

**Wyoming Inflation Reduction ACT (IRA)**  
**Urban and Community Forestry**  
**Sub-Recipient Agreement**

**Community Forestry Cost-Share Assistance**

This agreement, dated January 20, 2026 is made and entered into by and between Laramie County, Wyoming and the Wyoming State Forestry Division. Laramie County, Wyoming agrees to serve as a sub-recipient for the Community Forestry Cost-Share Program and agrees to comply with the following prior to receiving cost-share assistance:

- Provide quarterly grant/project reports to the Community Forestry Coordinator.
- Trees that are chosen for removal will need to be assessed, and deemed hazardous, by an International Society of Arboriculture (ISA) certified arborist with a Tree Risk Assessment Qualification (TRAQ).
- Provide GIS locations for any tree pruning, removal, or planting.
- For tree planting projects: purchase and plant deciduous trees that are a minimum of 1 ½ inches in caliper and conifer trees that are a minimum of 4 feet in height.
- For tree planting projects: obtain and plant trees that meet the specifications of ANSI Z60.1 American Standard for Nursery Stock.
- For tree planting projects: provide a minimum of 5 years maintenance using industry standards.
- Insure that tree planting projects are on non-federal public property.
- Provide documentation of cash expenditures for all contracted work and supplies.
- Submit photos or other documentation of the completed project.
- Report the number of volunteers and volunteer hours and provide the names of groups and organizations involved.
- All work is preformed in areas defined as disadvantaged by the Climate and Economic Justice Screening Tool.
- Agree to use sub-recipient's standard purchasing policies and procedures. If none exist, the sub-recipient will default to the State of Wyoming Purchasing Policy and Procedures (WY Administration and Information Procurement Section).
- Certify that no form of discrimination because of race, creed, color, sex, national origin or for any other reasons exists in the performance of the authorized project.
- Certify that each item in the request for payment form is correct, and that recipient has not previously received payment for any item listed on the request for payment.

- Have an audit in accordance with the provisions of OMB Circular A-133 should recipient receive more than \$750,000 in total of federal assistance from any funding or pass-through agency. A copy of the audit report must be submitted to Wyoming State Forestry Division.
- Sub-recipient is subject to the following Uniform Administrative Requirements and Cost Principles:

	Administrative Requirements		Cost Principles			Audits
Entity	2 CFR 215	A-102	2 CFR 225	2 CFR 220	2-CFR 230	A-133
States, Local Governments, and Indian Tribes		X	X			X
Educational Institutions (even if part of a state or local government)	X			X		X
Non-Profit Organizations	X				X	X

Responsibilities of Wyoming State Forestry Division include the following:

- Provide payment when the above criteria are met and the Request for Payment form is submitted.
- Consult with sub-recipient on technical aspects of tree selection and planting for tree planting projects and provide advice for education/program development activities.
- Issue required grant forms.
- Provide standards and specifications for tree planting grants.
- Inspect tree planting projects for compliance with proper planting/establishment practices.

\_\_\_\_\_  
Sub-Recipient Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sub-Recipient Printed Name

\_\_\_\_\_  
Wyoming State Forestry Division Signature

\_\_\_\_\_  
Date

RECEIVED AND APPROVED  
TO FORM ONLY BY THE  
DEPUTY LARAMIE COUNTY  
ATTORNEY





# Wyoming State Forestry Division

Office of State Lands and Investments



*Wyoming State Forestry Division  
5500 Bishop Blvd.  
Cheyenne, WY 82002*

*Mark Gordon  
Governor*

*Stacia Berry  
Director*

*Kelly Norris  
State Forester*

Date 12/19/2025

John Poelma and Sandra Bay  
Laramie County, Wyoming  
13797 Prairie Center Circle  
Cheyenne, WY 82009

Dear John and Sandra (Laramie County, WY.),

Thank you for your interest in the 2025 Inflation Reduction Act (IRA) grants. All applications submitted this year were carefully reviewed and scored.

I am pleased to announce that your IRA grant application has been approved for full funding. You will receive \$100,000.00 of IRA funds upon completion of your project.

These are federal funds and we are required to comply with requirements regarding the use of federal funds. **Attached is a copy of the sub-recipient agreement form that must be signed and returned to me before I can send a final award letter and request for payment form to you. Please sign and return to me as soon as possible.** This is a standard agreement that is required for all Community Forestry grants. When we receive the signed form I will return a signed copy to you with our final grant award letter and request for payment form to be submitted upon completion of your project.

Some additional information that you may need for accounting purposes is: The funds originated from the USDA Forest Service, State and Private Forestry Program. The federal CFDA number is 10.664.

If you would like additional information or have any questions please give me a call at (307)777-3626. We are pleased to assist you in any way we can. Congratulations and good luck with your project.

Sincerely,

Jacob Mares,  
Community Forestry Coordinator



# Wyoming State Forestry Division

## Media Acknowledgement for Grantees



Congratulations! Your project has been funded through Inflation Reduction Act (IRA) funds granted by the United States Forest Service. These funds are passed through to you, the grantee, by Wyoming State Forestry Division (WSFD). As an IRA fund recipient, you have shown a commitment to public education, outreach, and awareness- all integral components of assisting disadvantaged communities on their path to a better future. Wyoming State Forestry Division, in partnership with the United States Forest Service, asks that you continue this commitment by providing public notice of your funding status. Public notice includes, but is not limited to:

- Social media posts
- News articles (print and digital)
- Website announcements

All public notice shall acknowledge Forest Service and Wyoming State Forestry Division support. Statements should focus primarily on (a.) the receipt of funding, (b.) the intended use of the funding, (c.) the disadvantaged communities receiving assistance, and (d.) community impacts. Any questions or concerns regarding content, form of media, or otherwise should be directed to the WSFD Community Forestry Coordinator or Community Resource Forester. Wyoming State Forestry Division thanks you for your participation in and contributions to the betterment of our communities.

*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) 632-9992, or by writing a letter addressed to USDA. 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](mailto:program.intake@usda.gov)*



## Certification Regarding Debarment, Suspension, and Other Responsibility Matters    AD-1047

### Primary 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. § 180.335, 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 primary participant certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A.2.) of this certification; and
4. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

B. Where the prospective primary 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	PR/AWARD NUMBER OR PROJECT NAME
Laramie County, Wyoming	
Clear Creek Park Trees	
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE(S)	
DATE	

*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 primary participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) 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.
- (6) The prospective primary 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 entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this form that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (8) 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.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order 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.
- (10) Except for transactions authorized under paragraph (6) 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 may terminate this transaction for cause or default.



**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)

251 Southwest Drive, Cheyenne, WY 82007

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

ORGANIZATION NAME

Laramie County, Wyoming

PR/AWARD NUMBER OR PROJECT NAME

Clear Creek Park Trees

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

SIGNATURE(S)

DATE

*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 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).