup documentation attached is correct.

Authorized Signature _____ Title _____ Date _____

FOR District USE ONLY

Is program contact required? Yes No Contact Person: _____

Reason for contact: _____

Fiscal review/approval date: _____

Scope of Work review/approval date: _____

Chief (as required): _____ Date _____

**TRUCKEE MEADOW FIRE PROTECTION DISTRICT
NOTICE OF SUBAWARD**

SECTION E

Audit Information Request

1. Non-Federal entities that **expend** \$750,000.00 or more in total federal awards are required to have a single or program-specific audit conducted for that year, in accordance with 2 CFR § 200.501(a).
2. Did your organization expend \$750,000 or more in all federal awards during your organization's most recent fiscal year? YES NO
3. When does your organization's fiscal year end? _____
4. What is the official name of your organization? _____
5. How often is your organization audited? _____
6. When was your last audit performed? _____
7. What time-period did your last audit cover? _____
8. Which accounting firm conducted your last audit? _____

Compliance with this section is acknowledged by signing the subaward cover page of this packet.