



## **CFIP AGREEMENT PARTICIPANT CONTINUATION SHEET**

### **Instruction for Completing This Form**

1. There should only be ONE (1) name in the top portion of the first page of the agreement. This is the “Grantee”.
2. Be sure the name included as “Grantee” is the exact same name as the one used on the Payee Data Record (Std. 204) under “Payee Information” and matches the name on the property title.
3. The “Grantee” and all other owners on the deed should sign as “Participants” unless specified below. The Grantee shall sign on page 1 of the agreement and all additional landowners shall EITHER sign page 1 of the agreement as a “Participant” OR sign a “Participant continuation sheet” as a “Participant”. If they are unable to sign either page 1, or the continuation sheet, then they must provide a notarized Power of Attorney letter that specifically names the “Grantee” as having POA for the purposes of the CFIP project. The Participant Continuation sheet is designed to be removed and sent to each individual participant if they are unable to sign the original page 1. Multiple Participant Continuation sheets can be used, signed and placed back into the agreement prior to sending to CAL FIRE.
4. Be sure the “Grantee” signs and spells their name the same way every time it occurs in the documents.
5. Be sure the Address is written the same way every time it occurs in the documents.
6. See the “CFIP Agreement Package” section of the CFIP User’s Guide for more info.
7. If the property is owned by:

#### **a) Trust**

- ✓ The trust is the “Grantee” and the name of the trust should be written exactly as it is named in the Trust paperwork. Do not shorten or change the name.
- ✓ Applications must supply a copy of the portion of the Trust that names the trustee/s.
- ✓ The only person who can sign on behalf of the Trust is the Trustee.
- ✓ All trustees must sign in their capacity as trustee as a “Participant” or provide a power of attorney document allowing a single trustee to sign on their behalf.
- ✓ If a Trust is using an SSN, the Authorized Payee Rep. linked to the SSN enters their name in the first line of Section 1 and the Trust name in the second line; if Trust is using an FEIN, the only name required in section 1 is the name of the Trust in the first line. The Authorized Payee Rep. will always sign section 5.

#### **b) Corporations, Legal Partnerships and LLCs**

- ✓ The Corporation that owns the property must be named as the “Grantee” and the “Payee”. There is NEVER a situation where this is different.
- ✓ The Corporation must name an officer as a Representative who will sign the documents on behalf of the Corporation.



- ✓ The Corporation must provide documentation of the status of the person acting as Representative. This can be corporate paperwork or an official Board Action, or similar official, documented proof.
- ✓ The Corporation will issue invoices and receive payments for the CFIP project.

**c) Married Couple**

- ✓ Only ONE person will be listed as the “Grantee”, not both.
- ✓ The spouse (considered the other owner) will sign as a “Participant” on the agreement.
- ✓ The SAME person who is listed as the “Grantee” must also be listed on the Std. 204 as the “Payee”.
- ✓ The SAME person who is both the “Grantee” and “Payee” is the one who issues Invoices to the State.

**d) Multiple family members**

- ✓ Only ONE of the members will be listed as the “Grantee” and the “Payee” on the Std. 204.
- ✓ All other family members who are listed as owners on the property deed must sign the agreement as “Participants”.
- ✓ If an owner cannot sign the agreement, then they need to provide a notarized POA letter that names the “Grantee” as the person who can sign on their behalf.

**e) Multiple unrelated people (Informal Partnerships)**

- ✓ Only ONE of the members will be listed as the “Grantee” and the “Payee” on the Std. 204.
- ✓ All other individuals who are listed as owners on the deed must sign the agreement as “Participants”.
- ✓ If an owner cannot sign the agreement, then they need to provide a notarized POA letter that names the “Grantee” as the person who can sign on their behalf.

**f) Public Entities, Agencies, Non-Profits (run by Board of Directors)**

- ✓ The name of the organization will be listed as the “Grantee” on the agreement and the “Payee” on the Payee Data Record (Std. 204).
- ✓ The Agreement must include documentation from the Board of Directors or governing body authorizing the person signing the documents to be the Representative.
- ✓ A resolution or letter from the Board of Directors naming the Representative will be verified by CAL FIRE.
- ✓ If a Representative is named by the Board of Directors, then NO OTHER person needs to sign the agreement, Std. 204 or application



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CFIP Project Number:		Grant Agreement Number:	
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THIS AGREEMENT is made and entered into and becomes effective upon the last date of the signatories below, by and between the State of California, acting through its duly appointed and qualified Director of the Department of Forestry and Fire Protection, hereinafter called "State," and hereinafter called "Grantee," whose mailing address is:

Grantee:	
Mailing Address/PO Box:	
City/State/Zip:	
Telephone:	
Email Address:	

Agreement Expiration Date:	PLEASE SEE RM-7A CFIP Agreement Page 1	Total Award:	PLEASE SEE RM-7A CFIP Agreement Page 1
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IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, and becomes effective upon the last date of the signatories below:

**STATE OF CALIFORNIA**  
**Department of Forestry and Fire Protection**

PLEASE SEE RM-7A CFIP Agreement PAGE 1  
 \_\_\_\_\_  
 Printed Name/Title  
 PLEASE SEE RM-7A CFIP Agreement PAGE 1  
 \_\_\_\_\_  
 Approval for the Director Signature      Date

Local CAL FIRE name and address:  
 \_\_\_\_\_  
**PLEASE SEE RM-7A CFIP Agreement PAGE 1**

*PARTICIPANT - all landowners appearing on the deed must sign. By doing so the landowner is agreeing to participate in this agreement with the State and is authorizing the Grantee to act on their behalf for all contractual purposes pertinent to this agreement.*

Printed Name/Title:		Signature:	
Printed Name/Title:		Signature:	
Printed Name/Title:		Signature:	
Printed Name/Title:		Signature:	