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Commissioners' Agenda

The Board of County Commissioners (BOCC) is comprised of the three elected County Commissioners: Ernie Moser (District 1, Chair), Jeff Hough (District 2), and Ken Bullock (District 3). The BOCC generally meets twice a week: regular business meetings are on **Tuesdays at 9:00 a.m.** and work sessions are on **Thursdays at 9:00 a.m.** Meetings are generally held in the Commissioner's Chambers at 624 E Center, Room 212, Pocatello, Idaho, unless otherwise noted. During these meetings, the BOCC may: approve contracts, expend funds, hear testimony, make decisions on land use cases and take care of other County matters, and are open to the public.

Times subject to change within 15 minutes of stated time.

Tuesday, March 11, 2025

9:00 AM Business Meeting (action items)

Agenda:

- Indigent Business may require an Executive Session pursuant to Idaho Code §74-206(1)(d) to consider records exempt from public disclosure (action item)
- Charity Staggs, SICOG, seeking signature on Lava Ranches Memorandum of Understanding with Idaho Department of Lands (requested 5 minutes) (action item)
- Kristi Klauser, Auditing, requesting to review the FY26 Budget calendar (requested 5 minutes) (action item)

RESOLUTIONS AND ORDINANCES (action items):

Resolution No. 2025-19 Authorization and Order to Reallocate Funds

Resolution No. 2025-20 Authorizing the Delegation of Authority to the Business Manager and Event Director to Negotiate and Sign Contracts

Resolution No. 2025-21 Approving Tax Cancellation Requests

LETTERS AND NOTICES (action items):

SIGNATURE ONLY (action items):

Commissioner Proceedings – February 2024

CONSENT AGENDA (action items):

- Manual Checks
- Alcohol Licenses and Catering Permits
- Certificate of Residency Approval
- Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session
- Technology Forms
- Minutes: Approval of Meeting Minutes for February 27 and March 4, 2025, and Certification of Said Minutes



FOR COMMISSION OFFICE USE:	
DATE <u>3/11/25</u>	TIME _____

Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Email this completed form and any supporting documents to agendarequest@bannockcounty.us by 5:00 PM the Wednesday prior to the scheduled meeting.

Name/Department: OEM

Phone/Email: 208-852-6874

Item to be considered: IDL-MOU signature for Lava Ranches Phase 2 project

Informational background:

Seeking signature on Lava Ranches MOU with IDL

1. What meeting are you requesting? 3/6/25
2. How much time will be needed for this agenda item? 5 minutes or less
3. Is Commission action requested (decision, approval, signature, or guidance)? Signature
4. Does this request involve a contract, agreement, external funding source, or award acceptance? YES
5. What is the potential financial impact of this request? 0
6. Have all supporting documents been included with this form? YES
7. Will you be using presentation software or have other presentation needs? (if YES, provide presentation with this form) NO
8. Name and contact information for others who should be invited to attend:

Charity Staggs, Wes Jones

FORESTRY AND FIRE DIVISION
FORESTRY ASSISTANCE BUREAU
 3284 W. Industrial Loop
 Coeur d'Alene, ID 83815
 Phone (208) 769-1525
 Fax (208) 769-1524



STATE BOARD OF LAND COMMISSIONERS
Brad Little, Governor
Phil McGrane, Secretary of State
Raul Labrador, Attorney General
Brandon D Woolf, State Controller
Debbie Critchfield, Sup't of Public Instruction

February 20, 2025

Mr. Wes Jones
 Emergency Director, Bannock County
 5500 South 5th Ave
 Pocatello, ID 83205

RE: Lava Ranches Fuels Reduction Phase II – Grant #24WFM-Bannock

Dear Director Jones:

The Idaho Department of Lands (IDL) is interested in awarding Bannock County a grant not to exceed **\$187,000**. Funds are to assist in implementation of hazard fuels reduction within the Lava Ranches Fuels Reduction Phase II project area.

Enclosed is a Memorandum of Understanding (MOU) for Bannock County's consideration, as well as the following documents requiring signature and/or completion.

- Information Collection Form
- Sub-recipient Federal Grant Management Assessment form
- Assurances and Certifications regarding
 - Non-Construction Programs (Form 424 B)
 - Disbarment & Suspension (Form AD-1048)
 - Drug-Free Work Place (Form AD-1049)
 - Lobbying

Once these documents are signed by Bannock County, please return them to IDL via email to:

Tyre Holfeltz
 Wildfire Risk Mitigation Program Manager
tholfeltz@idl.idaho.gov

and

Megan Johnson
 Grants/Contracts Officer
mjohnson@idl.idaho.gov

This grant does not become official until both Bannock County and IDL sign the MOU (and the additional documents cited above are signed by Bannock County). The project end date will be **November 30, 2027**. All requests for reimbursement of eligible expenses under this grant will need to be received by IDL no later than **December 31, 2027**, to avoid forfeiture of grant funds.

Should you have any questions regarding these materials, please feel free to contact me at 208-666-8622 or mjohnson@idl.idaho.gov. If your questions are of a technical nature regarding the fieldwork to be completed or overall project, please contact Tyre Holfeltz at 208-666-8653 or tholfeltz@idl.idaho.gov. Thank you for your attention to this matter; I look forward to receiving the signed documents shortly.

Sincerely,
 /s/ Megan Johnson

Megan Johnson
 Grants/Contracts Officer

Electronic cc: Tyre Holfeltz, IDL Wildfire Risk Mitigation Program Manager
 Charity Staggs, SICOG

Grant Number: 24WFM-Bannock

Project Code (IDL use only):

MEMORANDUM OF UNDERSTANDING

Between

**Idaho Department of Lands
And
Bannock County**

This Memorandum of Understanding (MOU) between the Idaho Department of Lands and Bannock County, hereinafter respectively referred to as IDL and GRANTEE, is intended to support the **Lava Ranches – Phase II** project. The purpose of this grant is to expand upon previously completed hazard fuel treatment work on non-federal lands in Bannock County.

IDL, in cooperation with USDA Forest Service, agrees to reimburse the GRANTEE for allowable expenditures not to exceed the grant award amount of **\$187,000**. Funds are provided by Idaho Department of Lands in cooperation with the United States Department of Agriculture Forest Service (USDA-FS) as part of the National Fire Assistance Western Fire Managers (WFM) grant program which falls under the authority of the Cooperative Forestry Assistance Act of 1978, Public Law 95-313, as amended, through Federal Grant No. 24-DG-11010013-035. The Federal Assistance Listing (formally Catalog of Federal Domestic Assistance-CFDA) number and name are 10.664, Cooperative Forestry Assistance.

GRANTEE is subject to the OMB guidance in subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. Adoption by USDA of the OMB guidance in 2 CFR 400 gives regulatory effect to the OMB guidance in 2 CFR 200 where full text may be found.

NOTE: Copies of the Codes of Federal Regulations can be obtained on-line.

- 2 CFR Part 200—

<http://www.ecfr.gov/cqi-bin/text-idx?SID=9428273b8bb558c96bb4f2896b749be6&mc=true&node=pt2.1.200&rqn=div5>

- 2 CFR Part 400—

<http://www.ecfr.gov/cqi-bin/text-idx?SID=96ea75fd74bd92e1ff1744fc05f15e4f&node=pt2.1.400&rqn=div5>

The grant guidelines and conditions as set forth by the USDA-FS and IDL include the following:

PROJECT SPECIFIC TERMS

1. **Project Scope and Estimated Budget:** The GRANTEE will adhere to the provisions outlined in this MOU, budget found in Appendix A, and any future revisions per agreement with IDL.

No changes to the project will be allowed (whether grant funded or part of GRANTEE's required match) unless the GRANTEE submits a written request for approval to this office before changes are made and at least 10 days prior to the grant end date, and this request is approved in writing by an authorized representative of IDL identified in this agreement. *NOTE: IDL is not obligated to fund changes not approved in this manner.*

Specific Project Scope Items to Be Completed Include:

See *Reimbursement Terms* section of MOU starting on page 4 for additional details regarding required documentation of activities and expenditures.

- a. **Overall project management**—develop contracts and or request for proposals; administer contracts; coordinate treatments with private landowners and implement practices (as specified below); and oversee/inspect and monitor all project components.
- b. **Hazard Fuel Reduction**—All templates for or related to the landowner agreement will be provided to the IDL representative listed in this MOU for review in advance of use.
 - i. Only project areas listed in the County’s current County Wildfire Protection Plan (CWPP) shall be treated.
 - ii. Enter into an official written agreement(s) with each landowner whose lands will be evaluated or treated under this MOU. (See Reimbursement Terms clause 4.f.iv on page 5 of this MOU for more details.) Agreements at minimum will include:
 - 1) Authorization to access the property and or to conduct the work stipulated in the prescription
 - 2) Treatment location (i.e., latitude/longitude, address or parcel number)
 - 3) Number of acres to be treated
 - 4) A written treatment prescription specific to landowner property and agreed to by landowner (see below clause for details)
 - iii. Identify, develop prescriptions, flag and map treatment unit boundaries that are most beneficial for a community and favor seral and fire-resistant species.
 - 1) Prescriptions will outline what will be removed/reduced and the method to be utilized (mechanical, burning, etc.) and be documented in the signed agreement with the landowner. All dbh trees will be considered in order to meet below objective.
 - a) Prescriptions will provide for the modification of fire behavior to reduce wildfire impact on non-federal lands during a wildfire event.
 - iv. Treat hazardous fuels on approximately 75 footprint acres of private lands within the Lava Ranches – Phase II project area as identified on map in Appendix B.
 - 1) Mechanical or hand treatment methods will be used to thin vegetation by removing standing, down and dead timber; removing ladder fuels by limbing/pruning; and thinning/removing underbrush. Slash will be utilized for firewood, chipped, or piled and burned as environmental and site conditions allow.
 - v. GRANTEE or its contractors (not the landowners) will handle all slash abatement directly within the grant time period.
- c. **Education**—In-person outreach to landowners will be conducted to augment on-the-ground treatments and to increase awareness of wildfire hazard in project areas—personal responsibility of fuels management, home hardening, and wildfire emergency evacuation—beyond what grant assistance can offer.
 - i. An **Activities Summary Form** provided by IDL (or equivalent) will be completed and include the date of initial face-to-face contact/wildfire event; name of individual

landowner or wildfire event; and for wildfire specific education events, number of participants or contacts made. (Subsequent contacts with the same landowner are not to be counted as additional education outreach.)

2. **Grant Award Expiration:** This grant award and project period begins on the date of signature of this MOU by both parties and ends on **November 30, 2027**. All reimbursable expenditures and activities must occur within the project period. Time extension requests must be received by IDL in writing 10 business days prior to the project end date and be approved by IDL's authorized representative in writing by November 30, 2027 to be binding. Federal and state laws and regulations pertaining to grants, records, and auditing may remain enforceable longer. Local laws and regulations, which may be more restrictive, apply.
3. **Grant Fund Use Restrictions:** Construction and research and development activities are **ineligible** for funding. Capital expenditures or purchases of single items of equipment or supplies with a lifespan of one year or more and having a fair market value of over \$5,000 per unit are **not eligible** for funding. Using grant funds to seek and apply for additional grant funding is **unallowable**. Funds can only be used for the implementation of scope items as described on page 2.
4. **Sale of Commercial Products:** All revenue generated from sold products that are a direct result of grant activities will be used to match or off-set project costs. No grant monies may be used to create profit from commercial goods for GRANTEE, landowner or contractors. Those activities must also comply with all forest practice laws, rules and regulations (cited in clause 5 below). Landowners will be encouraged to complete commercial practices prior to hazard fuel treatment practices under this grant being conducted. (Refer to Reimbursement Terms Section clause 5 on page 6)
5. **State Laws, Rules, Policies and Guidelines:** The following must be adhered to and complied with by anyone doing work associated with this MOU.
 - a. Forest Practice and Hazard Fuel Laws and Rules. (Check with local fire managers as they may require more stringent standards to meet the local area needs.)
 - i. **Idaho Forestry Act and Fire Hazard Reduction Law**—Idaho Code, Title 38, Chapters 1 and 4, <https://legislature.idaho.gov/statutesrules/idstat/Title38/T38CH1/> and <https://legislature.idaho.gov/statutesrules/idstat/Title38/T38CH4/>
 - 1) Rules Pertaining to Forest Fire Protection—IDAPA 20.04.01 <https://adminrules.idaho.gov/rules/current/20/200401.pdf>
 - 2) Rules Pertaining to Idaho Forestry Act and Fire Hazard Reduction Laws—IDAPA 20.04.02 <https://adminrules.idaho.gov/rules/current/20/200402.pdf>
 - ii. **Idaho Forest Practices Act**—Idaho Code, Title 38, Chapter 13 <https://legislature.idaho.gov/statutesrules/idstat/Title38/T38CH13/>
 - 1) Rules Pertaining to the Idaho Forest Practices Act—IDAPA 20.02.01 <https://adminrules.idaho.gov/rules/current/20/200201.pdf>
 - 2) Information regarding Forest Practices Act Best Management Practices www.idahoforestrybmps.org
 - b. **Forest Health Slash Guidance**—fresh pine slash should not be created during the months of December through mid-July. If slash is created between those months, the slash must be treated to avoid *lps* bark beetle infestation. Chipping or masticating is the preferred treatment if slash cannot be burned before spring.
 - c. Forest Management and Health Guidance as detailed in Appendix C.

- d. **Idaho Code Title 54, Chapter 19 Public Works Contractors**—Contractors must have a Public Works License appropriate for the value of the contract for any work on public lands.
6. Any contractors subject to the Idaho Statute Title 38 must obtain and submit a Certification of Compliance—Fire Hazard Management Agreement— Notification of Forest Practice form and a Request for Variance (if needed) to IDL’s Administrative Assistant in the Ririe Office of the Eastern Idaho Falls Supervisory Area IDL Office at 3563 Ririe Highway, Idaho Falls, ID 83401, 208-525-7167. Work on this hazard fuels reduction project will not begin until those forms are filed and approved.
7. **Hazardous Fuels Treatment Maintenance:** Funding through this MOU has been provided with the understanding that the treatment(s) will be maintained. Such maintenance activities will not be eligible for additional funding from IDL. The original treatment prescription should be followed for maintenance of the treatment(s) (see Appendix C).
8. **Performance Reports:** the GRANTEE shall submit annual performance reports unless a Progress Report/narrative was submitted with a reimbursement request during that period. If required, annual reports should be received by IDL by November 30 each year the grant is in effect. Performance reports shall include a narrative describing the work completed to date of the project with specific quantitative detail (i.e., acres treated, cost per acre or number of workshops conducted), as well as explain any barriers to timely project completion or cost overruns/high unit costs as applicable. GRANTEE will provide additional reporting information to IDL, as needed, for reports required by the federal funding source.

REIMBURSEMENT TERMS

1. IDL shall make payments to GRANTEE on a reimbursement basis only. There can be no advances. IDL will reimburse allowable costs for those project activities, approved within this MOU, or modifications approved by both parties in writing, not to exceed the award amount.
2. Up to 15% of grant funds may be held back until the entire project is satisfactorily completed and approved by IDL.
3. **Indirect Cost Rate:** The GRANTEE has elected to charge a de minimis rate of 10% of modified total direct costs (MTDC) for indirect as per 2 CFR §§200.1 and 200.414 and associated Appendices. If GRANTEE chooses not to seek full reimbursement of their allowed rate, the difference can be counted toward the required minimum match for the grant
4. Requests for reimbursement payments can be submitted no more often than monthly but at least annually. Each request will include a narrative summary of progress based on work completed in that billing period, an official reimbursement request form and supporting documentation of expenditures to be reimbursed, and applicant match (as per section 4 c below). GRANTEE will submit reimbursement request via:
Email: Reimbursements.FAB@idl.idaho.gov
 - a. Project costs must be documented on the **Reimbursement Request Form** provided by IDL. Documentation supporting all project costs submitted for reimbursement must accompany request. Copies of detailed, itemized and paid invoice/receipt (and payment proof such as copies of checks) are required for all reimbursable expenses. Invoices at minimum should specify the date and type of activity; quantity and rate thereof; and location (if a treatment).
 - b. Any GRANTEE claiming reimbursement for employees’ time for work on this project must follow strict federal time recording requirements as specified in all OMB Circulars applicable to GRANTEE’s organization. Personnel being paid with federal grant funds (even when passed through a state agency) must document 100% of their actual individual paid time and effort and attribute it to specific projects. These personnel activity reports or equivalent, which

include both grant funded activities and non-grant activities should be maintained by GRANTEE and made available if audited.

- i. For reimbursement, GRANTEE must submit enclosed **Grant Recipient Labor Worksheet** or equivalent that records the actual amount of time for each day that each person spent on this specific grant project *for which reimbursement is sought*. The documentation needs to be signed by the staff person or supervisor aware of the work activities.
- c. A minimum of 10% cash or in-kind match is required for this grant. Document and report cash expenditures and in-kind contributions used to meet this requirement when submitting reimbursement requests. The form on the backside of the **Reimbursement Request Form** or equivalent can be used for this purpose. If any or all the required minimum match is provided by an individual or entity other than GRANTEE, additional supporting signed documentation will be required.
- d. An IDL **Progress Report** describing the work completed during the report period must be included with each reimbursement request. Detail what was accomplished over what period of time and by whom.
- e. All grant funded project activities and accomplishments (i.e., assessments, planting, treatments, and education efforts) associated with the current reimbursement request must be reported at the time of its submission to IDL by populating the **IDL GIS Federal Grant Database**. (Access to the on-line portal will be arranged by IDL.) Only fully completed activities (including slash mitigation) that have been reimbursed or are being sought for reimbursement in the current request are to be populated in the **IDL GIS Federal Grant Database**. The responsibility for the completeness and accuracy of all data entered lies with the GRANTEE.
- f. Include with each reimbursement request:
 - i. A map of treated acres being sought for reimbursement if individual units are not fully treated (e.g., slash is unmitigated) and therefore not yet entered into the **IDL GIS Federal Grant Database**. Treatment units should have a unique identifier that correlates to the landowner agreement, contractor invoices, etc. and is reflected on the map and a separate list if needed for clarity.
 - 1) Delineate treatment unit(s) on map with a polygon, line or point that shows location of the unit(s) and number of treated acres by unit, and the unique map id.
 - ii. An **Activities Summary Form** provided by IDL (or equivalent) to document initial in-person landowner education contacts/wildfire events and activities to-date of reimbursement request period, as specified in Project Specific Terms section of this MOU.
 - iii. Before and after photos of project
 - iv. Copies of the agreements, between GRANTEE and individual landowners whose properties are being treated with grant funds, that:
 - 1) State the legal boundaries of the property as determined by landowner
 - 2) Authorize GRANTEE and IDL and their contractors or representatives access to the property as needed to assess conditions; develop, conduct, inspect treatments; and confirm maintenance

- 3) Include treatment prescription (see Project Specific Terms clause 1.b. on page 2)
 - 4) Authorize work as defined in agreement to be done on landowner property (specify quantity of work e.g. number of acres to be treated or assessed)
 - 5) Specify what work, if any, will be the landowner's responsibility to complete, the plan to maintain the fuel modification (usually for a minimum of 10 years), and any other landowner requirements i.e., match or tax on personal gain from income etc.
- g. Copies of deliverables, such as pamphlets, articles, web posts, etc. must be included with final reimbursement request or when GRANTEE requests reimbursement for expenses associated with deliverable (whichever occurs first).
5. Income generated directly from grant-funded activity, such as the sale of waste wood or workshop registration fees will be deducted from the amount reimbursed by IDL under this grant. If you are unclear whether your activity falls into this category, contact, IDL Grants/Contracts Officer, Megan Johnson. Income may be invested in additional treatment work with approval of authorized IDL representative. (See Project Specific Term clause 4 on page 3.)
 6. **Final grant reimbursement request must be received no later than December 31, 2027.** Funds not claimed by the GRANTEE by this date will be forfeited, unless IDL's authorized representative extends the reimbursement period in writing.
 - a. The project will not be considered complete nor approved for final payment until:
 - i. All work agreed to in this MOU (or subsequently agreed to by both parties in writing) is satisfactorily completed and approved by IDL's authorized representative
 - ii. An IDL ***Final Progress Report*** summarizing overall project accomplishments is received and approved by IDL's authorized representative. The report should include quantification of accomplishments in relationship to this MOU's project scope and objectives. If any aspects were not accomplished, then reason for such should be provided. Also, any challenges encountered and how addressed, if applicable should be included. This report may be used by IDL to promote grant program accomplishments to funding source or the public.
 - iii. The ***IDL GIS Federal Grant Database*** is populated with all grant funded project accomplishments and a final ***Activities Summary Form(s)*** is received by IDL as specified in Project Specific Terms section of this MOU.
 - iv. Before and after photos of the project site are received by IDL
 - v. Copies of all deliverables are received by IDL
 - vi. Slash or other debris created by treatments has been burned, chipped, or removed from the property where the work was performed so as to comply with Idaho Statute Title 38.
 7. IDL may request additional information, review, inspect and audit the completed work before reimbursement request(s) are paid.

GENERAL TERMS

1. **Subawarding or Subgranting:** GRANTEE will not provide (sub) grants with funds received through this MOU. This prohibition includes direct payments to individual landowners.

2. **Contract and Purchasing:** All purchases of goods and services under this grant must be competitively procured in compliance with applicable federal and state laws and regulations and conveyed through a signed written agreement between the parties. Specifically, compliance with federal procurement standards 2 CFR §§200.318 through 200.327, *IDAPA 38 Title 05 Chapter 01—Rules of Division of Purchasing* (by state agencies) and *Idaho Code Title 67, Chapter 28—Purchasing by Political Subdivisions* (by city/county governments) is required. Provisions of federal or local laws and regulations, as well as GRANTEE policies, which may be more restrictive, also apply.
3. **Suspension and Debarment:** GRANTEE agrees that no vendor or contractor debarred or suspended from being able to work under a federal grant, according to the terms of 2 CFR Part 180, will receive funds under this MOU.
4. Costs associated with the project and approved in advance by IDL for travel, lodging and meals cannot exceed Idaho State and/or Federal rates for these expenditures. If costs will be higher, GRANTEE will request prior approval with justification before incurring these expenses. IDL will determine if requested costs are reasonable and appropriate.
5. All printed, electronic, or audiovisual materials (including on-line postings and press releases) developed or produced for public distribution or publication under this Agreement **must**:
 - a. Be pre-approved by IDL's authorized representative prior to posting, duplication, publication and dissemination
 - b. Include the following nondiscrimination statement in full for any materials funded with grant dollars:

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-992, or by writing a letter addressed to USA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; or*
- (2) Fax: (833) 256-1665 or (202) 690-7442; or*
- (3) Email: program.intake@usda.gov.*

If the material is too small to permit the full Non-Discrimination Statement to be included, the material will, at a minimum, include the alternative statement: *"This institution is an equal opportunity provider"*.

- c. Acknowledge the funding source with a written or verbal statement, which provides credit such as: **"This project is funded in part by the Idaho Department of Lands in cooperation with the USDA Forest Service."**
6. **Use of U.S. Forest Service Insignia:** Permission, in writing, must be granted from the U.S. Forest Service's Office of Communications to use the insignia on any published media, such as a webpage, printed publication, or audiovisual production. GRANTEE will consult with IDL regarding appropriate contact and process for obtaining permission.
7. **Right to Copyright:** GRANTEE may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. IDL and the USDA Forest Service reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for its or the Federal government's purposes, and to authorize others to do so. IDL's and the USDA Forest Service rights cited above also apply to other intangible property and to data produced under this award.
8. **Legal Authority:** The GRANTEE shall have the legal authority to receive a grant and enter into this award, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes having sufficient funds to pay the nonfederal share of project costs, when applicable.
9. **Authoritative Identifier:** A current and active Unique Entity ID number must be provided to IDL for GRANTEE to receive funding through this MOU. GRANTEE should maintain a registration with the System for Award Management (SAM) during the life of this agreement.
10. **Notifications:**
 - a. The GRANTEE shall immediately notify IDL in writing of developments that have a significant impact on the activities supported under this grant. Also, notification shall be given in case of problems, delays or adverse conditions that materially impair the ability to meet the objectives of the agreement. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.
 - b. The GRANTEE shall immediately inform IDL if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should the GRANTEE or any of their principals receive a transmittal letter or other official federal notice of debarment or suspension, they shall notify IDL without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
 - c. GRANTEE agrees to immediately notify IDL if an employee associated with this grant project is convicted of a drug violation in the workplace. Notification must be in writing, identify the employee's position title, and the grant number of each MOU which the employee worked. The notification must be sent to IDL Program Manager within 10 calendar days after the GRANTEE learns of the conviction.
 - d. GRANTEE shall notify IDL of any changes to key positions and personnel (i.e., authorized GRANTEE representative and/or primary decision makers on project
11. **Eligible Workers:** The GRANTEE shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324(a)). The GRANTEE shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental instruments awarded under this award.

12. **Trafficking in Persons:** GRANTEE agrees that this award is subject to Section 106 (g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104 (g)). Violations and or failure to report violations can cause this award to be unilaterally terminated without penalty. For more details, see Appendix D.
13. **Transparency Act:** GRANTEE may need to provide information on this subaward and the compensation of its executives and understands that such information may be reported by IDL as required by the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282), as amended by section 6202 of Public Law 110-252.
14. **Members of U.S. Congress:** Pursuant to 41 U.S.C. 22 no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this award, or benefits that may arise there from, either directly or indirectly.
15. **Financial and Field Audits:** GRANTEE agrees to permit audits and post-audits by representatives of the State of Idaho, the USDA Forest Service, Inspectors General, and Comptroller General or their representatives, of the project sites and all records pertaining to the project covered by this MOU and access to personnel for discussion related to such documents. Records must be kept for a minimum of three (3) years after completion date of the project or until any litigation, claim, negotiation, audit or other action started before the expiration date is resolved (whichever is later.) GRANTEE's internal retention policies, which may be longer, also apply. Allowed access is not limited to the required retention period, but lasts as long as the records are retained.

Financial Contact:

Idaho Department of Lands

Jamie Baker

Fiscal Department

3284 W. Industrial Loop

Coeur d' Alene, ID 83815

208-769-1525 / 208-769-1524 (f)

jbaker@idl.idaho.gov

16. The persons authorized to make decisions and approvals regarding this project (or their supervisor) are:

Idaho Department of Lands

Tyre Holfeltz
Wildfire Risk Mitigation Program Manager
3284 W. Industrial Loop
Coeur d' Alene, ID 83815
208-666-8653 / 208-769-1524 (f)
tholfeltz@idl.idaho.gov

Bannock County

Wes Jones
Emergency Director
5500 South 5th Ave
Pocatello, ID 83205
208-236-7104 / 208-240-1798
wjones@bannockcounty.us

Megan Johnson
Grants/Contracts Officer
(for Reimbursement & Reporting questions)
3284 W. Industrial Loop
Coeur d' Alene, ID 83815
208-666-8622 / 208-769-1524 (f)
mjohnson@idl.idaho.gov

17. Failure to comply with the proposal/application or to meet the requirements herein may result in grant cancellation or the retention of grant funds by IDL. Misrepresentation of fact in the proposal/application or an accomplishment report may result in the revocation of the grant. IDL may require grant moneys already dispensed be returned. The responsibility lies with the GRANTEE to administer the program honestly and effectively, as the GRANTEE will be liable for any misappropriation or misuse of funds. If the project no longer effectuates the program goals or agency priorities, the MOU may be terminated in whole or in part. Note if there is a conflict between the proposal/application previously submitted to IDL and this MOU, this MOU takes precedence.
18. The GRANTEE shall comply with all Federal and State statutes relating to nondiscrimination and all applicable requirements of all other State and Federal Laws, Executive Orders, regulations, and policies. The GRANTEE assures that state and federal laws and certifications/policies are in place and adhered to including the following:
- a. Civil Rights—policies and practices of non-discrimination
 - b. Promoting Free Speech and Religions Freedom
 - c. Debarment and Suspension—no vendor or contractor debarred or suspended from being able to work under a federal grant will receive any money under this grant project. (The System for Award Management (www.SAM.gov) maintains the list of individuals and businesses that are not to receive federal funding.)
 - d. Drug-Free/Smoke-Free Workplace
 - e. Lobbying—no grant funds will be used for lobbying to influence legislation
 - f. Avoidance of Conflict of Interest
 - g. Prohibition Against Using Funds with Entities Requiring Internal Confidentiality Agreements
 - h. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment (see 2 CFR 200.216 and Public Law 115-232, Section 889 for additional information)
 - i. Whistleblower Protection (see 41 U.S.C. §4712 for additional information)

- 19. **Freedom of Information Act (FOIA):** Public access to grant or agreement records shall not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to "Freedom of Information" regulations (5 U.S.C. 552). Requests for research data are subject to 2 CFR 315(e). Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2009 Farm Bill).
- 20. **Non-Liability:** The United States and IDL shall not be liable to GRANTEE for any costs, damages, claims, liabilities, and judgments that arise in connection with the performance of work under this award, including damage to any property owned by the GRANTEE or any third party.
- 21. The sections of this MOU are presumed severable. If any section, or part thereof, or the application of any section to any person or circumstance is declared invalid, that invalidity does not affect the validity of any remaining sections.

AGREED: GRANTEE	AGREED: <i>Idaho Department of Lands</i>
Authorized Bannock County Official Signature	IDL Authorized Signature
<i>Jeff Hough</i>	Julia Lauch
Print Name	Print Name
<i>Commissioner, Chairman</i>	Division Administrator, Forestry & Fire
Title	Title
<i>3/11/25</i>	Date
Date	Date

GRANTEE's Active Unique Entity ID (SAM) #

This institution is an equal opportunity provider.

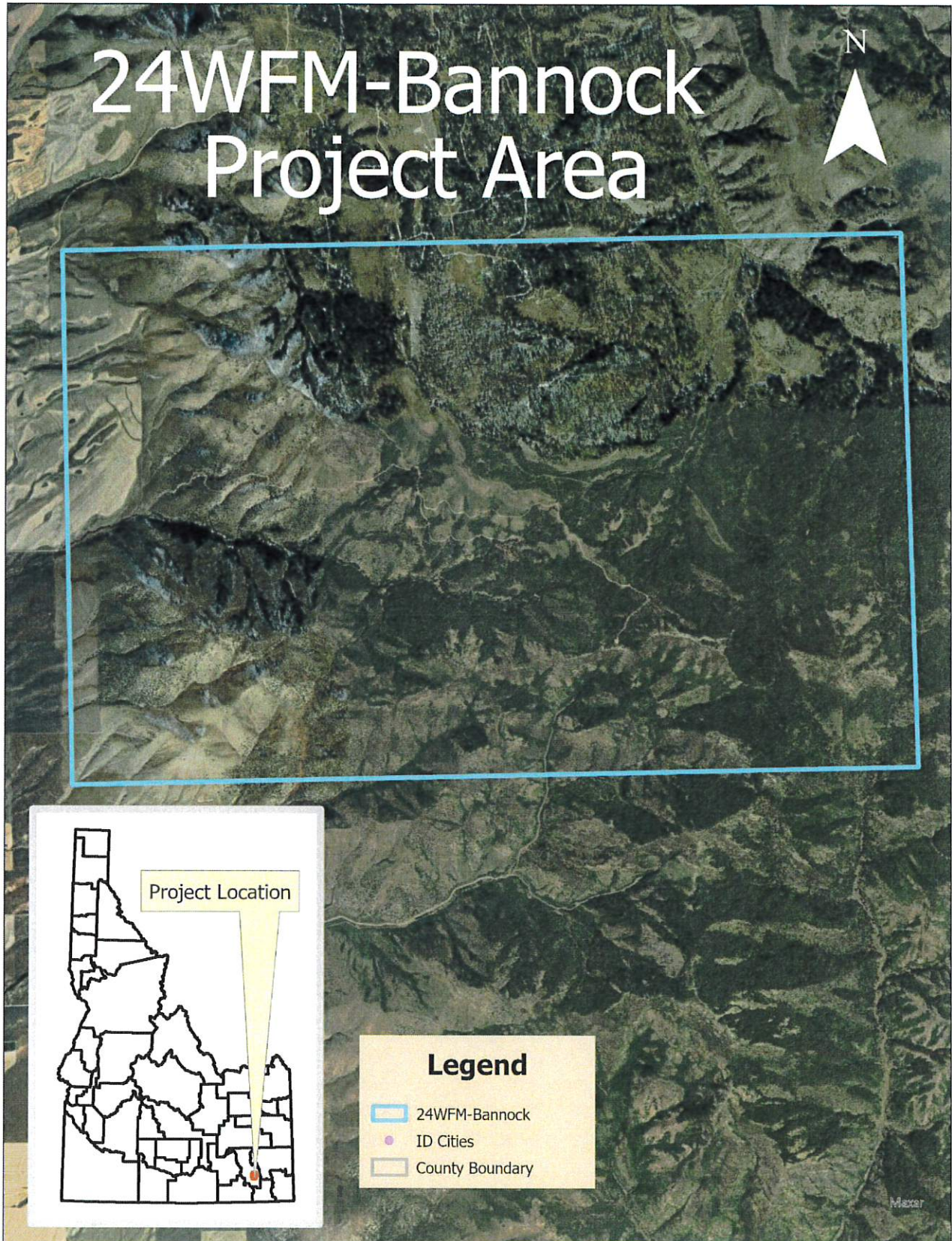
BUDGET

APPENDIX A

<i>Project Budget Estimate Information</i>				
PROJECT COSTS				
(Add rows within sections as needed, see instructions at page bottom.)				
PROJECT EXPENSE DESCRIPTION	# UNITS & RATE	GRANT FUNDS REQUESTED	MATCH (Minimum 10% Cash or In-kind Required)	TOTAL
PERSONNEL EXPENSES (List position titles, i.e. City Forester, Project Manager etc. and Include benefits in wage rate)				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Personnel Expenses		\$0.00	\$0.00	\$0.00
OPERATING EXPENDITURES (Specify operating expenses, i.e. pick-up rental, travel, trees, mulch, office supplies etc.)				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Operating Expenses		\$0.00	\$0.00	\$0.00
CONTRACTED PROFESSIONAL SERVICES (Specify service contracted, i.e. thinning, graphic design, consultant, tree planting etc.)				
Contracted Aministration	~200 hrs @ \$75/hr	\$15,000.00		\$15,000.00
Contracted Project Manager	~214 hrs @ \$70/hr	\$15,000.00		\$15,000.00
Contracted HFT (Mastication)	~75 acres @ \$2,000/acre	\$151,500.00		\$151,500.00
Landowner Match			\$18,700.00	\$18,700.00
				\$0.00
				\$0.00
				\$0.00
Total Contracted Expenses		\$181,500.00	\$18,700.00	\$200,200.00
Total Indirect (calculated based on % of direct expenses)- % rate =	% rate= 10%	\$5,500.00		\$5,500.00
TOTAL PROJECT COSTS		\$187,000.00	\$18,700.00	\$205,700.00
	Verification of Grand Totals	\$187,000.00	\$18,700.00	\$205,700.00
	Difference between Grant Totals	\$0.00	\$0.00	\$0.00
NOTE: Difference totals must equal \$0.00 for budget to be correct & accepted.				

PROJECT SITE MAP

APPENDIX B



FOREST MANAGEMENT AND HEALTH GUIDANCE**APPENDIX C**

All standards in the Idaho Forest Practices Act administrative rules must be met while conducting any forest practice. Forest practices may include commercial harvesting, commercial thinning, or non-commercial thinning, any of which may produce significant slash. It is important to ensure all ground-based equipment stays out of Stream Protection Zones (SPZ). All piling, burning, and decking are limited to stable locations outside of the SPZ. Tree-retention standards must be met to provide adequate shade of streams. Large woody debris can contribute to fish habitat and stream bank stabilization. Sediment-filtering protections should be used where needed near stream channels and adjacent riparian areas.

FOREST MANAGEMENT CONSIDERATIONS & FOREST HEALTH GUIDANCE**PRESCRIPTION**

A specific prescription based on site and stand conditions, and describes the desired prescription outcome will be written by a forester and pre-approved by IDL prior to implementation.

THINNING

Determine preferred leave tree species and desired stand densities. Space trees according to professional forestry practices for the local area. For recommendations, contact the local IDL office.

Desirable Leave Tree Characteristics

Select leave trees with the following desirable characteristics:

- Straight stem
- Well-formed crown
- Crown class of dominant or co-dominant
- Crown ratio is 40% or larger
- Green needles, no discoloration of foliage
- Free or limited presence of insect or disease damage or symptoms. If present, damage or symptom does not affect growth or survival.
- Vigorous annual terminal growth for past 3 years
- Species preference to be determined by forester based on site and stand conditions

PRUNING***White Pine***

- The most common path of infection of white pine from blister rust is through the lower limbs on young trees. Pruning the lower limbs from the bole of young trees can minimize the susceptibility of western white pine to infection from blister rust.
- Prune all selected white pine 8 feet and greater in height that are free of blister rust infection or that have no bole canker or branch cankers less than 6 inches from the bole. Prune all branches up to 50% of the height of the tree to a maximum height of 8' and remove needles from the bole. Cut branches to within ½ inch of the limb collar with hand pruning shears, loppers or handsaws. Do not damage the bole of the tree or the retained limbs in the pruning operation.
- Additional information can be obtained from IDL.

Mixed Species

- It is not necessary to prune other species to improve forest health. Pruning other species may be warranted to meet County Wildfire Protection Plan treatments.

FOREST MANAGEMENT AND HEALTH GUIDANCE

APPENDIX C

SLASH MANAGEMENT

Fuel hazards created by thinning or pruning expose the treated stand and adjacent areas to higher risk levels and must be addressed when setting thinning and pruning treatments. The Idaho Forest Practices Act, Idaho Forestry Act and the Fire Hazard Reduction Law and their associated administrative rules and guidelines provide the basis for the management of slash.

Forest Health Protection

To prevent Ips beetle attacks, thinning of pine should not occur during the months of December through mid-July. If slash is created between those months, the slash must be treated to avoid Ips bark beetle infestation. Chipping or masticating is the preferred treatment if slash cannot be burned before spring.

MAINTENANCE OF SHADED FUELBREAKS

Shaded fuel breaks must be maintained periodically. Frequency of retreatment depends on the forest's productivity (which affects how fast fuels re-accumulate) and how open of a condition is desired. Maintenance of shaded fuelbreak may include cutting, piling, burning, grazing, or herbicide treatments to reduce or prevent fuel accumulation. Develop a retreatment plan with some maintenance occurring each year. The necessary maintenance activities will be minimal if implemented on an annual basis. The original prescription treatment should be followed for maintenance.

PLANTING

Successfully establishing trees and shrubs depends upon many factors. To ensure tree and shrub survival, refer to the following technical specifications:

Forestlands (typically conifers)

<https://www.idl.idaho.gov/wp-content/uploads/sites/2/2021/09/FM-7.pdf>

Riparian Forest Buffer, Stream bank and Shoreline Protection, Tree/Shrub Establishment, Upland Wildlife Habitat Management, Windbreak/Shelterbelt Establishment, and Hedgerows

http://www.nrcs.usda.gov/Internet/FSE_PLANTMATERIALS/publications/idpmstn10797.pdf

Willow and Cottonwood Plantings

http://www.nrcs.usda.gov/Internet/FSE_PLANTMATERIALS/publications/idpmctn7064.pdf

Riparian Restoration Planting

Idaho Fish and Game's Handbook for Riparian Restoration and Use of Volunteers in Riparian Habitat Restoration (copies included on MOU Award packet CD if applicable to project).

MONITORING OF TREATED AREAS

After the First Year

Conduct a walk-through of the thinned area to determine the condition of the residual crop trees, and to document any insect/disease problems, animal damage, wind/snow damage, sun-scalding, and the condition of thinning slash.

Conduct a survival survey of planted areas. Install enough plots to determine that average number of live trees/acre meets the prescription specifications, planting objective, and FPA rules.

CONTINUED ON NEXT PAGE

FOREST MANAGEMENT AND HEALTH GUIDANCE**APPENDIX C**

After the Fifth Year

Conduct a formal survey with plots installed to determine species composition, and average heights and diameters along with radial increment growth rates since thinning occurred. Other items such as condition of thinning slash deterioration, and mortality of leave trees should be noted and documented in follow-up inspection reports (s).

Conduct a walk-through of planted areas to determine tree survival and document any insect/disease problems, animal damage, excessive weed competition, and wind/snow damage.

**RE: TRAFFICKING VICTIMS PROTECTION ACT OF 2000,
AS AMENDED (22 U.S.C. 7104)**

APPENDIX D

TRAFFICKING IN PERSONS

- a. **Provisions applicable to a Cooperator that is a private entity.**
1. You as the Cooperator, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
 2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),".
- b. **Provision applicable to a Cooperator other than a private entity.** We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),"
- c. **Provisions applicable to any recipient.**
1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
- d. **Definitions. For purposes of this award term:**
1. "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 3. "Private entity":
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - B. A for-profit organization.
 4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

IDAHO DEPARTMENT OF LANDS

PROJECT NAME: Lava Ranches Fuels Reduction Phase II

IDL Grant #: 24WFM-Bannock

INFORMATION COLLECTION FORM—REQUIRED

Bannock County has received funding from the Idaho Department of Lands under the Cooperative Forestry Assistance Act of 1978, Public Law 95-313, as amended. This funding requires special reporting and registration requirements. To assist in meeting the requirements, IDL requires that Bannock County provide the information below.

Complete and Return this Form with the Signed Task Order

Questions	Responses	Special Notes
Unique Entity Identifier	JCN5K8AWYGB1	<ul style="list-style-type: none"> This identifier is assigned by the System for Award Management (SAM) to uniquely identify business entities and is required to receive federal funding.
Award Number	23WFM-Bannock	<ul style="list-style-type: none"> 24-DG-11010013-035
Congressional District of Recipient	ID-002	
Amount Awarded to Recipient	\$187,000	
Award Date		<ul style="list-style-type: none"> IDL Will Complete based on MOU signature Date
Recipient Place of Performance	624 E Center St Pocatello, ID 83201	<ul style="list-style-type: none"> The physical location of primary place of performance (the full street address, city, state, zip, and congressional district are required)
Place of Performance Congressional District	ID-002	

Assurance of Positive Time Recording

Recipients of federal grant funding (passed through IDL), must account for 100% of personnel time for each staff person working on this project who is being reimbursed for any of their time with these grant funds.

Please complete the following questions:

- Will any grantee personnel expenses (staff, interns, apprentices etc.) be reimbursed with funds from this grant?

Yes No

If yes, please respond to the questions below:

- All time of those being reimbursed with these grant funds is accounted for 100% after-the-fact (including time spent on non-federal grant funded activities) and its distribution by project is documented in a personnel activity report or equivalent documentation and submitted by individual personnel to Bannock County’s fiscal office at least monthly (coinciding with one or more regular pay periods). This documentation is on file and available in the event of an audit.

Yes No

- If the answer to the above question is no, please explain below how your agency/organization is complying with all OMB Circulars applicable to your organization in regards to personnel compensation supporting documentation requirements.

NOTE: While 100% of personnel time must be tracked and records maintained on file, only the time spent on this project that is being reimbursed needs to be reported to IDL.

Names and Compensation of the Five Most Highly Compensated Officers of the Recipient

Provide the information below for the calendar year in which the grant is awarded if—

- (i). The total Federal funding authorized to date under this award is \$30,000 or more;
- (ii). In the recipient’s preceding fiscal year, the recipient received—
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
- (iii). The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

(Please report this information, if there is any doubt of whether or not this section applies to the Grantee. If it does not apply, please indicate such by writing “N/A”)

Names and Total Compensation* of the Five Most Highly Compensated Officers of Recipient	1.N/A	\$
	2.	\$
	3.	\$
	4.	\$
	5.	\$

* “Total Compensation” means the cash and noncash dollar value earned by the executive during the recipient’s past fiscal year of the following (for more information see 17 CFR 229.402(c)(2):

- (i). Salary and bonus
- (ii). Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (revised 2004) (FAS 123R), Shared Based Payments.
- (iii). Earnings for services under non-equity incentive plans. Does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- (iv). Change in pension values. This is the change in present value of defined benefit and actuarial pension plans.
- (v). Above-market earnings on deferred compensation which are not tax-qualified.
- (vi). Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Certification Statement

By signing below, as an official signatory for Bannock County, I certify that the information provided above regarding *Compensated Officers* and the *Personnel Time Recording* policy applicable to this grant is current and correct.

	Commissioner	3/11/25
Signature of Official Signatory	Title	Date
Jeff Hough _____ Print Name Jeff Hough		

This form is available electronically.

OMB Control No. 0505-0027

Expiration Date: 04/30/2022



Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion AD-1048 Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME

Bannock County

PR/AWARD NUMBER OR PROJECT NAME

24WFM-Bannock

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

Jeff Hough, Commissioner; Ernie Moser, Commissioner; and Ken Bullock, Commissioner

SIGNATURE(S)

DATE

3/11/25

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint (https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**Certification Regarding Drug-Free Workplace Requirements (Grants)
Alternative I – For Grantees Other Than Individuals**

AD-1049

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 C.F.R. Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page three before completing certification.)

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 2. Establishing an ongoing drug-free awareness program to inform employees about –
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.
 3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.1.
 4. Notifying the employee in the statement required by paragraph A.1 that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph A.4.b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph A.4.b, with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or, local health, law enforcement, or other appropriate agency;

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A.1 through A.6.

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

PLACE OF PERFORMANCE (Street Address, City, County, State, Zip Code)

Check if there are workplaces on file that are not identified here.

ORGANIZATION NAME

Bannock County

PR/AWARD NUMBER OR PROJECT NAME

24WFM-Bannock

NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

Jeff Hough, Commissioner; Ernie Moser, Commissioner; and Ken Bullock, Commissioner

SIGNATURE(S)

DATE

3 | 11 | 25

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Instructions for Certification

- (1) By signing and submitting this form, the grantee is providing the certification set out on pages one and two in accordance with these instructions.
- (2) The certification set out on pages one and two is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (4) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (5) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s). If it previously identified the workplaces in question, see paragraph (3) above.
- (6) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
 - "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, and as further defined by 21 C.F.R. §§ 1308.11-1308.15.
 - "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
 - "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.
 - "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement, consultants or independent contractors not on the grantee's payroll, or employees of subrecipients or subcontractors in covered workplaces).

View Burden Statement

OMB Number: 4040-0007
Expiration Date: 02/28/2025**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

- 9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
- 10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- 15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- 16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- 18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- 19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE <u>Commissioner, Chairman</u>
APPLICANT ORGANIZATION <u>Bannock County</u>	DATE SUBMITTED <u>March 11, 2025</u>



USDA, Forest Service

OMB 0596-0217
FS 1500-35

CERTIFICATION REGARDING LOBBYING

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 4 CFR Part 418 Appendix A, Certification Regarding Lobbying. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Forest Service determines to award the covered transaction, grant, or cooperative agreement.

Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative

agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying.' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

SIGNATURE

APPLICANT'S SIGNATURE (BY)	TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY	DATE SIGNED (MM-DD-YYYY)
	Commissioner, Chairman	3 11 25



USDA, Forest Service

OMB 0596-0217
FS 1500-35**Burden Statement**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 9 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.



BANNOCK COUNTY COMMISSIONERS
 624 E. Center, Pocatello, ID 83201
 Phone: (208) 236-7210 • Fax: (208) 232-7363

ERNIE MOSER
 Commissioner
 1st District

JEFF HOUGH
 Commissioner
 2nd District

KEN BULLOCK
 Commissioner
 3rd District

Business Meeting Agenda Request Form

The Board of Bannock County Commissioners business meetings are generally held on **Tuesday at 9:15 a.m.** in the Commissioners' Chambers in the Bannock County Courthouse, Room 212; 624 E Center Pocatello, Idaho or as noticed **48 hours** prior to the meeting at <https://bannockcounty.us/commissioners/>. The Commissioners also hold meetings throughout the week as coordinated with the Commissioners' staff. Agenda times are subject to change within **15 minutes** of scheduled time. Any person(s) needing special accommodations to participate in public meetings should contact the Commissioners' Office at 208-236-7210, three to five working days before the meeting.

Requestor Name:

Kristi Klauser

Department:

Auditing

Requestor Email:

kristik@bannockcounty.us

Item(s) to be considered:

Review FY26 budget calendar for dates to put on commission calendar

Date of meeting being requested:

03/11/2025

Time requested:

5 Minutes

Does the request involve a contract, agreement, external funding, or award acceptance?

No

Contract/Agreement Begin Date:

Contract/Agreement End Date:

List of additional attendees:

BOARD OF BANNOCK COUNTY COMMISSIONERS - MEETING
FY 2026 BUDGET CALENDAR

MARCH 11, 2025

Blue	Budget Work sessions
Yellow	Training Dates
Pink	Due dates

- 4-3 March EOM processing for A/P & P/R
- 4-18 Budget Worksheets & Capital Outlay Worksheets to Department Heads
- 4-29 Spring Institute (elected officials) – Idaho Falls
- 5-9 Budget Worksheets & Capital Outlay Worksheets returned to Clerk
- 5-12 to 5-13 Budget/Levy Workshop (clerk both days/county elected officials)
- 5-11 to 5-15 Tyler Connect Training (auditing)
- 5-21 to 5-23 WIR – South Dakota
- 6-2 Prelim Assessed valuation from New Construction/Growth from Assessor
- 6-2 to 6-6 IACC – Coeur d’Alene (clerk & commission)
- 6-16 to 6-18 Department meetings w/Clerk and Commission
- 6-29 to 7-2 GFOA – Washington DC (Kristi)

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/ 31	25	26	27	28	29	30

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 6-23 to 7-14 Board of Equalization
- 7-10 to 7-15 NaCO – Philadelphia, PA
- 7-21 Clerk’s recommendation presented to the commission
- 7-21 Final valuations should be received from Assessor
- 7-22 to 7-24 Clerk work sessions with Commission
- 7-28 to 7-31 Clerk work sessions with Commission
- 8-4 Clerk work session with Commission to finalize proposed budget
- 8-5 Proposed Budget to the Idaho State Journal for publishing on August 11th
- 8-11 Final proof/verification of excel format of proposed budget for publication
- 8-12 to 8-14 IACRC (Clerk only) – Pocatello
- 8-26 Public Hearing for FY26 Budget 11 am Courthouse Commission Chambers, room 214
- 9-4 L2 due to Clerk
- 9-15 Final date for Commission to certify levies for all taxing districts
- 9-15 to 9-18 IAC Annual Conference - Boise, ID

- 10-1 Fiscal Year 2026 begins

In the Matter of AUTHORIZATION AND)
ORDER TO REALLOCATE FUNDS)

R.S. No. 2025-19
March 11, 2025

RESOLUTION

WHEREAS, a request was considered to reallocate funds to cover higher than anticipated costs for the Chambers remodel; and

WHEREAS, Idaho Code §31-1508 permits reallocation of money that has become inoperative for the purpose for which the fund was created; and

WHEREAS, this reallocation will not impact the budget negatively;

NOW THEREFORE, BE IT RESOLVED that the Auditor’s Office is hereby authorized and ordered to reallocate funds in the following budget lines:

Fiscal Year 2025:

To Line:	110105-46100	Amount: \$ 35,000
From Line:	110105-40200	Amount: \$ 35,000

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk

In the Matter of AUTHORIZING THE)
DELEGATION OF AUTHORITY)
TO THE BUSINESS MANAGER AND)
EVENT DIRECTOR TO NEGOTIATE)
AND SIGN CONTRACTS)

R.S. No. 2025-20
March 11, 2025

RESOLUTION

WHEREAS, the Amphitheater, Portneuf Wellness Complex, and Event Center hold many events throughout the year, such as community events, Independence Day Celebration, or concerts; and

WHEREAS, concerts and sponsorship agreements require some negotiation and tight deadlines for contract acceptance and signature; and

WHEREAS, pursuant to Idaho Code §31-602, due to the nature of the business for events, the Board of County Commissioners desires to delegate the authority to negotiate and sign contracts for concerts and standard event sponsorships to Scott Crowther, Business Manager and Event Director; and

WHEREAS, a copy of the contracts must be remitted to the Bannock County Auditing office upon submission and approval;

NOW, THEREFORE, BE IT RESOLVED that Scott Crowther, Business Manager and Event Director, is delegated the authority to negotiate and sign contracts for concerts and standard event sponsorships with a copy forwarded to Auditing. The delegation of authority must be reviewed and redelegated annually. This authority is effective through January 20, 2026.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk

In the Matter of APPROVING)
TAX CANCELLATION REQUESTS)

R.S. No. 2025-21
 March 11, 2025

RESOLUTION

WHEREAS, requests for cancellation of taxes were considered on February March 4, 2025; and

WHEREAS, these cancellation requests have been reviewed pursuant to Idaho Code §§63-711, 63-1302, 63-1303 and 63-1304;

NOW, THEREFORE, BE IT RESOLVED that the County Tax Collector, Jennifer Clark, is hereby authorized and directed to cancel the following on the tax rolls as listed by year:

- (1) At the request of Assessor Anita Hymas, in a letter dated March 4, 2025, for cancellation of **market value** for the **2024** tax year.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRRDHS000600	Lot Owners Deer Hollow	Common Area	\$5,000.00
MHMHRSA002702	Sant, Carma	MH Removed (Landfill)	\$50 Fee
MHMHRSA002602	Sant, Carma	MH Removed (Landfill)	\$50 Fee
RPRCRG2000100	School Dist 25	Dist Acquired Allstate Bldg (23 & 24 Landfill)	\$300 Fee
RPRPPOC344500	School Dist 25	District Acquired Downard Funeral (Landfill)	\$150 Fee
RPRPTAS005000	Poc Neighbor Housing	Acquired Property (Landfill)	\$150 Fee
MHMH033009700	Morrison, Kile	MH Removed (Landfill)	\$50 Fee
MHMH033037100	Peterson, Wyatt	Tribal (Landfill)	\$50 Fee
RPR3803003000	Sho-Ban Tribes	Tribal (23 & 24 Landfill)	\$100 Fee
RPR4013006101	Big Bear Holdings	Improvement Removed 2022 (Landfill)	\$50 Fee
RPR4013007200	State of Idaho	State of Idaho (Landfill)	\$150 Fee
RPRCBPT001301	4914 Yellowstone LLC	Exempt (Landfill)	\$150 Fee
RPRCCPC042000	Yost, Kent L	Improvement Removed 2023 (Landfill)	\$50 Fee
RPRPPOC154100	Housing Authority	Exempt (Landfill)	\$50 Fee
RPRPPOC183700	Bannock County	Exempt (Landfill)	\$150 Fee
RPRPPOC242304	IHFA Comm Housing	Exempt (Landfill)	\$150 Fee

(2) At the request of Assessor Anita Hymas, in a letter dated March 4, 2025, for cancellation of **market value** for the **2024** tax year.

PARCEL NO.	OWNER	EXPLANATION	VALUE TO BE CANCELLED
RPRCB12000500	Brookstone, LLC	Occupancy roll error - Not occupied	\$79,413
RPR4227024632	William and Lois Stolzenburg Living Trust	Occupancy roll error - Not occupied	\$206,214

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST: _____
Jason C. Dixon, Clerk

BOARD OF BANNOCK COUNTY COMMISSIONERS' PROCEEDINGS – February 2025

The following is a synopsis of proceedings, pursuant to Idaho Code §31-819, of the Board of Bannock County Commissioners for February 2025, to wit, of which a complete set of minutes is on file at the Bannock County Clerk's Office, Pocatello, Idaho, or can be found online at www.bannockcounty.gov.

Feb 4: Approved case numbers 2025019 and 20250020 for cremation assistance. Approved cell phone stipend, memo for auditing, and reallocation. Approved publication notice for comment period on Title III funds. Approved letter to Apple, Inc. Approved memorandum of authorization. Approved salary forms and minutes.

Feb 6: Approved entry/exit executive session – personnel. Approved contracts with Snake River Doodles and Mystic Realms. Approved application development for fuels reduction in Big Onion and Lava Ranches with SICOG. Approved rebuilding generator. Approved publication notice for fees. Approved entry/exit Ambulance District and donating surplus radios. Approved claims agenda. Accepted fuel bids for review from Atlantic Petroleum and Conrad and Bischoff; and diesel generator qualifications for review from Arco Electric, Legacy Power, Pro Builders, and Barin Group.

Feb 11: Approved entry/exit executive session and Toyota agreement. Awarded bulk fuel bid to Conrad and Bischoff. Approved Resolutions 2025-11 Approving January 2025 Alcohol Licenses, 2025-12 Approving January 2025 Salaries, and 2025-13 Authorization and Order to Reallocate Funds. Approved signature on letters to deny reconsideration of TDR approval. Approved Commissioners' Proceedings and License Agreement School District 25. Approved consent agenda.

Feb 13: Approved amended agenda and entry/exit executive session – personnel. Approved leave without pay. Approved support funds for Portneuf Soil and Water. Approved fee waiver for Queen Contest; and event contracts with ISU Rodeo Team and H208 Excursions. Approved authorization of representative for drone; and accrual of up to 100 hours of comp time after submitting a memo. Approved consent agenda.

Feb 18: Approved easement with Idaho Power. Approved granting Business Manager and Event Director authority to approve standardized sponsorships. Approved sponsoring Portneuf Valley EnviroFair. Approved alcohol licenses.

Feb 20: Approved moving forward with generator bid. Approved forensic pathology assets to be redistributed. Approved invoices, Commission reports, credit applications, and salary forms. Approved to open/close public hearing and approve the ordinance and map amendments. Approved to open/close public hearing and adopt new fees.

Feb 25: Approved case numbers 20250021, 20250022, 20250023, 20250024, and 20250025 for cremation assistance. Approved contract with Direct Communications. Approved proclamation declaring April as Strengthening Families to Prevent Child Abuse Month. Approved Resolutions 2025-14 Adopting New Fees for Planning and Development; and 2025-15 Amending the 2021 Comprehensive Plan Future Land Use Map; and County Ordinance 2025-01 Amendment No. 68 to Zoning Ordinance No. 1998-1. Approved publication notice for a public hearing to consider road validation. Approved minutes.

Feb 27: Approved amended agenda. Approved entry/exit executive session – personnel and legal discussion; granting leave without pay; and payment for Idaho Power judgment. Approved fee waiver for Bradley storage container permit. Approved 50% fee reduction for BCRA; and contracts for Family Fun Day and Yoga at the Port. Approved Kenworth sales invoices. Approved participation in nurse triage with State Insurance Fund. Denied AverHealth request for extension to vacate building. Approved consent agenda.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

Attest: _____
Jason C. Dixon, Clerk

Published: March 15, 2025

**BOARD OF BANNOCK COUNTY COMMISSIONERS
MINUTES CERTIFICATION**

We, the Board of Bannock County Commissioners, hereby certify approval of the minutes of the Bannock County Commissioners' meetings inclusive of the dates of February 27 and March 4, 2025, as approved during the meeting of March 11, 2025.

BOARD OF BANNOCK COUNTY COMMISSIONERS

Jeff Hough, Chair

Ernie Moser, Member

Ken Bullock, Member

ATTEST:

Jason C. Dixon, Clerk



MINUTES OF THE BOARD OF BANNOCK COUNTY COMMISSIONERS

Meeting Details

Date of Meeting:	Thursday, February 27, 2025
Commissioners present:	Ernie Moser and Jeff Hough
Clerk of the Board:	Jason C. Dixon
Absent Board Members:	Ken Bullock
Staff present:	Deputy Clerk Nancy Allen, Comptroller Kristi Klauser, HR Director Matt Phillips, and Attorney Jon Radford

Agenda Details

AGENDA	
Work Session and Claims Meeting (action items)	
Agenda:	
1	<ul style="list-style-type: none"> • Evie McCurry, Adult Probation, requesting leave without pay for an employee with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 5 minutes) (action item)
2	<ul style="list-style-type: none"> • Discussion about Salary Rate Approval Forms with possible Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session (requested 10 minutes) (action item)
3	<ul style="list-style-type: none"> • (AMENDED to include) Jonathan Radford, Prosecutor, seeking a follow up discussion pertaining to Idaho Power's property judgment and recommendation on moving forward with possible Executive Session under Idaho Code §74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement with potential action following adjournment of Executive Session (requested 10 minutes) (action item)
4	<ul style="list-style-type: none"> • Tom and Jean Bradley, regarding a fee waiver for a permit for a 40 ft. container that is on his property (requested 10 minutes) (action item)
5	<ul style="list-style-type: none"> • Stewart Ward, Dioptra, seeking to discuss potential surveying of RPRICPI000302 (requested 10 minutes) (action item)
6	<ul style="list-style-type: none"> • Scott Crowther, Business Manager and Events Director, regarding approval of and signature on (1) contract for Family Fun Day with Idaho State Journal; (2) contract with Portneuf Health Trust for Yoga at the Port, and; (3) contract requesting fee waiver for the BCRA rodeo events this year (requested 15 minutes) (action items)
7	<ul style="list-style-type: none"> • Buddy Romriell, Public Works, seeking a signature on an updated Sales Agreement with Kenworth (requested 5 minutes) (action items)
8	<ul style="list-style-type: none"> • Matthew K. Phillips, Human Resources and Risk Management, requesting to discuss implementation of free, nurse triage employee injury reporting in conjunction with the State Insurance Fund (requesting 5 to 10 minutes) (action item)
9	<ul style="list-style-type: none"> • Lacy Parker, Deputy Trial Court Administrator, requesting to discuss a potential change with AverHealth vacating the Lander Building by March 1, 2025 (requested 5 minutes) (action item)
10	Consent Agenda: <ul style="list-style-type: none"> • Board of Ambulance District: Invoices and Commissioner Report • Board of Commissioners: Invoices, Commissioners Reports, and Credit Applications

- Salary Rate Approval Forms/Notice of Separation with Potential Executive Session under Idaho Code §74-206(1)(a)&(b) regarding personnel with potential action following adjournment of Executive Session
- Payroll Report
- Alcohol Licenses and Permits
- Certificate of Residency Approval
- Mileage Reimbursement Requests
- Technology Request Form
- Memorandum Authorization for Accounts Payable
- Cardholder User Agreement and Authorization

Meeting Notes

- 1 8:58 AM Hough called the meeting to order. Moser moved to approve the amended agenda. The motion passed. 8:59 AM Hough moved to enter into executive session under Idaho Code §74-206(1)(a)&(b) regarding personnel. The motion passed by roll call vote. Hough moved to add section (f). The motion passed by roll call vote. 9:11 AM Moser moved to exit. The motion passed. Moser moved to approve the request for leave without pay and move forward to pay the settlement with Idaho Power. The motion passed.
- 2 Prosecutor Ian Johnson was present during the executive session.
- 3 Assessor Anita Hymas and Treasurer Jennifer Clark were present during the executive session. As noted above, it was approved to pay the Idaho Power judgment.
- 4 9:13 AM The Bradleys reviewed that they were notified by code enforcement that two building permits were needed. They installed a small carport since purchasing the property and did not realize a permit was needed. When they bought the property, there was a storage container already on the property. They are requesting to have the permit fee waived for the Conex container since it was already on the property when it was purchased. Jensen explained the complaint, investigation, and notification process. He recommended to grant an exception for this violation. Discussion ensued on ag exemptions and permit fees. The building does follow the building code. Moser moved to grant the fee waiver. The motion passed.
- 5 9:18 AM Moser indicated that a survey would not be necessary and the parcel will be granted to the City of Inkom.
- 6 9:20 AM Cody Hyde from BCRA appeared. Crowther reviewed the request for a 50% fee reduction. Hough moved to approve the fee reduction. The motion passed.
9:22 AM Taylor Smith appeared and reviewed the event. Moser moved to approve the request. The motion passed.
9:25 AM Micaela Prochazka appeared. Crowther reviewed the event. Hough moved to approve the contract. The motion passed.
- 7 9:27 AM Shop Supervisor Jason Murdock also appeared. Romriell reviewed an updated sales agreement and problems experienced with the truck. Hough moved to approve the agreement. The motion passed.
- 8 9:32 AM Phillips reviewed a new program through the State Insurance Fund with no cost. Moser moved to approve participation. The motion passed.
- 9 9:37 AM Parker explained that AverHealth requested an extension to April 1 to vacate the Lander Building, but is unable to provide any compensation. Hough moved to deny the request and to have the location vacated. The motion passed.

- 10 Hough moved to approve the Commissioner reports, payroll report, and invoices. The motion passed. Hough reviewed the consent agenda included alcohol licenses and salary forms. Moser moved to approve the consent agenda. The motion passed.

Action Item Summary

ACTION/DIRECTION	ASSIGNED TO
Approved amended agenda.	Clerk
Approved entry/exit executive session – personnel and legal discussion; granting leave without pay; and payment for Idaho Power judgment.	Clerk/Auditing
Approved fee waiver for Bradley storage container permit.	Planning
Approve 50% fee reduction for BCRA; and contracts for Family Fun Day and Yoga at the Port.	Parks & Rec
Approved Kenworth sales invoices.	Public Works
Approved participation in nurse triage with State Insurance Fund.	HR
Denied AverHealth request for extension to vacate building.	Clerk
Approved consent agenda.	Clerk/Resolution