July 1, 2026

Subaward ID: 498440
Re: 25 CAL FIRE COCO Subaward Amendment 1

AMENDMENT 1

Alex Keeble-Toll
Nevada County Office of Emergency Services
950 Maidu Ave
Nevada City, CA 95959

Dear Alex,

The subaward agreement for the 25 CAL FIRE County Coordinator Project titled:

Implementing the Roadmap to Resilience

Project and originally executed on May 22, 2025, is amended as follows:

Total funding provided for this Project shall not exceed $303,000. Subrecipient shall assume any obligation to furnish any additional funds that may be necessary to complete the Project including, but not limited to, matching funds identified in Subrecipient's Project budget, if applicable.
This Agreement outlines the subaward's procedures and requirements. The indirect cost rate for CFSC (the pass-through entity) shall be applied in accordance with the indirect cost rate of up to **18%** as approved by CAL FIRE. The Subrecipient's indirect cost rate shall be: 0%
Changes to the approved subrecipient indirect cost rate shall only be approved in writing by CFSC.

SECTION 1: PURPOSE

The Program Extension will build on the goals of earlier County Coordinator funding cycles, supporting County Coordinators as they 1) maintain a census of all active wildfire mitigation groups in their county, 2) continue to analyze gaps in county-wide wildfire resiliency and emergency preparedness and develop recommendations to fill these gaps, and 3) develop mechanisms to improve outreach and coordination efforts. This Program Extension will include an increased emphasis on county-wide collaboration and cross-sector partnerships to support statewide community wildfire resilience planning and implementation.

SECTION 2: TERM OF SUBAWARD

The new term of this Agreement is from May 15, 2025, through **October 15, 2027**, and shall terminate upon CFSC's determination that the Project subject to this Agreement is complete (the "Term"). Work shall not commence prior to the execution of this Agreement by both parties, unless authorized in writing by an authorized representative of CFSC.

SECTION 5: REPORTS

The assigned Wildfire County Coordinator must have access to ZoomGrants and be made aware of all information entered into this system for the purposes of the 2025 Wildfire County Coordinator Grant Award Program.

Subrecipient shall use CFSC's reporting system and forms provided in ZoomGrants (or other systems as assigned by CFSC) for subaward reporting, document submission, and other subaward-related functions, unless otherwise directed by the CFSC Grant Specialist in writing.

Subrecipient shall submit quarterly progress reports to CFSC to provide comprehensive updates on the project's progress, including but not limited to achievements, metrics, challenges, financial expenditures, and any deviations from the workplan.

Progress Reports are due as follows:
- July 31, 2026 (for the reporting period April 1, 2026, through June 30, 2026)
- October 31, 2026 (for the reporting period July 1, 2026, through September 30, 2026)
- January 31, 2027 (for the reporting period October 1, 2026, through December 31, 2026)
- April 30, 2027 (for the reporting period January 1, 2027, through March 31, 2027)
- July 31, 2027 (for the reporting period April 1, 2027, through June 30, 2027)
- October 31, 2027 (for the reporting period July 1, 2027, through September 30, 2027)

The Final Closeout Report will be due as follows:
- November 30, 2027 (for the reporting period May 15, 2025, through October 15, 2027)

Upon submission of progress reports, the Subrecipient may participate in a scheduled virtual check-in meeting, as determined by the CFSC Grant Specialist. The purpose of this check-in is to monitor the Subrecipient's performance and provide technical assistance to the Subrecipient. This includes reviewing progress in achieving the project's goals and milestones, monitoring the Subrecipient's adherence to project scope and timeline, ensuring the Subrecipient's adherence to grant requirements for compliance, and addressing concerns.

By November 30, 2027, at 5 PM PST, Subrecipient agrees to submit a Final Closeout Report, including all required documents, through ZoomGrants.

The Final Closeout Report should include:
1. A final Closeout Report Narrative.
2. A final Budget Report on total actual costs for the entire term of this agreement.
3. A final Success Story of the project.
4. Program Evaluation Form.
5. One (1) digital version of products developed using grant funds over the entirety of the Project, such as publications, flyers, communications and/or educational materials, best practice guides, newspaper clippings and other materials.

6. Photos: high resolution digital photos showing the project's outcomes and events.
7. GIS project data files, which may include projects maps and other items to be determined, as applicable.
8. Any other information as requested by CFSC Grant Specialist in writing.

Additional Wildfire County Coordinator Program impact metrics will be requested by CFSC and collected through trackers external to ZoomGrants. These external trackers will supplement information collected through quarterly ZoomGrants reporting. External trackers are to be completed monthly, at a minimum, but more frequent completion and submittal is highly encouraged. Source documentation for reported impact metrics may be requested by CFSC as part of a broader Subrecipient desk audit or independently, at any time. See 25 COCO Program Extension Award Handbook for the types of source documentation that may be requested using the external trackers.

Any funds provided by CFSC and held by the Subrecipient and not expended at the end of the Term will be returned to CFSC no later than 30 days following the period of performance end date.

Failure to comply with all reporting and closeout procedures by the deadlines will be considered noncompliance with the terms of the Agreement. Such noncompliance may result in increased performance monitoring and conditions, disallowance of costs, ineligibility for future funding, or be considered in the evaluation of organizational capacity for future Subawards.

SECTION 13: LOGO & PUBLIC NOTICES

Use of the County Coordinator Program Identifier is strongly encouraged in tandem with funder logos plus funding source acknowledgement and equal opportunity statements. Subrecipients are to refer to the County Coordinator Program Identifier Use Guide for additional information.

SECTION 23: SPECIAL CONDITIONS

Subaward special conditions are based on one or a combination of the following: 1) past CFSC grant program performance, 2) master funder requirements, 3) issues with the grant application, workplan, and/or budget, 4) subrecipient risk level as assigned during the risk assessment, 5) findings as reported in a comprehensive, independent financial audit, 6) results of site visits and/or desk audits, and/or 7) grant compliance or monitoring concerns throughout the project performance period.

Subaward special conditions in place at the time of subaward signing include the following. These special conditions are in place until otherwise informed in writing by the CFSC Grant Specialist. Please reach out to the CFSC Grant Specialist with questions about the following special conditions:

1. The Subrecipient must submit a detailed spending plan outlining how any unspent funds from the 25 COCO Base Program will be expended during the Program Extension period no later than 31 August 2026. The Subrecipient is required to report on spending progress and demonstrate alignment with the approved spending plan in each quarterly Progress Report throughout the Program Extension.

CFSC reserves the ability to place additional special conditions under this subaward agreement at any time. CFSC will inform Subrecipient in writing of additional special conditions set forth under this subaward agreement.

SECTION 27: AI REQUIREMENTS AND EXPECTATIONS

The Subrecipient may use artificial intelligence and automated decision-making tools to support certain business functions. These tools are used only to support, not replace, human judgment, and all decisions will continue to involve meaningful human review. Any AI or automated system used by the subrecipient must be fair, job-related, and compliant with California's AI and privacy regulations, including requirements for transparency, accuracy, and non-discrimination.

Subrecipients must not submit confidential, sensitive, or proprietary/non-public organizational information into AI systems. Examples include personnel records, financial information, non-public grant data, personally identifiable information, internal financial data, internal strategy documents, partner or grantee data, and other information that's not publicly available.

Subrecipients should avoid submitting draft grant applications, internal strategy documents, progress reports, partner data, or other sensitive information into public AI systems, unless the information is already publicly available.

SECTION 29: CONTACTS

Subrecipient Contact

Alex Keeble-Toll

Alex.Keeble-Toll@co.nevada.ca.us

530-470-2521

CFSC Grant Specialist Contact

Chino Gomez

cgomez@cafiresafecouncil.org

279-599-3536

All other sections, terms and conditions of the original subaward agreement, executed on May 22, 2025, remain in effect. The terms and conditions set forth above are accepted and agreed upon.

SECTION 30: SIGNATURES

Nevada County Office of Emergency Services

Signed by:
Alex Keeble-Toll
FA9A3A13596C431...
Signature

6/11/2026 | 17:07:34 PDT
Date

Alex Keeble-Toll
Full Name

Director of Emergency Services
Title

California Fire Safe Council

DocuSigned by:
Jessica Martinez
52A0F6DE64E24C4...
Jessica Martinez, Interim Executive Director

6/11/2026 | 16:14:32 PDT
Date

Best wishes for success on the project!

FOR CFSC USE

Reviewed and approved:

DocuSigned by:
Julia Marsili
BB6FF189B55B43A...
Julia Marsili, Senior Manager of Wildfire Programs and Grants

6/11/2026 | 11:09:14 PDT
Date

Signed by:
Lara Buluc
211E7EB6C61B4A9...
Lara Buluc, Wildfire County Coordinator Program Manager

6/10/2026 | 15:06:51 PDT
Date

CAL FIRE Wildfire Prevention Grant Procedural Guide Project Costs Table (FY 25-26)

Project costs must be consistent with the approved project and incurred during the performance period as specified in the grant agreement.

Budget Item	Eligible Cost	Required Documentation
Salaries and Wages (Grantee Only)	Salaries and wages of employees employed by the grantee who are DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Leave benefits (i.e., sick leave, vacation, etc.) that are consistent with the grantee's leave benefit policy may be charged to the grant in proportion to the percentage of time worked on the grant within the pay period. Examples of expenditures include time-related to site visits and project monitoring and completion of reporting related to the grant project. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the grantee's overhead cost.	A payroll summary of all employees' time spent on the project must be provided with invoices requesting salary/wage reimbursement. Payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact. Timesheets or similar documentation detailing days and hours worked on the project must be maintained and retained by the grantee for audit purposes but should not be submitted to CAL FIRE unless otherwise instructed. Any leave charged to the grant must reflect the calculation of time spent on the grant compared to overall time worked. A statement certifying that leave charged to the grant is in proportion to employee's time spent must be included as part of the supporting documentation. All salary and wages charged to the grant must tie back to the grantee's accounting records.
Benefits (Grantee Only)	Employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) who are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, Payroll taxes, etc. as applicable for the specific employee.	Same documentation as Salaries and Wages. Payroll summary documentation showing wages and hours paid to employee and associated fringe benefits. Back-up documentation to be retained by grantee for audit records.
Contractual	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be RPF supervision/certification, professional/consultant services (the costs of consultant services necessary for project planning and implementation), Wildfire Prevention contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of price analysis.	Invoices from Consultant/Contractor identifying expenditure, services performed, and period of services. When reporting acres, contractor invoices must identify when and where the acres were treated. Documents related to consultant/contractor selection analysis must be kept by the grantee and made available for audit purposes, upon request. Use of California Conservation Corps or certified community conservation corps is exempt from competitive selection.
Travel (Grantee Only)	Travel costs associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Absent a written policy, per diem shall not exceed the California Standard Per Diem Rate allowable by the U.S. General Services Administration. Mileage rates shall not exceed the rates allowable by the IRS. If not using the per diem rate by the U.S. General Services, the Grantees' travel policy must be submitted and approved by CAL FIRE and must be submitted with the application.	Receipts identifying travel costs (i.e., lodging, rental cars). Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the grantee. Per Diem must be documented by employee travel claims.

Budget Item	Eligible Cost	Required Documentation
Supplies **(Grantee Only)**	Supplies that are used in the direct support of the project are allowable. Supplies exceeding. $500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis. Any technology must be identified and pre-approved by CAL FIRE. Supplies include items under $5,000 per unit cost. (e.g., chainsaws etc.) All food costs must be pre-approved and explicitly listed in the Scope of Work, Budget, and Budget narrative in order to be considered an eligible cost.	Receipts identifying item purchased, cost, and date of purchase. Documentation related to price analysis of procurement of supplies exceeding $500 must be kept by the grantee and made available for audit purposes upon request.
Equipment **(Grantee Only)**	Equipment is an item of $5,000 or more per unit cost and has a tangible useful life of more than one year. Purchase of equipment may not exceed $750,000 and must be owned by the grantee. The cost to lease equipment to use in the grant project may be charged to the grant but listed under the 'Other' budget category. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing, must be identified in the scope of work. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. The grantee must include in the application package the proposed use and maintenance plans for equipment after the performance period of the grant. Disposition of equipment beyond the project performance period is subject to CAL FIRE approval. If grantee fails to complete grant or dissolves during grant, grantee must dispose of the equipment in accordance with an equipment disposition plan that is approved by CAL FIRE in advance. Equipment purchased using grant funds can not be used as collateral, financed, or sold without written approval from the State at its discretion.	Cost of equipment purchased shall be substantiated by purchase receipt and a bid quote worksheet at the time of invoicing. All documentation related to price analysis of procurement of equipment must be kept by the grantee and made available for audit purposes, upon request. Disposition of the equipment must be submitted and approved by CAL FIRE every two years upon completion of the project until notified in writing by CAL FIRE that reporting is no longer required.
Other **(Grantee Only)**	Other costs that do not fit in any of the above categories. The cost must be directly related to the grant project. A cost (such as rent, utilities, phones, general office supplies, etc.) that must be apportioned to the grant is considered indirect cost unless written justification is submitted and approved by CAL FIRE. Use of equipment owned by the grantee may be charged to the grant at a rate set by the California Department of Transportation Labor Surcharge and Equipment Rental Rate Guide. Example, grantee has a rental rate in Other for equipment and Fuel in Supplies for said equipment. As per the Cal-Trans guideline, fuel is calculated and accounted for in the rate.	Invoices or receipts identifying the item and cost charged to the grant. Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates equipment was leased, lease rate and total cost. Use of grantee equipment must be substantiated with an equipment usage log that identifies the equipment used, rate, and total rental cost.

Budget Item	Eligible Cost	Required Documentation
Indirect Costs (Grantee Only)	Indirect Costs are costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically in the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the Grantee organization, regardless of fund source. The maximum allowable indirect charge for this grant program for all entities including UC's and CSUs should generally not exceed 12%, unless an exemption is approved by CAL FIRE (see Indirect Rate Exemption). For grants awarded for projects under Proposition 4, Wildfire Prevention Grants will reimburse the grantee's indirect costs. The grantee may request one of the following indirect cost rates: The grantee's federal negotiated indirect cost rate, pursuant to its Negotiated Indirect Cost Rate Agreement (NICRA). • The 15 percent de minimis indirect cost rate specified in Part 200 of Title 2 of the Code of Federal Regulations. • A rate negotiated by the grantee with another state agency within the last five years. • A rate proposed by the grantee in the grantee's program application with the administering state agency if the grantee does not have an existing state rate. • Grantee can request an indirect cost rate of 12% to 20%.	Applied on a percentage (%) basis on direct costs except for equipment. Documentation related to the determination of the grantee's indirect cost rate must be retained by the grantee and made available upon request for audit purposes.