



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: 2027/2028

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 **{Applicant Name}** 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 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.
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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: _____

Signature: _____ **Date:** _____

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	-	-	-	-