



Placer County Resource Conservation District

MEMORANDUM

Date: October 17, 2011
To: Jeff Calvert, Stewardship Forester, CalFIRE
From: Rick Gruen, District Manager, Placer County RCD
On behalf of the Sierra Coordinated Resources Management Council
Re: Prop 40 Fuel Reduction Projects / Invoicing and Reimbursements

Dear Jeff,

As you know, Placer County Resource Conservation District is the Prop 40/CFIP program and fiscal administrator for the Sierra Coordinated Resources Management Council (SCRMC). In our fiscal capacity, we are responsible for ensuring that all project invoicing submitted by the Participant is properly completed per the terms of the Participant Agreement. Please distribute this memo to the Unit Foresters so we can communicate some new changes to the invoicing and reimbursement process.

There is a new requirement that **ALL INVOICES SUBMITTED BY THE PARTICIPANT MUST BE ACCOMPANIED BY PROOF OF PAYMENT IF SAID INVOICE INCLUDES REIMBURSEMENT FOR EXPENSES TO THE CONSULTING FORESTER (RPF), CONTRACTOR AND/OR SUBCONTRACTOR. PROOF OF PAYMENT SHALL INCLUDE THE FOLLOWING:**

- 1) A COPY OF THE PAID INVOICE and
- 2) A COPY OF A CANCELED CHECK OR A BANK STATEMENT REFLECTING SUCH PAYMENT.

It is also important for the Unit Foresters, Participants and RPFs to know that invoice processing and subsequent reimbursement payments made by SCRMC to the Participant may be delayed unless this proof of payment information is received by the Placer County RCD.

Also new this year is the need for the project description information (i.e. project location, project boundary) to be entered into CalMapper by the Unit Forester before final payments can be authorized for release. **RPFs can help expedite the timeliness of their landowner's final reimbursement by submitting an electronic or digital copy of their project map (as a shape file), along with their final project documents, to the Unit Forester.**

Please let us know if you have any questions or require additional information.

Sierra Coordinated Resources Management Council
c/o Placer County RCD
530.885.3046 x119

251 Auburn Ravine Road | Suite 107 | Auburn | CA | 95603
ph: 530.885.3046 | fax: 530.823.5504 | www.placercountyracd.org