



United States  
Department of  
Agriculture

Forest  
Service

Region 1  
Northern Region  
PO Box 7669  
Missoula, MT 59807

Region 4  
Intermountain Region  
324 25<sup>th</sup> Street, Suite 5301  
Ogden, UT 84401

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**File Code:** 1580

**Date:** December 7, 2023

Suzanne Groneman, Sustainability Manager  
City of Reno  
1 East First Street  
Reno, NV 89501

RE: Grant Number: 24-DG-11046013-604  
Title: Inflation Reduction Act-Urban & Community Forestry City of Reno

Total funding in the amount of **\$500,000.00** has been approved for the *FY 2024 Inflation Reduction Act (IRA)-Urban & Community Forestry City of Reno*. These funds will be granted under the authority of the 16 USC 2105 and Public Law 117-169, Subtitle D, Section 230003(a) The Federal Assistance Listing number, and program title is 10.727 IRA Urban & Community Forestry.

This authority requires a 1:1 match, however match has been waived under the provision of Public Law 117-169 (Inflation Reduction Act) and based on assurance from the Cooperator that 100% of the work and funding will be directed to disadvantaged communities.

You will need to complete and return an application package with all required signatures. Return the entire package by no later than **01/17/2024**. Requested documents/forms may be returned electronically to Crystal Vieira at [crystal.vieira@usda.gov](mailto:crystal.vieira@usda.gov)

The application package must contain the following forms:

**SF424** - Application for Federal Assistance

**SF424A** - Budget Information – Non-construction

**SF 424-B** -Assurances for Non-Construction programs

**AD-1047** -Certification Regarding Debarment

**AD-3030** -Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants

**AD 1049** -Certification Regarding Drug-Free Workplace

**USDA Certification Regarding Lobbying**

**Program/Project Narrative** - Narrative description of grant funded activities and expected outcomes, including performance measures. See attached narrative guidance.

**Expanded Budget Narrative** - Submit a detailed budget and narrative for grant funded activities.

Costs must be incurred within the same timeline as the subsequent award. The expanded budget narrative must include a statement for all line items on the SF-424A Budget.

**Indirect Cost Rate:** If you will be requesting reimbursement of indirect costs in this grant, please provide documentation authorized by your cognizant audit agency (Negotiated Indirect Cost Rate Agreement, or NICRA) for the current year. If you do not have an established indirect cost rate, please provide documentation from your accounting firm to substantiate the basis for the indirect cost rate used in your application.

**FS 1700-0006A Civil Rights Compliance Review Record:** This form is attached for your convenience. This Pre-Award review will serve as the Pre-Award assessment for instruments awarded to your agency through this State, Private & Tribal Forestry office for federal fiscal year 2024. Crystal Vieira, Grants Specialist will contact you to set up a quick 15-minute meeting to go over Civil Rights and help you fill out this form.

**\*FS-1500-22. Financial Capability Questionnaire.** This form is attached for your convenience. This will serve as the Financial Capability assessment for instruments awarded to your agency through this State, Private & Tribal Forestry office for federal fiscal year 2024.

**Designated Signing Authority** Provide written documentation showing the designated signing official for grants for your organization.

**Reporting:** Semi-annual financial and progress reports are required for UCF IRA grants. Financial and progress reports will be submitted for the periods ending June 30 and December 31 each year. Reports are due 30 days from the period end.

The Forest Service must receive the completed, required forms to proceed with processing grant award documents. Upon review and acceptance of the submitted forms, the Forest Service will forward the award to your organization for signature. Funds will be available once the grant document is signed. If you have specific questions about the program, activities to be accomplished, or the application process, contact Crystal Vieira email:

[crystal.vieira@usda.gov](mailto:crystal.vieira@usda.gov)

Sincerely,

/s/*DANIEL MCBRIDE*

DANIEL MCBRIDE

Director, State, Private & Tribal Forestry Regions 1 & 4