



California Fire Safe Council
Grants Clearinghouse 2012 Competitive Grants Program

Sample Documents and Resources

Document/Resource	Page
Sample Letter of Commitment Cover Letter	2
Sample Applicant Letter of Commitment	3
Sample Letter of Commitment	4
Sample Letter of Commitment	5
Sample Letter of Commitment	6
Criteria for Serving as a Fiscal Sponsor	7
Sample Fiscal Sponsor Letter of Agreement	9
Summary of Certain Regulations Applicable to Federal Grant Management	10



SAMPLE LETTER OF COMMITMENT COVER LETTER



Ember Falls HOA
1213 Jackpot Ravine
Ember Falls, CA 99999
Phone #: (555) 555-5550
Fax #: (555) 555-5551

California Fire Safe Council
Grant Manager¹
Address

March __, 2011

RE: Project Name: Brush Bash 2012
Cover Letter and Summary of Letters of Commitment

Dear Grant Manager:

Attached are four Letters of Commitment to this grant project from several cooperating organizations. The total value of matching funds and in-kind services to be provided by these organizations is \$8,470, comprised of the following:

ORGANIZATION or INDIVIDUAL	MATCHING FUNDS	IN-KIND GOODS AND/OR SERVICES	TOTAL
APPLICANT: Ember Falls HOA	\$0	\$7,560	\$7,560
Charred Fork Cafe	\$0	\$200	\$200
Sawmill Sub Shop	\$0	\$160	\$160
Design-a-Sign	\$0	\$550	\$550
TOTALS	\$0	\$8,470	\$8,470

We believe that the contribution of these matching funds and in-kind services demonstrates the community support we have for this project, and we hope that this will support the selection of our project for funding.

Sincerely,

Primary Contact Signature

Organization Primary Contact

¹ Grant manager contact information from page 14 or 15 of the Request For Application (RFA).



SAMPLE APPLICANT LETTER OF COMMITMENT



Ember Falls HOA
1213 Jackpot Ravine
Ember Falls, CA 99999
Phone #: (555) 555-5550
Fax #: (555) 555-5551

March __, 2011

California Fire Safe Council
Grant Manager²
Address

RE: Project Name: Brush Bash 2011
Letter of Commitment

Dear Grant Manager:

The Ember Falls Home Owners' Assn. will be providing project coordination and volunteer brush removal and firewood processing for the Brush Bash 2011. The time contributed to this project is valued at \$7,560.

Sincerely,

Primary Contact Signature
Organization Primary Contact

² Grant manager contact information from page 14 or 15 of the Request For Application (RFA).



SAMPLE LETTER OF COMMITMENT



Charred Fork Cafe
25 Crispy Ridge Way
Carbonaceous, CA 99999

Phone #: (916) 648-3613
Fax #: (916) 648-3601

Ember Falls Home Owners' Association
1213 Jackpot Ravine
Ember Falls, CA 99999

March __, 2011

RE: Project Name: Brushy Bash 2012
Letter of Commitment

Dear *Organization Primary Contact*,

Coffee and snacks with a value of \$200 total will be provided to the two community meetings being held for the Brush Bash 2012 in the community of Ember Falls. Our Business was burned down in the Fakeridge Fire of 1989, and we believe that the efforts of our neighbors will help protect our entire community.

Sincerely,

Dar Kroast

Dar Kroast
Charred Fork Cafe

SAMPLE LETTER OF COMMITMENT



Sawmill Sub Shop
3 Logload Drive
Carbonaceous, CA 99999
Phone #: (916) 648-3614
Fax #: (916) 648-3601

Ember Falls HOA
1213 Jackpot Ravine
Ember Falls, CA 99999

March __, 2011

RE: Project Name: Brush Bash 2012
Letter of Commitment

Dear *Organization Primary Contact*:

The Sawmill Sub Shop is pleased to provide lunches to volunteers working on the Brush Bash 2012 project in Ember Falls. Our Business is proud to support responsible forestland management in our community. Our donation of 26 lunches for the two scheduled work days has a value of \$160.

Sincerely,

Wree Sprout

Wree Sprout
Sawmill Sub Shop Owner



SAMPLE LETTER OF COMMITMENT



1111 Showmethe Way Phone #: (916) 648-3612
Carbonaceous, CA 99999 Fax #: (916) 648-3601

Ember Falls HOA
1213 Jackpot Ravine
Ember Falls, CA 99999

March __, 2011

RE: Project Name: Brushy Bash 2012
Letter of Commitment

Dear *Organization Primary Contact*,

The Design-a-Sign company will provide printing and installation of a sign marking the fuel reduction that has been created for the Brush Bash 2012 project. The sign will be installed on Flame Heights Drive in front of the project area. The cost of design and construction is \$550 and will be donated by the Design-a-Sign company.

Sincerely,

Bill Board
Design-a-Sign



**Criteria for Serving as a Fiscal Sponsor
for a Subrecipient of Grants from the
California Fire Safe Council's Grants Clearinghouse**
www.grants.firesafecouncil.org

As used by the California Fire Safe Council in the operation of the Grants Clearinghouse, a "Fiscal Sponsor" is an organization that assumes the legal responsibility for the management of grant funds awarded to another organization.

When the source of grant funds is the federal government, the grant management regulations found in the Code of Federal Regulations (CFR), Circulars issued by the Office of Management and Budget (OMB), and other national policy requirements apply to the stewardship of those funds and the goods and services purchased with them.

In order to ensure that fiscal sponsor organizations have the ability and capacity to manage these funds, the California Fire Safe Council requires that a Fiscal Sponsor meet certain minimum requirements, and that they agree to abide by and follow the applicable federal regulations and generally accepted good business practices.

Minimum Requirements:

1. The fiscal sponsor will be either:
 - a. a California or Nevada local government agency, or
 - b. a non-profit organization certified by the Internal Revenue Service
 - c. Tribal Government
 - d. School District

2. Not suspended or debarred from doing business with the federal government, as per the "List of Parties Excluded from Federal Procurement or Nonprocurement Programs", pursuant to Executive Orders 12549 and 12689.

Letter of Agreement

The Fiscal Sponsor organization must submit a signed Letter of Agreement to the California Fire Safe Council agreeing to and certifying that they will act on behalf of the grant applicant to receive, spend, and otherwise manage the grant funds and property assets associated with a particular grant project, in accordance with all applicable federal and state laws and regulations. (A sample of such a letter is attached below.)



Typical Responsibilities and Duties of Fiscal Sponsors

1. Receive grant funds, deposit in bank accounts, and make appropriate accounting system entries
2. Authorize and review expenditures in accordance with the project workplan and budget.
3. Receive and pay bills from vendors for goods and services purchased for the grant project.
4. Prepare or assist in preparing quarterly and final project budget reports.
5. Refund unused funds and earned interest in excess of \$250 (non-profits) or \$100 (local governments) at the conclusion of the project.



Fiscal Sponsor Letter of Agreement

Sample Language

I, (name) , as the official representative of the (name of organization) , do hereby certify that the (name of organization) , agrees to serve as the Fiscal Sponsor for the (name of grant applicant organization) , for a grant titled " (title of grant application) ". In that capacity we agree to abide by all federal, state, and local laws and regulations that apply to the management of grant funds and to the work to be undertaken with those funds.

We understand that these federal grant funds cannot be co- mingled with other funds of our organization, and that these funds will be managed through the our standard fiscal management system and records. We also recognize that this sponsorship may cause our organization to be subject to the audit requirements of OMB Circular A-133.

Date _____

By: _____
Signature

Printed Name: _____

Title: _____

(Name of Organization)
(Mailing address)



Summary of Certain Regulations Applicable to Federal Grant Management

The following regulations deal with the responsibilities and performance expectations placed on fiscal sponsors, and on grant recipients not served by fiscal sponsors, for their performance in managing federal grant funds. They also describe the characteristics of the business management systems that they should use. Other federal and state laws and regulations may also apply. Grant applicants and potential fiscal sponsors may want to consult with an accounting professional for more information.

1. **Financial Management:** Accounting policy, procedures, system, and records ([2 CFR 215.20 - .29](#), or OMB [Circular A-102](#) and applicable [Federal agency codifications of the grants management common rule](#) (e.g. 7 CFR 3016.20 -.29). A subrecipient or fiscal sponsor should maintain and make available to the California Fire Safe Council the following:
 - a. Written policies for determining reasonableness, allowability, and allocability of costs in accordance with federal cost principles and award terms and conditions
 - b. Records of individual expenses and payments for each grant: invoices, cancelled checks, etc.
 - c. Records of bank deposits for grant funds received from the California Fire Safe Council for each grant
 - d. Method of verifying that grant funds are not mingled with other funds
 - e. Method of verifying the value of cost-sharing and matching fund contributions, especially volunteer labor
 - f. Records of cost sharing and matching contributions from all organizations
 - g. Method of verifying the value of cost-sharing and matching fund contributions, especially volunteer labor
 - h. Method of monitoring whether the non-federal cost-sharing expenditures meet the percentage requirements in the grant agreement
 - i. Bonding of employees who have the ability to receive and issue payments
2. **Procurement System:** policy, procedures, and records (2 CFR 215.40 - .48, or OMB Circular A-102, and applicable Federal agency codifications of the grants management common rule (e.g. 7 CFR 3016.36). A subrecipient or fiscal sponsor should maintain and make available to the California Fire Safe Council the following:
 - a. Purchasing manual
 - b. Written standards of conduct
 - c. Competitive procurements, bid solicitations, cost and price analysis, vendor selection process
 - d. Efforts to use small and minority-owned businesses
 - e. Reasons for each procurement
 - f. Contract provisions (2 CFR 215, App. A; OMB Circular A-102, and applicable Federal agency codifications of the grants management common rule (e.g. 7 CFR 3016.36 (i)))
 - g. Compliance with national policy requirements
 - h. Contract administration: bid solicitation, contractor performance monitoring



3. Personnel Management System: policy, procedures, and records (2 CFR [220](#), [225](#), or [230](#), as applicable). A subrecipient or fiscal sponsor should maintain and make available to the California Fire Safe Council the following:
 - a. Time and attendance records for paid staff, volunteers, and in-kind contributors
 - b. Position descriptions
 - c. Recruiting, hiring, and termination process
 - d. Compensation system
 - e. Method for documenting and charging salaries and wages to projects (2 CFR 220, App. A, sec. J.10; 2 CFR 225, App. B, sec. 8; 2 CFR 230, sec. 8)
 - f. Policy for hiring consultants

4. Property Management System: policy, procedures, and records (2 CFR 215.30 - .37, or OMB Circular A-102, and applicable Federal agency codifications of the grants management common rule (e.g. 7 CFR 3016.31 - .34). A subrecipient or fiscal sponsor should maintain and make available to the California Fire Safe Council the following:
 - a. Written controls to safeguard against loss, theft, misuse, etc.
 - b. Property records: date procured, price paid, source of funds, depreciation, location, disposal, etc.
 - c. Insurance coverage
 - d. Annual inventory
 - e. Disposition procedures
 - f. Equipment: inventory, control, maintenance, and disposal procedures and records

5. Travel Policies and Procedures (2 CFR 220, App. A (J).53; 225 App. B, .43; or 230, App. B, .51, as applicable). A subrecipient or fiscal sponsor should maintain and make available to the California Fire Safe Council the following:
 - a. Authorization and approval
 - b. Travel advances
 - c. Use of credit cards
 - d. Reimbursement rates
 - e. Documentation of costs

6. Project Management *. A subrecipient or fiscal sponsor should maintain and make available to the California Fire Safe Council the following:
 - a. Project selection methodology
 - b. Project Operational Plan (Project Workplan): identifies tasks, responsibilities, timeline, and resources available
 - c. Project managers understand grant terms and conditions, regulatory requirements and restrictions, prior approval requirements, and reporting requirements
 - d. Project managers understand project goal, objectives, and performance target
 - e. Methods for monitoring project progress and accomplishments
 - f. Reports on of progress and accomplishments
 - g. Records Retention: all records pertaining to the grant kept for 3 years after final expenditure report (2 CFR 215.53 and OMB circular A-102, and applicable Federal agency codifications of the grants management common rule (e.g. 7 CFR 3016.42)

* Project management responsibilities may be shared with the grantee organization, but the fiscal sponsor is ultimately responsible for the expenditure of grant funds in accordance with the objectives of the grant.