

**From:** [Biar, Jacob - FS, ID](#)  
**To:** [Rachel Lewison](#)  
**Cc:** [Marco Velotta](#); [Vaux, Kamie - FS, UT](#); [Fusselman, Sarah - FS, ID](#)  
**Subject:** Next Steps – Your UCF IRA Funding  
**Date:** Tuesday, September 26, 2023 11:46:40 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
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Dear Ms. Rachel Lewison,

Congratulations! Your USDA Forest Service Urban and Community Forestry Inflation Reduction Act project, as listed below, has been selected for funding. I will be working with you to prepare the award paperwork and answer any questions so you can get to work on your project. Kamie Vaux and Sarah Fusselman are our Grants & Agreements Specialists and will also be involved in the process.

**Grant Proposal:** City of Las Vegas Urban Heat Island Mitigation Tree Program

**Federal Funding:** \$5,000,000.00

\*I understand that this is less than you requested in your original proposal. I will work with you to scale down the activities and/or remove any unallowable costs.

The first step is to work with me to revise your narrative and budget, as needed. I will look more closely at what needs to change, if anything, and get back to you in the coming weeks. Feel free to start thinking about how you would like to scale down your project.

The following outlines the pre-award process:

1. I will review your proposal and get back to you regarding required edits. We will work together to get your narrative and budget revised to the point of approval.
2. Next, you will prepare the remaining documents for the Grant Application Package (we will let you know what you need) and submit to Kamie and/or Sarah.
3. Once your package has been submitted, we will reach out regarding a Civil Rights Compliance review.
4. There will be a grant processing time where we may reach out for clarification, missing documents, and revisions. Please be patient during this time and reach out to me if you have any questions or concerns.
5. Once your application package has been approved, you will receive an Award Letter for signature. Sign and send back to us. Kamie or Sarah will handle the final steps of executing the award and will send you a fully executed award for your records. **Please do not incur costs until you receive this copy of the co-signed, fully executed award document.**
6. Congratulations, at that point it will be official! After you receive your Award Letter, you are ready to begin work. We will be sure that you have everything you need to guide implementation, including reporting guidelines and how to get reimbursed.

I will be here to help you through this pre-award process. If you have any questions, please don't hesitate to reach out. I look forward to working with you!

Thanks,  
Jacob



**Jacob Biar**  
**Urban and Community Forestry Assistant Program Manager**

**Forest Service**  
**Northern & Intermountain Regions**

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