



July 8, 2009

Sergeant Bernard Morton  
El Dorado County Sheriff's Department  
300 Fair Lane  
Placerville, CA 95667

**Subject: El Dorado County Sheriff's Department, G08-03-07-01**

Dear Sgt. Morton:

Enclosed are five (5) copies of the Project Agreement for the Off-Highway Motor Vehicle Recreation (OHMVR) project referenced above. Please have your authorized representative sign and date all copies of the Project Agreement and return four (4) with original signatures to my attention at the following address:

California Department of Parks and Recreation  
Off-Highway Motor Vehicle Recreation Division  
1725 23<sup>rd</sup> Street, Suite 200  
Sacramento, California 95816-7100

Upon receiving all the appropriate signatures, a fully executed copy of the Project Agreement will be sent to you for your files.

Accompanying the Project Agreement is a copy of the Project Cost Estimate and the General Provisions (Attachment 1 and Attachment 2 respectively) for your files. Please review the Project Agreement and General Provisions carefully. The information contained therein, combined with your application constitutes the binding terms of this agreement as it pertains to grant or cooperative agreement related responsibilities and formal accountability to the State of California.

It is important for you to note the following requirements:

- You are authorized to conduct work or encumber funds only during the project performance period as specified in the Project Agreement. Should the need arise for you to perform work beyond the project performance period; it is your responsibility to request a time extension prior to the expiration date of the project performance period.
- You may only submit payment requests for work or encumbrances that occurred during the project performance period as specified in the Project Agreement.

- All payment requests for reimbursement must be submitted to the OHMVR Division (Division) on a current Payment Request form and accompanied by supporting documentation of the costs claimed.
- An initial payment request for an advance (e.g., proffer) must be submitted to the Division on a current Payment Request form and accompanied by a summary list of proposed expenditures.

*Note, pursuant to the Grants and Cooperative Agreement Program Regulations Section 4970.23.1, generally, advances are not allowed; however, if extenuating circumstances exist, the Division may consider granting an advance.*

To request an advance, the Grantee shall submit to the Division written justification explaining the need for the advance. The Division will provide written notification to the Grantee of approval/disapproval. Requests for an advance typically may not be more than half the total amount of the Grant and shall include a summary list of proposed expenditures.

For additional information regarding project administration procedures please reference the 2008 Grants and Cooperative Agreement Program Regulations, Sections 4970.19 through 4970.24.

If you have questions, please contact me at (916) 323-0954 or by e-mail at [mhoshida@parks.ca.gov](mailto:mhoshida@parks.ca.gov).

Sincerely,



Meriko Hoshida  
Grant Administrator  
California State Parks  
Off-Highway Motor Vehicle Recreation Division

Enclosure(s)