

Hi NAME,

It was good talking with you earlier. To summarize our conversation, the Growlersburg Crews are available for SPONSER to use for brush clearing, tree felling, pile burning, weed eating, chipping, etc. The crew costs \$200 a day plus an admin fee of 13.47 %. There are two ways to pay for the crews:

1. **FC-80:** The FC-80 process consists of Growlersburg keeping record of the days work for SPONSER. At the end of the month I will send you the FC-80 to confirm the days worked. Once you sign and return, I will forward the signed FC-80 to the state accounting office who will then send you an invoice.
2. **In-Kind:** In-Kind expenditure requires each party to keep a ledger of days worked by the crews. As days accumulate so will the balance on the ledger. When SPONSER is ready to lower the balance you will notify me and we will send you a quote for fire related tools/supplies from a local vendor. If agreed upon, you will pay the invoice for the tools/supplies. That amount will then be deducted from the current balance. I've attached the CAL FIRE In-Kind Policy for your reference as well as an example of a ledger we have with another local agency.

Either method of payment is ok will us, you let us know how you would like to handle it. I will just need the email for someone that can sign for the invoices each month and I assume you will be the contact for scheduling days Adam.

I've also attached the FC-31 and FC-32. If you could please fill out all the highlighted sections to the best of your ability and return them to me. At that point I will complete the rest and send them out via docusign for all parties to review and sign. Once I get the FC-31 and FC-32 back we can start scheduling days. I still have a crew available Friday and multiple openings next week. Please let me know if you have any questions.