

Santa Clara FireSafe Council

DHS/FEMA Fire Prevention and Safety Grant Policy and Procedures

Policy

1. The purpose of this policy is to summarize the special SCFSC policy and procedures related to the DHS/FEMA Fire Prevention and Safety Grant EMW-2005-FP-01313 for a Targeted Wildfire Mitigation (Community Outreach and Education) Project. This grant funding can only be used during the grant Period of Performance (2/16/06 – 2/15/07) and only for Community Outreach and Education expenses related to this grant. It can not be used for fuel reduction, Community Wildfire Protection Plans or indirect expenses.
2. All SCFSC expenses related to this grant must follow the applicable SCFSC Accounting, Travel and Communications, and Purchasing Policies and Procedures.
3. SCFSC can pay Community Event entrance fees and expenses (e.g., for CDF or VFDs). Our COE material should be distributed (Living With Fire, SCFSC Brochure, etc.). Advance approval is needed and a Community Event Report required for payment (so we can count In-Kind time for this grant). We probably won't pay for food or beverages or anything that would not be required expenses. We can't pay for any alcoholic beverages.
4. SCFSC can contract with some Children's or Seniors' Groups to help us at Community Events or do other work for the Council. No Federal grant funds can be used for Mini-Grants or Donations and we don't have very much non-federal money that can be used.
5. Only actual and reasonable expenses which meet the requirements of this policy will be reimbursed. Receipts are required for all expenses. No personal or local travel expenses will be reimbursed. However, time spent traveling to SCFSC related meetings and events is a valid In-Kind contribution and should be included in Community Event Reports.
6. All expenses must follow the restrictions and requirements of the grant application and agreement, and must be accounted for using the SCFSC Chart of Accounts, as outlined in the SCFSC Accounting Policies and Procedures. All SCFSC expenditures must be approved at an SCFSC meeting or by a majority of the SCFSC Officers and Directors.
7. The SCFSC Treasurer and Executive Coordinator are responsible for maintaining the grant expense records and supporting documentation.

Procedures

1. The SCFSC Treasurer and Executive Coordinator are responsible for implementing the procedures necessary to implement the policy above.
2. All events and authorization and reimbursement requests should be coordinated with and submitted to the Executive Coordinator.
3. Documented telephonic, e-mail or other electronic forms of communication for authorizations and approvals are acceptable.