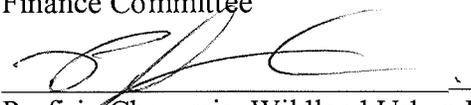


City of Santa Fe, New Mexico

memo

DATE: January 22, 2014

TO: Finance Committee

FROM: 
Porfirio Chavarria, Wildland Urban Interface Specialist

SUBJECT: Youth Conservation Corps Grant

Background/Summary:

The City of Santa Fe Fire Department has been awarded a grant from the Youth Conservation Corps Commission (YCCC) for \$200,000.00. The award includes \$52,185.33 of in-kind contribution from the City, for a grand total of \$252,185.33. The grant hires 12 full-time temporary employees for six months to the Atalaya Wildland Fire Suppression Handcrew.

Issue and Action:

Attached you will find a Governmental Services Agreement (GSA) between the YCCC, and the City of Santa Fe Fire Department. The fund is Wildland Urban Interface Grant, business unit 22237. This grant is submitted for your review and approval.

Attachments: (1)

**STATE OF NEW MEXICO
GOVERNMENTAL SERVICES AGREEMENT
BETWEEN THE
YOUTH CONSERVATION CORPS COMMISSION
AND
CITY OF SANTA FE**

THIS AGREEMENT is made and entered into by and between the State of New Mexico Youth Conservation Corps Commission (YCCC) and City of Santa Fe (Contractor). The date of this Agreement shall be the date when it is executed by the City and the Contractor, whichever occurs last.

THE PARTIES MUTUALLY AGREE:

1. Scope of Work: The Contractor shall:

A. Plan, design, establish, and manage a Youth Conservation Corps Project (the Project) including recruiting, guiding, and coordinating the work of Corps members and providing them with job and life skills training and educational opportunities in accordance with the NMYCC Act and the Sponsor Application (Attachment 1). The Project shall be considered a Seasonal Project and be no longer than six months. The Project shall begin when the first Corps member begins work and shall end when the last Corps member is released from employment or in six months, whichever date is earlier. **Note:** At Work Location 1 (City of Santa Fe, Santa Fe County and the State of New Mexico), YCCC shall not pay for actual firefighting activities in the event Contractor is also being reimbursed by another entity for those same services, even as a flat rate for providing those services rather than reimbursement for employee wages.

B. YCCC may allow minor changes in the project, budget, or in-kind sponsor contribution (including, but not limited to, transfer of funds from one line item to another, replacing a work project from the scope of work with an alternative project, change in sponsor contribution amounts, or changes in materials provided) without requiring an Amendment to this Agreement, provided that Contractor requests such changes in writing and the YCCC or its Executive Director approve the request in writing. Decreases in the portion of the project's budget or the in-kind sponsor contribution designated as wages for YCCC members shall not be allowed without a written Amendment to this Agreement.

C. Contractor shall make requests for reimbursement on the Request for Reimbursement Form (Attachment 2) and must submit a written Project Status

Report with each reimbursement request. Contractor shall use the YCCC web-based reporting system (available at <https://www.YCCC.state.nm.us/YCC>) throughout this Agreement's duration. Contractor shall provide an in-kind sponsor contribution as specified in Attachment 1.

D. Contractor must contribute the amounts specified in Attachment 1, unless Contractor is unable to contribute these amounts because of unforeseen circumstances and obtains written approval for a lesser or prorated amount from the Executive Director. Contractor shall outline Contractor's contribution on the In-Kind Sponsor Match Form/Forms (Attachment 3), outlining Contractor's contribution and submit with proper back-up documentation with each request for reimbursement and prior to the submittal of the Final Request for Reimbursement. YCCC shall not process Final Request for Reimbursement until Contractor submits In-Kind Sponsor Contribution Form/Forms.

E. Contractor shall not begin the Project until Contractor provides YCCC with proof that it has obtained permission from all land owners or managers where the Project shall take place and the YCC Executive Director issues a letter to proceed.

F. Contractor shall hire Corps members who shall be considered employees of Contractor, and monitor all Corps members and Project activities to ensure compliance with the Project as described in the Scope of Work above. Contractor shall provide supervision of Corps members while on the Project work site, including substitutes, if crew leaders are absent, and ensure the Project work site meets all applicable state and federal health and safety standards and all state and federal labor laws. Contractor shall purchase and provide all tools and materials necessary for implementation of the Project as described in Attachment 1.

G. Contractor shall prepare and submit requests for final reimbursement within 45 days after completion of the Project. NOTE: THE YCC PROJECT ENDS WHEN THE LAST CORPS MEMBER IS RELEASED FROM EMPLOYMENT. Contractor must: 1) submit final Project reports and final budget reports with the final request for reimbursement; 2) prepare and submit in a timely manner any other information related to the Project as requested by YCCC or its Executive Director; and 3) prepare and submit Corps member work performance evaluations and Corps member survey forms at the end of a Corps member's service via the web-based reporting system.

2. Compensation:

A. YCCC shall pay Contractor for services satisfactorily rendered in an amount not to exceed two hundred thousand dollars (\$200,000.00), which shall include New Mexico Governmental Gross Receipts Taxes, if applicable, and travel pursuant to Paragraph B of this Compensation Section. YCCC shall make payment upon the satisfactory and timely completion of the work described above in the Scope of Work and Attachment 1. This amount is a maximum and not a guarantee that the work

assigned to Contractor under this Agreement to be performed shall equal the amount stated herein. The parties do not intend for the Contractor to continue to provide services without compensation when the total compensation amount is reached. Contractor is responsible for notifying YCCC when the services provided under this Agreement reach the total compensation amount. In no event shall the Contractor be paid for services provided in excess of the total compensation amount without this Agreement being amended in writing prior to those services in excess of the total compensation amount being provided. Reimbursement shall be consistent with the budget outlined in Attachment 1. YCCC MUST receive all invoices no later than 15 days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date SHALL NOT BE PAID

B. YCCC shall pay such travel expenses as may be incurred in, and as are necessary for, the performance of this Agreement at the rates established in the New Mexico Per Diem and Mileage Act, NMSA 1978, §§ 10-8-1, *et seq.*, as implemented by the current Department of Finance and Administration (DFA) rule and the current YCCC travel policy. Contractor must use the Vehicle Usage Form (Attachment 4) to request reimbursement of travel expenses, if applicable

C. Contractor shall be responsible for paying New Mexico Gross Receipts taxes levied on amounts payable under this Agreement, if applicable.

D. Contractor must submit detailed statements accounting for all services performed, goods obtained, and expenses incurred. Vouchers must be supported by approved purchase order or equivalent document and invoice by the supplier, evidencing the propriety of each claim for payment. Wage amounts charged shall be based upon payrolls maintained by Contractor and must be supported by time and attendance sheets. If YCCC finds that the statement, services, goods, or expenses are not acceptable, within 30 days after the date of receipt of (i) written notice from the Contractor that payment is requested, and (ii) all supporting documentation, YCCC shall provide the Contractor a letter of exception explaining the defect or objection to the statement, services, goods, or expenses, and outlining steps the Contractor may take to provide remedial action. Upon YCCC's certification that the statement, supporting documentation, services, goods, or expenses have been received and accepted, YCCC shall tender payment to the Contractor within 30 days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, YCCC shall not incur late charges, interest, or penalties, for failure to make payment within the time specified herein.

3. Term: This Agreement becomes effective when executed by an authorized representative of Contractor and of YCCC and when DFA encumbers funds for this Agreement. It shall terminate on November 30, 2014 unless earlier terminated pursuant to Section 4, Termination, or Section 5, Appropriations, below.

4. Termination: Either party may terminate this Agreement upon written notice delivered to the other at least 10 days prior to the intended termination date. By

such termination, neither party may nullify or avoid any obligation required to have been performed prior to termination.

5. Appropriations: This Agreement's terms are contingent upon the New Mexico State Legislature granting sufficient appropriation and authorization. If sufficient appropriation or authorization is not granted, YCCC may terminate this Agreement, or in the alternative suspend performance pending approval of sufficient appropriation or authorization, upon written notice from YCCC to Contractor. YCCC's decision as to whether sufficient appropriations are available shall be at its sole and absolute discretion and shall be final, binding, and accepted by Contractor.

6. Status of Contractor: The Contractor and its agents and employees are independent contractors performing professional services for YCCC and are not employees of the State of New Mexico. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the State of New Mexico unless the Contractor has express written authority to do so, and then only within the strict limits of that written authority.

7. Assignment: Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without YCCC's prior written approval.

8. Subcontracting: Contractor shall not subcontract any portion of the services to be performed under this Agreement or obligate itself in any manner to any third party, with respect to any rights or responsibilities under this Agreement, without YCCC's prior written approval. YCCC may disallow costs incurred by the Contractor in relation to a subcontract if Contractor does not obtain prior written approval.

9. Release: Final payment of the amounts due under this Agreement shall operate as a release of YCCC, its officers, and employees, and the State of New Mexico from all liabilities, claims, and obligations whatsoever arising from or under this Agreement.

10. Acknowledgment: Contractor shall acknowledge YCCC as a co-sponsor and funding source in all news releases, programs, proceedings and related publicity/publications for the Project.

11. Product of Services; Copyright: All materials developed or acquired by Contractor under this Agreement shall become the State of New Mexico's property and be delivered to YCCC no later than this Agreement's expiration date. Nothing Contractor produces, in whole or in part, under this Agreement shall be the subject of a copyright application or other claim of ownership by or on behalf of Contractor.

12. Conflict of Interest; Governmental Conduct Act: Contractor warrants that it presently has no interest and that it shall not acquire any interest, direct or indirect, which would conflict in any manner with performance or other services required under this Agreement. Contractor certifies that all applicable provisions of the requirements of the Governmental Conduct Act, NMSA 1978, §§ 10-16-1 through –18, including provisions related to contracting with, or employing, public officers, legislators, state employees or former state employees, have been followed.

13. Amendment: This Agreement shall not be altered, changed, or amended except by written instrument executed and approved by the parties hereto.

14. Merger: This Agreement incorporates all the agreements, covenants, and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written Agreement. No prior agreement or understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless as embodied in this Agreement.

15. Penalties for Violation of Law: The Procurement Code, NMSA 1978, §§ 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kickbacks.

16. Equal Opportunity Compliance: Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation, or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

17. Applicable Law: The laws of the State of New Mexico shall govern this Agreement, without giving effect to New Mexico's choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, § 38-3-1(G). By execution of this Agreement, Contractor acknowledges and agrees to the exclusive jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

18. Compliance with Law and Funding Source Conditions: Contractor shall comply with all applicable state and federal statutes, regulations or rules, including without limitation those imposed as a consequence of funding pursuant to this Agreement.

19. Insurance Coverage: Contractor shall provide YCCC a statement indicating that the activities described in the Scope of Work are covered by insurance as set forth below, secured in accordance with any method allowed by applicable law, including self-insurance, pooling of self-insured reserves or insurance provided by a third party, prior to commencing work under this Agreement and in no case later than 15 days after this Agreement's execution. Contractor shall maintain continuous coverage of the activities described in the Scope of Work, so long as this Agreement is in effect. Failure to maintain such coverage is reason for immediate termination of this Agreement. Contractor shall notify YCCC prior to cancellation or expiration of any insurance required under this Agreement.

A. Worker's Compensation protection that complies with the requirements of the New Mexico Worker's Compensation Act, NMSA 1978, §§ 52-1-1, *et seq.*, if applicable. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, YCCC may terminate this Agreement.

B. Comprehensive public liability protection covering property damage and personal injury liability that may arise under this Agreement and any amendments hereto, in amounts equal or greater than liability limits set forth in NMSA 1978, § 41-4-19, as it may be amended from time to time.

20. Records and Audit: Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during the Agreement's term and effect and retain them until three years after the termination date specified in Section 3, Term. These records shall be maintained and available within the State of New Mexico if the Contractor has an office within the state; otherwise, Contractor shall make such records available to YCCC within 10 days upon YCCC's request. During this time, such records shall be subject to inspection by YCCC, DFA and the State Auditor. Contractor further agrees to include in all subcontracts hereunder the same right of inspection and audit against all subcontractors. YCCC shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose YCCC's right to recover excessive or illegal payments. The periods of inspection and audit may be extended for records, which relate to litigation or settlement of claims arising out of performance of this Agreement and shall continue until all potential litigation, appeals, claims, or exceptions have expired or been resolved.

21. Liability: Neither party shall be responsible for liability incurred as a result of the other party's acts or omissions in connection with this Agreement. Any liability incurred with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, §§ 41-4-1, *et seq.*, as amended.

22. Procurement, Utilization, and Disposition of Property: Contractor shall report acquisition of any capital property (property with an expected life of at least one year) to YCCC within one month following the acquisition.

23. Minimum Wage Rate: If applicable, Contractor shall comply with minimum wage rates as established by the New Mexico Department of Workforce Solutions, Labor Relations Division, and with all other applicable requirements of that Department, including posting of the wage rates in a prominent location on the site for hiring and performing of this Agreement.

24. Attorney's Fees and Costs: Contractor agrees that if a court of competent jurisdiction finds Contractor has breached this Agreement, or amendments hereto, or to have committed any tortious act relating to this Agreement's scope, YCCC may recover from Contractor reasonable attorneys' fees and costs in connection with litigation brought to obtain the judicial determination and to collect any judgment.

25. Invalid Term or Condition: If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

26. Enforcement of Agreement: A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict performance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no waiver of a specified right by a party shall be effective to waive any other rights.

27. Authority: If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represent and warrant that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor or any other entity is necessary to enter into a binding contract.

28. Notice:

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To YCCC:

Executive Director
Youth Conservation Corps
811 St. Michaels, Ste. 104
Santa Fe, NM 87505

Assistant General Counsel
Energy, Minerals and Natural Resources Department
Office of the Secretary
1220 S. St. Francis Drive
Santa Fe, NM 87505

To the Contractor:

City of Santa Fe-April
P.O. Box 909
Santa Fe, NM 87504

To Risk Management Division:

Risk Management Division
General Services Department
P.O. Drawer 26100
Santa Fe, NM 87502-0110

IN WITNESS WHEREOF, the parties hereto have herein below executed this Agreement.

STATE OF NEW MEXICO, YOUTH CONSERVATION CORPS COMMISSION

By: _____ Date: _____
Commission Chair or Designee

CITY OF SANTA FE

By: _____ Date: _____
Mayor

ATTEST:

Yolanda Y. Vigil, City Clerk

Approved as to Form:

Judith Amer For

Kelley A. Brennan, Interim City Attorney 1/16/14

Approved:

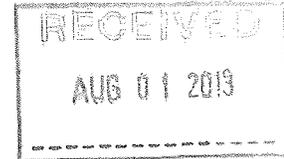
Marcos A. Tapia, Finance Director

Attachment 1

1220 So. St. Francis Drive, Santa Fe, NM 87505
www.emnrd.state.nm.us/YCC



April



**FISCAL YEAR 2015/CALENDAR YEAR 2014
REQUEST FOR PROPOSAL**

APPLICANT NAME: City of Santa Fe Fire Department

**The APPLICATION can be found on the Youth Conservation Corps web page:
www.emnrd.state.nm.us/YCC**

APPLICATION DEADLINE: Hard copy Applications must be received no later than:
Thursday, August 1, 2013 (Mountain Daylight Savings Time)

Read the Request for Proposal (RFP) carefully. Both the RFP and the Application are on the Youth Conservation Corps (YCC) website; www.emnrd.state.nm.us/YCC. Applicants must use the web based electronic application when applying for a YCC grant and must submit a complete/correct, signed original Application and 9 copies to:

1220 So. St. Francis Dr.
Santa Fe, New Mexico 87505

by the application deadline. No faxed or emailed responses will be accepted.

PROJECT START DATE: No earlier than January 1, 2014

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

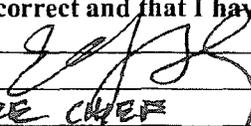
SECTION 1 APPLICATION INFORMATION

Section 1 is worth 5 points.

APPLICANT INFORMATION PAGE AND QUALIFICATION FORM		
Qualifications of Applicant (Organization/Grantee), Project Coordinator, and others who are directly responsible for managing the Project		
<i>(Identify the fiscal agent (Applicant) responsible for the proposed project. Resumes for those directly responsible for managing the project should be placed at the end of the application. This should include, but is not limited to, the Applicant's (sponsor organization) Executive Director, Project Coordinator, trainers, etc.)</i>		
APPLICANT <i>(Fiscal Agent/Project Sponsor Organization)</i>		
Name (Organization applying for the grant): City of Santa Fe Fire Department		
Address: PO BOX 909 Santa Fe, NM 87504		
Phone #: (505)955-3119	Fax #: (505)955-3115	Email: pnchavarria@santafenm.gov
Non-Profit #: <i>(Include IRS letter supporting claim of non-profit status, if applicable. Attach at the end of the application.)</i>		
State Tax ID #: 01-710541002		Federal Tax ID #: 85-6000168
PROJECT COORDINATOR <i>(Individual responsible for overseeing Project on a day to day basis) (Fill out the Address, Phone #, Fax #, and Email if different from Applicant's)</i>		
Name: Chavarria, Porfirio N		Address: PO BOX 909 Santa Fe, NM 87504
Phone #: (505)955-3119	Fax #: (505)955-3115	Email: pnchavarria@santafenm.gov
FISCAL OFFICER <i>(Individual responsible for compiling and submitting reimbursement requests)</i>		
Name: Coca-Barela, Shirley		Address: PO BOX 909 Santa Fe, NM 87504
Phone #: (505)955-6170	Fax #: (505)955-6544	Email: pnchavarria@santafenm.gov
PROJECT DETAILS		
Number of Youth Employed: 12	Project Start Date: 04/07/14	Project End Date: 10/03/14
YCC Budget Request Amount: \$200,000.00		In-Kind Applicant/Partner Contribution: \$52,185.33
% of Grant Request in Wages: 75%		
Summer Project <input type="checkbox"/> (June, July, and August)	Seasonal Project <input checked="" type="checkbox"/> (No more than 6 months in length)	Residential Project <input type="checkbox"/>
County(s): Santa Fe		
NM House District(s): 46, 47, 48		
NM Senate District(s): 24, 25		

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

SECTION 1 - Mandatory Document

STATEMENT OF ASSURANCES	
A.	It desires to enter into a contract known as a Professional Services Agreement or Governmental Services Agreement, describing the project and post-project responsibilities of the Applicant and of the YCC Commission, no part of which contract the Applicant shall be permitted to change without the YCC Commission's written consent in the form of a contract amendment.
B.	It understands that the contract and any amendments thereto, along with the claims and assurances contained in this proposal, will be binding in all respects.
C.	It shall abide by all applicable federal and state laws relating to the project or to the contract, including all applicable child labor laws and shall not allow Corps members to participate in removal or cleanup of any toxic or hazardous waste or toxic or hazardous waste site.
D.	It understands that the contract period shall extend from the date of contract approval by the New Mexico Department of Finance and Administration (DFA), if applicable, or YCC Commission signature, if applicable, or date of encumbrance of funds by DFA to pay for the project, whichever date is later.
E.	It shall employ qualified staff and provide adequate supplies, materials, and equipment to ensure successful project completion.
F.	Projects shall not duplicate the routine services or functions of the sponsor and will be consistent with the purposes of the New Mexico Youth Conservation Corps Act.
G.	Funds received by the successful applicant from the Commission through any contract issued pursuant to this proposal shall be used to accomplish projects that otherwise would not be accomplished with existing funds.
H.	It owns or leases all of the equipment and structures that will be required for project implementation, maintenance, and monitoring, except the equipment or structures that it will purchase during the project as explained in the project budget summary or has the property owner's written permission for the Project and Corps members to be on the property.
I.	It understands that the YCC Commission or its designee shall monitor the Applicant's compliance with the contract terms.
J.	It understands that the YCC Commission shall make payments under the contract on a reimbursable basis and only for allowable, documented, and YCC Commission-approved project expenses that have been incurred or obligated during the project time period.
K.	It shall not discriminate against any employee or Corps members, or applicant because of the individual's race, color, religion, ancestry, sex, national origin, sexual orientation, gender identity, handicap, or disability.
L.	The Project's implementation shall not displace or partially displace currently employed workers, nor shall it terminate, lay off, or reduce the working hours of any employee in order to use a Corps members to perform the employee's duties.
M.	Projects shall be completed in six months or less.
I, the undersigned, affirm that all of the information the Applicant provided in this proposal is true and correct and that I have the authority to bind the Applicant to the above assurances.	
Signature: 	Printed Name: ERIK LITZENBERG
Title: FIRE CHIEF	Date: 7/31/13

MUST BE SIGNED AND DATED BY APPLICANT'S OFFICIAL REPRESENTATIVE

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

SECTION 2 WORK COMPLIANCE

Section 2 is worth 25 points.

YCC PROJECT SUMMARY	
This is your opportunity to take advantage of summarizing your project. Include what you feel will be the overall accomplishments of this project. (Maximum characters is 2000)	
Project Name or Title: Wildland Firefighting/Wildfire Fuel Reduction	
Ages of Youth Involved in the Project (must be between the ages of 14 to 25): 18-25	# of Youth Employed: 12 Explain procedure for hiring Corps members: A recruitment announcement is generated outlining the job duties and requirements. The announcement is distributed through normal channels. Applicants are screened to verify they meet the criteria detailed by the YCC RFP. Applicants are required to pass a routine physical and "Pack Test". The pack test consists of walking 3 miles, in 45 minutes, while carrying a pack weighing 45 lbs. Applicants are then interviewed and a final selection is made based on merit.
Narrative (Maximum of 2000 characters): The project cuts, chips, and removes woody material generated from wildland fire fuel reduction projects throughout the City while providing a highly trained wildland firefighting crew. Through collaboration, coordination and cooperation with the State of New Mexico, the five federal land management agencies (USFS, BLM, USF&W, BIA, and NPS) we provide a valuable wildland firefighting resource to the community and introduce wildland firefighting skills to the Corps members that are employed in the program. This crew greatly improves the City's capability to respond to wildfires in the upper watershed, within the City limits, surrounding areas and throughout the State. Corps members are trained in wildland firefighting operations, chainsaw operation, first-aid/CPR, and defensive driving. Two one-on-one Crew Trainers guide and mentor Corps members, teaching them wildland fire and fuels reduction strategies, tactics and hazards. The Crew Trainers lead, train and teach Corps members leadership, duty, respect, and integrity. These values held by the wildland firefighting community are instilled in Corp members. The ultimate purpose of leading in the wildland fire service is to protect life, property, and natural resources. Duty is how we value our job. Respect is how we value our co-workers. Integrity is how we value ourselves. These job and life skills remain with corps members for the rest of their careers. Two Lead Corps members allow the flexibility to form one 10 person crew or two 5 person squads to accomplish multiple objectives simultaneously. Corps members work in a team environment learning fellowship, mentorship and leadership. Wildland firefighting is an arduous, dangerous position requiring individuals to be physically and mentally fit. Corps members train in the latest firefighting techniques and participate in a rigorous physical fitness program. Corp members are available for 14 day wildland fire assignments.	

Instructions for Completing the Work Project Descriptions Tables: The Applicant's YCC project may identify several locations where the work projects will take place. You must include the location for each work project. If the Applicant does not own the property where the Project will take place, the Applicant must document that the property owner (Partner) has given permission for the project to take place on the Partner's property by obtaining the appropriate signature(s) on the Certification Statement Form provided in the hard copy application. Use the Applicant/Partner Signature Form for Multiple Project Locations if there will be several project site locations owned by the same Partner.

Work Project Descriptions	
Work Location 1	
Property Description for this Location Provide street address or Township/Range/Section and common identification name (Maximum of 80 characters)	City of Santa Fe, Santa Fe County and the State of New Mexico
<i>Instructions for completing Work Project Description and Tasks:</i> The work project should be described with enough detail to tell reviewers what the final product will be. (Maximum of 400	

characters)	
Work Project Description: Corps Members are trained in wildland firefighting and are available as a resource for the suppression of wildland fires to the City of Santa Fe and the State of New Mexico.	
Task 1: 1. Train employees through the Santa Fe Fire Department's Wildland Fire Critical Training program. This program is a minimum eighty hours of training in wildland firefighting, first-aid/cpr, chainsaw safety, and Defensive Driving. The courses include: First Aid/ CPR, S-130 Firefighting Training, S-190 Introduction to Wildland Fire Behavior, S-212 Wildland Fire Chainsaws, and National Safety Council Defensive Driving Course.	
Task 2: 2. Notify appropriate dispatch centers and responsible land management agencies as to the availability and qualifications to respond to wildland fires throughout New Mexico. This task is to be constantly updated throughout the contract period.	
Task 3: 3. Perform tasks defined in work plan location two.	
Task 4: 4. When responding to a wildland fire. Accomplish all objectives given by the Incident Commander, Operations Section Chief, Division Supervisor, and Task Force Leader. Minimum objectives on a wildland fire incident are: Protect public and firefighter safety; Protect public and private property; and Ensure public information and communication.	
Task 5: 5. When responding to a wildland fire. Maintain Lookouts, Communication, Escape Routes and Safety Zones at all times.	
Task 6: 6. After an incident. Contact Dispatch and notify them regarding availability. Refurbish equipment as needed. Review incident and prepare for the next one.	
Start/End Date for Work Project 1	4/21/2014 - 10/3/2014
Property Owned by Applicant <input checked="" type="checkbox"/>	Property Not Owned by Applicant <input type="checkbox"/>

Work Location 2	
Property Description for this Location	City owned land within the City of Santa Fe.
Work Project Description: Corps members are trained in fire behavior and fuel reduction techniques to reduce wildfire threat. The crew chips woody material located at strategic locations throughout the City. An estimated 150 tons of woody material will be chipped.	
Task 1: 1. With chainsaws cut vegetation into manageable lengths.	
Task 2: 2. Working as a team haul cut material to a designated chipping site.	
Task 3: 3. Chip material into 7 square yard trailer or 30 square yard dumpster for transportation	
Task 4: 4. Transport chips to recycling center or other distribution center.	
Task 5: 5. Track accomplishments, estimating amount of material chipped and transported.	
Task 6: 6. After project completion, review objectives, accomplishments, challenges, and performance	
Start/End Date for Work Project 2	4/28/2014 - 10/3/2014
Property Owned by Applicant <input checked="" type="checkbox"/>	Property Not Owned by Applicant <input type="checkbox"/>

ALTERNATIVE WORK PLAN

(Describe alternative work plan and work tasks the Applicant can implement if for some unforeseen circumstances a Work Project in Section 2 cannot be completed. List them in order of priority. Also consider what the Applicant can provide in case of inclement weather. (2000 characters maximum)

An alternative project is to accomplish much needed trails construction, realignment and rehabilitation within the La Tierra Trails network and the Dale Ball Trail system. These trail networks are located on City open space within the city limits containing over 2,000 acres. Corps members are trained in trail construction and maintenance. Specific tasks include: cutting and removing overgrown vegetation along the trails, repairing damaged paths along the trails, removing unauthorized paths along the trail system (i.e. shortcuts), building new trails, and other necessary trail maintenance and improvements. The work implemented through this project serves to make the area safer, more attractive, functional, and accessible. The area provides outdoor recreation opportunities to over an estimated 80,000 citizens.

BENEFIT TO COMMUNITY

(Describe how the local community, as a whole, will directly benefit from the Project itself and how the Project will be of lasting value. We are not asking how the Corps members will benefit from the employment and learning experiences or how the community will benefit from having the youth employed. Instead we are asking how the completed Project itself will affect the community. For example, improved parks, community centers, etc.)(2000 characters maximum)

The City of Santa Fe relies on the upper Municipal Watershed for up to 40% of drinking water annually. Protection of this precious resource is of the utmost importance. Providing a well-trained wildland firefighting crew will improve the City's capability to respond to wildfires in the upper watershed, within the City limits, surrounding areas and throughout the State. Wildland firefighting crews also provide opportunities to accomplish fuels reduction treatments, hazardous and invasive tree removal, and public education. The people of Santa Fe, and City leadership, hold a long-term goal of reducing the impacts from a large wildland fire. The work implemented through this project serves to make the area more attractive, more functional with improved access, and supports the community's wildfire protection goal. This program also provides New Mexico's youth with an opportunity to enter the fire service and experience wildland firefighting in a structural department. This unique combination of structure and wildland provides the individual with perspectives from both disciplines. While their primary focus is wildland fire, Corps members, with and alongside structure firefighters and have the opportunity to apply for the Department knowing the ins-and-outs.

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

SECTION 3 EDUCATION/TRAINING

Section 3 points are broken down into two categories.

Industry Certification, Credit Hours, Continuing Education Certifications (The following are examples for this category; defensive driving, First Aid/CPR, S-130/190-Fire Fighting). This category is worth 10 points.

General training (The following are examples for this category; work ethic, job skills, harm reduction classes, conflict resolution, construction skills). This category is worth 15 points.

TOTAL POINTS FOR EDUCATION/TRAINING 25 points

*Instructions for filling out the Educational Class/On-the-Job Training Tables: Provide the information requested in each box. You must identify who will be paying for the training; YCC, the Applicant/Partner, or both. If both, check "Paid By Both". If the "Paid as an In-Kind Contribution" box is checked, the organization or individual providing the educational class/on-the-job training must sign and date the Certification Statement Form (hard copy document). Use the appropriate box to identify whether a Corps member will receive a license, credit hours, or a certificate. More than one box may be checked. If the applicant has indicated that Corps members will receive license/credit hours for participating in this YCC project, **Certification Statement Form for Educational Provider/Educational Class/On-the-Job Training** form shall be filled out by the Educational Institution from which the Corps member(s) will receive the credit hours. If you contacted the local school district to discuss the potential of offering school credit for the service learning component and the school district declined to participate, please attach a paragraph explaining the school district's reason why they were unable to provide the service learning credit component.*

Educational Class/On-the-Job Training # 1		
Paid by YCC Funds <input checked="" type="checkbox"/>		Paid as an In-Kind Contribution <input type="checkbox"/>
See Certification Statement Form in this table below:		
Name of Class (Maximum of 80 characters): FS 1504 - Wildland Firefighting		
Skills Learned (Maximum of 800 characters): Introduces wild land fire control practices and techniques, including suppression and prescribed burns based on fuels, terrain, weather and urban-wild land interface, as well as the use of hand and power tools. Successful completion confers S-130 and S-190, I-100, S-132 and Wild Land Structures Defense certification.		
Corps members earn license: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no If yes, identify type:	<u>Is credit offered by the local school district for graduation requirements or is a college offering credit towards a degree/certificate?</u> <input checked="" type="checkbox"/> yes <input type="checkbox"/> no If yes, how many credit hours will each Corps member earn per class? 3	Corps members earn certifications: <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
Identify the Provider for this Education/Training Experience: Central New Mexico Community College		

Certification Statement Form for Educational Provider Educational Class/On-the-Job Training
If the applicant has indicated that Corps members will receive license/credit hours for participating in this YCC project, this form shall be filled out by the Educational Institution from which the Corps member(s) will received the credit hours.
This educational institution certifies that the Corps member(s) will be provided the opportunity to earn credit hours if the Corps member(s) fulfill(s) the requirements as set forth by the Educational

Institution.			
Name of Educational Institution:		Central New Mexico Community College (CNM)	
Printed Name and Signature of Official Representative Of Educational Institution:			
John Bewett		Title: Assoc. Dean	Phone #: 224-4138
		Date: 7/30/13	

Educational Class/On-the-Job Training # 2		
Paid by YCC Funds <input checked="" type="checkbox"/>	Paid as an In-Kind Contribution <input checked="" type="checkbox"/>	
See Certification Statement Form in this table below:		
Name of Class (Maximum of 80 characters): S-212 Wildland Chain Saws		
Skills Learned (Maximum of 800 characters): This course is designed to give students practical knowledge and application skills of chainsaw use. Upon successful completion of S-212 the student will be able to properly operate a chainsaw to safety standards relegated by the Occupational Safety and Health Administration. This course is designed by the National Wildfire Coordinating Group, setting the standard for all wildland firefighters describing maintenance and function of basic saw parts, trouble shooting and safety features. Students will demonstrate chainsaw use in felling, limbing and bucking.		
Corps members earn license: <input type="checkbox"/> yes <input checked="" type="checkbox"/> no If yes, identify type:	Is credit offered by the local school district for graduation requirements or is a college offering credit towards a degree/certificate? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no If yes, how many credit hours will each Corps member earn per class?	Corps members earn certifications: <input checked="" type="checkbox"/> yes <input type="checkbox"/> no

Identify the Provider for this Education/Training Experience: City of Santa Fe Fire Department

Certification Statement Form			
Educational Class/On-the-Job Training			
I/We, City of Santa Fe Fire Department, will provide payment for this training, either in cash or as an in-kind contribution.			
Signature of Official Representative or Owner:	Print Name:	Title:	Date:
	ERIK LITZNER	FIRE CHIEF	7/31/13

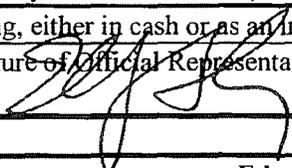
Educational Class/On-the-Job Training # 3	
Paid by YCC Funds <input type="checkbox"/>	Paid as an In-Kind Contribution <input checked="" type="checkbox"/>
See Certification Statement Form in this table below:	
Name of Class (Maximum of 80 characters): First Aid/CPR	
Skills Learned (Maximum of 800 characters): This course is designed to teach the skills of CPR for victims of all ages, use of an automated external defibrillator and relief of choking. A student CD, included with the text, contains supplemental information for interested students on topics such as stroke, cardiac arrest, and special resuscitation situations. The course is video-based with instructor-led discussion and simulation. Students participate in, practice and complete various skills and learning stations. Ideal for learners, First aid basics. Medical emergencies. Injury emergencies. Environmental emergencies. CPR. AED use	

<p>Corps members earn license: <input type="checkbox"/>yes <input checked="" type="checkbox"/>no If yes, identify type:</p>	<p>Is credit offered by the local school district for graduation requirements or is a college offering credit towards a degree/certificate? <input type="checkbox"/>yes <input checked="" type="checkbox"/>no If yes, how many credit hours will each Corps member earn per class?</p>	<p>Corps members earn certifications: <input checked="" type="checkbox"/>yes <input type="checkbox"/>no</p>
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Identify the Provider for this Education/Training Experience: City of Santa Fe Fire Department

Certification Statement Form
Educational Class/On-the-Job Training

I/We, City of Santa Fe Fire Department, will provide payment for this training, either in cash or as an in-kind contribution.

Signature of Official Representative or Owner: 	Print Name: <u>ERIK LITZENBERG</u>	Title: <u>FIRE CHIEF</u>	Date: <u>7/31/13</u>
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Educational Class/On-the-Job Training # 4

Paid by YCC Funds <input type="checkbox"/>	Paid as an In-Kind Contribution <input checked="" type="checkbox"/>
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See Certification Statement Form in this table below:

Name of Class (Maximum of 80 characters): National Safety Council defensive Driving Course

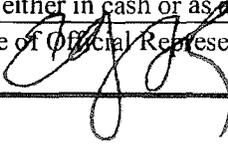
Skills Learned (Maximum of 800 characters): Identify the risks and hazards on the roadways. Define defensive driving and explain defensive driving techniques and concepts. Emphasize each driver's responsibility and control in choosing to drive in a safe, defensive manner. Identify the Fatal Four driving behaviors that result in crashes and violations. Define aggressive driver behaviors that result in crashes and violations. Identify ways to maintain self-control behind the wheel. Identify defensive driving techniques to avoid confrontations with aggressive drivers. Identify the impact of driver condition on safety. Identify the hazards in adverse driving conditions. Provide defensive driving techniques to reduce the risks and hazards of the driving conditions. Identify the benefits of using occupant restraint systems and met

<p>Corps members earn license: <input type="checkbox"/>yes <input checked="" type="checkbox"/>no If yes, identify type:</p>	<p>Is credit offered by the local school district for graduation requirements or is a college offering credit towards a degree/certificate? <input type="checkbox"/>yes <input checked="" type="checkbox"/>no If yes, how many credit hours will each Corps member earn per class?</p>	<p>Corps members earn certifications: <input checked="" type="checkbox"/>yes <input type="checkbox"/>no</p>
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Identify the Provider for this Education/Training Experience: City of Santa Fe Fire Department

Certification Statement Form
Educational Class/On-the-Job Training

I/We, City of Santa Fe Fire Department, will provide payment for this training, either in cash or as an in-kind contribution.

Signature of Official Representative or Owner: 	Print Name: <u>ERIK LITZENBERG</u>	Title: <u>FIRE CHIEF</u>	Date: <u>7/31/13</u>
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NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

SECTION 4 BUDGET

Section 4 is worth 30 points

(breakdown: 20 points YCC funds, 10 points Applicant/Partner Contribution)

Section 4 will be used to request funds from the YCC Commission and identify Applicant/Partner Contribution.

Instructions for filling out the YCC Wages Line Item form Table 1A: The YCC Commission will reimburse for Corps member and Crew Leader wages including FICA/Medicare and Unemployment costs associated with those wages. The YCC Commission will not reimburse for costs associated with the Applicants/Partners wages. If requesting reimbursement for unemployment costs, you must identify the percentage rate used to calculate the amount, use 11 for 11%, 1.1 for 1.1% etc. AT LEAST 70% OF THE GRANT REQUEST MUST BE IN CORPS MEMBER WAGES. (Corps member Wages line item/Total YCC Budget Request)

YCC BUDGETWAGES LINE ITEM (Table 1A)									
Type of YCC Member	# of YCC Members	Wage/Hr	# of Hr/Week	# of Weeks	Gross Wage	FICA/MED 7.65%	UNEMPL Amount	UNEMPL % Rate	Total Wages
Leader	2	\$11.95	40	26	\$24,856.00	\$1,901.48	\$0.00	0	\$26,757.48
Member	10	\$10.95	40	26	\$113,880.00	\$8,711.82	\$0.00	0	\$122,591.82
				Total	\$138,736.00	\$10,613.30	\$0.00		\$149,349.30

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

NOTE: The hard copy application will contain **Certification Statement Forms - Applicant/Partner Certification Statement Form for Multiple Contributions**. Use this form if a **Partner** will be contributing In-kind services to multiple budget categories (**Application/Partner In-kind; Wages, Workers Compensation, Education/Training or Supplies/Equipment/Miscellaneous**. The form will be found at the end of the application (printed version).

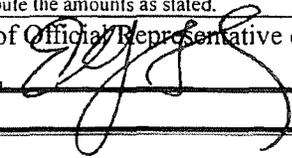
Instructions for filling out Applicant/Partner Contribution Wages Line Item Table 1B: The first column asks for the position the individual will hold during his/her service in the YCC Project and the organization that currently employs the individual. If the individual is self-employed, use that term to identify employer. The Applicant and/or Partner must sign a Certification Statement Form for the contribution to be included in the in-kind contribution budget. Use the Applicant/Partner Certification Statement Form for Multiple Contributions if a Partner will be contributing In-kind services to multiple budget categories (**Application/Partner In-kind; Wages, Workers Compensation, Education/Training or Supplies/Equipment/Miscellaneous**. The form will be found at the end of the application. Enter the percentage rate into the appropriate box, use 11 for 11%, 1.1 for 1.1% etc. The system will automatically calculate the amount.

APPLICANT/PARTNER CONTRIBUTION WAGES LINE ITEM (Table 1B)									
Identify position the individual will fill during the YCC Project and name of the organization that employs the individual (Maximum of 80 characters)	# of Participants	Wage/Hr	# of Hr/Week	# of Weeks	Gross Wage	FICA/MED 7.65%	UNEMPL Amount	UNEMPL % Rate	Total
Project Coordinator, City of Santa Fe Fire Department	1	\$27.99	30	26	\$21,832.20	\$1,670.16	\$0.00	0	\$23,502.36
Wildland Superintendent, City of Santa Fe Fire Department	1	\$34.32	20	26	\$17,846.40	\$1,365.25	\$0.00	0	\$19,211.65
				Total	\$39,678.60	\$3,035.41	\$0.00		\$42,714.01

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

Certification Statement Forms

Applicant/Partner Contribution Wages Line Item (Table 1B)

I/We, <u>City of Santa Fe Fire Department</u> , who will be providing the services identified in Table 1B, certify that we will contribute the amounts as stated.		
Printed Name and Signature of Official Representative or Owner: <u>ERIK LITZENBERG</u> , 	Title: <u>FIRE CHIEF</u>	Date: <u>7/31/13</u>

I/We, _____, who will be providing the services identified in Table 1B, certify that we will contribute the amounts as stated.		
Printed Name and Signature of Official Representative or Owner:	Title:	Date:

I/We, _____, who will be providing the services identified in Table 1B, certify that we will contribute the amounts as stated.		
Printed Name and Signature of Official Representative or Owner:	Title:	Date:

I/We, _____, who will be providing the services identified in Table 1B, certify that we will contribute the amounts as stated.		
Printed Name and Signature of Official Representative or Owner:	Title:	Date:

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

WORKERS COMPENSATION LINE ITEM

Instructions for filling out the YCC Budget Workers Compensation Line Item Table 2A: The YCC Commission will reimburse the Applicant for Workers Compensation costs associated with the Corps members' wages. The Workers Compensation percentage rate is obtained from the Applicant's insurance company. Enter the percentage rate into the appropriate box, use 11 for 11%, 1.1 for 1.1% etc. The system will automatically calculate the amount.

YCC BUDGET		
WORKERS COMPENSATION LINE ITEM (Table 2A)		
<i>Percentage rates are obtained from the Applicant's Insurance Company</i>		
Gross Wage	Workers Compensation Percentage Rate?	Total Workers Compensation
\$138,736.00	2.7%	\$3,745.87

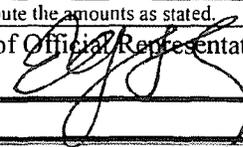
Instructions for filling out the Applicant/Partner Workers Compensation Line Item Table 2B: The table asks for the Worker's Compensation percentage rate that the Applicant will pay as an in-kind contribution. The Workers Compensation percentage rate is obtained from the Applicant's insurance company. The Applicant must sign a Certification Statement Form for the contribution to be included in the in-kind contribution budget. Use the Applicant/Partner Certification Statement Form for Multiple Contributions if a Partner will be contributing In-kind services to multiple budget categories (Application/Partner In-kind; Wages, Workers Compensation, Education/Training or Supplies/Equipment/Miscellaneous. The form will be found at the end of the application. Enter the percentage rate into the appropriate box, use 11 for 11%, 1.1 for 1.1% etc. The system will automatically calculate the amount.

APPLICANT/PARTNER CONTRIBUTION		
WORKERS COMPENSATION LINE ITEM (Table 2B)		
<i>Percentage rates are obtained from the Applicant's Insurance Company</i>		
Gross Wage	Workers Compensation Percentage Rate?	Total
\$39,678.60	2.7%	\$1,071.32

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

Certification Statement Forms

Applicant/Partner Contribution Workers Compensation Line Item Table 2B

I/We, <u>City of Santa Fe Fire Department</u> , who will be providing the services identified in Table 2B, certify that we will contribute the amounts as stated.		
Printed Name and Signature of Official Representative: <u>ERIK LITZELBERG</u> 	Title: <u>FIRE CHIEF</u>	Date: <u>7/31/13</u>

I/We, _____, who will be providing the services identified in Table 2B, certify that we will contribute the amounts as stated.		
Printed Name and Signature of Official Representative:	Title:	Date:

I/We, _____, who will be providing the services identified in Table 2B, certify that we will contribute the amounts as stated.		
Printed Name and Signature of Official Representative:	Title:	Date:

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

EDUCATIONAL CLASS/ON-THE-JOB TRAINING LINE ITEM

Instructions for filling out the YCC Budget Education Class/On-the-Job Training Line Item Table 3A: The YCC Commission will reimburse for trainers' salaries, educational supplies, entrance fees for museums, class room training, GED classes, certain college credit hours, and other costs associated with education and training.

YCC BUDGET				
EDUCATIONAL CLASS/ON-THE-JOB TRAINING (Table 3A)				
Identify Class; Job Training Item to Purchase (Maximum of 80 characters)	Define Unit i.e. hours, item (ea), class, box, etc.	# of Unit i.e. number of hours, items, boxes, etc.	Cost per Unit (i.e. \$20 per hour for trainer's salary including benefits; \$12 per workbook)	Total for Education/On-the-Job Training
One-on-one Crew Trainer	Hourly	320	\$24.26	\$7,763.20
One-on-one Crew Trainer	Hourly	320	\$24.26	\$7,763.20
FS 1504 Wildland Firefighting	Student	12	\$148.50	\$1,782.00
CNM Registration & Fees	Student	12	\$62.00	\$744.00
S-212 Wildland Chainsaws Lead Instructor	Daily	4	\$650.00	\$2,600.00
Are taxes included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				Total: \$20,652.40

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

*Instructions for filling out the Applicant/Partner Contribution Education Class/On-the-Job Training Line Item **Table 3B**: The Applicant and/or Partner must sign a Certification Statement Form for the contribution to be included in the in-kind contribution budget. Use the Applicant/Partner Certification Statement Form for Multiple Contributions if a Partner will be contributing In-kind services to multiple budget categories (Application/Partner In-kind; Wages, Workers Compensation, Education/Training or Supplies/Equipment/Miscellaneous. The form will be found at the end of the application.*

APPLICANT/PARTNER CONTRIBUTION				
EDUCATIONAL CLASS/ON-THE-JOB TRAINING (Table 3B)				
Identify Class; Job Training Item to be Provide (Maximum of 80 characters)	Define Unit i.e. hours, item (ea), class, box, etc.	# of Unit i.e. number of hours, items, boxes, etc.	Cost per Unit (i.e. \$20 per hour for trainer's salary including benefits; \$12 per workbook)	Total for this service/equipment /supplies
CPR/First Aid	Student	12	\$100.00	\$1,200.00
NSC Defensive Driving	Course	1	\$200.00	\$200.00
Are taxes included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				Total: \$1,400.00

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

SUPPLIES/EQUIPMENT/MISCELLANEOUS LINE ITEM

Instructions for filling out the YCC Budget Supplies/Equipment/Miscellaneous Line Item Table 4A: The YCC Commission will not approve purchases of capital outlay items such as vehicles, trailers, computers, and storage sheds. The YCC Commission will not approve purchases of fixed assets (tools/equipment) over \$500. The YCC Commission will reimburse for transportation costs. Mileage is reimbursed at \$0.44 per mile.

YCC BUDGET SUPPLIES/EQUIPMENT/MISCELLANEOUS (Table 4A)				
Identify Item to be Provided i.e. administrative costs, general liability, hand tools, power saws, mileage, etc. (Maximum of 80 characters)	Define Unit i.e. hours, item (ea), box, etc.	# of Units i.e. # of hours, items, etc.	Cost/Unit (i.e. \$65 per steel toe boot, etc.)	Total for this Purchase
Transportation - 15 passenge van (rental)	month	6	\$1,730.13	\$10,380.78
Wildland Firefighter Shirt	each	24	\$86.80	\$2,083.20
Wildland Firefighter Pants	each	24	\$166.88	\$4,005.12
Wildland Firefighter Helmet	each	12	\$37.14	\$445.68
Headlamp	each	12	\$37.03	\$444.36
Fireline Pack	each	12	\$157.44	\$1,889.28
canteen	each	100	\$0.70	\$70.00
Safety Goggles	each	12	\$10.91	\$130.92
Chainsaw Operator Chaps	each	12	\$98.16	\$1,177.92
100' roll Chainsaw Chain	roll	1	\$369.00	\$369.00
Chainsaw Bar and Chain oil	gallon	120	\$15.00	\$1,800.00
Single Bit Axe	each	4	\$32.95	\$131.80
Fireline Combination Tool	each	4	\$53.66	\$214.64
Pulaski Tool	each	7	\$46.41	\$324.87
McLeod Tool	each	4	\$77.80	\$311.20
Tool Handle Wedge	dozen	2	\$9.29	\$18.58
File (american pattern)	dozen	4	\$34.50	\$138.00
Personal First Aid Kit	each	12	\$12.15	\$145.80
5-10 person First Aid Kit	each	3	\$119.57	\$358.71
Bodily fluid barrier kit	each	3	\$34.97	\$104.91
Firefighter work gloves	pair	50	\$13.82	\$691.00
Cord	roll	1	\$188.81	\$188.81
Strapping tape	roll	20	\$4.16	\$83.20
Weather observation kit	each	2	\$132.78	\$265.56
Tree-felling wedge 8"	each	24	\$15.22	\$365.28
Shipping	order	1	\$113.81	\$113.81
Are taxes included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				Total: \$26,252.43

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

Instructions for filling out the Applicant/Partner Contribution Supplies/Equipment/Miscellaneous Line Item Table 4B: The Applicant and/or Partner must sign a **Certification Statement Form** for the contribution to be included in the in-kind contribution budget. Use the Applicant/Partner Certification Statement Form for Multiple Contributions if a Partner will be contributing In-kind services to multiple budget categories (Application/Partner In-kind; Wages, Workers Compensation, Education/Training or Supplies/Equipment/Miscellaneous. The form will be found at the end of the application.

APPLICANT/PARTNER CONTRIBUTION SUPPLIES/EQUIPMENT/MISCELLANEOUS (Table 4B)				
Identify Item to be Provided i.e. administrative costs, general liability, hand tools, power saws, mileage, etc. (Maximum of 80 characters)	Define Unit i.e. hours, item (ea), box, etc.	# of Units i.e. # of hours, items, etc.	Cost/Unit (i.e. \$65 per steel toe boot)	Total for this Purchase
046 Stihl Chainsaw	Daily	100	\$35.00	\$3,500.00
046 Stihl Chainsaw	Daily	100	\$35.00	\$3,500.00
Are taxes included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				Total: \$7,000.00

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

Certification Statement Forms

Applicant/Partner Contribution - Supplies/Equipment/Miscellaneous Table 4B

I/We, <u>City of Santa Fe Fire Department</u> , who will be providing the supplies/equipment /miscellaneous items identified in Table 4B, certify that we will contribute the amounts as stated.		
Printed Name and Signature of Official Representative: <u>ERIK LITZFABERG</u> 	Title: <u>FIRE CHIEF</u>	Date: <u>7/31/13</u>

I/We, _____, who will be providing the supplies/equipment /miscellaneous items identified in Table 4B, certify that we will contribute the amounts as stated.		
Printed Name and Signature of Official Representative:	Title:	Date:

I/We, _____, who will be providing the supplies/equipment /miscellaneous items identified in Table 4B, certify that we will contribute the amounts as stated.		
Printed Name and Signature of Official Representative:	Title:	Date:

I/We, _____, who will be providing the supplies/equipment /miscellaneous items identified in Table 4B, certify that we will contribute the amounts as stated.		
Printed Name and Signature of Official Representative:	Title:	Date:

NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

SECTION 4 COMBINED TOTAL BUDGET TABLE		
LINE ITEM	YCC BUDGET	APPLICANT/PARTNER CONTRIBUTION
WAGES/FICA/ MEDICARE/UNEMPLOYMENT	\$149,349.30	\$42,714.01
WORKERS COMPENSATION	\$3,745.87	\$1,071.32
EDUCATION/TRAINING	\$20,652.40	\$1,400.00
SUPPLIES/EQUIPMENT/ MISCELLANEOUS	\$26,252.43	\$7,000.00
TOTAL:	\$200,000.00	\$52,185.33
% of Grant Request in Wages:	75%	

TOTAL VALUE OF YCC PROJECT Add the total for the YCC Budget and the total for the Applicant/Partner Contribution	\$252,185.33
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NEW MEXICO YOUTH CONSERVATION CORPS COMMISSION GRANT APPLICATION

RESUMES AND OTHER DOCUMENTS

Attach resumes, maps, design plans, easements (if applicable) and the Internal Revenue Service letter stating that a non-profit has 501(c)3 status (only for non-profits), the Campaign Contribution Disclosure Form (only for non-profits). The following are examples of individuals who should submit resumes; Project Coordinator, fiscal officer, educators, and others who will have an on-going relationship with the YCC project.

(Only non-profits complete and attach this form to the application)

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.I (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s)

(Attach extra pages if necessary)

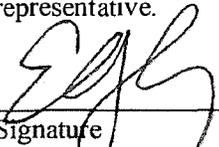
Signature

Date

Title(Position)

—OR—

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.



Signature

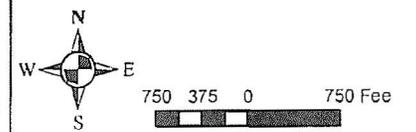
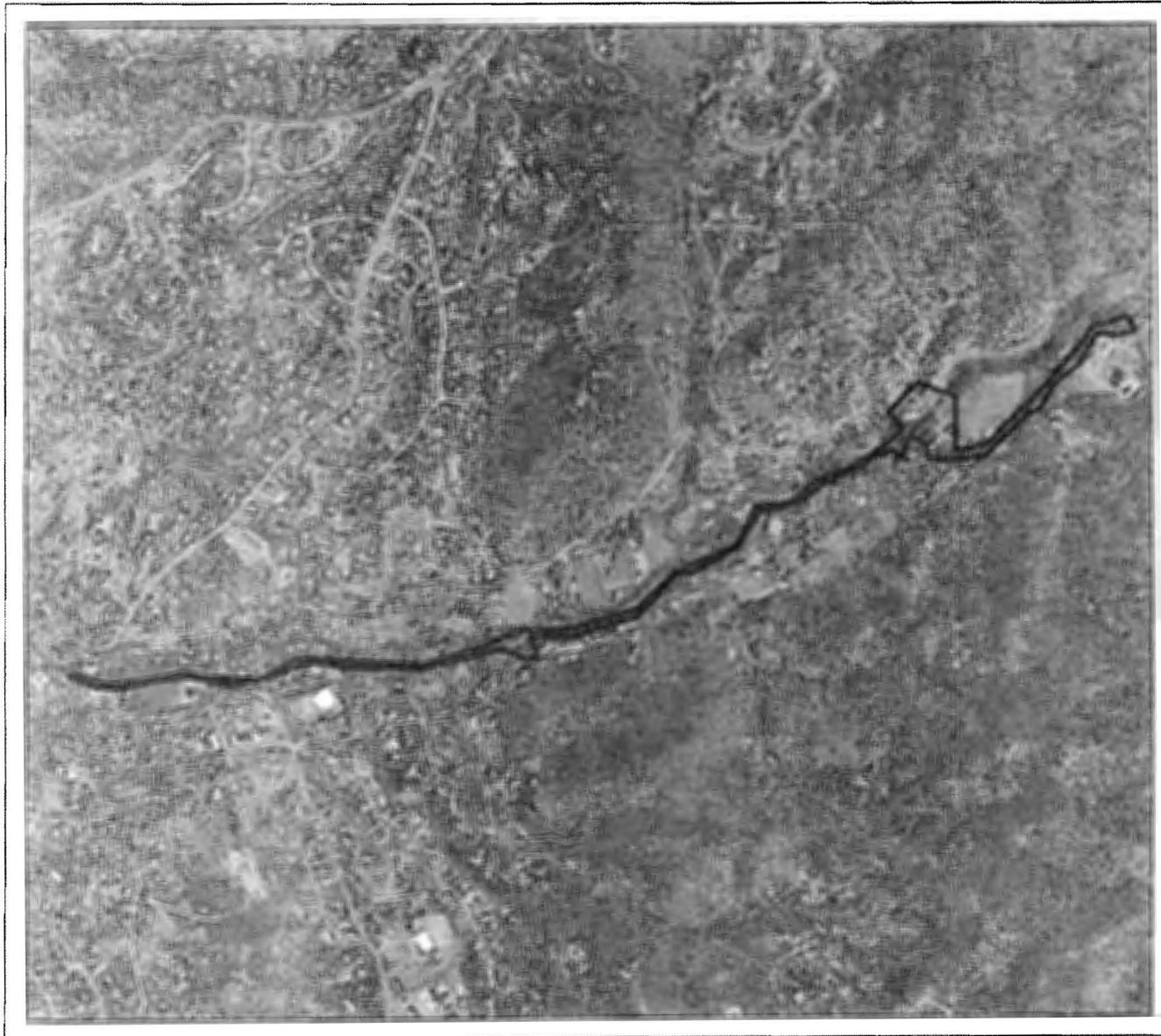
July 31, 2013

Date

FIRE CHIEF

Title(Position)

Upper Canyon Fuels Reduction Project



P.O. Box 909
Santa Fe, NM 87504-0909
Phone (505) 955-3113
Fax (505) 955-3115
E-mail s4romero@santafenm.gov

Porfirio Chavarria

Objective Project Coordinator for the YCC Grant.

Education **Northern NM Community College** Española, NM
Fall 1997-1999
■ Completed 54 credits in General Studies
Espanola Valley High School Española, NM
May 1996
■ Graduated with a high school diploma.

Work experience 2005 – Present Santa Fe Fire Department Santa Fe, NM
Wildland Urban Interface Specialist
■ Liaison between the City of Santa Fe and Federal, State, County and Private landowners regarding wildland fire prevention, preparedness, and suppression
■ Coordinate wildland fire training
■ Conduct and provide wildland fire education to the public, including home assessments.
■ Perform jobs related to wildland fire prevention and awareness.
■ Wildland fire qualifications include: Crew Boss, Engine Boss, Faller B, Field Observer (trainee).

2001 - 2005 Santa Clara Pueblo Santa Clara Pueblo, NM
Fuels and Fire Manager
■ Managed 20 to 50 employees for fuels reduction, restoration and fire management projects.
■ Prepared time sheets, enter leave, overtime, and submit to payroll every two weeks.
■ Prepared and submitted wildland fire invoices to the Bureau of Indian Affairs for reimbursement.
■ Coordinated wildland fire training, assignments, and preparedness with local, state and federal agencies.

1999 – 2001 Bureau of Indian Affairs San Juan, NM
Forestry Technician
■ Served as a wildland firefighter on wildland fire assignments and as a member of the Native Sons Hotshot crew.
■ Detailed to Fairbanks Alaska as a firefighter on the Midnight Suns

Interagency Hotshot crew for six months

- Performed chainsaw operations on fuels projects
- Performed as an engine crew member

**Professional
References**

Barbara A. Salas, Retired Fire Chief – P.O. Box 909, Santa Fe, NM
87504-0909 (505) 501-0009

Erik Litzenberg, Fire Chief – P.O. Box 909, SF, NM 87504-0909
(505) 955-3111

John Lissoway, Fire management consultant – 53 La Paloma Dr., Los
Alamos, NM 87544 (505) 670-6437

Shirley I. Coca-Barela

FINANCIAL ANALYST

City of Santa Fe
200 Lincoln Avenue, Santa Fe NM 87501

505-955-6170
sicoca-barela@santafenm.gov

Professional Profile

- Evaluation of federal, state and city programs for drawdowns of grant funding
- Evaluation and monitoring of city funds issued to children and youth programs
- Analyzed grant program criteria for compliance
- Analyzed financial spending based on established criteria
- Annual audit of New Mexico Highlands University
- Audit and Tax Preparation of Non-Profits
- Audits of Governmental Agencies
- Budget- Analysis, Preparation and Presentation of City of Santa Fe Municipal Court
- Budget Tracking of City of Santa Fe Personnel –New Hires, Transfers, Terminations
- Skills in Excel (ability to analyze and compile financial data)
Microsoft Office, Quickbooks, Outlook, E-1 Accounting
- 28 yrs experience in accounting/auditing/budget/small business operation
- Ability to work well with others, self-motivator and team player
- Excellent oral and written communication and interpersonal skills
- Management of small business
- Proficient understanding of the internal accounting system (Oracle)

Education

Bachelor of Accountancy
College of Santa Fe, Santa Fe, NM
August 1988

Associate of Arts Sec. & Office Proced
University of NM, Albuquerque, NM
May 1980

Work History

Financial Analyst

Oct 2012-Present

City of Santa Fe, Accounting

Grant accountant responsible for financial analysis, reporting, reconciliation of grants. Financial requests are prepared at the state and federal level. Review of budget and actual expenses. Preparation of adjustments to budget and expenses are deemed necessary. Monitor funding is spent according to project specifications set forth by the grantors by fiscal allocations and material acquisition. Audit trails are implemented for accuracy and efficiency of all grants for federal and state auditors. All accounts are audited, and reviewed to present financial status reports to project managers and for City Counselors.

Budget Analyst**Aug 2010-Sept 2012****City of Santa Fe, Police Department**

Prepare, review, analyze and reconcile the Police Department's overall budget, Produce reports as requested by administration, and track changes in budget. Prepared budget adjustments as required. Oversee the requisition and purchasing and payment process, handle vendor's inquiries. Process PA's, incentive analysis and any HR inquiries. Handle the Cashier's window in the reception area as needed, verify the daily deposit, and handle the daily deposit when required. Translations for Spanish speaking customers. Reviewed and approved items for purchase order process. Supervised the accounts payable section of the Police Department.

Project Specialist**City of Santa Fe, Children and Youth Commission****Mar 2010 – Aug 2010**

Monitor grant programs funded by the City of Santa Fe specifically for children and youth: report financial activity, analyze reimbursement request for compliance, compile financial reports for monthly Commission Meeting, submit reimbursement request to accounts payables, provide statistical information in the form of charts or graphs. Maintain accurate records and audit trail for compliance of grant money issued to various children and youth programs. For fiscal year 2009-2010 the awarded funds were \$1,000,000; and for the current fiscal year 2010-2011 the grant awards are \$900,000. Handle purchasing and accounts payable function. Accounting – review and analyze the cash balance for the programs, resolve routine accounting problems. Reviewed budget for current fiscal year and make any necessary budget adjustments. Developed great working relations with grantees and have always maintained a great working relation with city staff.

Administrative Secretary**City of Santa Fe, Police Department****Mar 2009 – Mar 2010**

Accounts Payable for the department, travel vouchers, customer service: Utilized the City accounting system and budget procedures for payment process in a timely manner. Interaction with vendors and analysis of accounts, interaction with city staff in accounting, and purchasing. Writing skills utilized in documenting the explanation of account analysis. Updated and maintained clothing allowance account balance for officers in a timely manner.

Office Manager**JoeB Engineering, LLC****Feb 2007 – Feb 2009**

Office management, bookkeeping, invoicing, deposits, customer relations. Prepared financial statements – Balance Sheet and Profit and Loss Financial Statements. Prepared the New Mexico Gross Receipt Tax Report. Compiled all information necessary for tax purposes. Prepared the narrative reports from the engineer. Managed all other office related responsibilities.

Financial Analyst

City of Santa Fe, Water Dept., Santa Fe, NM **Sept 2006- Feb 2007**

As a customer service representative, helped customers by analyzing their utility accounts and answer questions in person or by phone. Worked the reception desk as needed to assist and director customers. Assisted many of the Spanish speaking customers.

Financial Analyst (Budget)

City of Santa Fe, Municipal Court, Santa Fe, NM **Sept 2005 – May 2006**

Prepared, reviewed and compiled the Municipal Court's budget for the next fiscal year for presentation to the Finance Committee and worked closely with the Budget Division to ensure a sound budget for the department. Analyzed the current budget and prepared forecasts and projections to be presented and reviewed by the Judge. Prepared the Personnel Action Forms for new hires, reviewed budget line items for salary and benefits and worked with personnel staff to efficiently process the documents. Prepared daily deposits received in the court house. Handled purchasing and accounts payables functions. Assisted customers on the phone and at the window regarding court questions. In addition, entered citations into the system.

Financial Analyst

City of Santa Fe, Accts. Payable, Santa Fe, NM **Sept 2004 – June 2001**

Analyzed and reconciled accounts for payment in the Accounts Payables Dept. Worked with city staff and vendors to determine accurate information necessary to make appropriate payments. At the Sangre De Cristo Water Division assisted the public in residential and commercial account analysis. Handled mainly spanish speaking customers. A special project was to analyze customer accounts in the transition from the old computer system to the new billing system, this consisted of city wide customer residential and commercial accounts.

Financial Analyst

City of Santa Fe, Audit Dept., Santa Fe, NM **Nov 2006 – June 2001**

Special Project extensive internal audit conducted on the Solid Waste Division – testwork was conducted on payroll for annual leave, sick leave and comp-time. Account comparisons from customer lists taken to compute and analyze generated billings to determine if commercial businesses were making the appropriate payments for sewer and refuse. Site visits were conducted and field work was analyzed, evaluated and compiled for supervisor's presentation to City Council.

Grant Accountant

City of Santa Fe, Santa Fe, NM **Sept 1989 – June 1993**

Financial reporting of grant accounts at city, federal and state levels. Reviewed and analyzed grant documents for requirements on reporting revenue and expenditures. Monitored funding was spent according to project specifications set forth by the grantors by fiscal allocations and material acquisition. Audit

trails were implemented for accuracy and efficiency of all grants for federal and state auditors. All accounts were audited, and reviewed to present financial status reports to project managers and for City Counselors. Annual budgets were prepared and budget and accounting adjustment were done when necessary during the year. *Major projects/programs included Highway 599/Northwest Relief Route, Transit System, Wastewater, Police Grants, Library, Ridefinders and many others.*

Auditor

Barraclough and Associates

June 1988 – Sept 1989

Responsibilities included auditing, New Mexico Highlands University. The School of American Research and nonprofit, banks, and government entities. Audited required areas of companies and with some agencies finished with tax returns and financial statements. Analyzed and reviewed documents on a fraud case.

Financial Specialist

New Mexico State Police Department

June 1980 – July 1986

Reconciled expenditures ledger, handled purchasing responsibilities, worked with team on implementation of new accounting system, daily deposits, verified confiscated money with officer for deposit, deposited restitution money.

Activities

- NM Society of CPA
- SF Chapter of CPA
- Capital City Jaycees
- Association of Governmental Accountants
- Volunteer work for The Forest Guardians Annual Auction 2007 and 2008 (Financial Capacity)
- Community Service Volunteer at St. Elizabeth Shelter
- Volunteer at St. Francis Catholic School, Mission Viejo Christian Academy and St. Michaels's High School.
- Volunteer in 2011, 2012, 2013 fundraising for American Breast Cancer Society

Professional References

Sharon Romero
2511 Camino Entrada, Santa Fe NM 87501 505-955-5130
City of Santa Fe – Municipal Court

Fred Lopez
11 Via De Estrellas, Santa Fe, NM 505-466-8057
City of Santa Fe –(Retired) Comptroller

Steve Gonzales
Budget Director (Retired) – City of Santa 505-984-8423

ATTACHMENT 2

REQUEST FOR REIMBURSEMENT/YOUTH CONSERVATION CORPS					
Sponsor Information		Phone Number:	505-955-3901	Report #:1	
Santa Fe, City of		April	Start Date of this Reporting Period:		
PO Box 909	SHARE NO.	14-522-0150-0056	End Date of this Reporting Period:		
Santa Fe, NM 87504			% to wages (expended wages vs. total expended)	#DIV/0!	

INSTRUCTIONS FOR FILLING OUT THIS FORM ARE ON THE BOTTOM OF THE PAGE.

ITEMS IN BUDGET	YCC BUDGET (Original)	Adjusted Budget	YTD REIMBURSEMENTS	CURRENT REQUESTS	BUDGET BALANCE
Wages/FICA/Unemployment	\$ 149,349.30				\$ 149,349.30
Workers Compensation	\$ 3,745.87				\$ 3,745.87
Training/Education	\$ 20,652.40				\$ 20,652.40
Supplies/Equipment/Miscellaneous	\$ 26,252.43				\$ 26,252.43
TOTAL	\$ 200,000.00			\$ -	\$ 200,000.00

CERTIFICATION

I certify that this is an original and that all expenditures and information reported herein are true and correct, appropriate for purposes in accordance with the terms and conditions and other applicable rules and regulations of the Youth Conservation Corps, and that payment for services on the current request have not been received.

Name (Please Type) _____

Signature: _____

Title (Please Type) _____

Date: _____

PLEASE NOTE; This Form must accompany all Reimbursement Requests.

NOTATIONS:

1. Reports should be numbered consecutively starting with #1.
2. The cost categories must match the budget stated in the project agreement document. If changes are necessary, a revised budget must be approved by the YCC Commission.
3. Year-to-Date reimbursements should match the previous request's cumulative reimbursement amount.
4. Expenditures must be itemized, identified and generally will have been approved in the project applications and the project agreement document.
5. Sponsor must submit all supporting documentation and project status report must accompany reimbursement requests.
6. Budget balance must take into account the approved budget less current request and less all previously approved payments.
7. Nothing should be put in the "Adjusted Budget" column unless YCC staff has approved a budget adjustment request.

Have you included Attachment 3, support documentation for all line items associated with in-kind contribution and a Project Status Report? If this is a FINAL also include the Final Project Report, Corps member surveys and work performance evaluations.

ATTACHMENT 3

IN-KIND SPONSOR MATCH FORM/YOUTH CONSERVATION CORPS					
Sponsor Information		Phone Number:	505-955-3901		Report #:1
Santa Fe, City of		April		Start Date of this Reporting Period:	
PO Box 909	YCCC#	14-522-0150-0056		End Date of this Reporting Period:	
Santa Fe, 87504				% match met (expended vs. budgeted)	0.00%
INSTRUCTIONS FOR FILLING OUT THIS FORM ARE ON THE BOTTOM OF THE PAGE.					
ITEMS IN BUDGET	YCC BUDGET	Adjusted Budget	YTD REIMBURSEMENTS	CURRENT REQUESTS	BUDGET BALANCE
	(Original)				
Wages/FICA/Unemployment	\$ 42,714.01				\$ 42,714.01
Workers Compensation	\$ 1,071.32				\$ 1,071.32
Training/Education	\$ 1,400.00				\$ 1,400.00
Supplies/Equipment/Miscellaneous	\$ 7,000.00				\$ 7,000.00
TOTAL	\$ 52,185.33			\$ -	\$ 52,185.33

CERTIFICATION

I certify that this is an original and that all expenditures and information reported herein are true and correct, appropriate for purposes in accordance with the terms and conditions and other applicable rules and regulations of the Youth Conservation Corps.

Name (Please Type) _____

Signature: _____

Title (Please Type) _____

Date: _____

PLEASE NOTE; This Form must accompany all Reimbursement Requests.

NOTATIONS:

1. Reports should be numbered consecutively starting with #1.
2. The cost categories must match the budget stated in the project agreement document. If changes are necessary, a revised budget must be approved by the YCC Commission.
3. Year-to-Date reimbursements should match the previous request's cumulative reimbursement amount.
4. Expenditures must be itemized, identified and generally will have been approved in the project applications and the project agreement document.
5. Sponsor must submit all supporting documentation and project status report must accompany reimbursement requests.
6. Budget balance must take into account the approved budget less current request and less all previously approved payments.
7. Nothing should be put in the "Adjusted Budget" column unless YCC staff has approved a budget adjustment request.

Have you included Attachment 2, time sheets (proof of payment), invoices (P.O. #'s if applicable & proof of payment), and a Project Status Report?

If this is a FINAL, also include the Final Project Report, Corps member surveys and work performance evaluations.

ATTACHMENT 4

Organization's Name:			YCC VEHICLE USEAGE FORM			Car License Number	Model	Make	
Name of Driver:									
	Show Time: am or pm		<i>All sections of this form must be filled out to be eligible for reimbursement.</i>			Odometer Readings:	Odometer Readings:	Number of Miles	Dollar Amount
Date:	Departure	Arrival				Beginning Mileage	Ending Mileage		Miles x \$.41/mile
			Reason for the Trip						
Totals:									

By signing this form, I do solemnly swear that the above claim for reimbursement is just and true in all respects and complies with the DFA Regulations Governing the Per Diem and Mileage Act.

Payee Signature: _____

Supervisor Signature: _____

Date: _____

