



# RESOLUTION No. 24-471

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

**RESOLUTION APPROVING THE CONTRACT BETWEEN SIERRA STREAMS INSTITUTE AND THE NEVADA COUNTY OFFICE OF EMERGENCY SERVICES FOR THE NATURE-BASED MITIGATION AND WILDFIRE RETROFITTING FOR CLIMATE RESILIENCY: FOREST HEALTH AND FIRE RISK CURRICULUM FOR 3<sup>RD</sup>-5<sup>TH</sup> GRADERS (BRIC21-AP01251) IN THE AMOUNT OF \$41,936.00 WITH A REQUIRED MATCH OF \$17,973.00 FOR USE DURING THE PERIOD AUGUST 20, 2024, THROUGH JANUARY 15, 2027, AUTHORIZING THE DIRECTOR OF EMERGENCY SERVICES TO EXECUTE THE CONTRACT AND DIRECTING THE AUDITOR CONTROLLER TO AMEND THE FISCAL YEAR 2024/25 EMERGENCY SERVICES BUDGET (4/5 AFFIRMATIVE VOTE REQUIRED)**

WHEREAS, the Building Resilient Infrastructure and Communities (BRIC) program makes federal funds available to states, U.S. territories, federally recognized tribal governments, and local communities for hazard mitigation activities; and

WHEREAS, the BRIC grant program seeks to categorically shift the federal focus from reactive disaster spending toward research-supported, proactive investment in community resilience so that when disasters such as wildfire come communities are better prepared; and

WHEREAS, the Office of Emergency Services submitted a grant proposal to the FEMA BRIC program on December 1, 2021; and

WHEREAS, FEMA-BRIC awarded funds for this project on March 22, 2024, through the grant BRIC21-AP01251 Nature Based Mitigation and Wildfire Retrofitting for Climate Resiliency Phase 1 (Res. 24-233); and

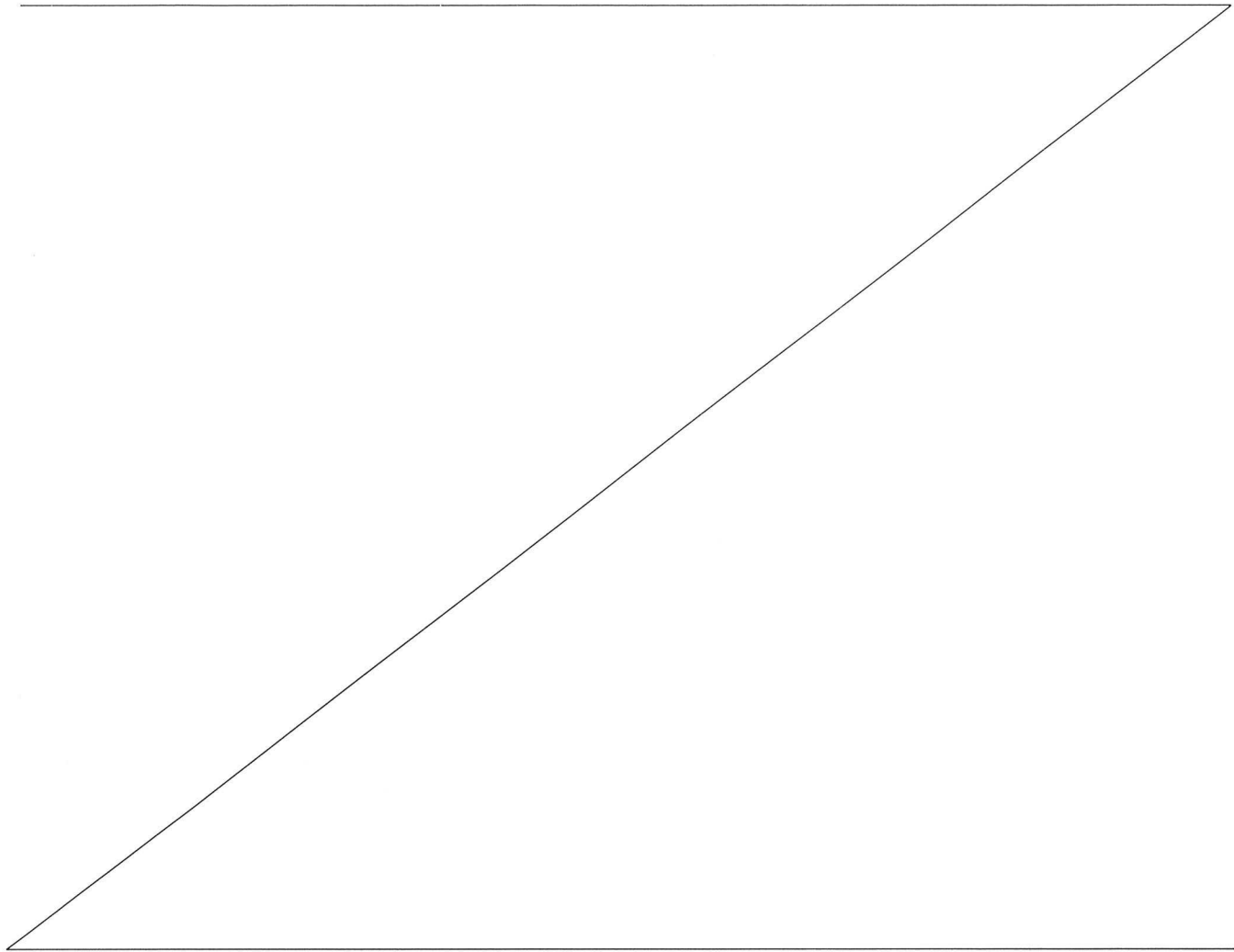
WHEREAS, youth education is a component of the BRIC21-AP01251 project, and Sierra Streams Institute was identified in the grant proposal to lead the "Forest Health and Fire Risk Curriculum for 3<sup>rd</sup>-5<sup>th</sup> Graders"; and

WHEREAS, this effort pairs \$41,936.00 in FEMA funding against \$17,973.00 in local match to be provided by Sierra Streams Institute for a total cost of \$59,909.00.

NOW, THEREFORE, BE IT RESOLVED by a four-fifths affirmative vote, the Board of Supervisors of the County of Nevada, State of California, approves the contract between Sierra Streams Institute and the Nevada County Office of Emergency Services for the Nature-Based Mitigation and Wildfire Retrofitting for Climate Resiliency: Forest Health and Fire Risk Curriculum for 3<sup>rd</sup>-5<sup>th</sup> Graders (BRIC21-AP01251) in the amount of \$41,936.00 with a required match of \$17,973.00 for use during the period August 20, 2024, through January 15, 2027, authorizes the Director of Emergency Services to execute the Contract, and directs the Auditor Controller to amend the Office of Emergency Services Fiscal Year 2023/24 Budget as follows:

Increase:

0101-20702-414-1000 / 446700	\$41,936.00
0101-20702-414-1000 / 521525	\$41,936.00



PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 20th day of August 2024, by the following vote of said Board:

- Ayes: Supervisors Heidi Hall, Edward C. Scofield, Lisa Swarthout, Susan Hoek, and Hardy Bullock.
- Noes: None.
- Absent: None.
- Abstain: None.
- Recuse: None.

ATTEST:

TINE MATHIASSEN  
Chief Deputy Clerk of the Board of Supervisors

By: 

  
Hardy Bullock, Chair

**Administering Agency:** Nevada County Office of Emergency Services

**Contract No.** \_\_\_\_\_

**Contract Description:** Nature-Based Mitigation and Wildfire Retrofitting for Climate Resiliency: Forest Health and Fire Risk Curriculum for 3<sup>rd</sup>-5<sup>th</sup> Graders

### PROFESSIONAL SERVICES CONTRACT

**THIS PROFESSIONAL SERVICES CONTRACT** ("Contract") is made at Nevada City, California, as of August 20, 2024 by and between the County of Nevada, ("County"), and Sierra Streams Institute ("Contractor"), who agree as follows:

1. **Services** Subject to the terms and conditions set forth in this Contract, Contractor shall provide the services described in Exhibit A. Contractor shall provide said services at the time, place, and in the manner specified in Exhibit A.
2. **Payment** County shall pay Contractor for services rendered pursuant to this Contract at the time and in the amount set forth in Exhibit B. The payments specified in Exhibit B shall be the only payment made to Contractor for services rendered pursuant to this Contract. Contractor shall submit all billings for said services to County in the manner specified in Exhibit B; or, if no manner is specified in Exhibit B, then according to the usual and customary procedures which Contractor uses for billing clients similar to County. **The amount of the contract shall not exceed forty-one thousand nine hundred and thirty-six dollars (\$41,936.00) with a required match of seventeen thousand nine hundred and seventy-three dollars (\$17,973.00).**
3. **Term** This Contract shall commence on 8/20/2024. All services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** of: 1/15/2027.
4. **Facilities, Equipment and Other Materials** Contractor shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Contract.
5. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.
6. **Electronic Signatures** The parties acknowledge and agree that this Contract may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

7. **Time for Performance** Time is of the essence. Failure of Contractor to perform any services within the time limits set forth in Exhibit A, or elsewhere in this Contract, shall constitute material breach of this contract. Contractor shall devote such time to the performance of services pursuant to this Contract as may be reasonably necessary for the satisfactory performance of Contractor's obligations pursuant to this Contract. Neither party shall be considered in default of this Contract to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

8. **Liquidated Damages**  
Liquidated Damages are presented as an estimate of an intangible loss to the County. It is a provision that allows for the payment of a specified sum should Contractor be in breach of contract. Liquidated Damages  shall apply  shall not apply to this contract. Liquidated Damages applicable to this contract are incorporated in Exhibit E, attached hereto.

9. **Relationship of Parties**

9.1. **Independent Contractor**

In providing services herein, Contractor, and the agents and employees thereof, shall work in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor acknowledges that it customarily engages independently in the trade, occupation, or business as that involved in the work required herein. Further, the Parties agree that Contractor shall perform the work required herein free from the control and direction of County, and that the nature of the work is outside the usual course of the County's business. In performing the work required herein, Contractor shall not be entitled to any employment benefits, Workers' Compensation, or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against such claim by its agents or employees. County makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such determination. Contractor shall be responsible for all reports and obligations including but not limited to social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation and other applicable federal and state taxes.

9.2. **No Agent Authority** Contractor shall have no power to incur any debt, obligation, or liability on behalf of County or otherwise to act on behalf of County as an agent. Neither County nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Contract. Contractor shall not represent that it is,

or that any of its agents or employees are, in any manner employees of the County.

9.3. **Indemnification of CalPERS Determination** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing service under this Contract or is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for all payments on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

10. **Assignment and Subcontracting** Except as specifically provided herein, the rights, responsibilities, duties and Services to be performed under this Contract are personal to the Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute or replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Contractor shall cause and require each transferee, subcontractor, and assignee to comply with the insurance provisions set forth herein, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor, and assignee shall constitute a Material Breach of this Contract, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

11. **Licenses, Permits, Etc.** Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, obtain or keep in effect at all times during the term of this Contract, any licenses, permits, and approvals which are legally required for Contractor to practice its profession at the time the services are performed.

12. **Hold Harmless and Indemnification Contract** To the fullest extent permitted by law, each Party (the "Indemnifying Party") hereby agrees to protect, defend, indemnify, and hold the other Party (the "Indemnified Party"), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party's negligent act, willful misconduct, or error or omission, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the Contract. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any

such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against either Party or to enlarge in any way either Party's liability but is intended solely to provide for indemnification of the Indemnified Party from liability for damages, or injuries to third persons or property, arising from or in connection with Indemnifying Party's performance pursuant to this Contract. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this Contract.

13. **Standard of Performance** Contractor shall perform all services required pursuant to this Contract in the manner and according to the standards observed by a competent practitioner of the profession in which Contractor is engaged in the geographical area in which Contractor practices its profession. All products of whatsoever nature which Contractor delivers to County pursuant to this Contract shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in Contractor's profession.

Contractor without additional compensation. Contractor's personnel, when on the County's premises and when accessing the County network remotely, shall comply with the County's regulations regarding security, remote access, safety and professional conduct, including but not limited to Nevada County Security Policy NCSP-102 Nevada County External User Policy and Account Application regarding data and access security. Contractor personnel will solely utilize the County's privileged access management platform for all remote access support functions, unless other methods are granted in writing by the County's Chief Information Officer or his/her designee.

14. **Prevailing Wage and Apprentices** To the extent made applicable by law, performance of this Contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code section 1720, et seq., and shall be in conformity with Title 8 of the California Code of Regulations section 200 et seq., relating to apprenticeship. Where applicable:

- Contractor shall comply with the provisions thereof at the commencement of Services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. Applicable prevailing wage determinations are available on the California Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/PWD>.

- Contractor and all subcontractors must comply with the requirements of Labor Code section 1771.1(a) pertaining to registration of contractors pursuant to section 1725.5. Registration and all related requirements of those sections must be maintained throughout the performance of the Contract.
  - Contracts to which prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Each Contractor and subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.
  - The County is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.
15. **Accessibility** It is the policy of the County of Nevada that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall comply with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct Services are and shall be accessible to all persons.
16. **Nondiscriminatory Employment** Contractor shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or sexual orientation in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.
17. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of state grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
18. **Political Activities** Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.
19. **Financial, Statistical and Contract-Related Records:**
- 19.1. **Books and Records** Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting

documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.

- 19.2. **Inspection** Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.
- 19.3. **Audit** Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the Maximum Contract Price.

## 20. **Termination**

- A.** A Material Breach, as defined pursuant to the terms of this Contract or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this Contract, or both, without notice.
- B.** If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **five (5) calendar days written notice to Contractor.**
- C.** Either party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform



services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.

- D. County, upon giving **thirty (30) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract at the end of any fiscal year if the County or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

In the event this Contract is terminated:

- 1) Contractor shall deliver copies of all writings prepared by it pursuant to this Contract. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.
- 2) County shall have full ownership and control of all such writings delivered by Contractor pursuant to this Contract, except those for which contractor already has copyright over, such as curriculum and protocols.
- 3) County shall pay Contractor the reasonable value of services rendered by Contractor to the date of termination pursuant to this Contract not to exceed the amount documented by Contractor and approved by County as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the Contract specified in Exhibit B, and further provided, however, County shall not in any manner be liable for lost profits which might have been made by Contractor had Contractor completed the services required by this Contract. In this regard, Contractor shall furnish to County such financial information as in the judgment of the County is necessary to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy, which County may have in law or equity.

21. **Intellectual Property** To the extent County provides any of its own original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto, not the property of Contractor (herein "Intellectual Property"), which concern or relate to this Contract and which have been prepared by, for or submitted to Contractor by County, shall be the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception.
22. **Waiver** One or more waivers by one party of any major or minor breach or default of any provision, term, condition, or covenant of this Contract shall not operate as a waiver of any subsequent breach or default by the other party.

23. **Conflict of Interest** Contractor certifies that no official or employee of the County, nor any business entity in which an official of the County has an interest, has been employed or retained to solicit or aid in the procuring of this Contract. In addition, Contractor agrees that no such person will be employed in the performance of this Contract unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County Personnel Code.
24. **Entirety of Contract** This Contract contains the entire Contract of County and Contractor with respect to the subject matter hereof, and no other Contract, statement, or promise made by any party, or to any employee, officer or agent of any party, which is not contained in this Contract, shall be binding or valid.
25. **Alteration** No waiver, alteration, modification, or termination of this Contract shall be valid unless made in writing and signed by all parties, except as expressly provided in Section 20, Termination.
26. **Governing Law and Venue** This Contract is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Contract shall be the County of Nevada, State of California. Each party waives any Federal court removal and/or original jurisdiction rights it may have.
27. **Compliance with Applicable Laws** Contractor shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the Services to be provided by this Contract.
28. **Subrecipient** This Subrecipient Contract is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et al (commonly referred to as the "OMB Super Circular" or "Uniform Guidance"). A copy of these regulations is available at the link provided herein for the Code of Federal Regulations. [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
29. **Additional Contractor Responsibilities**
- A. To the extent Contractor is a mandated reporter of suspected child and/or dependent adult abuse and neglect, it shall ensure that its employees, agents, volunteers, subcontractors, and independent contractors are made aware of, understand, and comply with all reporting requirements. Contractor shall immediately notify County of any incident or condition resulting in injury, harm, or risk of harm to any child or dependent adult served under this Contract.
- B. Contractor will immediately notify of any serious and credible active complaints, lawsuits, licensing or regulatory investigations, reports of fraud or malfeasance, or criminal investigations regarding its operations. Contractor agrees to work

cooperatively with County in response to any investigation commenced by County with regard to this Contract or the clients served herein, including providing any/all records requested by County related thereto.

C. Contractor shall employ reasonable background check procedures on all employees, prospective employees, volunteers and consultants performing work involving direct contact with minor children or dependent adults under this Contract, including fingerprinting and criminal records checks, sexual offender registry checks, and reference checks, including both personal and professional references.

30. **Notification** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the parties as follows:

**COUNTY OF NEVADA:**

Nevada County  
Office of Emergency Services  
Address: 950 Maidu Ave.  
City, St, Zip Nevada City, CA 95959  
Attn: IGS Admin  
Email: Courtney.personeni-oes@nevadacountyca.gov  
IGSAdmin@nevadacountyca.gov  
Phone: (530) 265-1705

**CONTRACTOR:**

Sierra Streams Institute  
Address: 117 New Mohawk Road Ste. H  
City, St, Zip Nevada City, CA 95959  
Attn: Jeff Lauder  
Email: jeff@sierrastreamsinstitute.org  
Phone: 530-470-6037

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

Executed as of the day first above stated:

**Authority:** All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

**IN WITNESS WHEREOF**, the parties have executed this Contract effective on the Beginning Date, above.

**COUNTY OF NEVADA:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Title: Craig Griesbach, Director of Emergency Services

Approved as to Form – County Counsel:

By: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTRACTOR: Sierra Streams Institute**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Jeff Lauder

\* Title: Executive Director

***\*If Contractor is a corporation, this Contract must be signed by two corporate officers; one of which must be the secretary of the corporation, and the other may be either the President or Vice President, unless an authenticated corporate resolution is attached delegating authority to a single officer to bind the corporation (California Corporations Code Sec. 313).***

## **Exhibits**

- Exhibit A: Scope of Work
- Exhibit B: Schedule of Charges and Payments
- Exhibit C: Project Budget
- Exhibit D: Insurance Requirements
- Exhibit E: Federal Contracting Requirements

## **Appendices**

- Appendix A: Disbursement Request Template
- Appendix B: FEMA Reporting Template
- Appendix C: FEMA/BRIC Invoice Checklist

## EXHIBIT A - SCOPE OF WORK

### Project Summary

The *Forest Health and Fire Risk Curriculum for 3<sup>rd</sup>-5<sup>th</sup> Graders* that will be rolled out to up to 10 classes and three new schools under this contract is a component of the larger *Nature-Based Mitigation and Wildfire Retrofitting for Climate Resiliency Project* that is being addressed with Federal Emergency Management Agency (FEMA) *Building Resilient Infrastructure and Communities* (BRIC) funds (BRIC21-AP01251, Phase 1).

In sum, the BRIC Project will use nature-based solutions and a multi-faceted approach to directly address wildfire risk to lives, homes and community lifelines through (1) home-hardening and (2) near-home defensible space vegetation management, (3) landscape level fuel modification, and (4) community and youth education. Coordinated deployment of proven strategies will mitigate severe and immediate risk while establishing a model that supports generational infrastructure change.

Sierra Streams Institute (SSI) will lead youth education through the "*Forest Health and Fire Risk Curriculum for 3<sup>rd</sup>-5<sup>th</sup> Graders*" effort. This will involve (1) identifying and establishing partnerships with new member schools within the project footprint (Woodpecker Ravine), (2) conducting stakeholder training(s) and identifying forest plots for monitoring activities, and (3) guiding field forest investigation activities with teachers and students.

Prior to execution of the SOW this contract will be reviewed by staff of County of Nevada as applicable and reviewed by staff of the SSI (Contractor).

### Task 1: Project Management

Under Task 1, SSI staff will coordinate the identification and establishment of partnerships with new schools (Task 2), stakeholder training and target plot location establishment (Task 3), and forest investigations (Task 4). This will include the development and management of any needed subcontracts in accordance with federal procurement standards (2 CFR Part 200).

SSI will be required to report out to County of Nevada quarterly (project team meetings) and will provide quarterly invoices and progress reports.

**Timeline:** August 20, 2024 – January 15, 2027

**Deliverables:**

- 1.1 Written Quarterly Progress Reports provided to OES within seven (7) days of the end of the quarter delineating work completed the prior quarter and work planned for the next quarter.
- 1.2 Schedule, conduct, and facilitate quarterly Project Check-In Meetings with SSI and OES staff and/or assigned project manager.
- 1.3 Request for Qualifications for any external vendors used, as applicable.
- 1.4 SOW and fully executed contracts for any external vendors used.
- 1.5 Quarterly Invoices and financial back-up documentation for expenditures as detailed in Exhibit B, provided to OES within seven (7) days of the end of the quarter.

## **Task 2: Identify and Establish Partnerships with New Schools**

Under Task 2, SSI will expand roll-out of the National Science Foundation *Our Forests* curriculum and teacher support program to up to 10 total classes and up to 3 new schools within the proposed Woodpecker Ravine project footprint.

**Timeline:** August 2024 – January 15, 2025

### ***Deliverables:***

- 2.1 List of Schools Within the Project Footprint
- 2.2 Educators/School Leadership Consulted, Agendas, and Meeting Notes
- 2.3 List of Schools (up to 3) and Classes (up to 10) Selected, Including Contact Information

## **Task 3: Stakeholder Training and Target Plot Location Establishment**

Under Task 3, SSI staff will work with teachers, researchers, and land managers to identify forest plots within and outside of the fuel management area. SSI will coordinate with OES to ensure that Right-of-Entry (ROE) are collected for any plots on private land prior to location establishment and commencement of monitoring activities.

Plot measurements will include:

- Tree density
- Tree species diversity
- Tree size
- Downed fuel load/woody debris
- Canopy closure/density
- Cone, seed, and seedling density.

Data collection will follow protocols previously established by SSI for the *Our Forests* program, allowing data compatibility with multiple other Forest Investigation sites throughout the county, as well as with regularly used national and regional public forest

datasets. Plot establishment within the treatment area will allow students to learn about forest health before and after fuels treatments by comparing forest inventories, fuel loads, and other measures of health among plots from treated vs untreated areas before and after treatment.

SSI will assist in developing teacher proficiency to teach forest science concepts and working with students outdoors. Protocols from the current iteration of the *Our Forests* project will also be revised during this task to accommodate data compatibility between prior Forest Investigation Zones and the target fuel modification area.

**Timeline:** March 2025 – October 2025

**Deliverables:**

- 3.1 Introductory Letter and Right-of-Entry (ROE)
- 3.2 Signed ROE for Identified Plots
- 3.3 Map of Plot Locations
- 3.4 Initial (Before) Photos of Plots
- 3.5 Revised *Our Forests* Project Protocols

**Task 4: Forest Investigations**

Following teacher training and protocol, SSI education staff will guide field Forest Investigation activities including forest inventory data collection and field learning exercises under Task 4. This training consists primarily of the “Forests Institute”, which equips teachers with the knowledge to address student questions related to forest health in the field, as well as tools for increasing student engagement with forest health data.

Plots will then be visited by the same teacher with new classes each year over the project period, allowing students to engage with time-series data to assess impacts of treatments or change over time.

SSI staff will not only guide data collection and field investigations directly, but will also provide logistical support, producing data collection materials, field supplies, and providing all equipment needed for forest inventories, reducing teacher/school equipment purchasing burden. Field support will primarily consist of one or more SSI technicians guiding forest investigations in the first year and subsequently providing teacher support.

**Timeline:** November 2025 – December 2026

**Deliverables:**



- 4.1 Forest Inventory Data Summaries
- 4.2 Photos of Field Work
- 4.3 Data Collection Materials (as applicable)
- 4.4 List of Field Supplies
- 4.5 Presentation to the Nevada County Board of Supervisors on Forest Investigations
- 4.6 Student presentations to stakeholders at either the Wild and Scenic Film Festival or at a local stakeholder venue

### **Summary of Project Deliverables**

#### **Task 1: Project Management**

- 1.1 Written Quarterly Progress Reports provided to OES within seven (7) days of the end of the quarter delineating work completed the prior quarter and work planned for the next quarter.
- 1.2 Schedule, conduct, and facilitate quarterly Project Check-In Meetings with SSI and OES staff and/or assigned project manager.
- 1.3 Request for Qualifications for any external vendors used, as applicable.
- 1.4 SOW and fully executed contracts for any external vendors used.
- 1.5 Quarterly Invoices and financial back-up documentation for expenditures as detailed in Exhibit B, provided to OES within seven (7) days of the end of the quarter.

#### **Task 2: Identify and Establish Partnerships with New Schools**

- 2.1 List of Schools Within the Project Footprint
- 2.2 Educators/School Leadership Consulted, Agendas, and Meeting Notes
- 2.3 List of Schools (up to 3) and Classes (up to 10) Selected, Including Contact Information

#### **Task 3: Stakeholder Training and Target Plot Location Establishment**

- 3.6 Introductory Letter and Right-of-Entry (ROE)
- 3.1 Signed ROE for Identified Plots
- 3.2 Map of Plot Locations
- 3.3 Initial (Before) Photos of Plots
- 3.4 Revised *Our Forests* Project Protocols

#### **Task 4: Forest Investigations**

- 4.7 Forest Inventory Data Summaries
- 4.1 Photos of Field Work
- 4.2 Data Collection Materials (as applicable)
- 4.3 List of Field Supplies
- 4.4 Presentation to the Nevada County Board of Supervisors on Forest Investigations

4.5 Student presentations to stakeholders at either the Wild and Scenic Film Festival or at a local stakeholder venue

### **Additional Considerations**

The Parties understand and agree that Sierra Streams Institute (Contractor) may subcontract out for technical support as needed to achieve the objectives delineated in the SOW. Nothing contained in this Agreement or otherwise shall create any contractual relationship between County of Nevada and any of Contractor's subcontractors nor relieve Contractor of its responsibilities and obligations hereunder. The Contractor's obligation to pay its subcontractors, as an independent obligation form the County's obligation to make payments to Contractor. As a result, the County shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor. Contractor shall cause and require each subcontractor to comply with all insurance provisions applicable to Contractor under this Agreement. Additionally, Contractor shall require any and all subcontractors hired by Contractor to comply with all terms, conditions, and requirements applicable to Contractor set forth in this Agreement.

Further, the Parties understand and agree that Contractor, and any subcontractors Contractor hires to complete services required of Contractor under this Agreement, shall be responsible for ensuring full compliance with all Cal-OSHA regulations and requirements applicable to the services required herein, including but not limited to heat illness prevention plan, site-specific safety plans, and holding "tailgate" safety meetings.

## **EXHIBIT A - DETAILED PROJECT SPECIFICATIONS**

### **General Instructions**

Prior to beginning this project, the Contractor will meet with County of Nevada OES to discuss project implementation, special protection measures and any potential operational constraints regarding the conduct of this contract that may impact project completion, including but not limited to, planned start date, special protection measures, operational constraints, operating schedule with clear project milestones and associated dates, and order of project completion. All of the above identified operational conditions and criteria shall be documented in a **written *Plan of Operation* which shall be provided to County for review and comment within 15 days of contract execution** and be kept in the Contractor's possession during project implementation.

**Site Inspection and Monitoring (as applicable for forest plots)**

The County of Nevada reserves the right to request for site inspection and inspection of deliverables of the project as needed to ensure the Project is meeting requirements, throughout the duration of the project to be completed by the Project Manager(s) and/or their designee.

## EXHIBIT B - SCHEDULE OF CHARGES AND PAYMENTS

### Maximum Limit & Fee Schedule

Contractor's compensation shall be paid at the schedule shown below. Reimbursement for any expenses not delineated in the approved project budget for Grant Agreement BRIC21-AP01251 Phase 1 are not authorized. All expenses of Contractor, including any expert or professional assistance retained by Contractor to complete the work performed under this contract shall be borne by the Contractor.

The total of all payments made under this Contract shall not exceed the amount shown in Section 2 of this contract (\$41,936.00) with a required match of \$17,973.00.

### Invoices

1. Sierra Streams Institute shall submit to the County of Nevada invoices on a monthly basis delineating all costs by Item as specified in the project budget.
2. Applicable back-up documentation associated with the invoice shall include receipts for all materials and supplies, all staff-time shown by number of hours worked and hourly rate, timesheets, and invoices for all contractor or subcontractor services.
3. After the close of each Quarter, invoices shall be accompanied by Quarterly Progress Reports describing the work completed by Task# and Item, with photos (as applicable).
4. County of Nevada will review submitted Invoices and Quarterly Progress Reports within seven business days of receipt. Should errors be found in excess of five errors, County of Nevada will halt review and return the report to Sierra Streams Institute to revise. The County of Nevada will have seven business days to review revised submissions.
5. Approved invoices are payable within 30 days.

**Invoice Schedule**

Contractor shall submit monthly Invoices by the 20<sup>th</sup> of each month and Quarterly Progress Reports to the County of Nevada by the 7<sup>th</sup> of each month following the end of the quarter.

<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
	January 7, 2025	January 7, 2026	January 7, 2027 FINAL
	April 7, 2025	April 7, 2026	
	July 7, 2025	July 7, 2026	
October 7, 2024	October 7, 2025	October 7, 2026	

**Invoice Back-Up Documentation Detailed Requirements**

1. Receipts and/or invoices for supplies, venue rentals, etc. are required.
2. Itemized invoices for any sub-contractors are required.
3. Itemized invoices for equipment contracts are required.
4. For personnel and benefits costs incurred by Sierra Streams Institute back-up documentation should include staff member, hourly rate, and corresponding Task referenced in the Scope of Work (Exhibit A).
5. For personnel and benefits costs incurred by Sierra Streams Institute back-up documentation should include timecard reports.
6. The word “invoice” shall appear at the top of the page for all back-up documentation.
7. Invoices shall include contractor Information including name and address.
8. Invoices shall include date of submission and a unique invoice number.
9. The project tracking number “BRIC21-AP01251 Phase 1” shall appear on all invoices.
10. Invoices shall denote the Task# and Item referenced in the Scope of Work (Exhibit A) under which the expenditure was incurred.

11. Invoices shall include dates or time period during which the invoiced costs were incurred by major budget category (e.g., salaries, benefits, supplies, etc.).

### **Required Reporting**

Invoices will be submitted monthly and quarterly Progress Reports will be submitted on a quarterly basis with the relevant quarter-ending invoice.

Payment will be withheld if reporting requirements are not met and/or sufficient back-up documentation is not submitted with invoices. Payment will resume upon approved submissions.

Contractor shall provide a copy of its audited financial statement and most recent IRS 990 form to County by October 1<sup>st</sup> of each year.

Submit all invoices to:

Nevada County: Office of Emergency Services  
Address: 950 Maidu Ave  
City, St, Zip Nevada City, CA 95959  
Attn: IGS Admin  
Email: [courtney.personeni-oes@nevadacountyca.gov](mailto:courtney.personeni-oes@nevadacountyca.gov) and [IGSAdmin@nevadacountyca.gov](mailto:IGSAdmin@nevadacountyca.gov)  
Phone: (530) 265-1225

### **Payment Schedule**

The County will make payment within thirty (30) days of receipt of an approved invoice.

Unless otherwise agreed to by County, all payments owed by County to Contractor under this Contract shall be made by Automated Clearing House (ACH). In the event County is unable to release payment by ACH the Contractor agrees to accept payment by County warrant.

## EXHIBIT C PROJECT BUDGET

### Project Budget

Project Budget	
Supervisor/Project Director	\$10,671
Executive Director	\$1,804
Finance Director	\$1,130
Instruction Technician	\$5,562
Instruction Technician	\$5,562
Support Staff	\$3,914
Fringe Benefits	\$6,588
Travel	\$1,500
Materials and Supplies	\$4,000
Database Management	\$500
NICRA Rate	\$18,678
<b>TOTAL</b>	<b>\$59,909</b>

Sierra Streams Institute is responsible for 30% match (\$17,973.00) against a total project budget of \$59,909.00.

Sierra Streams Institute is to invoice for 100% of project costs and will be reimbursed for 70% of costs for a contract Not to Exceed Amount of \$41,936.000.

## EXHIBIT D - INSURANCE REQUIREMENTS

**Insurance.** Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

- (i) **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- (ii) **Automobile Liability** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage. The Automobile Liability policy shall be endorsed to include Transportation Pollution Liability insurance MCS-90, covering materials to be transported by Contractor pursuant to the contract.
- (iii) **Workers' Compensation** insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. **(Not required if contractor provides written verification it has no employees).**
- (iv) If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

### Other Insurance Provisions:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- (i) **Additional Insured Status: The County, its officers, employees, agents, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of the work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 25, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used.)
- (ii) **Primary Coverage** For any claims related to this contract, the **Contractor's insurance shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the County, its officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by the County, its officers, employees, agents, and volunteers shall be excess of the Contractor's insurance and shall not contribute with it.



- (iii) **Notice of Cancellation** This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to the County of Nevada.
- (iv) **Waiver of Subrogation** Contractor hereby grants to County a waiver of any right to subrogation which any insurer or said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.
- (v) **Sole Proprietors** If Contractor is a Sole Proprietor and has no employees, they are not required to have Workers Compensation coverage. Contractor shall sign a statement attesting to this condition, and shall agree they have no rights, entitlements or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees.
- (vi) **Deductible and Self-Insured Retentions** Deductible and Self-insured retentions must be declared to and approved by the County. The County may require the Contractor to provide proof of ability to pay losses and related investigations, claims administration, and defense expenses within the retention. The Policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County. **(Note – all deductibles and self-insured retentions must be discussed with risk, and may be negotiated)**
- (vii) **Acceptability of Insurers:** Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the County.
- (viii) **Claims Made Policies** if any of the required policies provide coverage on a claims-made basis: **(note – should be applicable only to professional liability)**
  - a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
  - b. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
  - c. If the coverage is canceled or non-renewed, and not replaced with another **claims-made policy form with a Retroactive Date**, prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of **five (5)** years after completion of contract work.
- (ix) **Verification of Coverage** Contractor shall furnish the County with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to County before work begins. However, failure to obtain and provide verification of the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

- (x) **Subcontractors** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.
- (xi) **Special Risks or Circumstances** County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
- (xii) **Conformity of Coverages** If more than one policy is used to meet the required coverages, such as an umbrella policy or excess policy, such policies shall be following form with all other applicable policies used to meet these minimum requirements. For example, all policies shall be Occurrence Liability policies or all shall be Claims Made Liability policies, if approved by the County as noted above. In no cases shall the types of policies be different.
- (xiii) **Premium Payments** The insurance companies shall have no recourse against the COUNTY and funding agencies, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by a mutual insurance company.
- (xiv) **Material Breach** Failure of the Contractor to maintain the insurance required by this Contract, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Contract.
- (xv) **Certificate Holder** The Certificate Holder on insurance certificates and related documents should read as follows:

County of Nevada  
950 Maidu Ave.  
Nevada City, CA 95959

Upon initial award of a contract to your firm, you may be instructed to send the actual documents to a County contact person for preliminary compliance review.

Certificates which amend or alter the coverage during the term of the contract, including updated certificates due to policy renewal, should be sent directly to Contract Administrator.

## EXHIBIT E – FEDERAL CONTRACTING REQUIREMENTS

### FEDERAL CONTRACTING REQUIREMENTS

1. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT  
Clean Air Act
1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The contractor agrees to report each violation to the County of Nevada and understands and agrees that the County of Nevada will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

### Federal Water Pollution Control Act

1. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The contractor agrees to report each violation to the County of Nevada and understands and agrees that the County of Nevada will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office
3. The contractor agrees to include these requirements in each subcontract exceeding \$150,00 financed in whole or in part with Federal assistance provided by FEMA.

### 2. SUSPENSION AND DEBARMENT

1. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

2. The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
3. This certification is a material representation of fact relied upon by the County of Nevada. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County of Nevada, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
4. The bidder or proposer agrees to comply with the requirements of C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

### 3. BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. § 1352 (AS AMENDED)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification.

Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay

any person or organization for influencing or attempting to influence an officer or employee of any

agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of

Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31

U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in

connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to

the recipient who in turn will forward the certifications) to the awarding agency.

### APPENDIX A, 44 C.F.R. PART 18 — CERTIFICATION REGARDING LOBBYING

#### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the,

continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. The Contractor, , certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C.Chap.38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

**Contractor Name Sierra Streams Institute**

**Description of Services:** Nature-Based Mitigation and Wildfire Retrofitting for Climate Resiliency: Forest Health and Fire Risk Curriculum for 3rd-5th Graders

**SUMMARY OF MATERIAL TERMS**

**Max Annual Price:** \$41,936.00      **Required Match:** \$17,973.00  
**Contract Start Date:** 8/20/2024      **Contract End Date:** 1/15/2027

**INSURANCE POLICIES**

Commercial General Liability	(\$2,000,000)
Automobile Liability	(\$1,000,000)
Worker's Compensation	(Statutory Limits)

**LICENSES AND PREVAILING WAGES**

Designate all required licenses: N/A

**NOTICE & IDENTIFICATION**

Nevada County  
Office of Emergency Services  
Address: 950 Maidu Ave.  
City, St, Zip Nevada City, CA 95959  
Attn: IGS Admin  
Email: Courtney.personeni-oes@nevadacountyca.gov  
IGSAdmin@nevadacountyca.gov  
Phone: (530) 265-1705

Sierra Streams Institute  
Address: 117 New Mohawk Road Ste. H  
City, St, Zip Nevada City, CA 95959  
Attn: Jeff Lauder  
Email: jeff@sierrastreamsinstitute.org  
Phone: 530-470-6037

**Contractor is a:** (check all that apply)

- Corporation:  Calif.,  Other  LLC,
- Non-Profit  Corp  Yes  No
- Partnership:  Calif.,  Other  LLP,  Limited
- Person:  Indiv.,  DbA,  Ass'n  Other

<b>EDD Required</b>	<b>Worksheet</b>
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

## ATTACHMENTS

### **Exhibits**

- Exhibit A: Scope of Work
- Exhibit B: Schedule of Charges and Payments
- Exhibit C: Project Budget
- Exhibit D: Insurance Requirements
- Exhibit E: Federal Contracting Requirements

### **Appendices**

- Appendix A: Disbursement Request Template
- Appendix B: FEMA Reporting Template
- Appendix C: FEMA/BRIC Invoice Checklist

**Appendix A: Disbursement Request Template**

Nature-Based Mitigation and Wildfire Retrofitting for Climate Resiliency: Forest Health and Fire Risk Curriculum for 3rd-5th Graders

BRIC21-AP01251

Contractor: Sierra Streams Institute

Line Items	Q3 2024	Back-Up Documentation (Page #, Notes)	Q4 2024	Back-Up Documentation (Page #, Notes)	Q1 2025	Back-Up Documentation (Page #, Notes)	Q2 2025	Back-Up Documentation (Page #, Notes)	Q3 2025	Back-Up Documentation (Page #, Notes)	Q4 2025
TASK 1: Project Management											
TASK 2: Identify and Establish Partnership With New Schools											
TASK 3: Stakeholder Training and Target Plot Location Establishment											
TASK 4: Forest Investigations											
<b>Subrecipient Subtotal</b>											

Project Budget	
Supervisor/Project Director	\$10,671
Executive Director	\$1,804
Finance Director	\$1,130
Instruction Technician	\$5,562
Instruction Technician	\$5,562
Support Staff	\$3,914
Fringe Benefits	\$6,588
Travel	\$1,500
Materials and Supplies	\$4,000
Database Management	\$500
NICRA Rate	\$18,678
<b>TOTAL</b>	<b>\$59,909</b>
<b>FEMA Portion of Cost (BRIC21-AP-01251) @70%</b>	
	\$41,936
<b>South Yuba River Citizens League Portion of Cost @30%</b>	
	\$17,973
<b>TOTAL</b>	<b>\$59,909</b>





Award/Disaster #	Cal OES #	FEMA #	FIPS #	Months Covered	Report #
Project Name:			Subrecipient Name:		
Percent of Work Completed:	%	Project Completion Date:	Budget Status? Select		
Is the Work Proceeding on Schedule? Select			Reimbursement Request Submission Date:		
Cumulative Subrecipient Management Cost Expenditures:	Cumulative Subrecipient Project Expenditures:		Estimated Draw Down for Next Quarter:		
<b>Quarterly Subrecipient Management Cost Expenditures:</b> Ex. Cumulative: \$15,000. Quarterly: Jan.21-Mar.21: \$10,000; Oct.20-Dec.20: \$5,000.		<b>Quarterly Subrecipient Project Expenditures:</b> Ex. Cumulative: \$150,000. Quarterly: Jan.21-Mar.21: \$100,000; Oct.20-Dec.20: \$50,000.			
<b>Comments and Explanations:</b>					

\_\_\_\_\_  
 Name Authorized Signature Date  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(Additional sheets may be used as needed)



**Procurement Questions:**

- 1. *Has the subrecipient procured a contract this reporting quarter?* 1) Select
  - 1a) *If yes, did the procurement process follow the Local, State and Federal procurement (2 CFR 200.317- 327) standards?* 1a) Select
  - 1b) *If yes, is the procurement process documented detailing the history of the procurement (2 CFR 200.318(i))?* 1b) Select
  - 1c) *If yes, did the procurement provide full and open competition (2 CFR 200.319)?* 1c) Select
  - 1d) *If yes, did a consultant assist with subapplication development and subsequently win the procurement for project scope implementation (2 CFR 200.319(b))?* 1d) Select
  - 1e) *If yes, what was the dollar amount of the contract?* 1e)
  
- 2. *What was the scope of work included in the procurement? (Provide Narrative)*



### **Procurement Questions:**

2a) *What type of procurement solicitation was used (2 CFR 200.320)?*  
2a.1) *If other is selected, provide narrative.*

2a) Select

3. *Was a price/cost analysis performed on the contract exceeding the simplified acquisition threshold, currently at \$250,000 (2 CFR 200.324; FEMA Info Bulletin 434 dated Aug 28, 2018).* 3) Select
4. *Does the contract include all required contract provisions (2 CFR 200.327 – Appendix II)?* 4) Select
5. *What type of contract was awarded (2 CFR 200.318(j)(1-2), 2 CFR 200.324(d))? (Provide Narrative)*

6. *Do you plan to procure any additional contracts to complete the project?* 6) Select
- 6a. *If so, please review the resources related to procurement: 2 CFR 200 at Electronic Code of Federal Regulations*



List all milestones from the work schedule including those planned and completed. Describe problems or circumstances affecting completion dates, scope of work, cost, and impacts on any other milestones. Also describe achievements, successes, progress, and special issues.

Milestone #	Projected Start Date	Projected Completion Date	Status of Project: Select
<b>Comments:</b>			

Milestone #	Projected Start Date	Projected Completion Date	Status of Project: Select
<b>Comments:</b>			

Milestone #	Projected Start Date	Projected Completion Date	Status of Project: Select
<b>Comments:</b>			

*(Additional sheets may be used as needed)*



List all milestones from the work schedule including those planned and completed. Describe problems or circumstances affecting completion dates, scope of work, cost, and impacts on any other milestones. Also describe achievements, successes, progress, and special issues.

**Milestone #      Projected Start Date    Projected Completion Date**

**Status of Project:** Select

**Comments:**

**Milestone #      Projected Start Date    Projected Completion Date**

**Status of Project:** Select

**Comments:**

**Milestone #      Projected Start Date    Projected Completion Date**

**Status of Project:** Select

**Comments:**

*(Additional sheets may be used as needed)*



List all milestones from the work schedule including those planned and completed. Describe problems or circumstances affecting completion dates, scope of work, cost, and impacts on any other milestones. Also describe achievements, successes, progress, and special issues.

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**Status of Project:** Select

**Comments:**

**Milestone #                      Projected Start Date    Projected Completion Date**

**Status of Project:** Select

**Comments:**

**Milestone #                      Projected Start Date    Projected Completion Date**

**Status of Project:** Select

**Comments:**

*(Additional sheets may be used as needed)*



List all milestones from the work schedule including those planned and completed. Describe problems or circumstances affecting completion dates, scope of work, cost, and impacts on any other milestones. Also describe achievements, successes, progress, and special issues.

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**Status of Project:** Select

**Comments:**

**Milestone #      Projected Start Date    Projected Completion Date**

**Status of Project:** Select

**Comments:**

**Milestone #      Projected Start Date    Projected Completion Date**

**Status of Project:** Select

**Comments:**

*(Additional sheets may be used as needed)*



List all milestones from the work schedule including those planned and completed. Describe problems or circumstances affecting completion dates, scope of work, cost, and impacts on any other milestones. Also describe achievements, successes, progress, and special issues.

**Milestone #                      Projected Start Date    Projected Completion Date**

**Status of Project:** Select

**Comments:**

**Milestone #                      Projected Start Date    Projected Completion Date**

**Status of Project:** Select

**Comments:**

**Milestone #                      Projected Start Date    Projected Completion Date**

**Status of Project:** Select

**Comments:**

*(Additional sheets may be used as needed)*





**Checklist for Nature-Based Mitigation and Wildfire Retrofitting for Climate Resiliency: Forest Health and Fire Risk Curriculum for 3rd-5th Graders**

**BRIC21-AP01251**

**Did You Include:**

- Receipts and/or invoices for supplies, venue rentals, etc. are required.
- Itemized invoices for any sub-contractors are required.
- Itemized invoices for equipment contracts are required.
- For personnel and benefits costs incurred by Sierra Streams Institute back-up documentation should include staff member, hourly rate, and corresponding Task referenced in the Scope of Work (Exhibit A).
- For personnel and benefits costs incurred by Sierra Streams Institute back-up documentation should include approved timecards.
- The word "invoice" shall appear at the top of the page for all back-up documentation.
- Invoices shall include contractor information including name and address.
- Invoices shall include date of submission and a unique invoice number.
- The BRIC grant number (BRIC21-AP01251) should be included on all invoices.
- Invoices shall denote the Task(s) referenced in the Scope of Work (Exhibit A) under which the expenditure was incurred.
- Invoices shall include dates or time period during which the invoiced costs were incurred; where applicable invoices should include expenditures for the current invoice and cumulative expenditures to date by major budget category (e.g., salaries, benefits, supplies, etc.).

**Double Check:**

- That all expenditures are tied to Tasks include in the Scope of Work (Exhibit A).
- That all hourly personnel, equipment, and other associated rates are correct.



- That invoiced items match your back-up documentation and add up across line items and to your total.
- That you have provided your most recent Audited Financial Statements to the County of Nevada.

**Remember:**

Payment will be withheld if reporting requirements are not met and/or sufficient documentation is not submitted with invoices.

County of Nevada will review submitted invoices within seven business days of receipt.

Should errors be found in excess of five errors, County of Nevada will halt review and return the report to Sierra Streams Institute to revise. The County of Nevada will have seven business days to review revised submissions.

The County will make payment for invoices within 30 days after invoices are received **and approved.**