2027 NFCA Wildfire Risk Reduction Program

Terms & Conditions

NFCA Authority

This **Cost Reimbursement Subaward** of federal financial assistance is issued by the Pass-through Entity, the Nevada Fire Chief's Association (NFCA), hereinafter referred to as "NFCA," to **{Name of Organization}**, hereinafter referred to as "the Subrecipient." The Subrecipient agrees to accept federal grant funds in the amount specified on the Grant Acknowledgement Form and to implement activities in support of the NFCA Wildfire Risk Reduction Program (the Program) under this subaward. NFCA shall comply with the terms and conditions of this subaward, and will be responsible for program oversight, monitoring the Subrecipient's performance of approved activities as described in the application, and distributing grant funds.

Program Administrator

Kelli Baratti
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Carson City, NV 89701
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Funding Authority

Program funding is provided to NFCA through the following:
CFDA: Bureau of Land Management Community Assistance Program
Assistance Listing: 15.228
Grant Number: L24AS00089
Grant Period: September 2024 – September 2029
Federal Agency: Department of Interior/Bureau of Land Management

Regulatory Compliance – Code of Federal Regulations (CFR)

SAM.gov

Subrecipient must have, and maintain, an active SAM.gov account throughout the life of the subaward. Having an active SAM.gov account and a valid Unique Entity Identifier (UEI) is a fundamental requirement for receiving federal grant funds, in accordance with 2 CFR Part 25 of the Code of Federal Regulations. Failure to maintain registration may impact access to funds and future obligations under this agreement and any other financial assistance or procurement award the recipient may have with the Federal government.

2 CFR Part 200

The Subrecipient is required to comply with applicable elements of 2 CFR Part 200. This document consolidates administrative requirements, cost principles, and audit requirements for federal awards, aiming to standardize and streamline the management of federal funding. The Uniform Guidance applies to most federal grantmaking and is binding on non-federal entities like non-profit organizations, state, local, and Tribal governments.

Amount Awarded

The NFCA hereby awards a Cost Reimbursable Subaward (as determined by 2 CFR 200.331), to the Subrecipient. The Statement of Work and Budget for this subaward is shown in the Subrecipient's application (attached). In its performance of subaward work, the Subrecipient shall be an independent entity and not an employee or agent of the NFCA. The subaward is for the administration and project completion for fiscal year 2027-2028. Award funds may not be used for purposes other than those stated in the grant application and in accordance with 2 CFR 200 Subpart E *Cost Principles*. The Subrecipient will not be reimbursed for any costs exceeding the award amount or any costs that do not meet 2 CFR 200 Subpart E.

Award Acceptance

Subrecipients must complete and return the Grant Acknowledgement Form and the Certifications and Assurances for Federal Grants with a signed governing body resolution or official meeting minutes (County Commission, City Council, Board of Directors, or Tribal Council) **prior to beginning project work** to confirm acceptance of the award and that you and your organization have read, understand, and will comply with the 2027 NFCA Wildfire Risk Reduction Program Terms & Conditions.

Project Description

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

Performance Period

Projects must be completed within the 14-month **performance period March 1, 2027-June 30, 2028** and all funds must be expended within the 14-month period. All costs must be incurred during the period of performance. Failure to meet project objectives within the 14-month performance period will be considered a default in this agreement and repayment of grant funds will be required. **NOTE:** Subrecipient must notify the Program Administrator immediately if you are not on schedule after the first 6 months, or anytime thereafter that approved program objectives are in danger of not being met during the period of performance.

Reporting Requirements

Matters concerning the technical performance of this Subaward shall be directed to the appropriate party's Point of Contact. The Subrecipient shall submit quarterly reports during the performance period and a final report on the project completion/end of period of performance. These dates follow the federal reporting requirements as shown below and are not based on the date of award. 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*
Time of Award – June 30, 2027	July 1, 2027	Initial
July 1 – September 20, 2027	October 1, 2027	25%
October 1 – December 31, 2027	January 1, 2028	50%
January 1 – March 31, 2028	April 1, 2028	75%
April 1 – June 30, 2028	July 1, 2028	100%

*Notify the Program Administrator immediately if you are not on schedule after the first six months, or anytime thereafter that approved performance objectives are in danger of not being met during the period of performance.

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 inclusion and documentation of in-kind, match, or cost sharing (includes waiving of indirect costs) is highly recommended and encouraged.

Disbursement of Funds

The Subrecipient shall submit invoices not more frequently than monthly and not less frequently than quarterly for costs incurred in accordance with 2 CFR 200 Subpart E. Upon receipt of invoices with proper backup documentation, the NFCA agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices shall be submitted using the Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs, breakdown by major cost category, Subaward number, and certification, as required in 2 CFR

200.415(a). Invoices that do not reference NFCA Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments shall be directed to the NFCA Program Administrator. Reporting requirements must be met before funds are released to Subrecipient.

A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to NFCA's Program Administrator not later than 30 days after the final Budget Period end date. The final statement of costs shall constitute Subrecipient's final financial report.

All payments shall be considered provisional and are subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient.

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. Notwithstanding, if the Awarding Agency terminates the Federal Award, the NFCA will terminate in accordance with Awarding Agency requirements. The NFCA notice shall be directed to the Subrecipient's Authorized Official.

ATTACHMENT 1

Certifications and Assurances for Federal Grants

Financial Assistance Agreement L24AC00738

1. **Lobbying (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 and 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 and 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).

Authorized Representative Name of Subrecipient: _____

Title: _____

Signature: _____

Date: _____

ATTACHMENT 2

GRANT ACKNOWLEDGEMENT FORM

2027 NFCA Wildfire Risk Reduction Program

Financial Assistance Agreement L24AC00738

Grantee Organization Name:

Project Title (if applicable):

Grant Award Amount:

Authorized Official Name: _____

Email Address: _____

Phone Number: _____

Acknowledgement & Certification

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

1. The organization accepts the award under the 2027 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 Name: _____

Title: _____

Signature: _____ **Date:** _____

Required Attachment:

- ☐ Signed governing body resolution or official meeting minutes (County Commission, City Council, Board of Directors, or Tribal Council)

ATTACHMENT 3

Media Policy

Subrecipients shall provide recognition and acknowledgement of the award in all activities, publications and materials associated with this funding. Media communications about the Program should clearly identify support of the Nevada Fire Chief's Association and the Bipartisan Infrastructure Law 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.