



NANCY S. BUSH  
DIRECTOR

**DISASTER MANAGEMENT**

**COMMUNICATIONS AND EMERGENCY OPERATIONS CENTER**  
2200 KAEN ROAD | OREGON CITY, OR 97045

September 8, 2016

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of Amendment #2 to Subrecipient Grant Agreement # 16-023  
with Department of Forestry, North Cascades District for  
Fire Prevention Coordination

<b>Purpose/Outcomes</b>	To provide fire prevention coordination in support of the Clackamas County Wildfire Protection Plan
<b>Dollar Amount and Fiscal Impact</b>	Amendment #2 does not include changes in the award amounts. There is no fiscal impact.
<b>Funding Source</b>	Title III allocations from the U.S. Department of Agriculture and the U.S. Department of the Interior
<b>Duration</b>	Effective November 1, 2015 and terminates on September 30, 2017
<b>Previous Board Action</b>	The Board last reviewed and approved this agreement on June 29, 2016, Agenda item F.2.
<b>Strategic Plan Alignment</b>	Public Safety
<b>Contact Person</b>	Nancy Bush, Director, 503-655-8665
<b>Contract No.</b>	16-023

**BACKGROUND:**

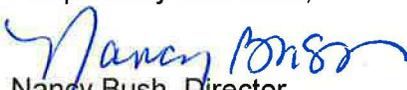
The Emergency Management Department requests the approval of Amendment #2 to Subrecipient Grant Agreement #16-023 with the Oregon Department of Forestry, North Cascades District for fire prevention coordination in support of the Clackamas County Wildfire Protection Plan.

This amendment adds missing financial reporting deadlines, breaks down the award budget between federal CFDA numbers, and corrects a typo.

**RECOMMENDATION:**

Staff recommends the Board approve this agreement.

Respectfully submitted,

  
Nancy Bush, Director  
Disaster Management



**Oregon Department of Forestry – North Cascades District**

*Subrecipient Agreement 16-023 – Amendment # 2*

Page 2 of 5

**AMEND:**

**AGREEMENT**

3. **Grant Funds.** The maximum, not to exceed, grant amount that the COUNTY will pay is \$322,450.83. This is a cost reimbursement grant and disbursements will be made in accordance with the schedule and requirements contained in Exhibit D: Request for Reimbursement. Failure to comply with the terms of this Agreement may result in withholding of payment. The split between funding sources is outlined as follows:
  - a. \$204,915.23 in grant funds in this Agreement are funded by the Secure Rural Schools and Community Self Determination Grant (Catalogue of Federal Domestic Assistance [CFDA] #10.665) issued to the COUNTY by the State of Oregon Department of Administrative Services and the U.S. Department of Agriculture; and
  - b. \$15,957.77 in grant funds in this Agreement are funded by the Secure Rural Schools and Community Self Determination Grant (Catalogue of Federal Domestic Assistance [CFDA] #15.227) issued by the U.S. Department of the Interior.

**TO READ:**

**AGREEMENT**

3. **Grant Funds.** The maximum, not to exceed, grant amount that the COUNTY will pay is \$322,450.83. This is a cost reimbursement grant and disbursements will be made in accordance with the schedule and requirements contained in Exhibit D: Request for Reimbursement. Failure to comply with the terms of this Agreement may result in withholding of payment. The split between funding sources is outlined as follows:
  - a. **\$306,493.06** in grant funds in this Agreement are funded by the Secure Rural Schools and Community Self Determination Grant (Catalogue of Federal Domestic Assistance [CFDA] #10.665) issued to the COUNTY by the State of Oregon Department of Administrative Services and the U.S. Department of Agriculture; and
  - b. \$15,957.77 in grant funds in this Agreement are funded by the Secure Rural Schools and Community Self Determination Grant (Catalogue of Federal Domestic Assistance [CFDA] #15.227) issued by the U.S. Department of the Interior.

**AMEND:**

**AGREEMENT**

9.

- i) **Financial Reporting.** Methods and procedures for payment shall minimize the time elapsing between the transfer of funds and disbursement by the grantee or SUBRECIPIENT, in accordance with Treasurer regulations at 31 CFR Part 205. Therefore, upon execution of this Agreement, SUBRECIPIENT will submit completed Exhibit D: Request for Reimbursement on a quarterly basis.

**TO READ:**

**AGREEMENT**

9.

- i) **Financial Reporting.** Methods and procedures for payment shall minimize the time elapsing between the transfer of funds and disbursement by the grantee or SUBRECIPIENT, in accordance with Treasurer regulations at 31 CFR Part 205. Therefore, upon execution of this Agreement, SUBRECIPIENT will submit completed Exhibit D: Request for Reimbursement ***using the following schedule:***

- ***For Fiscal Year Quarter 1: October 31, 2016***
- ***For Fiscal Year Quarter 2: January 31, 2017***
- ***For Fiscal Year Quarter 3: April 30, 2017***
- ***For Fiscal Year Quarter 4: July 15, 2017***

**Oregon Department of Forestry – North Cascades District**

Subrecipient Agreement 16-023 – Amendment # 2

Page 4 of 5

**REPLACE:**

Exhibit H: Program Budget #2

**WITH:**

EXHIBIT H: PROGRAM BUDGET #2

PROJECT NAME: Coffee Creek – Project #2	AGREEMENT #16-023
SUB-RECIPIENT: Oregon Department of Forestry	

Title III Grant Project #2 End Date: 9/30/17					
Total money available: \$220,873.69					
Combined Budget Cat.	Budgeted Amount 10.665	Budget Amount 15.227	Expended to Date	Budget Avail.	% Expended to Date
A. Personnel Salaries/Wages					
1. NRS2	\$ 10,515.00				
2. FICC	\$ 32,076.00				
3. Student Worker	\$ 9,208.00				
B. Fringe Benefits	\$ 28,994.69				
C. Travel	\$ 4,080.00				
E. Supplies	<b>\$ 22,042.23</b>	<b>\$15,957.77</b>			
F. Contracted Services	\$ 98,000.00				
<b>Total</b>	<b>\$204,915.92</b>	<b>\$15,957.77</b>			

**Oregon Department of Forestry – North Cascades District**

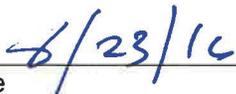
Subrecipient Agreement 16-023 – Amendment # 2

Page 5 of 5

IN WITNESS WHEREOF, the parties hereto have caused this amendment to be executed by their duly authorized officers.

**SUBRECIPIENT**

By:   
Steve Wilson, N. Cascades District Forester

  
Date

**CLACKAMAS COUNTY**

Commissioner: John Ludlow, Chair  
Commissioner: Jim Bernard  
Commissioner: Paul Savas  
Commissioner: Martha Schrader  
Commissioner: Tootie Smith

**Signing on Behalf of the Board:**

\_\_\_\_\_  
John Ludlow, Chair  
Clackamas County Board of Commissioners

\_\_\_\_\_  
Dated

  
County Counsel

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Dated