



STATE OF NEVADA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
NEVADA DIVISION OF FORESTRY

2478 Fairview Drive
Carson City, Nevada 89701
Phone (775) 684-2500 Fax (775) 684-2570

April 15, 2008

RE: Notice of Urban Forestry Grant Award, UF1S/02

Thomas Perrigo
Deputy Director of Planning
City of Las Vegas
731 South 4th Street
Las Vegas, NV 89101

Dear Mr. Perrigo,

On behalf of the Nevada Division of Forestry's Urban and Community Forestry (U&CF) Program and the Nevada Shade Tree Council, I am pleased to inform you the City of Las Vegas' proposal for the Urban Forestry Management Plan is approved for **\$38,000.00**. Notice that this is a partial grant award – the requested funding amount was \$40,000.00 – and it may be necessary to reduce the scope of work originally to be completed.

The source of these funds is **State Funding** through the Nevada Division of Forestry Urban and Community Forestry Program.

The approved budget for this grant is on page two of the grant award paperwork. Actual grant match does not need to be in the same categories as shown on the approved budget.

GRANT AWARD FORMS:

Please review the subgrantee information on the Notice of Grant award, page one of the attached award paperwork and note any corrections.

Sign and date, where shaded in yellow, and return 2 originals of the Notice of Grant Award page 1, and one original each of the AD-1048 Debarment and Suspension form (page 5) and Certification Letter (page 6). Make copies of your signed forms for your files.

Return signed originals as soon as possible to me at:

Susan Stead, Urban Forestry Program
Nevada Division of Forestry
2478 Fairview Drive
Carson City, NV 89701

This is not a final notice of approval, **nor** is it approval to start work on the project. Once you sign approval on the grant award paperwork and return to me, NDF's State Forester and Fiscal staff signs final approval on the *Notice of Grant Award*. The date of the state forester is the start date of the grant period. Purchases made before the start of your grant period are NOT eligible for reimbursement.

Please review the following regarding non-discrimination, citation statements, and the Single Audit Act for any publicity related to the project:

- Attachment A, sample non-discrimination and citation statements to meet the requirements for compliance with Title VI of the Civil Rights Act of 1964 (PL 88-35).
- Financial Assurances, section 6 regarding the requirement for copy of audits made in compliance with the Single Audit Act be sent to NDF within 60 days for review.

A reimbursement request form and an example time sheet will be sent to you with an original of the final approved *Notice of Grant Award* once we have approval.

Please give me a call at 775-684-2506 anytime you have questions concerning the paperwork, the grant, or to request other assistance.

Sincerely,



Susan Stead, Forestry Staff Specialist-Urban Forestry

cc: Rob Gregg, Management Analyst III of the Fiscal Management Section, NDF

NEVADA DIVISION OF FORESTRY
2008 State Funded Urban Forestry Grant Program

Federal Grant Title: <u>USDA Consolidated Grant</u>			
B/A <u>4195</u>	Cat. _____	Org. / _____	Sub Org. _____
Job # _____	GL# _____		

NOTICE OF GRANT AWARD

<p>Grantee's Name and Payment Address: City of Las Vegas – Planning & Development Dept. 731 South 4th Street Las Vegas, NV 89101</p> <p>Fed. Tax ID (If there is no Tax ID # enter your Social Security Number): <u>88-60000198</u></p> <p>NOTE: All grantees must establish a vendor number before payment can be made. If a Vendor Registration form is enclosed, fill it out and submit (via mail or fax) to Controller's Office (address/fax number is on the form in the top right corner). Call the vendor desk at 702-486-3810 or 702-486-3856 if you have any questions on how to complete/submit the form.</p>	<p>Grant Project Title and Number: <u>UF1S/02</u></p> <p>Amount of Grant Award: \$38,000.00</p> <p>Effective Period: Start _____ End: <u>April 15, 2009</u></p> <p>Effective Date: <u>date of last signature (State Forester)</u></p> <p>Final report & reimbursement request: Due no later than 45 days after project completion or date of expiration, whichever occurs first.</p>
<p>Primary Contact: Name: Paul Grimyser Title: Planner I Address: 731 South 4th Street, Las Vegas, NV 89101 Telephone: 702.229.2397 Cell Phone: Fax: 702.474.7463 E-mail: <u>pgrimyser@lasvegasnevada.gov</u></p>	<p>NDF Grant Program Administrator: Susan Stead, Urban Forestry Program Nevada Division of Forestry 2478 Fairview Drive Carson City, NV 89701 Office Phone: 775.684.2506 Cell Phone: 775.721.2734 Fax Number: 775.684.2571 E-mail: <u>sstead@forestry.nv.gov</u></p>
<p>Scope of Work: Inventory an estimated 15,000 city-owned trees and use the information to write a comprehensive Urban Forestry Management Plan. Analyze benefits of the trees using STRATUM software.</p>	

ASSURANCES

BY ACCEPTING THESE GRANT FUNDS GRANTEE AGREES TO:

- Accept responsibility for compliance with all local, state, and federal statutes, regulations, and requirements.
- Ensure proper planning, management and completion of the project described in the original application and *Notice of Grant Award*. The grant application is hereby incorporated into this Notice of Grant Award.
- Comply with the attached Financial and Program Assurances and Certification Regarding Debarment and Suspension and the Approved Budget.
- Ensure expenditures are in accordance with the specific categories as they appear in the Approved Budget.

The signature below indicates acceptance of this grant award and all requirements associated with this funding.

Typed Name/Title of Grantee Authorizing Official: _____ Signature: _____ Date: _____

Name/Title, Nevada Division of Forestry Grant Program Administrator: <u>Susan Stead, Urban Forestry Program Coordinator</u> Signature: _____ Date: _____

Name/Title, Nevada Division of Forestry Fiscal Officer: <u>Rob Gregg, MAIII</u> Signature: _____ Date: _____

Name/Title, Nevada Division of Forestry Administrator: <u>Pete Anderson, State Forester / Fire Warden</u> Signature: _____ Date: _____ (Grant Period Start Date)
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**NEVADA DIVISION OF FORESTRY – STATE FUNDED URBAN FORESTRY GRANT PROGRAM
APPROVED GRANT BUDGET**

Grant project title: Urban Forestry Management Plan

Grant number: UF1S/02

Category	Grant Award	+	Grantee Match	=	Total
<u>Personnel/Labor</u>	\$		\$ 151,700		\$ 151,700
<u>Travel*</u>	\$		\$		\$
<u>Equipment</u>	\$		\$		\$
<u>Operating/Supplies</u>	\$		\$ 2,042		\$ 2,042
<u>Contractual (Sub-Contractor)</u> Grantee must supply NDF Grant/Fire Business Manager with one copy of each contract.	\$ 38,000		\$ 20,000		\$ 20,000
<u>Administrative/Overhead</u>	\$		\$ 5,160		\$ 5,160
<u>In-Direct Charges</u>	\$		\$		\$
TOTAL	\$ 38,000		\$ 178,902		\$ 216,902

* Any approved travel will be reimbursed at the current State of Nevada rates.

NEVADA DIVISION OF FORESTRY - URBAN FORESTRY STATE FUNDED GRANT PROGRAM

FINANCIAL ASSURANCES

Grant project title: Urban Forestry Management Plan Grant number: UF1S/02

1. **Administrative, Cost and Audit Requirements** The Division is utilizing Federal Administrative, Cost and Audit Requirements for these grants. Sections 3 and 6 may not apply. Grantees must comply with the following regulations as they apply to federal sub-grantees: (OMB circulars are available online at: <http://www.whitehouse.gov/omb/circulars/>)

Nonprofit Organizations Title 7 CFR, Part 3019

- 2 CFR, Part 215 (OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations)
- 2 CFR, Part 230 OMB Circular A-122 Cost Principles for Nonprofit Organizations
- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

State and Local Governments, Indian Tribes Title 7 CFR, Part 3016

- OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments, and Indian Tribes
- 2 CFR, Part 225 (OMB Circular A-87), Cost Principles for State and Local Governments and Indian Tribes
- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

Educational Institutions Title 7 CFR, Part 3019

- 2 CFR, Part 215 (OMB Circular A-110), Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- 2 CFR, Part 220 (OMB Circular A-21), Cost Principles for Educational Institutions
- OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations

2. **Procurement**

All grantees must comply with state purchasing policies and procedures. Grantee must obtain bids for all applicable services in the Approved Grant Budget. **Grantee must make all bids and selection of vendors and sub-contractors available to NDF upon request for the effective period of the grant as well as the five year storage period.**

3. **Equipment Purchases**

For the purposes of this grant, equipment per the federal rule means tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of more than \$5,000 per unit. **Equipment purchases may not be allowable in all programs and must be pre-approved by the NDF grant program administrator.** Grantees awarded equipment must follow all rules regarding use, management, and disposal as stated in the Code of Federal Regulations (7 CFR 3016.32 Equipment).

4. **Payment Methods**

All grantees must establish a vendor number before payment can be made. All Requests for Reimbursement or Advance Forms must be submitted with an original signature, preferably in colored ink other than black, and on the approved form sent by the NDF grant program administrator. All project expenditures (grant share and matching share) must be in accordance with the Cost Principles, as identified above, and within the approved grant budget categories as they appear on page 2 of 6 of this document. Grantee may expect payment within thirty (30) days after sufficient documentation is submitted to NDF. Payment is in the form of:

- a. **Reimbursement Requests**

Reimbursement requests must be accompanied by documentation showing proof of payment (copy of invoice and check paying the invoice, voucher, or other proof of payment). Please note on each document whether it applies to the grant share or the matching share. Final reimbursement request must be submitted to NDF no later than 45 days after expiration of the grant.

- b. **Advance Payments**

Advance payments are not allowable in all programs and must be pre-approved by the awarding NDF grant program administrator. Advance payments are based on estimated costs and cannot exceed the maximum amount needed for a 30-day period. **Grantee must supply NDF with proof of purchase for any funds advanced within 30 days of receipt of advance, and any unexpended funds must be immediately refunded to the Nevada Division of Forestry.** Grantee will then have an additional 30 days to supply NDF with proof of payment to the vendor/sub-contractor, for a total of 60 days from the receipt of advance to reconcile.

5. **Matching Share**

Documentation of matching share must be included with each advance reconciliation or reimbursement request. All items applied to matching share must be eligible, as identified in the Approved Grant Budget and the applicable Cost Principles, listed above. Requirements for documentation of matching share are the same as the grant share, listed above.

- a. **Volunteer labor rates** may be valued at the current rate on http://www.independentsector.org/programs/research/volunteer_time.html for skilled labor if there is no other justifiable rate to base pay on.

- b. **Volunteer equipment hours** may be valued at the fair market value for the grantees local area or at the current NRCS rates available at http://efotg.nrcs.usda.gov/efotg_locator.aspx?map=NV (click on your county, then on the + next to the sub-file labeled Section I, then on the + next to the cost data, and open the excel spreadsheet called LRF Practice Components Year).

6. **Audits**

Grantees who expend over \$500,000 in federal funds in a year are required to comply with the Single Audit Act. Grantees must send NDF a copy of any audit conducted in compliance with OMB Circular A-133 (<http://www.whitehouse.gov/omb/circulars/a133/a133.html>) within 60 days of completion of the audit. NDF will respond to the audit with 90 days. If applicable, it is the grantees responsibility to ensure that NDF is a recipient of audit findings.

7. **Records Retention**

Grantee must maintain records which adequately identify grant receipts and expenditures. **All records must be kept by grantee for five years after the expiration of the grant.** The books, records, documents and accounting procedures and practices of the grantee relevant to this award shall be subject to inspection, examination and audit by the Grant Awarding Agency, the State of Nevada, the Nevada Division of Forestry, the Attorney General of Nevada, the State Legislative Auditor or any other designated agent.

**NEVADA DIVISION OF FORESTRY - URBAN FORESTRY STATE FUNDED GRANT PROGRAM
PROGRAM ASSURANCES**

Grant project title: Urban Forestry Management Plan Grant number: UF1S/02

This sub grant is awarded from an appropriation made to the Nevada Division of Forestry through Senate Bill 348 for the support of Urban and Community Forestry Program. This grant agreement shall become effective when the "Notice of Grant Award" is approved by the Nevada Division of Forestry (NDF) and signed by the State Forester. NDF retains the right to terminate this grant for cause at any time before completion of the program when it has determined the grantee has failed to comply with the conditions of this agreement.

1. **Grant-associated changes requiring prior approval from NDF**

The grantee shall neither assign, transfer, nor delegate any rights, obligations or duties under this "Notice of Grant Award" without the prior written consent from the Nevada Division of Forestry. Grantee must notify NDF program administrator in ample time to give proper approval or complete any necessary paperwork well before the grant expires or the change is set to occur. **If any of the conditions listed here within are being considered, notify the NDF grant administrator immediately:**

- Change to scope of work
- Change to budget
- Change in key contact
- Change in completion date of project

2. **Printed Material**

All printed material shall contain an Equal Opportunity Statement in compliance with Title IV of the Civil Rights Act of 1964 (P.L. 88-352). All printed material shall also contain a declaration of Federal and Nevada Division of Forestry assistance. Printed materials include but are not limited to: brochures, booklets, television segments, billboards, signs, videos, professional reports, and maps. Grantee must supply NDF with two copies of all printed materials developed with funding in this grant upon completion, termination or cancellation of this grant.

3. **Clearances and Permits**

The grantee is responsible for obtaining all necessary permits and clearances, and for completing all plans associated with this project. This includes but is not limited to archaeological reports and clearances, timber harvest permits, landowner permission, stream environment zone clearances, threatened and endangered species clearances. In applicable projects, it is also the grantees responsibility to ensure property boundaries are clearly marked and all affected property owners have signed an agreement prior to the onset of work.

4. **Project Maintenance**

Grantees agree to provide required maintenance as specified in the scope of work on page 1 of 6 of this document to grant funded projects and equipment.

5. **Cultural & Historic Properties**

Comply with NRS 383 and the Code of Federal Regulations- 36 CFR 800.13(b)(3) (<http://www.achp.gov/rcgs-rev04.pdf>) for the protection of historic and prehistoric sites. If buried or previously unidentified historic, pre-historic or Native American artifacts are discovered during project activities; the grantee shall cease all work immediately and notify the Nevada Division of Forestry within 48 hours of discovery.

6. **Reports Required**

Required reports will be specified in the scope of work on page 1 of 6 of this document. All grantees shall submit a final report within 45 days of expiration of this grant. **Grantees who have not submitted a final reimbursement request and final project report within the 45 day period or have not requested an extension to the expiration date at least 30 days prior to the original expiration may forfeit their grant award and the ability to seek reimbursement from the Nevada Division of Forestry.**

7. **Indemnification**

To the fullest extent permitted by the law, the grantee shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorney's fees and costs, arising out of any alleged negligent or willful acts or omissions of Grantee, its officers employees and agents.

U.S. DEPARTMENT OF AGRICULTURE

**Certification Regarding Debarment, Suspension, Ineligibility
And Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transaction and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

City of Las Vegas Planning & Development Department

Urban Forestry Mngmt. Plan UF1S/02

Organization Name

Grant Project Title or Number

Name(s) and Title(s) of Grantee Authorizing Official(s)

Signature(s)

Date

Form AD-1048 (1/92)

**NEVADA DIVISION OF FORESTRY – STATE FUNDED URBAN FORESTRY GRANT PROGRAM
CERTIFICATION OF GRANTEE AUTHORIZING OFFICIAL(S)**

Grant project title: Urban Forestry Management Plan Grant number: UF1S/02

(1) AUTHORIZED SIGNATURE:

(a) _____
Typed Name of Grant Authorizing Official

(b) _____
Signature of Grant Authorizing Official

(2) OTHER PERSONNEL AUTHORIZED WITH SIGNATURE AUTHORITY:

(Completion of this section is optional. This section is to be used if someone other than that in section (1) of this page is authorized to make changes to the grant, or complete any grant functions as mentioned below.)

I, _____ (name from line 5) certify that in addition to myself, the following are representatives of the above named organization, and are authorized to sign the Request For Reimbursement or Advance Form, to submit the progress and/or final reports, and to request a change to the scope of work or approved budget.

(a) _____
(Signature of Organization Representative) (Typed/Printed Name& Title)

(b) _____
(Signature of Organization Representative) (Typed/Printed Name& Title)

(c) _____
(Signature of Organization Representative) (Typed/Printed Name& Title)