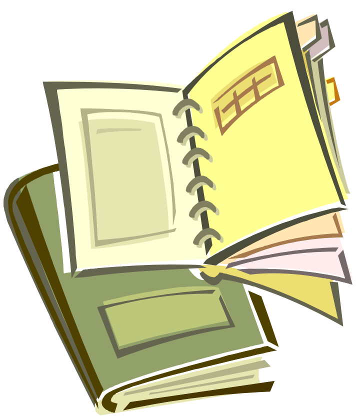
NORTHEASTERN AREA
STATE AND PRIVATE FORESTRY

GRANTS AND AGREEMENTS



DESK REFERENCE

SECTION I – PRE-AWARD PROCEDURES for GRANTS AND COOPERATIVE AGREEMENTS

SECTION II – AWARD PROCEDURES FOR GRANTS AND COOPERATIVE AGREEMENTS

SECTION III – POST AWARD PROCEDURES FOR GRANTS AND COOPERATIVE AGREEMENTS

SECTION IV – IWEB PROCEDURES FOR GRANTS AND AGREEMENTS

SECTION V – PROCEDURES FOR PROCESSING OTHER AGREEMENTS

SECTION VI – ADMINISTRATIVE SUPPORT PROCEDURES

SECTION VII – THE LIFE OF AN AGREEMENT

EXHIBITS

SECTION I:

PRE-AWARD

PROCEDURES

NOTIFICATION LETTERS

The purpose of the Notification Letter is to alert a potential new grant recipient of an impending award of federal funds. A **Grant Monitor, Field Office Staff Specialist or Area Staff Specialist** (See Section VII) may be responsible for completing the Notification of Award Letter Information form and e-mailing it to the appropriate point of contact on the Grants Staff.

All the information on this form must be completed. (Refer to Exhibit A.)

Upon receipt of this form, a notification letter will be prepared, e-mailed and mailed to the potential recipient. This letter includes complete instructions on how to apply for the grant. (Refer to Exhibit B.)

Once these steps are completed, a copy of the notification letter, along with a copy of the e-mail, is placed in a new grant file folder and given to the Grants Staff responsible for that recipient.

SECTION II:

AWARD

PROCEDURES

AWARD PROCESS

There are many steps that need to be completed before a grant or cooperative agreement can be awarded. Each grant package is unique but there are basic functions that need to be completed for each award:

- Review the Application for Federal Assistance (SF-424) for completeness and accuracy.
- Review the Budget Information Sheets (SF-424A) for completeness and accuracy.
- Ensure the Certificates and Assurances are attached.
- Review the narrative to ensure basic information is included and correct.
- Funds must be clearly and accurately listed on the applicable State Sheets and a Funds Availability Certificate must be obtained from the Budget Staff.
- Complete an IWeb entry for each project and ensure the necessary documents are attached in IWeb for program review and approval. Refer to Section IV for IWeb instructions and Section VII for program staff responsibilities.

If any administrative information is incomplete or incorrect on any of the items listed above, then a **Grants Staff** member contact the recipient to ensure that correct information is captured. It is suggested that any changes to the SF-424 be made by the recipient and resubmitted via fax or email. This will eliminate extensive explanations of changes made in the award letter. However, the **Grants Staff** member can make pen and ink changes to certain blocks on the form (e.g., start/end date or the Catalog of Federal Domestic Assistance number) if processing the application needs to be done in an expeditious manner. Where applicable, pen and ink changes require the concurrence from either the recipient or the appropriate **Grant Monitor, Field Office Staff Specialist, or Area Staff Specialist**, and must be documented in the grant file.

Once all these steps are completed and the commitment processed through IWeb, then the award letter can be prepared. Any pen and ink changes made on the Application must be stated in the award letter. Due to the uniqueness of reporting and/or program requirements, there are multiple award letter templates to choose from. The list of available templates is located on the Grants server at Budget and Planning/Canned Letters/Award. These award letters are continuously being updated and revised as changes occur so please ensure that the correct template is selected when an award letter is ready to be issued.

To assist in reviewing the grant package, step-by-step instructions are included in this section. It would be impossible to capture every potential scenario that can arise when awarding a grant or cooperative agreement. These instructions are just meant to be a basic guide to assist the **Grants Staff** member to accurately review and award a grant.

<u>**Please note**</u>: Both grants and cooperative agreements are reviewed and processed the same way. Any reference of the term “grant” in this section will also apply to a cooperative agreement.

Application for Federal Assistance (SF-424) – Exhibit C

Type of Submission (Block 1)	Non-Construction should be checked.
Date Submitted (Block 2)	Can be left blank
Date Received by State (Block 3)	Can be left blank
Date Received by Federal Agency (Block 4)	Fill in the date that application was received unless the time-stamped date or faxed date appears on the top or bottom of the page.
Applicant Information (Block 5)	Organization's name and address should be filled in. Cannot be an individual. DUNS number is required. Refer to Exhibit D for additional information on the DUNS number.
Employer Identification Number (Block 6)	Must be completed.
Type of Applicant (Block 7)	Must be completed. Refer to the "Eligibility Requirements" section of the CFDA to determine who can apply for funding under a specific program. A non-profit entity must submit proof of their 501(c) (3) tax status. First-time recipients must send in verification of their status. Thereafter, a file should be maintained by each **Grants Staff** member so this information is available should the recipient receive another award. Refer to Exhibit E for additional information.
Type of Application (Block 8)	Self Explanatory
Name of Federal Agency (Block 9)	Self-Explanatory
Catalog of Federal Domestic Assistance Number (Block 10)	www.cfda.gov is the website for the Catalog. Ensure the correct CFDA number is in this block. If the applicant left this blank, then pen and ink the number into this area. Refer to Exhibit F for a sample of a CFDA and a matrix of the programs awarded by State and Private Forestry along with fund codes and cost-share information.
Descriptive Title of Applicant's Project (Block 11)	Filled in by the recipient. The fund code and subaccount must be written in this space by the **Grants Staff** member.

Application for Federal Assistance (SF-424) – Exhibit C

Areas Affected by Project (Block 12)	Filled in by the recipient.
Proposed Project (Block 13)	Do not use "Upon Award" for the start date. The block should reflect the time necessary to complete the project, which may range from 30 days to five years.
Congressional Districts (Block 14)	Filled in by the recipient.
Estimated Funding (Block 15)	Filled in by the recipient. Matching funds – refer to Exhibit G Program income – refer to Exhibit H
Executive Order Review (Block 16)	Filled in by the recipient. Refer to "Preapplication Coordination" section of the applicable CFDA to determine if the Executive Order Review is required. Refer to Exhibit I for additional information.
Is Applicant Delinquent on any Federal Debt? (Block 17)	Completed by the recipient
Signature (Block 18)	Ensure that Application is signed

A Check List for Review of the Grant Application is included as Exhibit J. This list is helpful in ensuring that all of the requirements listed above have been captured for each individual grant.

Grants.gov Application for Federal Assistance (SF-424) - Exhibit C

Type of Submission (Block 1)	Required - Completed by recipient
Type of Application (Block 2)	Required - Completed by recipient New – An application that is being submitted to an agency for the first time. Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)
Date Received (Block 3)	Annotate date that application was received
Applicant Identifier (Block 4)	Completed by recipient, if applicable or left blank.
Federal Entity Identifier (Block 5a)	Forest Service placed in this block
Federal Award Identifier (Block 5b)	Annotate grant or agreement number in this space
Date Received by State (Block 6)	Completed by recipient or left blank
State Application Identifier (Block 7)	Completed by recipient or left blank
Applicant Information (Block 8a through f)	Completed by recipient: a. Legal Name - <u>Required</u> b. Employer/Taxpayer Identification Number – <u>Required</u> c. Organizational DUNS – <u>Required</u> (Refer to Exhibit D for additional information on the DUNS number d. Address - <u>Required</u> e. Organizational Unit – completed by recipient or left blank. f. Name and Contact Information - <u>Required</u>

Grants.gov Application for Federal Assistance (SF-424) - Exhibit C

Type of Applicant (Block 9) Refer to the "Eligibility Requirements" section of the CFDA to determine who can apply for funding under a specific program. A non-profit entity must submit proof of their 501(c) (3) tax status. First-time recipients must send in verification of their status. Thereafter, a file should be maintained by each Grants Specialist/Program Support Assistant so this information is available should the recipient receive another award. Refer to Exhibit E for additional information	Required – Options to select include: A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit N. Nonprofit O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)
Name of Federal Agency (Block 10)	Required. Forest Service should be placed in this block.
Catalog of Federal Domestic Assistance (Block 11)	Required for Federal Financial Assistance. www.cfda.gov is the website for the Catalog. Ensure the correct CFDA number is in this block. If the applicant left this blank, then pen and ink the number into this area. Refer to Exhibit F for a sample of a CFDA and a matrix of the programs awarded by State and Private Forestry along with fund codes and cost-share information.
Funding Opportunity Number and Title (Block 12)	Required for electronic submission only
Competition Identification Number (Block 13)	Required for electronic submission only
Areas Affected by Project (Block 14)	Completed by recipient.
Descriptive Title of Applicants Project (Block 15)	Required. Completed by recipient
Congressional Districts of (Block 16a and b)	Required. Completed by recipient.

Grants.gov Application for Federal Assistance (SF-424) - Exhibit C

Proposed Project Start and End Dates (Block 17)	Required. Completed by recipient. Do not use "Upon Award" for the start date. The block should reflect the time necessary to complete the project, which may range from 30 days to five years.
Estimated Funding (Block 18a through g)	Required. Completed by recipient. Matching funds – refer to Exhibit G Program income – refer to Exhibit H
Is Application Subject to Review by State Under Executive Order 12372 Process? (Block 19)	Completed by recipient. Refer to "Preapplication Coordination" section of the applicable CFDA to determine if the Executive Order Review is required. Refer to Exhibit I for additional information.
Is the Applicant Delinquent of Any Federal Debt? (Block 20)	Required. Completed by recipient. If yes, include an explanation on the continuation sheet
Signature (Block 21)	Required. Completed by recipient.

The Application for Federal Assistance (SF-424) that is located on the Grants.gov website is meant to be used for electronic submission. Since the Forest Service has not moved toward electronic submission, completion of the hard copy form may not comply with the specific directions outlined for electronic submission.

Budget Information – Non-Construction Programs (SF-424A) - Exhibit K

Section A – Budget Summary	(a) Funding program is entered here (e.g., State Fire Assistance) (b) The CFDA number from Block 10 of the Application is entered here. (c) Blank (d) Blank (e) The federal funds awarded are entered here. (f) The total amount of matching funds is entered here (g) The total amount of the grant award is entered here
Section B – Budget Categories	This section is the most important part of this form. The grantee must show how all the funds (both federal and matching) will be expended in each category that applies to their project. The grantee can separate the funds into different columns (e.g., federal, applicant match, local match, etc.) or they can show total amount of the grant award broken down into each category. If the grantee has filled in funds under Indirect Charges, you must obtain a copy of their approved indirect cost rate or their cost allocation plan from the recipient and place it in the grant file. **Note**: For State Cooperative Institutions awarded Cooperative Agreements - indirect costs and tuition remission are not eligible for reimbursement using federal funds. Refer to Exhibit L for additional information.

Budget Information – Non-Construction Programs (SF-424A) - Exhibit K

Section C – Non-Federal Resources	(a) The grant program can be entered into this space (b) through (d) The grantee will show a breakdown of the matching funds, as applicable, as reflected on the Application for Federal Assistance (SF-424)
Section D – Forecasted Cash Needs	Some grantees complete this section, however, it is not necessary to complete.
Section E – Budget Estimates of Federal Funds Needed for Balance of the Project	Some grantees complete this section, however, it is not necessary to complete.

CERTIFICATES

The following certificates are required to be submitted with the grant application:

Assurances – Non-Construction Programs (SF-424B)

Certificate Regarding Debarment, Suspension and Other Responsibility Matters – Primary Covered Transactions (AD-1047)

Certificate Regarding Drug-Free Workplace Requirements (Grants) (AD-1049)

Disclosure of Lobbying Activities (SF-LLL) (Only required for grants with federal funds awarded of $100,000 or more). If funds are not used for lobbying, the recipient can submit a certified statement in lieu of the SF-LLL. A sample of the certification is in 7 CFR 3018, Appendix A.

The following certification is required to be submitted with the grant application for Forest Legacy Acquisition agreements only:

Assurances – Construction Programs (SF 424D)

Copies of “writeable” forms are located at the NA Financial Assistance website:

http://www.na.fs.fed.us/fap/fap.shtm

NARRATIVE REVIEW PROCESS

Section VII identifies the appropriate **Grant Monitor, Field Office Staff Specialist, or Area Staff Specialist,** dependent on type of funding, that will approve the narrative in the IWeb system. However, a **Grants Staff** member must review the narrative in general terms to ensure that basic information is included and that it matches the information on the Application for Federal Assistance (SF-424) and the Budget Information Sheets (SF-424A). Some things to look for:

- ➢ Is a detailed budget attached that supports the Budget Information Sheet (SF-424A)?
- ➢ If so, is the math correct?
- ➢ Does the timeline match the start and ending dates listed on the Application for Federal Assistance (SF-424)?
- ➢ If the recipient listed equipment purchases on the SF-424A, is there an explanation as to what they are buying?
- ➢ If there is a substantial amount of funds listed in the Other category on the SF-424A, is there documentation in the narrative to explain what these expenses are for?

If there are administrative discrepancies in what is listed in the narrative when matched against the Application, then the **Grants Staff** member can contact the recipient to correct the problems or advise the appropriate NA staff of any discrepancies and let him/her decide if a correction is needed.

To award a new grant through the IWeb system, refer to Section IV of this manual.

SECTION III:

POST -AWARD

PROCEDURES

REPORTING AND MONITORING REQUIREMENTS

This section sets forth procedures for monitoring, reporting program performance, approvals and financial reporting for Forest Service awards. Unless otherwise stated, the **Grant Monitor** has primary responsibility for monitoring grants or cooperative agreements.

<u>Purpose of Monitoring and Reporting Program Performance</u>

Monitoring is the process by which the programmatic and business management performance of a grant is continuously reviewed by the program staff and the grants staff. The following methods are used as a means to monitor a grant or cooperative agreement:

- Use of telephone conversations with the recipient **(Grant Monitor/Grants Staff)**
- Prior approvals **(Grant Monitor)**
- Written correspondence to the recipient **(Grant Monitor/Grants Staff)**
- Site visits made by the Forest Service **(Grant Monitor/Grants Staff)**

The Forest Service must monitor Federal financial assistance supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. These procedures are designed to place a greater reliance on recipients to manage the Federal assistance supported activities.

Monitoring must cover each program, function or activity within a grant or cooperative agreement. The Forest Service is responsible for monitoring the status and effectiveness of grants and cooperative agreements to provide reasonable assurance that:

- Federal grant funds are expended in ways that meet the provisions of pertinent statutes, regulations, agency administrative requirements, and relevant Office of Management and Budget (OMB) circulars. **(Grant Monitor/Grants Staff)**

- Adequate progress is being made toward achieving the project's goals and objectives. **(Grant Monitor)**

- The recipient is requesting draw down of funds frequently (at least quarterly) to stay current with their actual expenses. The appropriate Grants Staff member along with the Grant Monitor, will check the IWeb database to determine if the recipient is making draw downs. **(Grant Monitor/Grants Staff)**

In conjunction with the Forest Service, the recipient must ensure the following is accomplished for each program, function or activity within a grant or cooperative agreement:

- Constantly monitor the performance to assure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved for each activity listed in the approved narrative.

- Making timely draw downs to reflect a timely audit trail and accurate accrual information.

- Submitting to the **Area Director** an annual performance report for each award as required by the terms and conditions of the award letter within 90 days of the end of the reporting period that:

    - Compares actual accomplishments to the goals established for the reporting period. Where outputs are quantifiable, such data should be related to cost data for computation of unit costs.
    - If applicable, give reasons why established goals were not achieved.
    - Other pertinent information including analysis and explanation of cost overruns or high unit costs, when appropriate.

Failure to submit reports can be a basis for withholding financial assistance payments, suspension or termination of funding.

Grants and Agreements Management (GAAM) is responsible for tracking receipt of required financial and performance reports. All progress reports submitted must be reviewed and approved by the **Grant Monitor** with the concurrence of the **Payment Approver**. **Grants Staff** will place a copy of the performance report in both the grant file and attach a copy in IWeb. The **Grant Monitor and Payment Approver** will be contacted to review and approve the report. The **Grant Monitor** is responsible for reviewing the performance report and assuring that they contain, at a minimum, the following requirements, as specified in 7 CFR 3016.40 and 7 CFR 3019.51:

- A comparison of actual accomplishments with the goals and objectives established for the period;
- The reasons why established goals were not met, if appropriate; and
- An analysis or explanation of cost overruns, where appropriate.

This information can be submitted by the cooperator using the sample format for a progress report (Exhibit M).

The progress report is filed in Section 6 (Section 4 for grants issued in FY08 or later) of the official grant folder. The Grants Staff will update the grants database with either the period-ending date covered in the report or the date that progress report was received.

Grant Monitors are responsible for documenting all Forest Service monitoring actions pertaining to a grant or cooperative agreement as outlined in the letter dated May 5, 2004 to NA Field Representatives entitled Field Responsibilities in Program Management.

Documentation pertaining to the performance of a specific project must be captured in IWeb either on the Monitoring Tab or uploaded in IWeb as an attachment. Documentation for project monitoring can also be placed in the grant file however IWeb is the official repository for monitoring information and will be used as the historical reference for agreements issued by NA.

Prior and Retroactive Approvals

Prior approval is required for any change to the scope of the objectives contained in the approved program narrative.

Retroactive approvals may be authorized by the **Grant Monitor** with concurrence by the **Payment Approver** only when the transaction would have been approved if it was submitted in advance. The cooperator should be advised to establish better controls in these situations to ensure that prior approvals are requested before any changes take place to the approved narrative.

Prior approval requests include, but are not limited to:

- Change in the scope of objectives of the project or program (even if there is no associated budget revision);
- Change in a key person specified in the original approved grant application or approved award document;
- Need for additional Federal funding;
- Change in budget including cost share distribution;
- Program income will be generated;
- Time extension;
- Transfer of funds allotted for training allowance (direct payment to trainees) to other categories of expense;
- International travel;
- Subawards, transfer or contracting out of any work under an award not previously approved in the original grant application.

Prior approval requirements can also be found in the applicable cost principles (OMB Circulars A-21, A-87, and A-122 and in Federal Acquisition Regulations 31.2) and administrative requirements (OMB Circulars A-102 and A-110).

A recipient should request prior approval in writing and submit the paperwork via mail, fax or email no later than 30 days before the proposed change(s) to the grant or cooperative agreement. The request must be signed by the authorized signatory official. Until written approval is granted from the Forest Service, the terms and conditions of the original award remain in effect. The Forest Service is not obligated to fund any changes not properly approved in advance. Failure to obtain prior approval from the Forest Service may result in the disallowance of costs and termination of the award. A completed revised Application for Federal Assistance (SF-424), Budget Information – Non-Construction Programs (SF-424A) (Sections A, B and C), and revised program narrative (if adding additional objectives to the originally approved program narrative) must be submitted for any increases or decreases in Federal funding. Any change in the scope of work would require a modification to an existing instrument. Any change to the original approved program narrative will be authorized on a case by case basis.

Exhibit N is a sample Application for Federal Assistance (SF-424) and Budget Information – Non-Construction Programs (SF-424A) requesting the need for an increase in Federal funding.

Requests for additional federal funds, no-cost time extensions or any other type of administrative modifications will not be processed if there are any outstanding reports, both progress and financial, for the specific grant being modified.

If an extension is needed for a grant or cooperative agreement, the request must be received in our Newtown Square office at least ten days prior to the expiration date of the grant. The Application for Federal Assistance (SF-424) face sheet only can be submitted along with the letter stating the need for the extension however this page is not required in order to process the extension request. Retroactive requests for additional time may also be approved by the program manager/monitor only when the transaction would have been approved if it was submitted in advance. The cooperator should be advised to establish better controls in these situations to ensure that prior approvals for additional time are submitted prior to the expiration date of a project.

Exhibit O is a sample Application for Federal Assistance (SF-424) requesting a time extension.

Please note that when the modification letter is being prepared, the countersignature page is only needed when we are approving an increase/decrease in funds or a time extension. All other types of administrative modifications (e.g., approval for redistribution of funds within budget categories, key personnel, narrative changes, etc.) do not require a countersignature page.

Financial Reporting

The financial condition of the Cooperative Forestry Assistance projects concerns the Forest Service and our recipients. To satisfy the requirements in the OMB Circulars and Code of Federal Regulations, the recipients must submit reports that provide updated financial information. The forms that recipients use to report their expenditures are:

- Financial Status Report (Long Form) SF-269
- Financial Status Report (Short Form) SF-269A
- **Financial Report Standard Form 425**

(Please note: the use of the Federal Financial Report (SF 425) in lieu of the Financial Status Report (SF 269) is required by October 1, 2009.)

When reporting grant-related program income, the long form SF-269 must be used.

The submission of the SF-269 is applicable to all Forest Service recipients. The SF-269 summarizes expenditures made and Federal funds unexpended for each award. The SF-269 also captures cost share expended during each reporting period. The Financial Status Report can be submitted semi-annually or annually based on the conditions set forth in the approved award letter. They are due 30 or 90 days after the end of the reporting period.

All Financial Status Reports submitted must be reviewed and approved by the appropriate **Grants Staff** member. The approved report is filed in the Section 6 (Section 4 for grants issued in FY08 or later) of the official grant folder and a copy uploaded into IWeb. The grants database must also be revised showing the date the report was received in Grants and Agreements Management.

Exhibit P is a sample of a completed Financial Status Report (SF-269A) Short Form and an SF-269 (Long Form).

(A completed copy of the SF 425 is not available as it is not widely used yet.)

CLOSEOUT PROCEDURES

This section sets forth procedures when the Forest Service determines that all applicable administrative actions and all required programmatic work under the approved grant or cooperative agreement have been completed by the recipient.

Grant closeout requires the collaboration and cooperation between the Forest Service and the recipient. It is the responsibility of the **Grants Staff** to advise the recipient of the closeout requirements and to follow up by providing them the assistance necessary to meet the closeout requirements.

Submission of Reports

The closeout process begins immediately after all work activities under the grant are completed. Grant closeout procedures and requirements are specified in OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments and A-110, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.

Recipients must prepare and submit, within 90 days after completion/expiration of the grant:

- A final Financial Status Report (SF-269A), Financial Report (SF 425), or final SF-269 Long Form if program income was approved in the grant award;
- Final progress report including a narrative discussion of each activity item contained in the approved narrative;
- Obtain final reimbursement of funds through the Department of Health and Human (DHHS), Payment Management System (PMS);
- Refund any unexpended balance of Federal funds;
- Unless otherwise specified in the award letter, an equipment inventory is only needed at closeout if federally-owned equipment was given to the recipient to work on a project;
- Any other report(s) required as part of the terms and conditions of the grant;
- Settle all accounts with subrecipients before closing out the grant with the Forest Service.

Once a grant or cooperative agreement is closed, any invoices received may be the responsibility of the recipient, even if the money was obligated before the grant was closed.

Extensions of time may be permitted upon request from the recipient if received before the grant expired. Extensions and/or modifications to the narrative may also be approved after the expiration date only if there are extenuating circumstances. The request will be approved by the program manager/monitor if the request is justified.

Exhibit Q is a sample of a final Financial Status Report (SF-269A). Exhibit R is a sample of a final progress report.

If the above documents are not acceptable to the Forest Service, they may be returned to the recipient for correction. The issues can be resolved through written requests for additional information, or through telephone conversations depending on the nature of the problems. The grant will not be officially closed out until any issues are resolved.

The **Grants Staff** is responsible for:

- Reviewing and approving the final Financial Status Report (SF-269)

    - Ensure that the section on the Recipient Share of Net Outlays is completed and the amount matches or exceeds the cost share approved in the original award.
    - If the cost share is less, but the recipient overmatched on the original application, then ensure that the minimum cost share ratio has been met and documentation is filed with the final report as to why the original match was not met.
    - If the final amount of the match is below the minimum cost share required by a program then Federal funds must be returned in order to meet the minimum matching requirements.
    - If federal funds are unexpended, ensure that the money is deobligated as outlined in the procedures listed below. Refer to Section IV of this manual for IWeb procedures on the deobligation of funds.
    - File the final SF-269 in Section 6 (Section 4 for grants issued in FY08 or later) of the grant folder and update the grants database

- Submitting the final performance report to the Grant Monitor for review and approval. The final accomplishment report will be filed Section 6 (Section 4 for grants issued in FY08 or later) of the official grant folder, the grants database will be updated and a copy attached in IWeb;

- Ensuring that the Albuquerque Service Center has closed out the subaccount(s).

- Preparing the closeout letter. Exhibit S is a sample closeout letter.

The **Grant Monitor** is responsible for ensuring that all required programmatic work under the approved program narrative has been completed or the file has been documented as to why a portion of the approved narrative could not be accomplished.

The closeout of a grant does not affect the obligation of the recipient to return any funds due as a result of refunds, corrections, or other transactions. Any Federal grant funds received by the recipient, but is not expended must be returned.

The official grant file will be retained with the Grants and Agreements Management section for three years from the date of the official closeout letter. The recipient should retain their records for three years from the date of final expenditure report. If any litigation or audit is started before the expiration of the three-year period, the recipient must retain their records until these actions are completed and any issues are resolved.

Suspension

Whenever the recipient has failed to comply with the award stipulations, standards or conditions, the Forest Service shall notify the recipient that the award agreement is suspended effective ten (10) days from the date of notification. The notification letter should contain the reason(s) for the suspension and indicate the needed corrective action. The suspension will affect the withholding of further payments, or prohibit the recipient from incurring additional obligations against Federal funds.

Termination of an Award

The Forest Service or the cooperator may terminate any award, in whole or part, at any time before the completion, whenever:

- It is determined that the recipient has failed to comply with the conditions of the award. The Forest Service will notify the recipient in writing of the determination and the reason(s) for termination. The letter must state the effective date of termination. Upon notification of termination for cause, the recipient shall not incur any new obligations against the Federal funds.

- Both parties agree that the continuation of the project or program would not produce beneficial results along with the further expenditure of funds. The letter will state that the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The recipient shall not incur any new obligations for the terminated portion after the effective date.

Exhibit T is a sample of a final Financial Status Report (SF-269) reflecting an unobligated balance of funds. Exhibit U is a sample of a closeout letter reflecting an unobligated balance of funds.

Included as Exhibit V is a sample set of Financial Status reports, from the beginning of the grant until the end. This sample will reflect how the forms build on one another throughout the life of the grant.

The Northeastern Area has established a close out policy and is outlined in directive NA-1509.11-2007-1. The policy engages both the grants staff and program managers/monitors in ensuring that recipients submit final reports in a timely fashion or request an extension if additional time is needed to complete a project.

Listed below is a summary of actions required for closeout of NA grants and agreements. Refer to the directive for specific guidelines**.**

- For expiring grants, a courtesy letter is issued by the grants staff to the recipient 30 days prior to the expiration date. The due date for final report submission is 90 days from the expiration date. The **Grant Monitor** will contact the recipients and document this contact in IWeb.

- If the final reports or a request for a time extension has not be received by the response date in the courtesy letter, a second request letter is sent to the recipient to remind them once more of the closeout requirements for the grant. The due date for reports on this letter is 30 days from the due date on the courtesy letter. Again, the **Grant Monitor** is to contact the recipient and document this contact in IWeb.
- If there has been no contact from the recipient and one or more of the final reports are still not received, the grants staff will notify the **Assistance Director** and program staff for a decision on how to proceed from here. The options are as follows:

    - The **Grant Monitor** can contact the recipient again to seek all missing report(s) or final draw downs, as applicable.

    - Recommend that the agreement be terminated and that any remaining funds be de-obligated.

    - Recommend that the agreement be terminated and ask for a return of any or all of those Federal funds drawn down. This will be handled on a case by cases basis and only if it can be determined that work completed was less than satisfactory or not equal to Federal funds drawn down.

SECTION IV:

IWEB

PROCEDURES

BASIC IWEB PROCEDURES

To access IWeb click on the following link: http://basenet.fs.fed.us. Click the Login to IWeb button to begin the log on process through e-Authentication.

The following pages in this Desk Reference are general procedures on how to process grants and cooperative agreements through IWeb from award through closeout. For specific information on how to execute the actions refer to the User Support section on the IWeb site. The complete guide on using Grants and Agreement can be accessed as follows:

- Click on User Support. In the pull down menu area, select Grants and Agreements. A comprehensive help section is available.
- In the User Support section of the website, Quick Guides are available to review and print as needed. These are short and concise directions on how to carry out specific actions in IWeb.
- A Helpdesk Ticket System is available and can be used under the User Support section to report problems or submit suggestions to enhance the system.

AWARDING NEW GRANTS AND COOPERATIVE AGREEMENTS THROUGH THE IWEB SYSTEM

The following is a general guide on how to process new grants and cooperative agreements through the IWeb system once an Application for Federal Funds has been received and the funding is listed on the applicable State Sheets. (At a minimum the following information is required however new releases for the G&A module of IWeb may affect certain steps listed below.)

For detailed instructions on how to complete the information in IWeb, refer to the website listed on page 17.

CREATE A PROPOSAL

- Request the Funds Availability Certificate (Exhibit W) from **Budget Staff**. The information on this form will be needed to complete the line of accounting on the Commitment Tab.

- Exhibit X is the naming protocol for the Contacts and Cooperator Tabs

- Create a proposal in IWeb, completing the following information in each of these tabs:

    - Details Tab
        - All items with a red asterisk are mandatory and need to be completed
            - Applicant/Cooperator Name
            - Date Submitted
            - Project Title
            - Organization
            - Date Received
            - Type of Application
            - Type of Submission
            - Proposed Start Date
            - Proposed End Date
        - CFDA number
        - Executive Order Review and E.O. Date, if needed

    - Cooperator Tab
        - Click on Link Cooperator button to select a recipient who already is listed in IWeb. Use the Contact ID block or search for the recipient on the Name/Org block
        - If recipient has not been entered in IWeb yet click on the Link Cooperator button. On the next screen click on the Create Cooperator button. Complete the following entries:
            - Select Contact Type
            - Create a unique Contact ID
            - Insert the organization name in Last Name/Org block
            - Insert the EIN number in the SSN/TIN block

        - Insert DUNS number
        - Select DUNS Confidence Score
        - Complete the Address section ensuring that all cells with an asterisk are completed. The 4 digit zip code can be found at www.usps.com if it is not listed on the application form.
        - Complete Phone Number section

    Ensure that the following information is completed on the Cooperator Tab:
    - Select "Yes" for Payee
    - Select correct vendor ID. Refer to the vendor code spreadsheet updated by the Albuquerque Service center (ASC) for this information or contact ASC directly if a vendor code isn't listed in their spreadsheet.
    - Click on Applicant
    - Select an entry for DUNS Confidence Score
    - Fill in Institution Code
    - Complete FAADS recipient, if the information is available in the List of Values
    - Complete FAADS address

  - <u>Contacts Tab</u>
    - RW (Reviewer – **Grants Staff** member) - <u>Mandatory</u>
    - SO (**Signatory Officer –** Kathy Maloney) – <u>Mandatory</u>
    - PA (**Payment Approver**) – <u>Mandatory</u>
    - BA (**Budget Approver**) – <u>Mandatory</u>
    - PRC (Forest Service **Grant Monitor**) - <u>Mandatory</u>
    - PC (Forest Service **Staff Specialist**) – <u>Mandatory</u> (See Section VII)
    - COC (Cooperator Contact – Cooperators technical contact) (optional)
    - CAC (Cooperator Administrative Contact) – Cooperator's administrative point of contact (optional)

<u>NOTE for the contacts other than the "mandatory" listings</u> – the type of contact that is selected really isn't that vital. The most important thing for this tab is to capture all the technical and administrative personnel assigned to a project for both the Forest Service and the recipient. In the event that someone does a search on a name, all the projects assigned to an individual will found in the IWeb system.

- Click on the Accept button and then click on the Approve button. More tabs will appear and the following information can be completed.

  - Under the Funding Tab:
    - <u>Commitment Tab</u> - Complete the line(s) of accounting as indicated on the Funds Availability Certificate.
    - <u>Other Contributions Tab</u> - Complete the line of accounting for the cost share listed on Block 15 on the Application for Federal Assistance (SF-424).

- Attach the following documents in IWeb:

- Application (SF-424) and Budget Information sheet (SF-424A)
- Narrative
- Certifications
- Funds Availability Certificate
- Indirect Cost Rate, if applicable
- Any necessary supplemental information needed to approve a project

COMMITMENT PROCESS

- Send an email to the appropriate **Payment Approver** (See Section VII) indicating that the narrative and budget information is ready to be reviewed and the funds approved. The **Payment Approver** (identified in Section VII) is the only individual who may Commit funding in IWEB.

  - If the **Payment Approver** does not agree with the narrative and/or budget then the attached documents must be deleted from IWeb and the revised documentation re-attached when submitted by the recipient.
  - When the **Payment Approver** agrees with the documentation that has been attached in IWeb they will approve the line(s) of accounting.

- Once the funding has been approved by the **Payment Approver** in IWeb, the **Budget Staff** will monitor IWeb and process the line(s) of accounting on the Commitment Tab.
  - For federal funds under $5,000, the **Payment Approver** has budget authority therefore the funding approval will be sent directly to the Albuquerque Service Center. No further action is necessary to process the funds.

- Once the line of accounting is processed through IWeb, the status box on the Commitment tab will reflect FFIS-Processed and an FFIS Document ID number has been generated through the system. An example number would be: G42890578 (“42” stand for the Unit, “8” stands for the fiscal year).

- Process the award letter to the recipient using the FFIS Document ID as the subaccount on the Award Approval/Obligation/Acceptance page of the letter. The subaccount number is made of up the “G” number and the Line Number (e.g., G24690578001, G24690578002, etc.).

- Attach a copy of the award letter into IWeb. It’s not necessary at this point to have a signed copy in IWeb. The signatures for both the Forest Service and the recipient will be on the countersignature page.

OBLIGATION PROCESS

The funds for a project can be obligated only when the countersignature is received by the recipient.

- Attach the countersignature page in IWeb.

- When the recipient returns the countersignature page, the top portion of the Details Tab can be completed with the following information:
  - Insert grant number assigned to the project
  - Execution date – use the date the recipient signed the Award Approval/Obligation/ Acceptance page
  - Start Date
  - Expiration Date

- Ensure that the Contacts, Cooperator and Other Contributions Tabs are complete with all the information outlined on pages 18 and 19.

- Complete the Authorities Tab.

- Click on the Execute Grant or Agreement button. This will begin the obligation process through the Albuquerque Service Center.

- Once obligation of funds is processed through IWeb, the status box on the Obligation Tab should reflect FFIS-Processed.

PAYMENT MANAGEMENT SYSTEM

- ASC **will not process** the obligation of funds until the award letter and countersignature page have been attached in IWeb.

- Complete the ASC transmittal form (Exhibit Y) with the applicable information and email to ASC. This transmittal initiates the establishment of the subaccount in the Payment Management System.

- **EXCEPTION**: Forest Legacy acquisition funds should be obligated in FFIS via IWeb, however, these funds are not to be placed in the Payment Management System until the Forest Legacy program manager authorizes that the account be established. Ensure that the "**Do Not Release Funds in HHS**" block is checked on the ASC Transmittal.

FAADS/FFATA TAB

Once a grant has been executed, most of the information is automatically generated on this tab. However the following mandatory information has to be completed:

- Place of Performance
- Minority Code
- Project Asst Type
- Performance Address
- FAADS/FFATA Trans Section – Complete information, as needed and select the Submit button for both that FAADS and FFATA entries

MODIFYING AN EXISTING GRANT OR COOPERATIVE AGREEMENT TO INCREASE FUNDS THROUGH IWEB

The following is a general guide on how to increase funds for an existing grant and cooperative agreement through the IWeb system once an Application for Federal Assistance has been received and the funding is listed on the applicable State Sheets.

COMMITMENT PROCESS

- Since the grant or cooperative agreement already exists in the IWeb system, a new proposal is not created when adding funds to an ongoing project.

- Request the Funds Availability Certificate (Exhibit W) from **Budget Staff**. The information on this form will be needed to complete the line(s) of accounting on the Commitment Tab.

- To add funds, locate the grant in the IWeb system and complete the following under the Funding Tab:

  - <u>Commitment Tab</u> - Complete the line(s) of accounting as indicated on the Funds Availability Certificate. If this increase is within the same fiscal year of the original funding line and the same job code is used, then select the Modify button, not the Create button.

  - <u>Other Contributions Tab</u> – If applicable, modify the line of accounting for the cost share listed on the Application for Federal Assistance (SF-424).

- Attach the following documents in IWeb:
  - Application (SF-424) and Budget Information sheet (SF-424A) for the modification
  - Narrative for the modification, if applicable
  - Funds Availability Certificate for the modification
  - Any supplemental information needed to approve the project

- Send an email to the **Grant Monitor** that the narrative and budget information is ready to be reviewed and the funds approved.
  - If the **Grant Monitor** along with concurrence from the **Payment Approver** does not agree with the narrative and/or budget for this modification, then the attached documents must be deleted from IWeb and the revised documentation re-attached when submitted by the recipient.
  - When the **Payment Approver** agrees with the documentation that has been attached in IWeb they will approve the line(s) of accounting.

- Once the line of accounting has been approved by the **Payment Approver** the **Budget Staff** will monitor IWeb and process the line(s) of accounting on the Commitment Tab.

- For federal funds under $5,000, the **Payment Approver** has budget authority therefore the funding approval was sent directly to the Albuquerque Service Center. No further action is necessary to process the funds.

- Once the line of accounting is processed through IWeb, the status box on the Commitment Tab will reflect FFIS-Processed. In some cases, the FFIS Document ID number that is generated for the increase of funds is NOT the number used as the subaccount. Different procedures exists depending upon the year of the original award:

  - FY05 or later – use the subaccount generated for the original award, but change the last three digits to match the line number of the commitment transaction. For example, if the subaccount for the original award was G24590765**001**, then use G24590765**002 (002** being the line number on the Commitment Tab for the additional funding) as the subaccount for the new funds. Do not use the Document ID number generated on the line of accounting on the Commitment Tab for the increase in funds.

  - FY04 and earlier – contact ASC and let them know that an older grant will be modified for an increase in funds and that a subaccount number is needed. ASC will advise you on what number to use. They developed an internal system which enables them to link an IWeb document number to an older grant. Do not use the Document ID number generated in the IWeb system in these situations.

- Process the modification award letter to the recipient and ensure the correct subaccount is captured for the additional funds based on the information listed in the preceding paragraph.

- Attach a copy of the modification letter into IWeb. It's not necessary at this point to have a signed copy in IWeb. The signatures for both the Forest Service and the recipient will be on the countersignature page.

MODIFICATION TAB

The information on this tab can be completed in advance however the modification line(s) cannot be executed until the countersignature is returned.

- To capture the increase in funds:
  - Click on the Create button, insert mod 001 or the next consecutive number and complete the information on this line for the additional funding.
  - The Mod Execution block is the date that the countersignature page is signed by the recipient.

- If the modification is also extending the expiration date of the project:
  - Click on the Create button, insert the same mod number as listed for the increase and complete the information on this line for the time extension.
  - The Mod Execution block is the date that the countersignature page is signed by the recipient.

OBLIGATION PROCEDURES

Once the countersignature has been returned from the recipient, the funds can be obligated.

- Attach the countersignature page in IWeb.

- On the Obligations Tab
  - Click on the line(s) of accounting to be processed and press the Submit for Approval button.
  - The transaction will be sent directly to ASC. No other approvals are necessary.
  - Once the line(s) of accounting is processed through IWeb, the status box on the Obligation Tab will reflect FFIS-Processed.

- On the Modification Tab
  - Click on the appropriate entries and in the block for the Mod Execution Date enter the date that the countersignature page was signed by the recipient.
  - Press the Execute button.
  - You will be prompted to email this agreement to the program staff, but you can change the address to yourself if necessary.
  - Remember to follow the same process for each Modification line that was entered for this action.

PAYMENT MANAGEMENT SYSTEM

- ASC will not process the obligation of funds until the modification award letter and countersignature page have been attached in IWeb.

- Complete the ASC transmittal form (Exhibit Y) with the applicable information and email to ASC. This transmittal initiates the establishment of the subaccount in the Payment Management System. ASC will also adjust any existing subaccounts for a time extension, if necessary.

- **<u>EXCEPTION</u>**: Forest Legacy acquisition funds should be obligated in IWeb, however, these funds are not to be placed in the Payment Management System until the **Forest Legacy Area Staff Specialist** authorizes that the account be established. Ensure that the "**Do Not Release Funds in HHS**" block is checked on the ASC Transmittal.

FAADS/FFATA TAB

Once a grant has been executed, most of the information is automatically generated on this tab. However the following mandatory information has to be completed:

- Place of Performance
- Minority Code
- Project Asst Type
- Performance Address
- FAADS/FFATA Trans Section – Complete information, as needed and select the Submit button for all FAADS and FFATA entries

DEOBLIGATING FUNDS THORUGH THE IWEB SYTEM

Funds are deobligated from a project because the recipient has determined that they cannot support a portion of the approved work plan and an official modification will be processed to decrease funds **or** because the final Financial Status Report reflects an unused balance of Federal funds. In order to deobligate the funds through IWeb the following procedures apply.

PROCEDURES FOR DEOBLIGATION DUE TO CLOSEOUT OF A GRANT

When the final Financial Status Report is received for a project and it reflects a balance of unused federal funds, perform the following steps in IWeb to execute the decrease in federal funding.

OBLIGATIONS TAB

- Select the line of accounting that you want to decrease and click the Modify button. If there is more than one line of accounting, as in a consolidated grant, ensure that you have selected the correct line(s) of accounting to decrease.

- Fill in the amount of money to be deobligated in the Amount block. Make sure the number is listed in the negative format (e.g., -270.69). Click the Save button. The Obligation Status box will say "New Obligation".

- Click the Submit for Approval button. This will transmit the action directly to the Albuquerque Service Center for processing. No other approvals are necessary for a deobligation of funds.

- Track the action until the Obligation Status box states FFIS-Processed.

FUNDING TAB/OTHER CONTRIBUTIONS TAB

When there is an adjustment to federal funds sometimes the cost share will change, too. If the Recipients Net Outlays (Row 10b on the SF-269A or Row 10i on the SF269 Long Form) is different than what was agreed to on the original award then modify this line as needed.

ATTACHMENTS

- Attach the final Financial Status Report in IWeb which shows the amount of federal funds remaining in the project.

PAYMENT MANAGEMENT SYSTEM

- Complete the ASC Transmittal form (Exhibit Y) documenting the decrease in funds and the closeout of the grant. Email the form to ASC.

DETAILS TAB – after deobligation has been processed

- When the closeout letter has been prepared and issued:
    - On the Details Tab enter the date of the letter in the Closed Date block
    - Upload the closeout letter into IWeb.
    - Click the Closeout Agreement button in the upper right hand corner of the screen and the Status of the project will change to GA-Closed.

PROCEDURES FOR DEOBLIGATION DUE TO A REDUCTION IN THE FUNDING FOR AN ACTIVE PROJECT

Prepare the modification letter which reduces the federal funding for a grant or agreement. Perform the following steps in IWeb to execute the decrease in federal funding once the countersignature is returned from the recipient:

OBLIGATIONS TAB

- Select the line of accounting that you want to decrease and click the Modify button. If there is more than one line of accounting, as in a consolidated grant, ensure that you have selected the correct line(s) of accounting to decrease.

- Fill in the amount of money to be deobligated in the Amount block. Make sure the number is listed in the negative format (e.g., -270.69). Click the Save button. The Obligation Status box will say "New Obligation"

- Click the Submit for Approval button. This will transmit the action directly to the Albuquerque Service Center for processing. No other approvals are necessary for a deobligation of funds.

- Track the action until the Obligation Status box states FFIS-Processed.

FUNDING TAB/OTHER CONTRIBUTIONS TAB

When there is an adjustment to federal funds sometimes the cost share will change, too. If the recipient has reduced their cost share from their original application submission, then adjust this tab as needed.

ATTACHMENTS

- Attach the following documentation in IWeb:
    - Application for Federal Assistance (SF-424) showing the reduction
    - Budget Information Sheet (SF-424A) showing the reduction
    - Modification Letter
    - Countersignature

MODIFICATIONS TAB

The information on this tab can be completed in advance, however the modification line(s) cannot be executed until the countersignature is returned.

- To capture the decrease in funds:
  - Click on the Create button, insert mod 001 or the next consecutive number and complete the information on this line for the decrease in funding.
  - The Mod Execution block is the date that the countersignature page is signed by the recipient.
  - Click on the Execute Mod button once all the information is entered.

PAYMENT MANAGEMENT SYSTEM

In addition to processing the decrease in IWeb, the Payment Management System must be adjusted to reflect this change in funding. The following procedures apply:

- Complete the ASC Transmittal form (Exhibit Y) documenting the decrease in funds and email to ASC.

FAADS/FFATA TAB

Once a grant has been executed, most of the information is automatically generated on this tab. However the following mandatory information has to be completed:

- Place of Performance
- Minority Code
- Project Asst Type
- Performance Address
- FAADS/FFATA Trans Section – Complete information, as needed and select the Submit button for both that FAADS and FFATA entries

PROCESSING NO-COST MODIFICATIONS THROUGH IWEB

A grant or agreement can be modified to make administrative changes such as time extensions, budget changes, change in scope, etc. which will involve no change in funding. Follow the procedures below to process administrative changes through the IWeb system.

MODIFICATION TAB

The information on this tab can be completed in advance, however the modification line(s) cannot be executed until the countersignature is returned, when applicable.

Note: For administrative modifications, a countersignature page is required only for time extensions. Any other changes such as a change in scope, budget changes, change in key personnel, etc. a countersignature page is not required.

- For a time extension:
  - Click on the Create button, insert mod 001 or the next consecutive number and complete the information on this line for the time extension.
  - The Mod Date block is the date that the countersignature page is signed by the recipient.
  - Click on the Execute Mod button once all the information is entered.
- For other administrative modifications:
  - Click on the Create button, insert mod 001 or the next consecutive number and complete the information on this line for type of modification being processed.
  - The Mod Date block is the date of the modification letter.
  - Click on the Execute Mod button once all the information is entered.

ATTACHMENTS

- To support this action, the following documentation needs to be attached in IWeb:
  - Modification letter (it's not necessary to have a signed copy in IWeb. The signatures for both the Forest Service and the recipient will be on the countersignature page, where applicable.)
  - Countersignature, when applicable
  - Support documentation depending upon the type of modification (SF424, SF424A, revised narrative, etc.)

PAYMENT MANAGEMENT SYSTEM

ASC will only have to be notified of time extension modifications.

- ASC will not process the time extension until the modification letter and countersignature page have been attached in IWeb.

- Complete the ASC transmittal form (Exhibit Y) with the applicable information and email to ASC. ASC will extend the ending date for any open subaccount for the project.

- **EXCEPTION**: Subaccounts for the Forest Legacy acquisition projects may not have been established in the Payment Management System yet. If this is the case, alert ASC to this situation when sending the transmittal form.

CLOSEOUT PROCEDURES THROUGH THE IWEB SYSTEM

The following procedures apply to closing a grant in IWeb

Closeout procedures when all the federal funds have been expended:

DETAILS TAB

- Complete the Close Date block with the date of the closeout letter.

- Click the Closeout Agreement button in the upper right hand corner of the screen and the Status of the project will change to GA-Closed.

ATTACHMENTS

- To support the closeout of a project, the following documentation needs to be attached in IWeb:
  - Final accomplishment report
  - Final Financial Status Report (SF-269)
  - Closeout letter

If federal funds are remaining at the time of closeout, please refer page 26 in this reference guide which gives specific instructions on how to deobligated funds.

SUMMARY OF DOCUMENTS TO ATTACH IN IWEB

The following is a list of documents to place in IWeb for various transactions on grants and agreements. Depending on the situation, more documents may be attached to support the project however the following documents are needed by both the program and administrative staffs within the Northeastern Area and at the Albuquerque Service Center.

Federal Financial Assistance - Domestic Grant and Cooperative Agreements:

New Awards
Application for Federal Assistance and Budget Information Sheet (SF 424 and SF424A)
Narrative
Assurances and Certifications
Funds Availability Certificate (FAC)
Indirect Cost Rate or Cost Allocation Plan, if applicable
Award letter
Countersignature
(Other supporting documents provided by recipient however the cover letter does not need to be attached in IWEB.)

Increase in Funds
Application for Federal Assistance and Budget Information Sheet (SF 424 and SF424A)
Narrative (to support additional funding)
Funds Availability Certificate
Indirect Cost Rate or Cost Allocation Plan, if applicable
Award modification letter
Countersignature
(Other supporting documents provided by recipient however the cover letter does not need to be attached in IWEB.)

Administrative Modification
Modification request from recipient
Application for Federal Assistance and Budget Information Sheet (SF 424 and SF424A), if applicable
Narrative, if applicable
Award modification letter
Countersignature, if applicable
(Other supporting documents provided by recipient however the cover letter does not need to be attached in IWEB.)

Monitoring
Interim accomplishment reports
Interim Financial Status Reports (SF-269)
Monitoring reports (attached by program staff)

Closeout
Courtesy Letters, both first and second requests
Closeout Letter
Final accomplishment report
Final Financial Status Report (SF-269)

NA G&A NAMING PROTOCOL FOR ATTACHMENTS*

In order have consistency when naming attachments the following protocol has been established within NA for the various types of documents placed in IWeb. Using this naming convention will also help when trying to locate attachments using the sort feature on the title bar.

For all attachments, the **ID field** is the full grant or agreement number (e.g., 06-DG-11244225-222)

New Grant Awards

TITLE	TYPE
ORIG SF424/SF424A	PROPOSAL
ORIG CERTS	PROPOSAL
ORIG NARRATIVE (includes the detailed budget) For Consolidated Grants, upload each program narrative individually) ORIG NARRATIVE/UCF (or STWD/SFA/ FHM)	PROPOSAL
ORIG FAC	PROPOSAL
ORIG INDIRECT COST RATE, if applicable	OTHER
ORIG AWARD LETTER	AWARD/EXECUTED
ORIG COUNTERSIGNATURE	AWARD/EXECUTED

Modifications

TITLE*	TYPE
A1 AMENDMENT REQUEST	PROPOSAL
A1 SF424/SF424A, if applicable	PROPOSAL
A1 NARRATIVE (includes the detailed budget), if applicable For Consolidated Grants, upload each program narrative individually) ORIG NARRATIVE/UCF (or STWD/SFA/ FHM)	PROPOSAL
A1 FAC	PROPOSAL
A1 INDIRECT COST RATE, if applicable	OTHER

A1 AWARD LETTER	AWARD/EXECUTED
A1 COUNTERSIGNATURE, if applicable	AWARD/EXECUTED

***NOTE: Use the appropriate modification number for the attachment title.**

Interim Reporting

TITLE**	TYPE
INTERIM REPORT 1/1/07 – 12/31/07 For Consolidated Grants, upload each program report separately, if submitted that way from the recipient: INTERIM REPORT/UCF (plus dates) (or STWD/SFA/FHM)	PERFORMANCE
INTERIM SF269 1/1/07 – 12/31/07	PERFORMANCE

****NOTE: Place the current time frame for each report in the attachment title.**

Grant Closeout

TITLE**	TYPE
COURTESY LETTER	OTHER
COURTESY LETTER – SECOND REQUEST	OTHER
FINAL REPORT	CLOSEOUT
FINAL SF260	CLOSEOUT
FINAL LETTER	CLOSEOUT

***These may change in the near future. The IWeb Customer Service Board is in the process of developing FS-wide naming protocols for all G&A attachments in IWeb.**

SECTION V:

PROCEDURES FOR PROCESSING OTHER AGREEMENTS

PROCEDURES FOR PROCESSING OTHER TYPES OF AGREEMENTS

MEMORANDUM OF UNDERSTANDING (MOU)

A Memorandum of Understanding (MOU) is used to document a relationship between two or more parties, or to document a framework for cooperation between the parties in which they carry out their separate activities in a coordinated, mutually beneficial way. There are no specific authorities for an MOU.

Things you **CAN** do under an MOU:

- Document a relationship and/or coordinated effort

- Cooperators include –
  - Federal, state and local governments
  - Educational institutions
  - Private for-profit and nonprofit organizations
  - Individuals
  - Foreign agencies and organizations

Things you **CANNOT** do under an MOU:

- Obligate or funds projects

- Exchange funds, property, services, or anything of value

- Perform work that isn't authorized by program legislations

PROCESSING THROUGH THE IWEB SYSTEM

- Create a proposal in IWeb, completing all the applicable information in the Details, Contacts and Cooperator tabs.

- Attach the narrative in IWeb

- Accept and Approve the project through IWeb. The commitment process is non/acceptable for this type of instrument (Non-fund Obligating)

Highlight Clauses/Emphasis Items:

Non-fund Obligating
MOU's *don't authorize work to be performed*
For example: We aren't authorized to rent Forest Service vehicles to others for their use.
Documenting this intent in an MOU doesn't make it a legal activity.

Samples: Service-wide MOU with American Avalanche Association

MEMORANDUM OF UNDERSTANDING
between the
AMERICAN AVALANCHE ASSOCIATION
and the
UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE

01-MU-11420004-013

This Memorandum of Understanding (MOU) is made and entered into by and between the United States Department of Agriculture Forest Service, hereinafter referred to as the Forest Service and the American Avalanche Association, hereinafter referred to as the AAA.

A. PURPOSE

The purpose of the MOU is to provide a framework for cooperation upon which AAA and the Forest Service may jointly plan and accomplish mutually beneficial projects and activities. Such activities and projects would complement the missions of the Forest Service and AAA and be in the best interest of the public. Together AAA and the Forest Service will consider projects and activities that achieve the common goals of:

Providing critical timely avalanche information and;
Increasing avalanche education opportunities.

B. STATE OF MUTUAL BENEFITS AND INTERESTS:

The partners are committed to providing critical safety information and education associated with backcountry winter travel. This service helps people that travel in avalanche prone areas and other interested people make better, more informed decisions about backcountry travel which will ultimately saves lives.

The National Forests provide the settings for much of the winter-based recreation opportunities in the United States. The Forest Service is a worldwide conservation leader with the responsibility to increase public appreciation and knowledge of the natural environment and its value in providing natural resource-based recreational opportunities. It also has the responsibility to manage multiple activities on National Forest for the benefit of the American people in an environmentally sustainable manner. Additionally, the Forest Service is a leader in avalanche technology, information and education.

AAA is a not-for-profit member based corporation that operates exclusively for charitable, scientific, literary and educational purposes. Its members conduct snow avalanche control and safety research, undertake educational studies and publish results.

Additionally, the AAA provides a forum, by means of educational programs, publications or other educational media for the exchange of ideas and information on avalanche control and safety.

Both the Forest Service and AAA share the common interest of disseminating information to the public regarding avalanche conditions and providing avalanche education. The partners share mutual interests and a common focus in avalanche education, public awareness and appreciation of nature and the environment and create partnerships to benefit people communities and society.

In consideration of these stated premises, the parties agree as follows:

C. THE FOREST SERVICE SHALL:

1. Communicate to the public how this partnership contributes to the mutually shared goals of providing critical avalanche safety information and education for public enjoyment of the National Forests.

2. Collaborate with the AAA to raise public awareness of avalanche issues in the backcountry. Look for opportunities to inform, educate and encourage the public to become educated about avalanche safety and backcountry winter recreation.

3. Provide technical assistance to the partner in building avalanche awareness education programs.

4. Provide expertise to the partner that will help provide programs accessible to people of all ages, abilities and cultures.

5. As appropriate, work with other agencies, local governments, community leaders or organizations to improve communication, understanding and support of avalanche education for the public.

6. Through the principal Forest Service contact, review and approve any public information releases related to this agreement which refer to the Department of Agriculture, Forest Service, employees or this agreement. The specific text, layout, photographs, etc., of the proposed release must be submitted to the principal Forest Service contact with the request for approval.

7. Consider involvement with the partner in future cooperative ventures tat are of interest and benefit to both parties. Subsequent fund-obligating documents may be executed if funds are available for those purposes.

8. Receive written approval from AAA prior to dissemination of written material or press releases that describe or involve any aspect of AAA or this MOU.

D. AAA SHALL:

1. Enhance public awareness of backcountry avalanche risks and safety measures by incorporating educational information generated by the Forest Service avalanche forecast centers into existing education programs and look for opportunities to inform, educate and encourage the public to become educated about avalanche safety and backcountry winter recreation.

2. Collaborate with the Forest Service National Avalanche Center and Forest Service and state regional avalanche centers to raise public awareness of avalanche issues in the backcountry.

   Provide awareness and exposure of National Forest benefits to people, communities and society, where appropriate.

3. Consider involvement with the partner in future cooperative ventures that are of interest and benefit to both parties. Subsequent fund-obligating documents may be executed if funds are available for those purposes.

4. Receive written approval by the Forest Service prior to dissemination of written material or press releases that describe or involve any aspect of the Forest Service or this MOU. This requirement is waived for any article, column or letter to the editor that describe or mention the Forest Service are published in the AAA's ***Avalanche Review.***

5. Provide support and assistance, where appropriate, to the Forest Service National Avalanche Center and Forest Service and state regional avalanche centers. This support would help accomplish educational and operational goals and objectives.

E. IT IS MUTALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:

1. TERMINATION. Either party(s), in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration.

2. PARTICIPATION IN SIMILAR ACTIVITES. This instrument in no way restricts the Forest Service or the Cooperator(s) from participating in similar activities with other public or private agencies, organizations, and individuals.

3. Meetings will be held at least annually to discuss, identify, and coordinate the various proposed activities outlined in this MOU, or to discuss, identify and coordinate future opportunities that fall within the area of common benefits and interests.

4. In collaborative activities and programs, the partners will recognize cooperative efforts by displaying each other's logos in a manner that is approved by the principle contacts of each party.

5. **NON-FUND OBLIGATING DOCUMENT**. ***The instrument is neither a fiscal nor a funds obligation document.*** **Any endeavor involving reimbursement or contribution funds between the parties to this instrument will be handled in accordance with applicable laws, regulations and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to cooperator**

of any contract or other agreement. Any contract or agreement for training or other service must fully comply with all applicable requirements for competition.

6. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

	Forest Service	***Cooperator***
Administrative Contact		
Address		
Telephone		
E-Mail		

7. RESTRICTIONS TO DELEGATES. Pursuant to Section 22, Title 41, United States Code, no member of, or Delegate to, Congress shall be admitted to any share or part of this instrument, or any benefits that may arise therefrom.

8. MODIFICATION. Changes within the scope of this instrument shall be made by the issuance of a bilaterally executed modification.

9. COMPLETION DATE. This instrument is executed as of the last date shown below and expires on September 30, 2005, at which time it is subject to review and renewal, or expiration.

IN WITNESS WHEREOF, the parties have executed this MOU as of the last written date below:

The authority and format of this instrument has been reviewed and approved for signature.

______________________________________ __________________

Grants and Agreements Specialist ***DATE***

Approval:

______________________________________ __________________

DENNIS BSCHOR ***DATE***
Director
Recreation Heritage and Wilderness Resources

AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

Acceptance:

______________________________________ __________________

HAL BOYNE ***DATE***
President
American Avalanche Association

REIMBURSABLE AND ADVANCE COLLECTION AGREEMENTS (RACA)

Reimbursable and advance collection agreements constitute an arrangement with an outside party for the Forest Service to perform work or provide services for a particular purpose whereby the outside party agrees to pay a negotiated amount.

The agreement may call for reimbursement of expenditures incurred at prescribed intervals once the work begins (reimbursable agreements) or it may call for collection up front (advance collection agreements). In both cases, these agreements generate revenue for the Forest Service.

- These agreements are sometimes called "incoming" agreements.
- The Forest Service is sometimes called the "seller" or "performing agency."
- The outside party is sometimes called the "cooperator", "buyer," "requesting or receiving entity," or "receiving agency."

The Forest Service must have appropriate statutory authority prior to entering into any agreement which could result in the use, expenditure, or obligation of any Forest Service resources. The Forest Service may enter into grants or cooperative agreements, when specific requirements of statutory authorities are met and the project involves supporting or stimulating others' activities for the public good. Some statutes require matching contributions, which must be met in each individual transaction.

Some common authorities used are as follows and will be specified in the agreement. These authorities are not all inclusive.

<u>The Economy Act of June 30, 1932 (31 U.S.C. 1535, Pub. L. 97-258 and 98-216).</u> Section 601 of this Act authorizes one federal agency to requisition work, services, supplies, materials, or equipment from another federal agency.

<u>Cooperative Funds Act of June 30, 1914 (16 U.S.C. 498 as amended by Publ L. 104-127).</u> This Act authorizes the Forest Service to accept money received as contributions toward cooperative work in forest investigations or protection, management and improvement on the National Forest System.

<u>Granger-Thye Act of April 24, 1950 (16 U.S.C. 572).</u> Section 5 of this Act authorizes the Forest Service to perform work to be done for the benefit of the depositor, for administration, protection, improvement, reforestation, and such other kinds of work as the Forest Service is authorized to do on lands of the United States. (a) on state, county, municipal, or private land within or near National Forest land, or (b) for others who occupy or use National Forests or other lands administered by the Forest Service.

<u>Forest and Rangeland Renewable Resources Research Act of 1978, as amended (16 U.S.C 1641-1646, Pub. L. 95-307).</u> This Act authorizes implementation of a program of forest and rangeland renewable resources research, dissemination of the research findings, and the acceptance of gifts, donations, and bequests and the investing thereof.

<u>The International Forestry Cooperation Act of 1990 (16 U.S.C. 4501, Pub. L. 101-513, as amended).</u> This Act authorizes Forest Service cooperation and assistance with domestic and international organizations to further international programs, which support global environmental

stability, scientific exchange and educational opportunities, and technical and managerial expertise.

The Reciprocal Fire Act of may 27, 1955 (42 U.S.C. 1856a, Pub. L. 84-46). This Act authorizes the Forest Service to enter into reciprocal agreements with any fire organization maintaining fire protection facilities in the vicinity of national forest lands.

Reimbursable Agreements

A reimbursable agreement is an authorizing instrument executed under a statutory authority allowing for the reimbursement of appropriated funds from an external entity for work performed by the agency in cooperation with or on behalf of the cooperator.

Reimbursements are repayments for goods or services (work) furnished, or to be furnished, which by law may be credited to the appropriation or fund accounts which financed or will finance the activities. In other words, the authorities allow work to be performed and charged to Treasury Symbols representing appropriated funds with or without an advance of funds from the cooperator. Reimbursable work may be accomplished for activities with:

- Agencies within the Department of Agriculture.
- Other federal agencies, or
- Non-federal government agencies or the private sector when authorized by law.

Reimbursement normally occurs after work is accomplished and expenditures recorded. However, there are limited occasions when reimbursable agreements are treated as advance collection agreements citing reimbursable funds:

- Advance collections from other federal agencies under the guidelines of Treasury Financial Manual (TFM), Bulletin No. 2007-03.
- Advance collections from non-federal entities executed under an authority that allows reimbursement to appropriated funds when agreement calls for both collections prior to and following work.

Advance Collection Agreements

An advance collection agreement is an authorizing instrument executed under a statutory authority allowing for the collection of up-front funds from an external entity for work performed by the agency in cooperation with or on behalf of the cooperator. Collections in advance may be accomplished with:

- Non-federal government agencies or the private sector when authorized by law.

Additionally, as discussed in the “Reimbursable Agreements” sections, it is possible for advance collections to occur using reimbursable funds in the xxEX series for:

- Advance collections from other federal agencies under the guidelines of Treasury Financial Manual (TFM), Bulletin No. 2007-03.

- ❖ Advance collections from non-federal entities executed under an authority that allows reimbursement to appropriated funds when agreement calls for both collections prior to and following work.

Overhead Assessment (also referred to as Burden)

When the Forest Service receives appropriations from Congress, built within each of those appropriations are dollars to be used for indirect costs. The Forest Service is assigned work to do with these appropriations and therefore needs to pay for the indirect costs associated with this work.

These appropriations received from Congress do not cover indirect costs associated with work performed for others. Some agreement authorities mandate the collection of dollars to cover the indirect costs of performing work under the agreement. Sometimes referred to as overhead, but assigned the term burden in the reimbursable and advance agreement process, the assessment for these indirect costs is calculated as a percentage of the actual or direct costs. The annual national Overhead Rate is established at the beginning of each calendar year, or shortly thereafter, and published in FSH 1909.13 Chapter 40 and in the Annual Program Direction.

Documentation Requirements

Documentation for newly executed agreements will be retained as follows:

- ❖ The "execution file" consisting of documentation leading to and supporting the execution of a signed agreement will be retained by the local unit (generally the Grants and Agreements Specialist.)
- ❖ The "financial file" consisting of copies of signed agreements, subsequent modifications/amendments, and financial related documents will be retained by the ASC.

Pre-Award/ Award Responsibilities

- ❖ Review grant or cooperative agreement applications and other agreement proposals, and identify the proper instrument type.
- ❖ Examine proposals for potential conflict of interest, prohibited source, and ethics issues.
- ❖ Ensure that appropriations are used for their designated purpose and within the period available for expenditure.
- ❖ Make a final determination of the authority cited.
- ❖ Verify indirect cost rates.
- ❖ Ensure that a program official is designated for each instrument prior to execution.
- ❖ Ensure the instrument expiration date is within the authorized timeframe.
- ❖ Ensure that all instruments and ward packages are properly constructed using the correct format, and include all mandatory and applicable provisions.
- ❖ Assign a federal identifier number (agreement number) and enter information in the G&A I-WEB database.
- ❖ Ensure that the instrument is properly executed.

Approval

Ensure that a certified G&A Specialist reviews and recommends approval of all grants, cooperative agreements, and other agreements for legal sufficiency and compliance with policy prior to execution of the instrument by the Signatory Official. Instrument review and approval must include the following statement and signature block on the signature page of the instrument or maintain file documentation to support instrument approval recommendation."

The authority and format of the instrument has been reviewed and approved for signature.

________________________________ ____________________

Grants and Agreements Specialists ***Date***

While the G&A policy cited above provides for this certification to be documented in the agreement file rather than inserted directly onto the agreement instrument itself, this certification is audited as part of the A-123 internal control audit. To the extent RACA can provide the supporting documenting by virtue of the copy of the signed agreement with the certification statement on it, we can eliminate unnecessary impact to the field unit by having to request the documentation from the agreement file.

Costs Incurred Prior to Fully Executed Agreement

At times costs are incurred to perform work for an outside party prior to the actual approval and signature of an agreement by both parties. These costs would most likely be recorded in appropriated job codes. Occurrence of these costs prior to agreement is not authorized and shall generally remain a cost to the appropriated job code. However, if an agreement eventually is executed that specifically includes provisions to cover performance of work during the affected period prior to the agreement execution, a case-by-case determination will be made on whether or not the costs may be adjusted to the reimbursable or advance collection job code established for that agreement.

Incurring costs prior to fully executed (signed by all authorizing entities) agreements and/or prior to collection of funds for agreements with requirements to bill in advance has been an internal control weakness recognized in previous audits. The RACA process was designed to institute internal control to reduce the risk of this occurring. Job codes will not be assigned to a project manager until the fully executed agreement has been received and verified to be in compliance with internal policies; the appropriate budget authority allocated; and in the case of advance collection agreements, receipt of collections. Additionally, Service Level Agreements and instructions to field staff will advise that costs shall not be incurred prior to authorization by RACA.

However, these steps will not, in and of themselves, prevent a project manager fro incurring costs and charging to another available job code such as using appropriated funds from their normal program of work. When this happens, Unit Budget Officer typically receives a request to perform an accounting adjustment from the job code charged to the agreement job code once it has been made available. The RACA group will address such requests as follows:

In all cases, the RACA Branch Chief or designee will approve the final determination and will make a judgment based on the justification whether the Line Officer of the affected unit should be notified. WO Financial Management Policy, WO AQM G&A, or other stakeholders may be called upon to advise in such situations.

Any costs already incurred that are not approved to be covered by the agreement, will be borne by appropriated funds as applicable. If because certain costs were borne by appropriated funds, the full amount of the authorized agreement will not be utilized, the agreement must either be modified to incorporate updated terms for billing or the cooperator notified by letter that the full amount will not be billed.

In the event collections are received for which no offsetting expenditures will be recorded in agreement job codes, the following options will be exercised.

- Refund the cooperator (this may only be done if the Forest Service had the legal authority to perform such work.)
- Adjust into Miscellaneous Receipts (this is the recommended treatment if the intent of the agreement was met and/or if the Forest Service has no legal authority to perform such work using appropriated funds, such as with Granger-Thye agreements.)

RACA Transmittals

The I-Web Grants and Agreements (G&A) application has been enhanced to automate the transmittal of reimbursable and advance collection agreements to ASC by the addition of a "Collections" component in the I-WEB G&A record. Data entries used to complete a portion of the Collections record will serve as the FS 6500-205 Reimbursable and Advance Collection Agreement Transmittal Form, then submitted electronically to a Financial Inbox for Collections managed by the ASC Reimbursable and Advance Collection Agreements (RACA) Branch.

These entries will populate a data base within I-WEB to serve as the tracking system for the inventory of agreements managed by RACA. The I-WEB G&A application also includes components for recording and tracking Special Use Major Category Cost Recovery Agreements and other non G&A instruments. The entries from the transmittal process performed by the G&A Specialist (or by RACA for SUDS or non-G&A agreements), supplemented by additional information supplied by RACA during the processing phase, will allow an I-Web user to view the status of the agreement in the RACA workflow as well as some key pieces of financial data. These features are expected to 1) minimize PeopleSoft cases needed to inquire about the status of an agreement and related job code issuance, and 2) provide more accurate statistics for job code related Service Level Agreements (SLA's).

1. Search for and select the agreement you want to work with.
2. Click **Review**.
3. Click the **Collections Tab**.
4. Click **Create/Edit Collection Requests**.
5. Enter any additional information about the collection. For G&A agreements, the Type is populated with AGREEMENT.
6. Click **Save**.
7. On the Requests page, click **Create**.
8. Enter the details of the collection request.
9. Click **Submitted** when you are ready for ASC RACA to review the request.

10. Type any comments, if necessary, related to the request in the Comments field. If you would like to notify another user about the request, type the user's email address in the Primary Recipient(s) field.
11. Click **Ok**.

After you submit your request, ASC RACA will review the request and take appropriate action.

Agreement Information

1.	FS agreement number: _____
2.	Cooperator agreement number, project number or other identifying number pertinent to cooperator: _____
3.	Purpose of transmittal (check one only) ☐ New agreement ☐ Modification ☐ WorkPlan to request job code in new year of multi-year agreement ☐ Other (explain): _____
4.	Expiration Date (Month/Day/Year): _____
5.	For multi-year agreements, do agreement terms and/or annual operating plan clearly state the period of performance and identify any restrictions on annual spending? Yes ☐ No ☐ ► Stop. Agreement must be modified to clearly state this information.
6.	Is the decision whether or not to assess overhead documented within the terms of the agreement (ref. FSH 1909.13, Chapter 40)? Yes ☐ No ☐► Stop. Agreement must be modified to address this decision.
7.	If no overhead is to be assessed, check all applicable criteria below. Identify which criteria of FSH 1909.13, Ch 40, Sec 40.61 is applicable: ☐ 1a. Cooperator is not federal agency under Economy Act and funds contribute toward accomplishment of FS goals & mutual benefit between FS & cooperator exists. ☐ 1b. Funds are obtained from a grant, donation, non-cash contribution, reimbursement for invitational travel, or pass-through funds that do not create significant additional indirect costs. Note. Item 2 is not applicable to external cooperators and is excluded. ☐ 3. Cost of processing assessment uneconomical to recover (total agreement amount is $25,000 or less).
8.	Optional field A job code(s) will be assigned by ASC RACA to record project costs. Job code description appears on project management financial reports. If project manager has a preferred description to better identify project on job code listings or reports, enter below. Job Code Description Limit 25 Characters: _____
9.	Required attachments: Executed copy of agreement with annual operating plan ☐ WorkPlan screen print ☒ IWeb screen print ☐
10.	Remarks:

Forest Service Contact Information

11	Region and Unit number (RRUU): 4256
12.	Project Manager First name: ________ Last name: ________ Contact telephone number(s), include area code: _____
13.	Grants and Agreements Specialist First name: ZANETA Last name: HAMMOND Contact telephone number(s), include area code: (610) 557-4105
14.	Unit-level Budget contact First name: MICHAEL Last name: DOBROWOLSKI Contact telephone number(s), include area code: (610) 557-4179

Cooperator Contact Information

15.	Cooperator name: _____
16.	Cooperator Taxpayer Identification Number (TIN): _____
17.	Federal (Non-USDA) a. Agency Location Code (ALC): ________ b. Obligating Document No.: ________ c. Treasury Symbol:
18.	USDA Agency a. Common Agreement Number (CAN): ________ b. Obligating Document No.: ________ c. Treasury Symbol:
19.	Cooperator administrative contact: First name: ________ Last name: ________ Contact telephone number(s), include area code: _____ E-mail address: _____

INTERAGENCY AGREEMENTS (IA)

GENERAL REQUIREMENTS

- Performing agency shall recover full direct and indirect (overhead) costs of the work.

- Format to use
  - Standard narrative template
  - AD-672 or
  - Other Agency format

- Do not provide funding to another Federal Agency in order to accomplish the function of that Federal Agency, as that would constitute an augmentation of their appropriations.

PROCESSING THROUGH THE IWEB SYSTEM

- Create a proposal in IWeb, completing all the applicable information in the Details, Contacts and Cooperator tabs.

- Attach the narrative and AD-672 in IWeb

- Accept and Approve the project through IWeb. The commitment process is applicable for this type of instrument when the Forest Service is the Requesting Agency.

- When the Forest Service is the Performing Agency (incoming funds), then the commitment process would not be applicable. The incoming funds should be reflected in the Other Contribution Tab. This will require the completion of the Collection Tab. (See pervious page).

Samples: National Park Service – Narrative Agreement
US Army Corp of Engineers – AD-672 Reimbursement or Advance of Funds Agreement between Federal Agencies

INTERAGENCY AGREEMENT
between
UNITED STATES DEPARTMENT OF AGRICULTURE
NORTHEASTERN AREA, STATE & PRIVATE FORESTRY
and the
UNITED STATES DEPARTMENT OF THE INTERIOR
NATIONAL PARK SERVICE

01-IA-11420004-013

This Interagency Agreement (IA) is made and entered into by and between the United States Department of Agriculture Forest Service, Northeastern Area, State & Private Forestry hereinafter referred to as the Forest Service and the United State Department of the Interior, National Park Service, hereinafter referred to as the National Park Service, under the provisions of the Economy Act of June 30, 1932 (31 U.S.C. 1535, Public Law 97-258 and 98-216).

A. PURPOSE

The purpose of this instrument is to utilize the existing National Park Service's A/E Service Contract for engineering services to investigate water rights with abandonment issues on the Arapaho and Roosevelt National Forests and the San Juan National Forest.

B. STATE OF MUTUAL BENEFITS AND INTERESTS:

The Forest Service needs to investigate several water rights with abandonment issues which require water rights engineering analyses. The Forest Service does not have available personnel to perform this work. The National Park Service has several existing A/E firms already under contract. The National Park Service and the Forest Service deem it mutually advantageous to cooperate in this undertaking and hereby agree as follows.

C. THE FOREST SERVICE SHALL:

1. Provide a Scope of Work detailing what work is required under this agreement and is attached.

2. Provide a Contracting Officer's Representative to manage the A/E Contract.

3. Provide a Data Package for each project. The data package may include but not be limited to:

    - Water Rights Data (decree, permits, diversion records, filing maps, etc.)
    - Land Acquisition Data (exchange, donation or purchase info; deed(s), appraisal, etc.)
    - Map(s)
    - Aerial Photos (those maintained/obtained by USDA Forest Service, all years)
    - Special-use permit information (if applicable)
    - Locational information on contacts which may have information about the water rights

- Other relevant information from USDA Forest Service files.

Item 3 shall be provided to the SUB A/E.

D. NATIONAL PARK SERVICE SHALL:

1. Provide the Contracting Officer to administer the A/E Contract.

2. Provide an existing A/E firm to do the work.

3. Give the Forest Service or Comptroller General, through any authorized representative, access to and the right to examine all books, papers, or documents related to this instrument.

E. IT IS MUTALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:

1. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by both parties, prior to any changes being performed. The Forest Service is not obligated to fund any changes not properly approved in advance.

2. TERMINATION. Either party(s), in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration. Neither party(s) shall incur any new obligations for the terminated portion of the instrument after the effective date and shall cancel as many obligations as is possible. Full credit shall be allowed for each parties expenses and all non-cancelable obligations properly incurred up to the effective date of termination.

3. OBLIGATIONS. Nothing herein shall be considered as obligating the Forest Service to expend or as involving the United States in any contract or other obligations for the future payment of money in excess of funding approved and made available for payment under this instrument and modifications thereto.

4. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

	Forest Service	***Cooperator***
Technical Contact		
Address		
Telephone		
E-Mail		
	Forest Service	***Cooperator***
Administrative Contact		
Address		
Telephone		
E-Mail		

5. FUNDING EQUIPMENT AND SUPPLIES. Federal funding under this instrument is not available for reimbursement of National Park Service purchase of equipment and supplies.

6. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS AND AUDIOVISUALS. Forest Service support shall be acknowledged in publications and audiovisuals.

7. BILLING. The maximum total cost liability to the Forest Service for this instrument is $39,972. Transfer of funds to the National Park Service will be through an On-Line Payment and Collection System (OPAC) billing. The OPAC billing document which the National Park Service will prepare shall contain the following information as the first line of the description or the reference section:

FS Account Data (Region & Unit)	-	0231
Job Code	-	VWY244 for $39,972
Instrument (Agreement) No.	-	01-IA-11420004-013
Agency Location Code	-	12-40-0001
Budget Object Code	-	2544

A detailed list of charges incurred will be made available upon request. Any excess funds not used for the agreed costs shall be refunded to the Forest Service upon expiration of this instrument.

Send bill to: National Finance Center, ATTN: IPAC
PO Box 60000
New Orleans, LA 70160

8. FREEDOM OF INFORMATION ACT. The information furnished by the Forest Service is subject to the Freedom of Information Act (5 U.S.C. 552)

9. COMPLETION DATE. This instrument is executed as of the last date shown below and expires on September 30, 2005, at which time it is subject to review and renewal, or expiration.

IN WITNESS WHEREOF, the parties have executed this MOU as of the last written date below:

The authority and format of this instrument has been reviewed and approved for signature.

____________________________________ __________________

Grants and Agreements Specialist ***DATE***

Approval:

____________________________________ __________________

RICK CABLES ***DATE***
Regional Forester
Rocky Mountain Region

AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

Acceptance:

ED TAFOYA	***DATE***

Contracting Officer
Denver Service Center, National Park Service

REIMBURSEMENT OR ADVANCE OF FUNDS AGREEMENT

1. AGREEMENT NUMBER (25)	2. FISCAL YEAR (4)	3. ESTIMATED AMOUNT (11)	4. AGY. BILL IND. (1)	5. TRANS CODE (1)	6. ACTION CODE (1)
01-IA-11420004-013	2001	$20,000.00	1	2	1

7. AGENCY REQUESTING SERVICE			8. AGENCY PERFORMING SERVICE		
NAME (32) USDA Forest Service, Lake Tahoe Basin Mgmt. Unit DUNS:			NAME (32) US Army Corps of Engineers, Sacramento District DUNS:		
1ST LINE ADDRESS (32) 870 Emerald Bay Road, Suite 1			1ST LINE ADDRESS (32) 1325 J Street		
2ND LINE ADDRESS (32)			2ND LINE ADDRESS (32)		
CITY (21) South Lake Tahoe	STATE(2) CA	ZIP CODE (9) 96150	CITY(21) Sacramento	STATE (2) CA	ZIP CODE (9) 95814-2922

9. SERVICE TO BE PERFORMED (Give brief explanation and basis for determining cost of services. Attach additional sheet if needed.)
Transferred funds will be used to provide a Program Management Implementation Plan(PMIP) for the Lake Tahoe Environmental Improvement Program (EIP) for the Lake Tahoe Federal Interagency Partnership and Lake Tahoe Stakeholders. The PMIP will specifically define the set of coordinated planning, scheduling, financial management, public education, scientific and leadership elements needed to implement sound program management practice for the EIP. Work shall be completed within 180 days following acceptance of funds.

10. LIST REFERENCES TO CORRESPONDENCE RELATIVE TO THIS WORK (Requesting Agency only.) (50)
IN ACCORDANCE WITH THE ECONOMY ACT OF JUNE 30, 1932, SECTION 601, 31 U.S.C. 1535

FS Tech Contact:
FS Adm Contact:
FS ALC: 12401100F0L
FS Agreement Number: 01-IA-11420004-013
FS MO#:

Corps of Engineers Tech Contact:
Corps of Engineers Adm Contact:
Corps of Engineers Agreement Number:
Corps of Engineers ALC:

11. DURATION OF AGREEMENT		12. METHOD OF PAYMENT			
EFFECTIVE DATE (From)	CONTINUING THROUGH	REIMBURSEMENT		ADVANCE OF FUNDS	
Upon Date of Last Signature	**September 30, 2002**	4	BILLING FREQUENCY	0	TYPE OF ACCOUNT

13. FINANCING (REQUESTING AGENCY - WHEN NOT SERVICED BY NFC)	
APPROPRIATION SYMBOL AND TITLE **12 X 1105**	PROJECT, ALLOTMENT, OR WORKPLAN NO. (As applicable)

14. FINANCING (REQUESTING AGENCY - WHEN SERVICED BY NFC)

AGENCY CODE	FUND CODE	ACCT. STATION	ACCOUNTING CLASSIFICATION A	B	C	D	Job Code	OBJECT CLASS	AMOUNT
11	F1	42					IMBA09	2559	$20,000.00

15. FINANCING (PERFORMING AGENCY)

AGENCY CODE	FUND CODE	ACCT. STATION	ACCOUNTING CLASSIFICATION A	B	C	D	E	OBJECT CLASS	AMOUNT

16. LEAVE FACTOR	17. FICA FACTOR	18. OVERHEAD FACTOR
(3) (2) /	(3) (2) /	(3) (2) /

19. REQUESTING AGENCY APPROVAL				20. PERFORMING AGENCY APPROVAL			
SIGNATURE		DATE		SIGNATURE		DATE	
TITLE Forest Supervisor				TITLE			
PERSON TO CONTACT Ed Gee	PHONE (Area Code and No.) (530) 573-2770	FTS	COMM	PERSON TO CONTACT	PHONE (Area Code and No.)	FTS	COMM

INSTRUCTIONS FOR FORM AD – 672 (Revised 9/86)

1. AGREEMENT NUMBER - Enter the Performing Agency's Agreement Number. Enter up to 25 Positions Alpha/Numeric,
First 6 Positions must be

1 - 2 - Agency Code
3 - 4 - Fund Code
5 - 6 - Fiscal Year

2. FISCAL YEAR - Enter 4 Positions, e.g. 1984

3. ESTIMATED AMOUNT - Enter up to $999,999,999.99
omit commas and decimal point.

4. AGENCY BILLING INDICATOR - Enter 1,2,3, or 4

1 - Requesting Agency is an agency serviced by NFC's MISC system
2 - Requesting Agency is a Government Agency, Bill SF 1081
3 - Requesting Agency is a Government Agency, Bill SF 1080
4 - Requesting Agency is other than Federal Government. Bill AD-631

5. TRANSACTION CODE - Enter 0, 1, 2, A, B, C

0 - Revenue - Government
1 - Refund - Government
2 - Reimbursement - Government
A - Revenue – Public
B - Refund - Public
C - Reimbursement - Public

6. ACTION CODE - Enter 1,2,3, or 4
1 - Add New Agreement
2 - Change Existing Agreement
3 - Delete Existing Agreement
4 - Issue Bill for Method of Payment upon demand or upon completion of work

7. NAME AND ADDRESS OF REQUESTING AGENCY

Name (32 positions)
1st Line Address (32 positions)
2nd Line Address (32 positions)
City (21 positions)
State (2 positions)
Zip Code

8. NAME AND ADDRESS OF PERFORMING AGENCY -
Same as item number seven.

9. SERVICES TO BE PERFORMED - Enter brief narrative.

10. LIST REFERENCES FOR CORRESPONDENCE - Enter reference data that the Requesting Agency requires for Correspondence or Billing (e.g. Requesting Agency Agreement Number) or authority for Agreement (e.g. Public Law 97-212).

11. DURATION OF AGREEMENT
EFFECTIVE DATE - Enter month, day, year.
CONTINUING THROUGH - Enter month, day, year.

12. METHOD OF PAYMENT

BILLING FREQUENCY - Enter 0, 1, 2, 3, 4, or 5

0 – Immediately
1 – Monthly
2 – Quarterly
3 - Semi-annually
4 - Upon completion of work
5 - Upon demand

TYPE OF ACCOUNT

0 - Transfer of Appropriation Account
1 – Consolidated Working Fund

13. FINANCING (Requesting Agency- When NOT serviced by NFC)
Complete this block only when the requesting agency does not participate in the Central Accounting System processed by the USDA's National Finance Center

14. FINANCING (Requesting Agency - When serviced by NFC)
Complete this block only when the requesting agency does participate in the Central Accounting System processed by the USDA's National Finance Center.

Agency Code - Enter 2-digit NFC assigned agency code

Fund Code - Enter 2-digit NFC assigned fund code

Accounting Station - Enter assigned accounting station code.

Accounting Classification Code - Enter accounting classification code of requesting agency

Object Class - Self Explanatory

Amount - Enter the estimated agreement amount allowable to each accounting classification

15. FINANCING (Performing Agency) - Enter agency code, accounting station, accounting classification code object class and amount stated in 14 above. Accounting codes used in this agreement cannot be duplicated in any other agreement number

16. LEAVE FACTOR - If leave is to be considered in billing the Requesting Agency for services, enter the leave factor. Enter 10.6% as 010/60 or 10/6

17. FICA FACTOR - If FICA taxes paid are to be considered in billing the Requesting Agency for services, enter the FICA factor. Enter 6.85% as 006/85 or 6/85

18. OVERHEAD FACTOR - If overhead is to be considered in billing the Requesting Agency for services, enter the overhead factor. Enter 18% as 018/00 or 18/0.

19. APPROVAL FOR REQUESTING AGENCY - Self explanatory.

20. APPROVAL FOR PERFORMING AGENCY - Self explanatory.

REIMBURSEMENT OR ADVANCE OF FUNDS AGREEMENT

1. AGREEMENT NUMBER (25)	2. FISCAL YEAR (4)	3. ESTIMATED AMOUNT (11)	4. AGY. BILL IND. (1)	5. TRANS CODE (1)	6. ACTION CODE (1)
01-IA-11420004-013	2001	$20,000.00	1	2	1

7. AGENCY REQUESTING SERVICE			8. AGENCY PERFORMING SERVICE		
NAME (32) US Army Corps of Engineers, Sacramento District DUNS:			NAME (32) USDA Forest Service, Lake Tahoe Basin Mgmt. Unit DUNS:		
1ST LINE ADDRESS (32) 1325 J Street			1ST LINE ADDRESS (32) 870 Emerald bay Road, Suite 1		
2ND LINE ADDRESS (32)			2ND LINE ADDRESS (32)		
CITY (21) Sacramento	STATE(2) CA	ZIP CODE (9) 95814-2922	CITY(21) South Lake Tahoe	STATE (2) CA	ZIP CODE (9) 96150

9. SERVICE TO BE PERFORMED (Give brief explanation and basis for determining cost of services. Attach additional sheet if needed.)
Transferred funds will be used to provide a Program Management Implementation Plan(PMIP) for the Lake Tahoe Environmental Improvement Program (EIP) for the Lake Tahoe Federal Interagency Partnership and Lake Tahoe Stakeholders. The PMIP will specifically define the set of coordinated planning, scheduling, financial management, public education, scientific and leadership elements needed to implement sound program management practice for the EIP. Work shall be completed within 180 days following acceptance of funds.

10. **LIST REFERENCES TO CORRESPONDENCE RELATIVE TO THIS WORK (Requesting Agency only.) (50)**
IN ACCORDANCE WITH THE ECONOMY ACT OF JUNE 30, 1932, SECTION 601, 31 U.S.C. 1535

FS Tech Contact:
FS Adm Contact:
FS ALC: 12401100F0L
FS Agreement Number: 01-IA-11420004-013
FS MO#:

Corps of Engineers Tech Contact:
Corps of Engineers Adm Contact:
Corps of Engineers Agreement Number:
Corps of Engineers ALC:

11. DURATION OF AGREEMENT		12. METHOD OF PAYMENT			
EFFECTIVE DATE (From)	CONTINUING THROUGH	REIMBURSEMENT		ADVANCE OF FUNDS	
Upon Date of Last Signature	**September 30, 2002**	4	BILLING FREQUENCY	0	TYPE OF ACCOUNT

13. FINANCING (REQUESTING AGENCY - WHEN NOT SERVICED BY NFC)

APPROPRIATION SYMBOL AND TITLE	PROJECT, ALLOTMENT, OR WORKPLAN NO. (As applicable)
12 X 1105	

14. FINANCING (REQUESTING AGENCY - WHEN SERVICED BY NFC)

AGENCY CODE	FUND CODE	ACCT. STATION	ACCOUNTING CLASSIFICATION A	B	C	D	Job Code	OBJECT CLASS	AMOUNT

15. FINANCING (PERFORMING AGENCY)

AGENCY CODE	FUND CODE	ACCT. STATION	ACCOUNTING CLASSIFICATION A	B	C	D	E	OBJECT CLASS	AMOUNT
11	F1	42					IMBA09	2559	$20,000.00

16. LEAVE FACTOR	17. FICA FACTOR	18. OVERHEAD FACTOR
(3) (2) /	(3) (2) /	(3) (2) /

19. REQUESTING AGENCY APPROVAL				20. PERFORMING AGENCY APPROVAL			
SIGNATURE		DATE		SIGNATURE		DATE	
TITLE Forest Supervisor				TITLE Area Director			
PERSON TO CONTACT Ed Gee	PHONE (Area Code and No.) (530) 573-2770	FTS	COMM	PERSON TO CONTACT	PHONE (Area Code and No.)	FTS	COMM

INSTRUCTIONS FOR FORM AD – 672 (Revised 9/86)

1. AGREEMENT NUMBER - Enter the Performing Agency's Agreement Number. Enter up to 25 Positions Alpha/Numeric, First 6 Positions must be

1 - 2 - Agency Code
3 - 4 - Fund Code
5 - 6 - Fiscal Year

2. FISCAL YEAR - Enter 4 Positions, e.g. 1984

3. ESTIMATED AMOUNT - Enter up to $999,999,999.99 omit commas and decimal point.

4. AGENCY BILLING INDICATOR - Enter 1,2,3, or 4

1 - Requesting Agency is an agency serviced by NFC's MISC system
2 - Requesting Agency is a Government Agency, Bill SF 1081
3 - Requesting Agency is a Government Agency, Bill SF 1080
4 - Requesting Agency is other than Federal Government. Bill AD-631

5. TRANSACTION CODE - Enter 0, 1, 2, A, B, C

0 - Revenue - Government
1 - Refund - Government
2 - Reimbursement - Government
A - Revenue - Public
B - Refund - Public
C - Reimbursement - Public

6. ACTION CODE - Enter 1,2,3, or 4
1 - Add New Agreement
2 - Change Existing Agreement
3 - Delete Existing Agreement
4 - Issue Bill for Method of Payment upon demand or upon completion of work

7. NAME AND ADDRESS OF REQUESTING AGENCY

Name (32 positions)
1st Line Address (32 positions)
2nd Line Address (32 positions)
City (21 positions)
State (2 positions)
Zip Code

8. NAME AND ADDRESS OF PERFORMING AGENCY - Same as item number seven.

9. SERVICES TO BE PERFORMED - Enter brief narrative.

10. LIST REFERENCES FOR CORRESPONDENCE - Enter reference data that the Requesting Agency requires for Correspondence or Billing (e.g. Requesting Agency Agreement Number) or authority for Agreement (e.g. Public Law 97-212).

11. DURATION OF AGREEMENT
EFFECTIVE DATE - Enter month, day, year.
CONTINUING THROUGH - Enter month, day, year.

12. METHOD OF PAYMENT

BILLING FREQUENCY - Enter 0, 1, 2, 3, 4, or 5

0 – Immediately
1 – Monthly
2 – Quarterly
3 - Semi-annually
4 - Upon completion of work
5 - Upon demand

TYPE OF ACCOUNT

0 - Transfer of Appropriation Account
1 – Consolidated Working Fund

13. FINANCING (Requesting Agency- When NOT serviced by NFC) Complete this block only when the requesting agency does not participate in the Central Accounting System processed by the USDA's National Finance Center

14. FINANCING (Requesting Agency - When serviced by NFC) Complete this block only when the requesting agency does participate in the Central Accounting System processed by the USDA's National Finance Center.

Agency Code - Enter 2-digit NFC assigned agency code

Fund Code - Enter 2-digit NFC assigned fund code

Accounting Station - Enter assigned accounting station code.

Accounting Classification Code - Enter accounting classification code of requesting agency

Object Class - Self Explanatory

Amount - Enter the estimated agreement amount allowable to each accounting classification

15. FINANCING (Performing Agency) - Enter agency code, accounting station, accounting classification code object class and amount stated in 14 above. Accounting codes used in this agreement cannot be duplicated in any other agreement number

16. LEAVE FACTOR - If leave is to be considered in billing the Requesting Agency for services, enter the leave factor. Enter 10.6% as 010/60 or 10/6

17. FICA FACTOR - If FICA taxes paid are to be considered in billing the Requesting Agency for services, enter the FICA factor. Enter 6.85% as 006/85 or 6/85

18. OVERHEAD FACTOR - If overhead is to be considered in billing the Requesting Agency for services, enter the overhead factor. Enter 18% as 018/00 or 18/0.

19. APPROVAL FOR REQUESTING AGENCY - Self explanatory.

20. APPROVAL FOR PERFORMING AGENCY - Self explanatory.

INTRA-AGENCY AGREEMENTS (IA)

No statutory authority is required for one Forest Service unit to perform work for another Forest Service unit.

GENERAL REQUIREMENTS

- Use to document work performed at one Forest Service unit for another Forest Service unit, and the responsibilities of each.
- Funding may be transferred between units.
- An In-Service Authorization (ISA), FS-6500-46, may be used <u>in conjunction with</u> and Intra-Agency agreement, or <u>in lieu of it</u>. An ISA is **not** an agreement with an assigned number. It's a fiscal tool to exchange funds. If it's used <u>in lieu</u> of an intra-agency agreement, it **doesn't** go through an Agreements Coordinator for review and approval.
- The decision to use an intra-agency agreement versus an ISA is dependent on the complexity of the project, i.e. shared services between units.

PROCESSING THROUGH THE IWEB SYSTEM

- Create a proposal in IWeb, completing all the applicable information in the Details, Contacts and Cooperator tabs.
- Attach the ISA in IWeb
- Accept and Approve the project through IWeb. The commitment process is non-applicable for this type of instrument.

Samples: Job Corps/NA Agreement
ISA Authorization

INTRA-AGENCY AGREEMENT
between
UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE, NORTHEASTERN AREA, STATE & PRIVATE FORESTRY
and the
UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE, JOB CORPS NATIONAL OFFICE

01-IA-11420004-013

This Intra-Agency Agreement (IA) is made and entered into by and between the United States Department of Agriculture Forest Service, Northeastern Area, State & Private Forestry hereinafter referred to as the Forest Service and the United State Department of Agriculture Forest Service, Job Corps National Office, hereinafter referred to as the Job Corps.

A. PURPOSE

The purpose of this agreement is to outline the requirements for office space and related support services needs for the Area Office and Job Corps.

B. REGIONAL OFFICE SHALL:

1. Provide office space for the Job Corps staff to include one private office and 11-14 adjacent contiguous work stations totaling approximately 2,009 square feet.

2. Provide modular system furniture for each employee work station, including necessary equipment (i.e., telephones, computer terminals, printers, copiers, etc).

3. Provide mail, fax, payroll, and copier services to the Job Corps.

4. Provide shared conference room, lunchroom, and common use facilities.

5. Provide access to GSA motor pool vehicles which are managed by the Area Office.

6. Include members of Job Corps in all Area Office activities, functions, and events that are available or offered to Area Office employees.

7. Provide IRM support including IBM system administration, user support, LAN support, telephone, calling cards, voice mail, remote access, e-mail, Lotus Notes database development, Oracle database administration.

8. Provide computer room space for Job Corps telecommunications network equipment and IBM computer services.

9. Provide services in the areas of procurement, property, engineering, fiscal, human resources, IRM, and related administrative supports as proposed by Job Corps. The Job Corps will be a full partner in the identification of the personnel for these positions.

10. The Area Office will provide contracting support over $25,000 for 18 Job Corps Centers. The Area Office will maintain the equivalent of one-half GS-1102-13, one GS-1102-12, two GS-1102-11's and GS-1106-6. The number/makeup of these positions is subject to revision/negotiation based on workload increase/decrease per year. The Area Office will maintain supervision/training of these positions.

11. The Area Office will provide minimal, less than 5 percent, small purchase support. It will provide guidance/assistance to all Job Corps purchasing agents relative to training and maintenance of warrant requirements.

C. JOB CORPS SHALL:

1. Pay the Area Office for support services, as outlined above in items B.1 through 8. The cost of services will be mutually agreed to in writing by both the Forest Service organizations prior to June 30 of each year documented in an Annual Operating Plan and Financial Plan submitted by the Area Office.

2. Pay for all salary, training, travel, and transfer-of-station expenses, as necessary, for Job Corps personnel and provide all management and supervision over the unit's personnel, budget, and organization.

3. Pay for all salary, training, travel, and transfer-of-station expenses, as necessary, for the service positions detailed in Clause B.9 through 11 above with the exception of HR service position which will be negotiated in a separate agreement. Job Corps will allocate funds to the Area Office for negotiated salary costs outlined. Non-salary costs will be covered by Job Corps via job codes (direct override).

D. IT IS MUTALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:

1. <u>TERMINATION.</u> Either party(s), in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration. Neither party(s) shall incur any new obligations for the terminated portion of the instrument after the effective date and shall cancel as many obligations as is possible. Full credit shall be allowed for each party(s) expenses and all non-cancelable obligations properly incurred up to the effective date of termination.

2. <u>RESTRICTION TO DELEGATES.</u> Pursuant to Section 22, Title 41, United States Code, no member of, or Delegate to, Congress shall be admitted to any share or part of this instrument, or any benefits that may arise thereform.

3. <u>PRINCIPAL CONTACTS.</u> The principal contacts for this instrument are:

	Forest Service	***Job Corps***
Technical Contact		
Address		
Telephone		
E-Mail		

Administrative Contact		
Address		
Telephone		
E-Mail		

4. COMPLETION DATE. This instrument is executed as of the last date shown below and expires five years from that date at which time it is subject to review and renewal, or expiration.

IN WITNESS WHEREOF, the parties have executed this instrument as of the last written date below:

The authority and format of this instrument has been reviewed and approved for signature.

____ __________________

Grants and Agreements Specialist ***DATE***

Approval:

____ __________________

KATHRYN P. MALONEY ***DATE***
Area Director
Northeastern Area State & Private Forestry

AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

Acceptance:

____ __________________

JAMES L. EVERAGE ***DATE***
Director
Job Corps National Office

The USDA Forest Service FS-6500-46 (3/70)

AUTHORIZATION FOR IN-SERVICE EXPENDITURES

Issuing Unit	Region	Authorization Number	Date
USDA Forest Service	42	01-IA-11420004-013	
Type of Transfer		Interregional	Intraregional
To:		Unit	Region

You are hereby authorized to incur necessary expenditures for the following purposes (describe fully)

PLEASE USE OVER-RIDE TO CHARGE DIRECTLY TO OUR MANAGEMENT CODE AS STATED IN THE FINANCIAL HEALTH GUIDE

Appropriation to be charged: **Job Code** **Fund/Unit** **Fund Code** **Vend ID.** **RQ#**	**Estimated Cost** **$**

You are authorized to transfer charges for the above work to the issuing office.

Signature of Authorizing Office & Date	Title
LYLE LAVERTY	REGIONAL FORESTER

Approved for Billing
(To be completed by performing unit)

Appropriation to be credited	Amount

Signature of Approving Officer	Title	Date

COLLECTION AGREEMENTS (CO)

A Collection Agreement (CO) is used to accept money, equipment, property or products by the Forest Service from a non-Federal party to carry out a purpose authorized by law.

Collection Agreements may involve either advances or reimbursements.

The Forest Service, or anyone acting on behalf of the Forest Service, is prohibited from soliciting money, either verbally or in writing for the agency. An exception to this is the National Forest Foundation who has legislative authority to solicit funds on behalf of the Forest Service.

More and more often, Forest Service employees are applying for grant funding from non-Federal entities. Some things to consider before sending an application are:

1. Does the Forest Service have the authority to collect the money if the application is approved?
2. Can the money be used on NFS land?
3. If the intent is to involve a third party or another cooperator, does the Forest Service have the authority to cooperate with and/or involve them?
4. Always confer with your agreements coordinator before sending an application in for grant funding.

The primary point to remember is that as a federal agency, **the Forest Service must have legislative authority to accept funding from other non-FS entities.** It is not enough that someone wants to give us money; there must be legislation that allows us to collect and spend it.

The Cooperative Funds Act of June 30, 1914, as amended (16 USC 498) authorizes the Forest Service to collect funds from cooperators to perform work that's the responsibility of the Forest Service.

- Cash, checks or money orders only
- May be advance or reimbursement
- Work is the responsibility of the Forest Service, and must be on NFS land
- Contributions must be voluntary
- You should try to collect overhead; however, overhead can be waived. If waived, it will be paid with Forest Service project funds.
- Funds must be accounted for separately – CWFS/NFEX
- No conflict of interest or appearance of conflict of interest
- Acceptance of funds shall not be conditioned upon endorsement of firms or products

Examples of types of work:

- Construction and maintenance of NF improvements
- Protection of NF from fire, insects, disease, etc.
- Management activities like planning, analysis and studies related to resource activities

The Granger-Thye Act of April 24, 1950 (16 USC 572) authorizes the Forest Service to collect funds from cooperators to perform work that's the responsibility of the cooperator.

- Collect full costs, including overhead, for work to be performed in advance
- Work is the responsibility of the cooperator, and may be on or off NFS land
- Must be public benefit from accomplishment of the work
- Voluntary contribution of funds
- Overhead CANNOT be waived
- Acceptance of funds cannot be contingent on endorsement of firms or products
- Forest Service cannot be held liable for damage
- Acceptance of services is not authorized

Examples of types of work:

- Land Exchange Survey
- Biological Evaluations
- Cultural Resource Surveys
- Concessionaires

PROCESSING THROUGH THE IWEB SYSTEM

- Create a proposal in IWeb, completing all the applicable information in the Details, Contacts and Cooperator tabs.

- Attach the agreement in IWeb

- Accept and Approve the project through IWeb. The commitment process is non-applicable for this type of instrument.

- This will require the completion of the Collection Tab.

Samples: California Land Management Agreement

COLLECTION AGREEMENT
between
CALIFORNIA LAND MANAGEMENT
and
UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE, TAHOE NATIONAL FOREST

01-CO-11420004-013

This Collection Agreement is entered into by and between California Land Management, hereinafter referred to as CLM; and the United States Department of Agriculture, Forest Service, Tahoe National Forest, hereinafter referred to as FOREST SERVICE; under the provisions of the Cooperative Funds Act of June 30, 1914 (16 U.S.C. 498).

A. PURPOSE:

CLM is the concessionaire operating campgrounds and recreation facilities on the Truckee Ranger District. CLM is not required to conduct an interpretive program as part of their special use permit, nor were they given additional credit for providing optional interpretive programs during the evaluation of their bid proposal for the Truckee Complex Campground Concessionaire permit.

CLM and the Forest Service have jointly agreed to pursue the implementation of an interpretive program for the benefit of all forest visitors and specifically campers in concessionaire campgrounds. CLM voluntarily desires to contribute funds by which the FOREST SERVICE can provide the technical expertise, information, and means for interpretive presentations at campgrounds and recreation facilities operated by CLM.

In consideration of the above premises, the parties hereto agree as follows:

B. THE COOPERATOR SHALL:

1. <u>ADVANCE PAYMENT BY COOPERATOR TO FOREST SERVICE.</u> Upon presentation of a Bill of Collection, make an advance deposit in the amount of TWO THOUSAND EIGHT HUNDRED SIXTY-SEVEN dollars and FORTY cents ($2,867.40) for the purpose of paying costs associated with funding an interpretive program at campgrounds and recreation facilities operated by CLM as the concessionaire. This amount includes required 18% overhead assessment.

2. Campground hosts will post flyers advertising programs, and promote programs by talking to visitors in the campgrounds. Provide an area, as needed to conduct the programs.

3. The area manager will provide feedback to the Forest Services interpreter’s supervisor about visitors as reaction to programs, interpreter’s demeanor and attitude, and whether programs are having a positive or negative impact on campground operations.

C. THE FOREST SERVICE SHALL:

1. ADVANCE BILLING. Bill the cooperator prior to commencement of work for deposits sufficient to cover the estimated costs (including overhead) for the specific payment period. Overhead will be assess at the rate of 18%.

   Billings shall be sent to: California Land Management
Attention: Eric Mart, President
675 Gilman Street
Palo Alto, CA 94301

2. Conduct interpretive programs at concessionaire campgrounds and recreation facilities. Provide supervision, housing, office space and utilities, uniform and Forest Service specialist's time for assistance in preparing and presenting programs.

3. Provide CLM with a schedule of interpretive events, posters for advertising, and needs for space for presenting programs.

4. Deposit the payments received from the Cooperator into a Forest Service cooperative work fund.

D. IT IS MUTUALLY UNDERSTOOD AND AGREED UPON BY AND BETWEEN THE PARTIES THAT:

1. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.

2. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument in no way restricts the Forest Service or the Cooperator(s) from participating in similar activities with other public or private agencies, organizations, and individuals.

3. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

	Forest Service	***Job Corps***
Technical Contact		
Address		
Telephone		
E-Mail		
Administrative Contact		
Address		
Telephone		
E-Mail		

4. TERMINATION. Any of the parties, in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration. No parties shall incur any new obligations for the terminated portion of the instrument after the effective date and shall cancel as many obligations as possible. Full credit shall be allowed for each Party's

expenses and all non-cancelable obligations properly incurred up to the effective date of termination.

5. ENDORSEMENT. Any cooperator contributions made under this instrument do not by direct reference or implication convey Forest Service endorsement of the cooperator's products or activities.

6. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of the last signature and is effective through **September 30, 2002,** at which time it will expire unless extended.

7. TAXPAYER IDENTIFICATION NUMBER. The cooperator shall furnish their tax identification number upon execution of this instrument.

8. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Forest Service under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).

9. REFUNDS. Contributions authorized for use by the Forest Service, which are not spent or obligated for the project(s) approved under this instrument, will be refunded to the cooperator or authorized for use for new projects by the cooperator.

10. LEGAL AUTHORITY. The cooperator has the legal authority to enter into this instrument, and the institutional, managerial and financial capability (including funds sufficient to pay nonfederal share of project costs) to ensure proper planning, management, and completion of the project.

The authority and format of this instrument has been reviewed and approved for signature.

_____________________________________ ________________

Grants and Agreements Specialist ***DATE***

Approval:

_____________________________________ ________________

STEVEN T. EUBANKS ***DATE***
Forest Supervisor
Tahoe National Forest

AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

Acceptance:

_____________________________________ ________________

ERIC MART ***DATE***
President
California Land Management

CHALLENGE COST SHARE AGREEMENTS (CS)

The Interior and Related Agencies Appropriations Act of 1992 (Public Law 102-154) authorizes the Forest Service to cooperate with other parties to develop, plan and implement projects that are mutually beneficial to the parties that enhance Forest Service activities. This includes financing projects with matching funds from cooperators. Cooperators may be public and private agencies, organizations institutions and/or individuals.

- Expenditures shall be commensurate with value received.
- Forest Service may reimburse cooperator for part of actual costs of materials and/or labor. Reimbursement can NOT be based on value, but must be actual costs incurred in support of the project.
- No advance payments allowed.
- Appropriated funds cannot be used for improvements on non-federal lands.
- Match can be cash, real or personal property, services, and/or in-kind contributions.
- Financial plans required prior to start of work.
- Program income resulting from project must be shown on financial plan.
- Modifications do not need to retain the cost share ratio, but do need to be commensurate with level of effort or funding provided.
- Federal Acquisition Regulations might apply (50% rate)

Forest Service Form 1580-1, Cost Share Agreement/Cost Reimbursable Agreement, may be used in lieu of a narrative format for Challenge Cost Share Agreements. Mandatory provisions are incorporated by reference on the FS-1580-1. Clauses may also be incorporated by reference on narrative Challenge Cost Share Agreements. Attachments to this form should include the parties' responsibilities, a detailed Financial Plan, and any other information germane to the agreement.

PROCESSING THROUGH THE IWEB SYSTEM

- Create a proposal in IWeb, completing all the applicable information in the Details, Contacts and Cooperator tabs.

- Attach the narrative in IWeb

- Accept and Approve the project through IWeb. The commitment process is applicable for this type of instrument.

Samples: Rocky Mountain Nature Association

CHALLENGE COST SHARE AGREEMENT
between
THE ROCKY MOUTAIN NATURE ASSOCIATION
and the
UNITED STATES DEPARMENT OF AGRICULTURE
FOREST SERVICE, ROCKY MOUNTAIN REGION

01-CS-11420004-013

This Challenge Cost Share Agreement is hereby made and entered into by and between the Rocky Mountain Nature Association, hereinafter referred to as RMNA, and United States Department of Agriculture, Forest Service, Rocky Mountain Region, hereinafter referred to as Forest Service, under the provisions of the Department of Interior and Related Agencies Appropriation Act of 1992, P.L. 102-154.

A. PURPOSE:

The purpose of this agreement is to work cooperatively to develop and implement long-term maintenance strategies for historic structures that serve the public, provides efficiency, maintains historic values, and provides managers a variety of management information.

B. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

It is in the interest of the Forest Service to convey to the public the understanding that historic resources can be managed and conserved to provide for resource sustainability, preservation, and public enjoyment, as well as protection of unique, rare, and significant buildings. The Forest Service will benefit because the RMNA can better make available to the public certain types of information related to historic buildings which may have public-service, donor, or philanthropic appeal. The RMNA is dedicated to the comprehensive and professional preservation of natural and cultural resources. The RMNA will benefit by having a closer affiliation to historic building preservation aspects of the Forest Service, in an arena of expertise and management that they are already providing for other agencies.

Both parties mutually benefit because they are dedicated to professional management of the Nation's cultural resources, and in developing local and regional partnerships with similarly interested organizations and institutions.

C. FOREST SERVICE SHALL:

1. Reimburse the RMNA for certain actual expenses in an amount not-to-exceed $30,000 as shown in the Financial Plan.

2. Provide the salary and time of professional Forest Service archaeologists/historians to supervise and support the cooperative projects.

3. Provide relevant federal direction and guidance on federal laws and policy as necessary.

D. RMNA SHALL:

1. Provide analysis, modification (if necessary), and maintenance of a Forest Service database related to the condition, location, availability, and dispensation of certain historic structures with the Region.

2. Modify or re-design an electronic World Wide Web-based access which markets, reserves, or makes know to the public, information about the historic buildings in the above-mentioned database.

3. Provide information for consideration of FS decision-makers regarding long-term management of certain historic buildings of mutual interest.

4. Assess the condition, provide for stabilization, and implement an alternative re-use program for a historic building on the Arapaho-Roosevelt National Forest which is compatible with the Forest Service long term management goals for historic structure management.

5. Provide the salary and time to supervise the activities as determined by the partners on a project-by-project basis, who would most closely match the Forest Service needs.

6. Provide the services of one or two intermittent employees to effect the work items on a project-by-project basis.

E. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. <u>CONTINUING PARTNERSHIP.</u> Both parties will arrange for a continuing consultation on an annual basis to discuss the conditions covered by this agreement and agree to actions necessary to implement and further stated goals. These goals will be agreed to in writing by both parties in accordance with E.7 below.

2. <u>FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS AND AUDIOVISUALS.</u> Forest Service support shall be acknowledged in **any** publications and audiovisuals developed as a result of this instrument.

3. <u>FEDERAL COST PRINCIPELS.</u> This agreement will be governed by OMB Circular No. A-122, Cost Principles for Nonprofit Organizations with exclusions listed in Attachment C of OMB Circular No. A-122 and audit requirements under OMB Circular A-133, Audits of States, Local Governments and Non-profit Organizations.

4. <u>COLLECTION AMOUNTS DUE THE FEDERAL GOVERNMENT.</u> Pursuant to 31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B, any funds paid to a cooperator in excess of the amount to which the cooperator is finally determined to be entitled under the terms and conditions of the award constitute a debt to the Federal Government. If not paid within a reasonable period after the demand for payment, the Federal awarding agency may reduce the debt by:

    a. Making an administrative offset against other requests for reimbursements.
    b. Withholding advance payments otherwise due to the cooperator.
    c. Taking other action permitted by statue.

Except as otherwise provided by law, the Federal awarding agency shall charge interest on an overdue debt in accordance with 4 CFR, Chapter II "Federal Claims Collection Standards" and 31 U.S.C., Chapter 37.

5. TAXPAYER IDENTIFICATION NUMBER. The cooperator shall furnish their tax identification number upon execution of this instrument.

6. FUNDING EQUIPMENT AND SUPPLIES. Federal funding under this instrument is not available for reimbursement of recipient/cooperator purchase of equipment.

7. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed. The Forest Service is not obligated to fund any changes not properly approved in advance.

8. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. The Forest Service, Inspector General, or Comptroller General, through any authorized representative, shall have access to and the right to examine all records related to this instrument. As used in this provision, "records" includes books, documents, accounting procedures and practices, and other data regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. All records pertinent to this agreement shall be retained for a period of 3 years.

9. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Forest Service under this instrument is subject to the Freedom of Information Act (5 U.S.C.552).

10. NONDISCRIMINATION. The recipient/cooperator shall comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive orders, regulations, and policies. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d, 2000e – 16), which prohibits discrimination on the basis of race, color, disability, or national origin; (b) Title IX of the Education amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794) which prohibits discrimination on the basis of disabilities. The nondiscrimination statement which follows shall be posed in primary and secondary recipient/cooperator offices, at the public service delivery contact point and included, in full, on all materials regarding such recipients'/cooperators' programs that are produced by the recipients/cooperators for public information, public education, or public distribution:

    "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

    To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

If the material is too small to permit the full statement to be included, the material will at minimum include the statement, in print size no smaller than the text, that ***"This institution is an equal opportunity provider."***

11. PROPERTY IMPROVEMENTS. Improvements placed on National Forest System land at the direction of either of the parties, shall thereupon become property of the United States, and shall be subject to the same regulations and administration of the Forest Service as other National Forest improvements of a similar nature. No part of this instrument shall entitle the cooperator to any share or interest in the project other than the right to use and enjoy the same under the existing regulations of the Forest Service.

12. LEGAL AUTHORITY. The cooperator has the legal authority to enter into this instrument, and the institutional, managerial and financial capability (including funds sufficient to pay nonfederal share of project costs) to ensure proper planning, management, and completion of the project.

13. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument in no way restricts the Forest Service or the Cooperator(s) from participating in similar activities with other public or private agencies, organizations, and individuals.

14. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of last signature and is effective through September 30, 2006 at which time it will expire unless extended.

15. EXTENSION OF PERFORMANCE PERIOD. The Forest Service, by written modification may extend the performance period of this instrument for a total duration not to exceed 5 years from its original date of execution.

16. TERMINATION. Any of the parties, in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration.

    No parties shall incur any new obligations for the terminated portion of the instrument after the effective date and shall cancel as many obligations as possible. Full credit shall be allowed for each Party's expenses and all non-cancelable obligations properly incurred up to the effective date of termination.

    Excess funds shall be refunded within 60 days after the effective period.

17. PRINCIPAL CONTACTS. The principal contacts for this instrument are:

	Forest Service	***RMNA***
Technical Contact	*Terri Liestman*	*Curt Buchholtz*
Address	*USDA Forest Service Rocky Mountain Region PO Box 25127 Lakewood, CO 80225-0127*	*Rocky Mountain Nature Assoc. Estes Park, CO 80517*
Telephone	*(303) 275-5051*	*(970) 586-0108*
E-Mail	*tliestman@fs.fed.us*	*Curt_buchholtz@nps.gov*

Administrative Contact	*LuAnn Waida*	*Heidi Knudsen*
Address	*USDA Forest Service* *Rocky Mountain Region* *PO Box 25127* *Lakewood, CO 80225-0127*	*Rocky Mountain Nature Assoc.* *Estes Park, CO 80517*
Telephone	*(303) 275-5280*	*(970) 586-0108*
E-Mail	*lwaida@fs.fed.us*	*Heidi_knudsen@nps.gov*

18. AVAILABILITY OF FUNDS. Funds in the amount of $30,000 are currently available for performance of this instrument through September 30, 2006. The Forest Service's obligation for performance of this instrument beyond this date is contingent upon the availability of appropriated funds from which payment can be made. No legal liability on the part of the Forest Service for any payment may arise for performance under this instrument beyond September 30, 2006, until funds are made available to the Forest Service for performance and until the recipient/cooperator receives notice of availability to be confirmed in a written modification by the Forest Service.

19. DAVIS-BACON OR SERVICE CONTRACT ACT. Federal wage provisions (Davis-Bacon or Service Contract Act) are applicable to any contract developed and awarded under this instrument where all or part of the funding is provided with Federal funds. Davis-Bacon wage rates apply on all public works contracts in excess of $2,000 and Service Contract Act wage provisions apply to service contracts in excess of $2,500. The Forest Service will award contracts in all situations where their contribution exceeds 50 percent of the costs of the contract. If a cooperator is approved to issue a contract it shall be awarded on a competitive basis.

20. ELECTRONIC FUNDS TRANSFER. The recipient/cooperator shall designate a financial institution or an authorized payment agent through which a Federal payment may be made in accordance with U.S. Treasury Regulations, Money and Finance at 31 CFR 208, which requires that Federal payments are to be made by electronic funds transfer (EFT) to the maximum extent possible. A waiver may be requested and payment received by check by certifying in writing that one of the following situations apply:

    a. The payment recipient/cooperator does not have an account at a financial institution.
    b. EFT creates a financial hardship because direct deposit will cost the payment recipient more than receiving a check.
    c. The payment recipient/cooperator has a physical or mental disability, or a geographic, language, or literacy barrier.

21. PAYMENT/REIMBURSEMENT. Forest Service shall reimburse the cooperator for the Forest Service's proportionate share, 35 percent of actual expenses incurred, not to exceed $30,000, reduced by program income, and other Federal and nonfederal cash contributions, as shown in the incorporated Financial Plan. If program income generated from the project exceeds the cooperator's actual expenses, the Forest Service share is zero. The cooperator is approved to submit quarterly billing(s). The Forest Service will make payment for its share of project costs upon receipt of an invoice. Each invoice shall display the cooperator's actual

expenditures to date of the invoice (not just the Forest Service share of actual expenditures), displayed by separate cost elements as documented in the Financial Plan, less program income and other Federal and nonfederal cash contributions and previous Forest Service payments.

22. ENDORSEMENT. Any cooperator contributions made under this instrument do not by direct reference or implication convey Forest Service endorsement of the cooperator's product or activities.

IN WITNESS WHEREOF, the parties have executed this instrument as of the last written date below:

The authority and format of this instrument has been reviewed and approved for signature.

____ __________________
Grants and Agreements Specialist ***DATE***

Approval:

This instrument is approved.

____ __________________
RICK CABLES ***DATE***
Regional Forester
Rocky Mountain Region

AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

Acceptance:

____ __________________
CURT BUCHHOLTZ ***DATE***
Executive Director
Rocky Mountain Nature Association

EXEMPTED AGREEMENTS (LE and FI)

These are cooperative agreements that have been granted exceptions from the Federal Grants and Cooperative Agreements of 1977. OMB provided limited waivers for continuance of the following three programs:

1. Cooperative Law Enforcement Agreement. Procedures for all existing and new Cooperative Law Enforcement Agreements which are executed under the authority of the Act of August 10, 1971, Pub. L. 92-82, 16 U.S.C. 551a may continue.

   Use when cooperating with counties for law enforcement patrols. Allows us to reimburse the County for patrolling Forest Service roads, campgrounds and recreation sites. Can also be used for requesting assistance for special enforcement situations such as fire emergencies, drug enforcement, and group gatherings.

2. Cooperative Fire Protection Agreements. Procedures for all existing and new Cooperative Fire Protection Agreements which are executed under the following authorities may continue:

   a. Granger-Thye Act, as Amended
   b. The Reciprocal Fire Act
   c. The Cooperative Funds and Deposits Act of December 12, 1975
   d. The Cooperative Funds Act of June 30, 1914

   Use to cooperate with partners, usually counties, for wildland fire response. Currently, most states have umbrella fire agreements that include counties, and only annual operating plans are needed instead of individual agreements with every county.

PROCESSING THROUGH THE IWEB SYSTEM

- Create a proposal in IWeb, completing all the applicable information in the Details, Contacts and Cooperator tabs.

- Attach the narrative in IWeb

- Accept and Approve the project through IWeb. The commitment process is non-applicable for these types of instruments.

Samples: Cooperative Law Enforcement Agreement
Cooperative Fire Protection Agreement

COOPERATIVE LAW ENFORCEMENT AGREEMENT
between the
COUNTY SHERIFF'S DEPARTMENT
and the
UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE, NATIONAL FOREST

01-LE-11420004-013

This Cooperative Law Enforcement Agreement is entered into by and between the County Sheriff's Department, hereinafter referred to as the Cooperator, and the United States Department of Agriculture, Forest Service, National Forest, hereinafter referred to as the Forest Service, under the provisions of the Cooperative Law Enforcement Act of August 10, 1971, P.L. 92-82. 16 U.S.C. 551a.

Background: The parties to this agreement recognize that public use of National Forest System lands (NFS lands) is usually located in areas that are remote or sparsely populated. The parties also recognize that the enforcement of State and local law is related to the administration and regulation of NFS lands and the Cooperator has a limited amount of financing to meet their responsibility of enforcing these laws.

A. PURPOSE:

The purpose of this agreement is to document a cooperative effort between the parties to enhance State and local law enforcement in connection with activities on NFS lands and provide for reimbursement to the Cooperator for the intensified portion of this effort.

In consideration of the above premises, the parties agree as follows:

B. THE COOPERATOR SHALL:

1. Perform in accordance with the approved and hereby incorporated annual Financial and Operating Plan.

2. Ensure that the officers/agents of the Cooperator performing law enforcement activities under this agreement meet the same standards of training required of the officers/agents in their jurisdiction, or the State Peace Officers Standards of Training where they exist.

3. Provide uniformed officers/agents with marked vehicles to perform all activities unless agreed to otherwise in the Operating Plan. Advise the Forest Service Principal Contact, listed in the Provision IV-B, of any suspected criminal activities in connection with activities on NFS lands.

4. Upon the request of the Forest Service, dispatch additional deputies within manpower capabilities during extraordinary situations as described in Provision IV-I.

5. Shall furnish their tax identification number upon execution of this agreement pursuant to the Debt Collection Improvement Act of 1996, as amended by Public Law 104-134. The Cooperator also agrees that notice of the Forest Service's intent to use such number for

purposes of collecting and reporting on any delinquent amounts arising out of such Cooperator's relationship with the Government, has hereby been given.

6. Complete and furnish the Forest Service with Form FS-5300-5, Cooperative Law Enforcement Activity Report, identifying the number of crimes occurring on NFS lands. The report shall follow the FBI Uniform Crime Reporting groupings, Part I and Part II offenses. Offenses and arrest information shall be combined and reported for each crime. This report shall separate the crimes handled under this agreement from those handled by the Cooperator during regular duties.

7. Provide the Forest Service Principal Contact, listed in Provision IV-B, with case reports and timely information relating to incidents/crimes in connection with activities on NFS lands.

8. Bill the Forest Service for the Cooperator's actual costs incurred to date, displayed by separate cost elements, excluding any previous Forest Service payment(s) made to the date of the invoice, not to exceed the dollar amount(s) shown, in accordance with the Operating Plan. Billing frequency will be as specified in the Operating Plan.

9. Give the Forest Service or Comptroller General, through any authorized representative, access to and the right to examine all records related to this agreement. As used in this provision, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.

10. Comply with all Federal statutes relating to nondiscrimination and all applicable requirements of all other Federal laws, Executive orders, regulations, and policies. Those include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (40 U.S.C. 2000), which prohibits discrimination on the basis of race, color, disability, or national origin; (b) Title IX of the Education amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; and Section 504 of the Rehabilitation Act of 1973 as amended (29 USC 794) which prohibits discrimination on the basis of disabilities. The nondiscrimination statement which follows shall be posted in primary and secondary Cooperator offices, at the public service delivery contact point and included, in full, on all materials regarding such Cooperators' programs that are produced by the Cooperator for public information, public education, or public distribution:

    "In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

    To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 220250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

    If the material is too small to permit the full statement to be included, the material will at minimum include the statement, in print size no smaller than the text, that "This institution is an equal opportunity provider."

11. Monitor the Forest Service radio during the following time period(s):_________ between the dates of _________ and _________. Address any concerns or notify/request assistance from the Forest Service as required in the judgment of the Cooperator.

C. THE FOREST SERVICE SHALL:

1. Perform in accordance with the Operating Plan.

2. Reimburse the Cooperator for actual expenses incurred, not to exceed the amount shown in the Operating Plan. The Forest Service will make payment for project costs upon receipt of an invoice. Each correct invoice shall display the Cooperator’s actual expenditures to date of the invoice, displayed by separate cost elements as documented in the Operating Plan, less any previous Forest Service payments.

D. IT IS MUTUALLY UNDERSTOOD AND AGREED UPON BY AND BETWEEN THE PARTIES THAT:

1. The parties will make themselves available, when necessary to: provide for continuing consultation, exchange information, aid in training and mutual support, discuss the conditions covered by this agreement and agree to actions essential to fulfill its purposes.

2. The principal contacts for this agreement are:

	Forest Service	***RMNA***
Technical Contact		
Address		
Telephone		
E-Mail		
Administrative Contact		
Address		
Telephone		
E-Mail		

3. This agreement has no effect upon the Cooperator’s right to exercise civil and criminal jurisdiction, on NFS lands nor does this agreement have any affect upon the responsibility of the Forest Service for the enforcement of federal laws and regulations relative to NFS lands.

4. Any Operating Plan added to this agreement will be jointly prepared and agreed to by the parties. The Operating Plan shall at a minimum contain:

    1. Specific language stating that the Operating Plan is being added to this agreement thereby subjecting it to the terms of this agreement.

    2. Specific beginning and ending dates.

    3. Bilateral execution prior to any purchase or the performance of any work for which reimbursement is to be made.

4. Specify any training, equipment purchases, and enforcement activities to be provided and agreed rates for reimbursement including the maximum total amount(s) for reimbursement.

5. An estimate of the useful life of any equipment purchased under this agreement as required by Provision IV-J.

6. Billing frequency requirement(s).

7. Designation of specific individuals and alternate(s) to make or receive requests for enforcement activities under this agreement.

8. A review and signature of a Forest Service Agreement Coordinator.

5. Nothing in this agreement obligates either party to accept or offer any Operating Plan under this agreement.

6. The officers/agents of the Cooperator performing law enforcement activities under this agreement are, and shall remain, under the supervision, authority, and responsibility of the Cooperator. Law enforcement provided by the Cooperator and its employees shall not be considered as coming within the scope of federal employment and none of the benefits of federal employment shall be conferred under this agreement.

7. Federal Communication Commission procedures will be followed when operating radio(s) on either party's frequency.

8. Reimbursable Cooperator enforcement expenses must be: listed in an approved Operating Plan; expended in connection with activities on NFS lands; and expenses beyond those which the Cooperator is normally able to provide.

9. During extraordinary situations such as, but not limited to: fire emergency, drug enforcement activities, or certain group gatherings, the Forest Service may request the Cooperator to provide additional special enforcement activities. The Forest Service will reimburse the Cooperator for only the additional activities requested and not for activities that are regularly performed by the Cooperator.

10. Reimbursement may include the costs incurred by the Cooperator in equipping or training its officers/agents to perform the additional law enforcement activities authorized by this agreement. Unless specified otherwise in the Operating Plan, reimbursement for equipment and training will be limited to a pro rata share based on the percentage of time an officer/agent spends or equipment is used under this agreement.

    When reimbursement for items such as radios, radar equipment, and boats is being contemplated, reimbursement for leasing of such equipment should be considered. If Cooperator of Forest Service equipment purchases are approved in the Operating Plan, an estimate of the useful life of such equipment shall be included. When purchased, equipment use rates shall include only operation and maintenance costs and will exclude depreciation and replacement costs. Whether the Cooperator is reimbursed for lease/purchase costs, or the Forest Service purchases and transfers the equipment, the total cost for the equipment cannot exceed the major portion of the total cost of the Operating Plan unless approved by all parties in the agreement and shown in the Operating Plan.

When the Forest Service provides equipment, the transfer shall be documented on an approved property transfer from (SD-107) or equivalent. Title shall remain with the Forest Service, however, the Cooperator shall ensure adequate safeguards and controls exist to protect loss or theft. The Cooperator shall be financially responsible for any loss at original acquisition cost less depreciation at the termination of the agreement. The Cooperator is responsible for all operating and maintenance costs for equipment that the Forest Service has reimbursed the Cooperator for and/or transferred to the Cooperator under the AD-107 process or equivalent.

11. Equipment and supplies approved for purchase under this agreement are available only for use as authorized. The Forest Service reserves the right to transfer title to the Forest Service of equipment and supplies, with a current per-unit fair market value in excess of $5,000.00, purchased by the Cooperator using any Federal funding. Upon expiration of this agreement, the Cooperator shall forward an equipment and supply inventory to the Forest Service, listing all equipment purchased throughout the life of the project and unused supplies. The Forest Service will issue disposition instructions within 120 calendar days.

12. When no equipment or supplies are approved for purchase under an Operating Plan, Forest Service funding under this agreement is not available for reimbursement of Cooperator purchase of equipment or supplies.

13. When State conservation agencies have the responsibility for public protection in addition to their normal enforcement responsibility, their public protection enforcement activities may be included in the Operating Plans and are then eligible for reimbursement. Reimbursement is not authorized to State Conservation Agencies for enforcement of fish and game laws in connection with activities on NFS lands.

14. Pursuant to 31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B, any funds paid to the Cooperator in excess of the amount to which the Cooperator is finally determined to be entitled under the terms and conditions of the award constitute a debt to the Federal Government. If not paid within a reasonable period after the demand for payment, the Federal awarding agency may reduce the debt by:

    1. Making an administrative offset against other requests for reimbursements.

    2. Withholding advance payments otherwise due the Cooperator.

    3. Taking other action permitted by statute.

    Except as otherwise provided by law, the Federal awarding agency shall charge interest on an overdue debt in accordance with 4 CFR, Chapter II "Federal Claims Collection Standards" and 31 U.S.C., Chapter 37.

15. The Cooperator shall designate a financial institution or an authorized payment agent through which a Federal payment may be made in accordance with US Treasury Regulations, Money and Finance at 31 CFR 208, which requires that Federal payments are

to be made by electronic funds transfer(EFT) to the maximum extent possible. A waiver may be requested and payment received by check by certifying in writing that one of the following situations apply:

1. The Cooperator does not have an account at a financial institution.

2. EFT creates a financial hardship because direct deposit will cost the Cooperator more than receiving a check.

3. The Cooperator has a physical or mental disability, or a geographic, language, or literacy barrier.

16. Modifications within the scope of the agreement shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by both parties, prior to any changes being performed. The Forest Service is not obligated to fund any changes not properly approved in advance.

17. The Forest Service by written modification to this agreement, may extend the term for subsequent performance periods not to exceed a total duration of 5 years from the execution date of the agreement, including the subsequent performance periods.

18. Execution of this agreement terminated Cooperative Law Enforcement Agreement No. _____________, executed between the parties on ________________.

19. Either party, in writing, may terminate this agreement in whole, or in part, at any time before the date of expiration. Neither party shall incur any new obligations for the terminated portion of this agreement after the effective date and shall cancel as many obligations as is possible. Full credit shall be allowed for each party's expenses and all non-cancelable obligations properly incurred up to the effective date of termination.

20. Federal wage provisions (Davis-Bacon or Service Contract Act) are applicable to any contract developed and awarded under this agreement where all or part of the funding is provided with Federal funds. Davis-Bacon wage rates apply on all public works contracts in excess of $2,000 and Service Contract Act wage provisions apply to service contracts in excess of $2,500. The Forest Service will award contracts in all situations where their contribution exceeds 50 percent of the costs of the contract. If the Cooperator is approved to issue a contract it shall be awarded on a competitive basis.

21. This agreement in no way restricts the Forest Service or the Cooperator from participating in similar activities with other public or private agencies, organizations, and individuals.

22. Any information furnished to the Forest Service under this agreement is subject to the Freedom of Information Act (5 U.S.C. 552).

23. This agreement is executed as of the date of the last signature and, unless sooner terminated, is effective through ____________ at which time it will expire unless renewed.

IN WITNESS WHEREOF, the parties have executed this instrument as of the last written date below:

The authority and format of this instrument has been reviewed and approved for signature.

_______________________________________ ________________

Grants and Agreements Specialist ***DATE***

Approval:

This instrument is approved.

_______________________________________ ________________

DALE P. McCORMICK ***DATE***
Special Agent in Charge
Region 2

AUTHORIZED REPRESENTATIVES. By signature below, the cooperator certifies that the individuals listed in this document are representatives of the cooperator and are authorized to act in their respective areas for matters related to this agreement.

Acceptance:

_______________________________________ ________________

COUNTY COMMISSIONER ***DATE***

COOPERATIVE WILDLAND FIRE MANAGEMENT AGREEMENT
Between
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE

Northeastern Area, Agreement No.: 00-FI-11420004-008-A
DUNS number: 929332484

AND

STATE OF MINNESOTA
DUNS number: 879399095

By THE FOLLOWING FEDERAL AUTHORITIES:

Reciprocal Fire Protection Act of May 27, 1955, (69 Stat. 66; 42 U.S.C. 1856)
Economy Act of June 30, 1932, (31 U.S.C., 1535 as amended)
Disaster Relief Act of May 22, 1974, (42 U.S.C. 5121 as amended)
Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288)
Homeland Security Act of 2002 (H.R. 5005-8)
Homeland Security Presidential Directive-5 (HSPD-5)
National Indian Forest Resources Management Act (P.L. 101-630, Title III)
Taylor Grazing Act of June 28, 1934, (48 Stat. 1269; 43 U.S.C. 315)
Granger-Thye Act of April 24, 1950, (16 U.S.C., Sec 572)
Cooperative Funds and Deposits Act of Dec 12, 1975, (P.L. 94-148, 16 U.S.C. 565)
Cooperative Forestry Assistance Act of July 1, 1978, as amended (16 U.S.C. 2101)
Cooperative Funds Act of June 30, 1914, (16 U.S.C. 498)
Federal Land Policy and Management Act of Oct. 21, 1976, (P.L.94-579; 43 U.S.C.)
Department of the Interior and Related Agencies Appropriations Act, 1999, as included in P.L. 105-277, section 101(c)
Watershed Restoration and Enhancement Act of 1998, P.L. 105-77
NPS Organic Act (16 U.S.C.1)
National Wildlife Refuge Administration Act of 1966 (16 U.S.C. 668dd-668ee, 80 Stat. 927, as amended)
National Wildlife Refuge System Improvement Act of 1997 (P.L. 105-57)

By THE FOLLOWING STATE AUTHORITIES:

Minnesota Statutes 84.025 subd. 7, 89.01 subd. 4, 90.041 subd. 1 and 471.59.

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EXHIBIT A. GLOSSARY OF TERMS

PURPOSE

The purpose of this Cooperative Wildland Fire Management Agreement (hereinafter called the Agreement) is to document the commitment of the Agencies to this Agreement to improve efficiency by facilitating the exchange of personnel, equipment, supplies, services, and funds among the Agencies to this Agreement. The Agencies to this Agreement are The State of Minnesota, hereinafter called the State; and the United States Department of Agriculture Forest Service, Northeastern Area: hereinafter called the Forest Service.

The National Response Plan (NRP) applies to all Federal departments and agencies that may be requested to provide assistance or conduct operations during Presidential/Stafford Act declared disasters. These disasters also require a coordinated response by an appropriate combination of Federal, State and Tribal Agency resources. This agreement also documents the commitment of the Parties to provide cooperation, resources, and support to the Secretary of Homeland Security in the implementation of the NRP, as appropriate and consistent with their own authorities and responsibilities during Presidential-declared disasters.

Words and phrases used herein may have different meanings or interpretations for different readers. To establish a "common" understanding, words and phrases as used herein are defined in the Glossary of Wildland Fire Terminology found on the National Wildfire Coordinating Group web-page (www.NWCG.gov) and in the Glossary attached as Exhibit A.

RECITALS

1. Lands for which the State is responsible for wildland fire protection in Minnesota, and the lands for which the Forest Service is responsible, are intermingled or adjacent in some areas, and wildland fires on these intermingled or adjacent lands may present a threat to the lands of the other;

2. The Agencies to this Agreement maintain fire protection and fire management organizations;

3. It is to the mutual advantage of the Agencies to this Agreement to coordinate efforts for the prevention, detection, and suppression of wildfires, fuels management, use of wildland fire, non fire emergencies (as authorized), and cooperative projects for resource protection in and adjacent to their areas of responsibility; and to limit duplication and improve efficiency and effectiveness;

4. It is the intent of the Agencies hereto that State resources be available to assist in fire management activities and non fire emergencies (as authorized under the Robert T. Stafford Disaster Relief and Emergency Act) on all federal lands, and on other lands upon which the Forest Service is responsible to protect or respond, including fires in Canada and Mexico. Activities under this agreement include but are not limited to fire suppression, fire prevention, pre-positioning of resources in anticipation of fire activity, and prescribed fire activities.

5. It is the intent of the Agencies hereto that federal resources are available to assist in fire management activities on all state and private lands the State is responsible to protect; and the USFS, BLM, BIA, NPS, and FWS have entered into a national Interagency Agreement for Fire Management to cooperate in all aspects of fire management.

In consideration of the mutual commitments and conditions herein made, it is agreed as follows:

INTERAGENCY COOPERATION

6. **National Incident Management System:** The Agencies to this Agreement will operate under the concepts defined in the Department of Homeland Security's (DHS) ***National Incident Management System*** (NIMS) and in accordance with the DHS ***National Response Plan***. In implementing these concepts, Agencies to this Agreement will be expected to follow the National Wildfire Coordinating Group's (NWCG) National Interagency Incident Management System (NIIMS) minimum standards as defined in the ***Wildland Fire Qualifications Systems Guide*** (PMS-310). These NWCG minimum standards are DHS NIMS compliant. The NIMS concepts that will be followed include Incident Command System (ICS), qualifications system, training system, the management of publications, and participating in the review, exchange, and transfer of technology as appropriate for providing qualified resources, and for the management of incidents covered by this Agreement.

7. **Annual Operating Plans:** The Annual Operating Plan will tier to this Agreement and shall be developed to provide:

A. Specific details of reimbursable and non-reimbursable costs and services, including provisions for overhead costs and indirect costs, including costs associated with union agreements.
B. Specific details of qualifications and training standards for firefighters, equipment and vehicle operators.
C. Specific details of billing and payment for resources and services provided through this agreement.
D. Designations of authorized agency representatives – and their signatures.
E. Specific information for out-of-state mobilization of State personnel and equipment – to include pay schedules, duration of assignments, fiscal procedures, and interagency training and qualifications standards.

8. **Interagency Dispatch Centers**: The Agencies to this Agreement agree to maintain, support, and participate in Interagency Dispatch Centers, as appropriate. Staffing, funding, and level of participation will be agreed to by the affected Agencies to this Agreement and will be documented in an annual operating plans and/or appropriate mobilization guides.

9. **Eastern Area Coordination Center:** The Agencies to this Agreement recognize the Eastern Area Coordination Center, as the Geographic Area Coordination Center (GACC) for the Northeastern Geographic Area. The Agencies to this Agreement will coordinate fire management activities and resource movements through the Geographic Area Coordination Center as appropriate. Agencies to this Agreement are not precluded from independent movement of resources.

10. **Interagency Resources:** Interagency funding, staffing, and utilization of resources and facilities will be pursued by the Agencies to this Agreement whenever an interagency approach is appropriate and cost effective. Shared staffing and funding will be commensurate with each Agency's use of resources and will be agreed to and documented in local operating plans.

11. **Standards:** It is the goal of the Agencies to this Agreement to achieve common standards within the Agencies' best interest, recognizing differing agency missions and mandates. Each Agency to this Agreement recognizes that other agency standards are reasonable, prudent, and acceptable. This clause is not intended to affect the Jurisdictional Agency's land management standards.

PREPAREDNESS

12. **Safety:** It is mutually agreed by the Agencies to this Agreement that firefighter and public safety shall take priority over all else in fire and non-fire incident management activities. Each Agency will assure compliance with established safe firefighting and work practices as referenced in the *National Wildfire Coordinating Group (NWCG) Fireline Handbook*, the *National Interagency Mobilization Guide*, and the *Eastern Area Interagency Mobilization Guide.*

13. **Definition of Responsibilities:** The Agencies to this Agreement shall be distinguished as follows:

A. Jurisdictional Agency - The Agency within this Agreement that has overall land and resource management and/or protection responsibility as provided by federal or state law. Under no circumstances will a jurisdictional Agency abdicate legal responsibilities as provided by federal or state law.
B. Protecting Agency - The Agency within this Agreement providing fire management services to a given area pursuant to this Agreement.
C. Supporting Agency – An Agency within this Agreement providing assistance.

14. **Acquisition of Fire Management Services:** One Agency may provide fire management services on lands under the jurisdiction of another. Factors to consider in establishing the fee or rate of exchange will be based upon equivalent comparable costs, acreage involved, complexity, workload, staffing, organization, performance, and/or available resources with consideration for values at risk, and other factors as may be appropriate and mutually agreed to by the affected Agencies to this Agreement. If an imbalance exists, the protecting Agency will bill the jurisdictional Agency. The terms and conditions of such arrangements must be included in annual operating plans.

15. **Joint Projects and Project Plans:** The Agencies to this Agreement may jointly conduct cooperative projects, within their authority and as authorized by law, to maintain or improve their fire management services and activities. These projects may involve such activities as prescribed fire/fuels management, pre-suppression, fire analysis/planning, rehabilitation, training, prevention, public affairs, and other beneficial efforts. Such projects will be documented in local operating plans, or other appropriate written documents, referencing the appropriate authority. Documentation will include the objectives, role of each Agency, and each Agency's share of costs.

16. **Fire Prevention:** The Agencies to this Agreement agree to cooperate in the development and implementation of fire prevention programs. Specific fire prevention plans should be developed by local interagency fire management personnel. The Agencies to this Agreement may pool resources and share costs.

17. **Prescribed Fire and Fuel Management:** The Agencies to this Agreement agree to cooperate in the development and implementation of prescribed fire and fuels management programs, whose primary intent is to reduce fire hazard.

    Any Agency within this Agreement may provide assistance to another Agency as requested and agreed to for the purposes of performing prescribed fire or other fuels management work. Conditions of the assistance and details related to reimbursement will be agreed to and documented on a Supplemental Prescribed Fire Plan, as an addendum to the Annual Operating Plan.

    Any instrument processed under this clause shall be in accordance with each agency's applicable laws, regulations, and policy requirements.

USE AND REIMBURSEMENT OF INTERAGENCY FIRE RESOURCES

18. The Forest Service shall furnish personnel and firefighting equipment to the State at the request of an authorized State officer. Requests will be honored as current conditions

permit. All such efforts shall be reimbursed by the State, as provided for in the Annual Operating Plan.

19. The State shall furnish personnel and equipment to the Forest Service at the request of an authorized Forest Service Officer. Requests will be honored as current conditions permit. The Forest Service, as provided for in the Annual Operating Plan, shall reimburse all such efforts by the State.

20. **Appropriated Fund Limitation:** Nothing herein shall be considered as obligating the Agencies to this Agreement to expend funds, or as involving the United States, or the State in any contract or other obligation for the future payment of money in excess of funding approved and made available for payment to meet the commitments of this Agreement and modifications thereto.

21. **Duration of Assignments:** Consideration must be given to the health and safety of personnel when assigned to fires and emergency incidents. The Agencies to this Agreement agree that Incident Commanders will release suppression resources to their primary responsibilities as soon as priorities allow. Incident Commanders shall adhere to work/rest policies of respective responding Agencies.

22. **Loaned Equipment and Supplies:** Equipment and supplies, (i.e. commonly used fire cache items such as pumps, hoses, nozzles, etc.) loaned to another Agency shall become the responsibility of that Agency, and shall be returned in the same condition as when received, reasonable wear and tear accepted. As determined by the loaning agency, the receiving Agency will repair or reimburse for damages in excess of reasonable wear and tear and will replace or reimburse for items lost, destroyed, or expended**.**

23. **Training**: Agencies to this agreement shall accept qualifications for personnel currently employed and certified by the other Agency; or other non-Agency cooperators (such as city and rural fire departments) who are hired as Administratively Determined (AD) personnel when participating in cooperative fire management efforts, provided they meet the minimum position requirements as specified in the NWCG Wildland and Prescribed Fire Qualifications Systems Guide, PMS 310-1.

24. **Communication Systems:** The Agencies to this Agreement may mutually agree to allow one another the use of communications systems such as radio frequencies, computer system access, data transmission lines, and communication sites when there is a mutual benefit to the agencies. Such agreement shall be approved only by Agency authorized personnel.

25. **Fire Weather Systems:** The Agencies to this Agreement will cooperate in the gathering, processing, and use of fire weather data, including the purchase of compatible sensing systems and the joint use of computer software. The National Fire Danger Rating System (NFDRS) is the common and agreed upon fire danger rating system.

26. **Aviation Operations:** The Agencies to this Agreement agree to cooperate in use of aviation resources to foster effective and efficient use of aircraft and personnel. When either Agency requires aviation resources other than those assigned to them, or available through other agreements, shall order additional resources through the Eastern Area Coordination

Center. Each Agency will conduct aviation operations in compliance with their own manuals, guides and/or handbooks. Only Forest Service or Aviation Management Division (AMD, formerly OAS) certified aircraft and pilots will be used for transporting federal employees. Aerial operations conducted by the State will follow state regulations except in joint operations with federal resources, or on a federal mission.

27. **The Annual Operating Plan** will establish the extent of reimbursable services to be furnished by each agency. It will provide that salary and wage costs for personnel assigned under this agreement will be at the actual cost of the sending agency.

GENERAL PROVISIONS

28. **Personnel Policy:** Employees of the Agencies to this Agreement shall be subject to the personnel rules, laws and regulations of the employing Agency.

29. **Mutual Sharing of Information**: In accordance with applicable state and federal rules and regulations, Agencies to this Agreement may furnish to each other, or otherwise make available upon request, such maps, documents, GIS data, instructions, records, and reports including, but not limited to, fire reports, employment records, and investigation reports as either Agency considers necessary in connection with the Agreement.

30. **Accident Investigations**: When an accident occurs involving the equipment or personnel of a supporting Agency, the protecting Agency shall immediately notify the jurisdictional and supporting agencies. As soon as practical, the protecting Agency shall initiate an investigation of the accident. The investigation shall be conducted by a team made up of representatives from affected Agencies, as appropriate.

31. **Compensation for injury and/or illness:** The Annual Operating Plan will establish that the NWCG Interagency Business Management Handbook will be used as the guidelines for compensation for medical treatment, for injury and/or illness suffered by responders under this agreement. The expenses associated with Office of Workers Compensation (OWCP) compensation under this agreement will be bourn by the employing agency.

32. **Waiver**: It is mutually agreed that the Agencies to this Agreement shall each be responsible for their own losses arising out of the performance of this Agreement and each Agency hereby waives any claim against any other Agency for any loss, damage, personal injury, or death of the Agency, or its employees or agents, occurring as a consequence of the performance of this Agreement; provided, this provision shall not relieve any Agency from responsibility for claims of third parties for losses for which the Agency is otherwise legally liable. Payment of third party claims will be bourn by the protecting agency.

33. **Modifications**: Modifications within the scope of this Agreement shall be made by mutual consent of the Agencies, by the issuance of a written modification, signed and dated by all Agencies, prior to any changes being performed. No Agency is obligated to fund any changes not properly approved in advance.

34. **Annual Review**: If deemed necessary, prior to March 1, representatives of the State and the Forest Service will meet and review matters of mutual concern. The Annual Operating plans will be reviewed annually and revised as necessary.

35. **Duration of Agreement**: This Agreement shall commence on the date the last Agency signs below and shall remain in effect for five years from that date. Either agency shall have the right to terminate their participation under this Agreement by providing 60 days advance written notice to the other Agency.

36. **Previous Agreements Superceded:** This Agreement supersedes Cooperative Wildland Fire Management Agreement Number: 00-FI-11244225-008, signed and dated September 27, 2002 as amended.

37. **Authorized Representatives:** By signature below, all signatories to this agreement certify that the individuals (Agency Representative, Agency Administrator,) listed in this document are authorized to act in their respective areas for matters related to this Agreement.

IN WITNESS WHEREOF, the Agencies hereto have executed this Cooperative Wildland Fire Management Agreement as of the last date written below

USDA FOREST SERVICE Northeastern Area, State & Private Forestry	STATE OF MINNESOTA Department of Natural Resources
______________________________	______________________________
KATHRYN P. MALONEY, Area Director Date: _______________	DAVID EPPERLY, State Forester Date: ________________

Attachment: Exhibit A

MASTER COOPERATIVE WILDLAND FIRE MANAGEMENT AGREEMENT
EXHIBIT A
GLOSSARY OF TERMS

Agency Representative: This Incident Command System position serves as the point of contact for an assisting or cooperating agency, which has been delegated authority to make decisions on all matters affecting that agency's participation at the incident and reports to the Liaison Officer.
Agency Administrator: Officials who are signatories to this Agreement, as follows: Bureau of Land Management, State Director; Forest Service, Regional Forester; BIA, Regional Director; National Park Service, Regional Director; Fish and Wildlife Service, Regional Director; State Forester, etc.
Fire Management Activities and/or Services: Any or all activities that relate to managing fire or fuels on lands under the jurisdiction of any agency to this Agreement. Activities include, but are not limited to suppression, prescribed fire/fuels management, fire analysis/planning, rehabilitation, training, prevention, public affairs, and other beneficial efforts.
Geographic Area Coordination Center (GACC): The physical location of an interagency, regional operation center for the effective coordination, mobilization and demobilization of emergency management resources.
Indirect Cost: A fixed percentage rate as determined by a process provided for in the Indirect Cost Negotiation Agreement as in Office of Management and Budget (OMB) Circular A-87, to recover those costs that cannot be directly charged to the project. The rate will be specified in the Annual Statewide Operating Plan.
Interagency: Involvement of two or more agencies to this Agreement.
Jurisdictional Agency: The Agency within this Agreement that has overall land and resource management and/or protection responsibility as provided by federal or state law. Under no circumstances will a jurisdictional Agency abdicate legal responsibilities as provided by federal or state law.
Operating Plan - Statewide: A plan, which will include all statewide considerations. This will be developed at the state level and approved by affected federal, tribal, state and local Coordinating Group member agencies.
Overhead Costs - These, as applicable to services provided for under this agreement, are those costs not directly chargeable to suppression efforts, but which are part of the overall cost of the operation.
Prescribed Fire: Any fire ignited by management actions to meet specific objectives.
Prevention: Activities directed at reducing the incidence of fires, including public education, law enforcement, personal contact and the reduction of fuel hazards (fuels management).
Protecting Agency: The Agency within this Agreement providing fire management services to a given area pursuant to this Agreement.
Protection: The actions taken to limit the adverse environmental, social, political, and economical effects of fire.
Reimbursable Costs: All costs associated with operations and support ordered on a resource order or project plan by or for an incident or project within the provisions of this Agreement. Such costs may include, but are not limited to, the following:

- Agency costs for transportation, salary, benefits, overtime, and per diem of individuals assigned to the incident or project.
- Additional support dispatching, warehousing or transportation services supporting a resource order.
- Cost of equipment in support of the incident, contract equipment costs and operating costs for agency equipment.

- Operating supplies for equipment assigned to the incident such as fuel, oil, and equipment repairs.
- Aircraft, airport fees, and retardant costs.
- Agency-owned equipment and supplies lost, damaged, or expended by the supporting agency.
- Cost of reasonable and prudent supplies expended in support of the incident.
- Charges from the state-provided resources such as inmate crews, National Guard resources, and county and local resources.
- Indirect costs, as specified in the Annual Statewide Operating Plan

Supporting Agency: An Agency within this Agreement providing assistance.
Suppression: All the work of extinguishing or confining a fire beginning with its discovery.
Third Party: A municipal or rural fire district that does not have a local agreement with a federal agency but is formally recognized by their respective state and has entered into a local agreement with the state for fire management services.
Wildfire: An unplanned, unwanted wildland fire, including unauthorized human-caused fires, escaped wildland fire use events, escaped prescribed fire projects and all other wildland fires where the objective is to put the fire out.
Wildland Fire Use: The application of the appropriate management response to naturally ignited wildland fires to accomplish specific resource management objectives in predefined designated areas outlined in Fire Management Plans.
Wildland Fire: Any non-structure fire, that occurs in the wildland. Three distinct types of wildland fire have been defined which include **wildfire, wildland fire use** and **prescribed fire.**

2006 ANNUAL OPERATING PLAN

Between

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
Northeastern Area Agreement No.: 00-FI-11420004-017-A
DUNS number: 929332484

And

State of Missouri,
Department of Conservation
DUNS number: 879016764

This plan is appended to and made a part of the Cooperative Fire Control Agreement between the Area Director, Northeastern Area, State and Private Forestry; and the State Forester, Missouri Department of Conservation.

TABLE OF CONTENTS

1. **Introduction:** This Annual Operating Plan is appended to and made a part of the Cooperative Fire Control Agreement Number 00-FI-11244225-009-A, dated June 29, 2006, between the Area Director, Northeastern Area, State and Private Forestry, USDA Forest Service and the State Forester, Department of Conservation, State of Missouri.

2. **The Annual Operating Plan provides**: Specific details of reimbursable and non-reimbursable costs and services, including provisions for overhead costs and indirect costs, including costs associated with union agreements.
   - Specific details of qualifications and training standards for firefighters, equipment and vehicle operators.
   - Specific details of billing and payment for resources and services provided through this agreement.
   - Designations of authorized agency representatives – and their signatures.
   - Specific details for out-of-state mobilization of State personnel and equipment – to include pay schedules, AD hiring procedures, duration of assignments, fiscal procedures, and interagency training and qualifications standards.

3. **Crew Composition and Organization**: The standard Type 2 crew size is 20 people maximum (18 minimum) including Crew Boss, Crew Representative and any associated trainees, if permitted. A typical crew should consist of a Crew Boss, a Crew Representative (if required) or Crew Boss Trainee, 3 Firefighter Type 1's (FFT1) and 15 Firefighter Type-2s, for a total crew complement of 20 persons.

4. **Type 2-IA Crews**: The standard for Type 2-IA (Initial Attack) Crews, is 20 people maximum (18 minimum) including Crew Boss, 3 ICT-5s and 3 qualified Sawyers.

5. **IARR**: A qualified Interagency Resource Representative, (IARR) will be assigned to assist state fire crews when 4 or more crews are mobilized to an incident.

6. **Qualifications:** All persons dispatched to fires and non fire incidents under this agreement will meet the minimum training, experience and physical fitness standards specified in National Wildfire Coordinating Group (NWCG) Wildland Fire Qualifications Guide 310-1, for the positions to which they are assigned.

7. **Drivers and Equipment Operators**: Drivers and equipment operators will hold appropriate operating licenses to meet state and federal laws. Employees of the agencies to this Agreement may operate each other's vehicles if the operator is qualified by the current operating guidelines and training requirements of their own agency. Driving will be for official purposes only. Any liability resulting from vehicle driving outside of official purposes will not be bourn by the agency providing the vehicle. Missouri State personnel are not required to hold Forest Service-issued identification cards to operate Missouri State vehicles / engines that have been requisitioned for out of state assignments.

8. **Administratively Determined (AD) Hires**: The State agrees that personnel currently employed by the State and other non-Federal firefighters (such as, local city and rural fire department personnel) who are hired as Administratively Determined (AD) personnel under this agreement, will meet the minimum position requirements as specified in the NWCG Wildland and Prescribed Fire Qualifications Systems Guide, PMS 310-1 (sec. 12 and FSM

5108). Certification for position qualifications will be the Interagency Qualifications Card, (Red Card).

9. **Personal Protective Equipment :** The State will provide Personal Protective Equipment (PPE) and other fire equipment as specified in NWCG Fireline Handbook 410-1 for firefighters mobilized under this Agreement; and will assure that each firefighter is equipped with personal clothing and other personal items as specified in the Eastern Area Mobilization Guide.

10. **Electronic Equipment:** The Forest Service may provide cellular telephones and laptop computers when authorized for use on an incident. State issued computers, cell phones or electronic equipment ordered on a resource order shall be covered under this agreement, authorized for use and subject to cost reimbursement. The use of personal cellular telephones and laptop computers is not covered under this agreement.

11. **Damaged Equipment**: Damages to state owned equipment beyond normal wear and tear will be reimbursed by the requesting agency upon proper documentation as identified in the Interagency Incident Business Management Handbook, Chapters 35 & 36.

12. **Duration of Assignment:** Forest Service and State personnel dispatched under this agreement will be available to the receiving unit for a maximum period of 14 days, excluding travel, unless established otherwise at the time of dispatch. The assignment time may be extended up to 21 days, including travel, with the consent of the State Forester or his / her designee. Individual firefighters will not be released from an incident prior to release of the entire crew except when it has been determined by the sending unit and the receiving unit that a personal emergency or hardship exists which justifies the firefighter's release at the receiving agency's expense. Release of individuals, not meeting these criteria, will be at personal expense of the individual

13. **Mobilization:** All firefighters will be dispatched in accordance with the National and/or Eastern Area Coordination Center Mobilization Guide. The sending agency will arrange transportation to and from the designated mobilization point or within Area incident, as appropriate**.** When authorized on a resource order, vehicle rentals should be rented on agency or state government credit cards. Personal rentals are not covered by the National Car Rental Agreement. Airline ticketing and travel arrangements for crews and single resources will be provided by the Forest Service.

14. **Billing Procedures:** This Agreement establishes the extent of reimbursable services to be furnished by each agency. It will provide that salary and wage costs for personnel assigned under this agreement will be at the actual cost of the sending agency.

15. **Reimbursable Costs & Services**: All costs associated with operations and support ordered on a resource order or project plan by or for an incident or project within the provisions of this Agreement will be reimbursable. Such costs may include, but are not limited to, the following:
    - Agency costs for transportation, salary, benefits, overtime, and per diem of individuals assigned to the incident or project.
    - Additional support dispatching, warehousing or transportation services supporting a resource order.
    - Cost of equipment in support of the incident, contract equipment costs and operating

costs for agency equipment.
  - Operating supplies for equipment assigned to the incident such as fuel, oil, and equipment repairs.
  - Aircraft, airport fees, and retardant costs.
  - Agency-owned equipment and supplies lost, damaged, or expended by the supporting agency.
  - Cost of reasonable and prudent supplies expended in support of the incident.
  - Charges from the state-provided resources such as inmate crews, National Guard resources, and county and local resources.
  - Indirect costs, as specified in the section 24 of this Annual Operating Plan

16. **Federal Billings**: The Forest Service will submit bills for reimbursable costs to the State whenever the Forest Service is the protecting / supporting Agency and billing is appropriate. Reimbursement will be made payable to USDA, Forest Service, C/O Citibank, P.O. Box 894183, Los Angeles, CA 90189-4183.

17. **ELECTRONIC FUNDS TRANSFER (EFT)** The State shall designate a financial institution or an authorized payment agent through which a federal payment may be made in accordance with U.S. Treasury Regulations, Money, and Finance at 31 CFR 208, which requires that federal payments are to be made by EFT to the maximum extent possible. A waiver may be requested and payments received by check by certifying in writing that one of the following situations apply:

    - The payment recipient does not have an account at a financial institution.
    - EFT creates a financial hardship because direct deposit will cost the payment recipient more than receiving the check.

    In order to receive EFT payments, the State shall register in the Central Contractor Registry (CCF) at www.ccr.gov and follow the instructions on line. For assistance, contact the CCR Assistance Center at 888-227-2423 or 269-961-4725.

18. **State Billings:** The State will submit bills for reimbursable costs (as defined in the Cooperative Wildland Fire Management Agreement, Exhibit-A, Glossary of Terms), to the Forest Service whenever the State is the protecting / supporting Agency and billing is appropriate. Anytime the State responds in support of the Forest Service under this Agreement, the State will bill all applicable costs to the Forest Service. Bills will be sent to USDA Forest Service, Eastern Area Coordination Center, BHW Federal Building, 1 Federal Drive, Box 29, Rm. G-20, Fort Snelling, MN 55111-4080.

    Reimbursements to the State will be made payable to: Missouri Department Conservation and correspondence will be mailed to Missouri Department of Conservation, 2901 West Truman Blvd., Box 180, Jefferson City, MO. 65102-0180

19. **FEMA Incident Billings:** The Agencies to this Agreement may bill for activities not related to fire suppression within their authorities. For example, within existing legal authorities, this may include reimbursement to states for expenses incurred in accepting dispatches in response to non-wildfire emergencies.

20. Agencies will share their respective individual incident resource order numbers for cross-

referencing purposes if requested.

Suppression/Non-Suppression Billing Estimate and Timeframes:

21. On incidents where costs are incurred pursuant to Annual Operating Plans, the billing Agency shall submit a bill or estimate for reimbursement as soon as possible, but no later than 120 days after the incident is controlled. If the total cost is not known at the time of the initial billing, a partial bill, so identified, may be submitted. A final bill, so identified, will be issued within 180 days after the State's resources have returned from the incident. After the final billing has been sent, and if additional costs are identified, a supplemental billing may be issued if agreeable to applicable parties.

    For year-end obligation purposes, the Forest Service will submit unpaid obligation figures to the State by June 1. The State will submit unpaid obligation figures to the Forest Service by September 1 for the current billing year. All obligations will be submitted by incident name, date, incident number or mission assignment number (MA) and federal job code and override.

22. **Billing Content (Suppression Bills):** Invoices will be identified by and include:

    - Cooperator name, address, phone number, agency financial contact
    - Invoice or bill number
    - Agreement number
    - Name of incident, incident number and inclusive dates (a copy of the resource order is preferred)
    - Location and jurisdictional unit
    - Appropriate incident number (State code or Forest Service P-Code/override)
    - Summary cost data for the amount being billed

    Generally, cost source documents will not be required unless summary cost data is disputed, or another agency requires source documents (i.e. FEMA). Summary cost data will include, but not limited to, a list of personnel expenses including base, overtime and travel and a listing by vendor name and amount spent for supplies and services procured.

23. **Non-Suppression Billing Content (FEMA):** Invoices will be identified by and include:

    - Cooperator name, address, phone number, agency contact
    - Invoice or bill number
    - Agreement number
    - Inclusive dates
    - Name of incident, incident number and mission assignment (1 invoice per MA)
    - Location and jurisdictional unit
    - Appropriate incident number (State code or Forest Service P-code/override
    - Summary cost data for the amount being billed

    Generally, cost source documents will not be required unless summary cost data is disputed, or another agency requires source documents (i.e. FEMA). Summary cost data will include, but not limited to, a list of personnel expenses including base, overtime and travel and a listing by vendor name and amount spent for supplies and services procured.

24. **Overhead Costs:** Billings for State and Forest Service incident assistance may include administrative overhead, which is not to exceed the predetermined State indirect cost rate, negotiated annually with the cognizant Federal Agency for the State (OMB Circular A-87). Forest Service billings will include administrative overhead costs, at the rate of 17.8%.

25. **Payment Due:** Whenever this Agreement provides for billing, the agency receiving the bill has an obligation to pay in accordance with the terms of this Agreement. All bills will be paid in accordance with the paying Agency's prompt payment procedures.

26. **Contested Billings**: Written notice that a bill is contested will be mailed to the billing Agency within 60 days of issuance of the final bill and will fully explain the contested items. Contested items will be resolved no later than 60 days following receipt of the written notice. The uncontested portion of the bill will be paid and a new bill will be issued for the contested amount.

27. **Commissary Privileges**: Each Agency to this Agreement agrees to provide incident personnel commissary privileges, when available. These privileges must be cash only for State employees. Commissary expenditures will not be itemized on the individual fire time reports of State personnel and cannot be deducted from the State's reimbursement claims. Commissary privileges shall be provided for personnel hired under the Pay Plan for Emergency Firefighters (AD). Purchases will be deducted on individual fire time reports.

28. **Compensation for Injury or Illness:** Agencies to this Agreement agree to follow the guidelines for compensation that have been established in the Interagency Incident Business Management Handbook. Compensation for medical treatment that has been provided for injury or illness suffered by responders under this Agreement will generally be bourn by the responder's respective Agency's Office of Workers' Compensation Program (OWCP), except in those cases where the incident has established Agency Provided Medical Care (AMPC). The intent of APMC is to provide reasonable and initial medical care to individuals who suffer minor injuries or illnesses while on an incident assignment. Under APMC, reasonable and initial medical assistance includes treatment by a clinic, hospital and physician services and supplies, prescriptions, and one follow-up visit. This coverage is separate from, and not under, any authority or provisions of the Federal Employee's Compensation Act (FECA) or state workers' compensation programs. State compensation coverage varies from state to state.

29. **O.W.C.P Expenses:** O.W.C.P. compensation for injury or illness caused to personnel while performing their duties under this agreement will be bourn by the employing Agency.

30. **Federal Employee's Compensation Act (FECA):** All federal employees, casuals, and personnel covered by a written agreement that contains FECA authorities, who sustain job-related injuries and illnesses in the performance of duty, are covered by FECA (20 CFR 10). State employees are not covered under FECA unless they have been hired as AD firefighters.

31. **Pay Plan for Emergency Firefighters (AD)** By way of this agreement, the State may elect to incorporate Casual Firefighters (AD's) on the state fire crews through the Forest Service AD Hiring Authority. In those instances, the state may designate specific individuals within the state to act as the state's AD hiring representatives. The state's AD Hiring

Representative will be responsible for collecting, verifying and signing all A**D hiring documentation required under the AD Hiring process.** When acting for the Northeastern Area, the state agrees to provide to the EACC - AD Hiring Official, a hiring forms package for each AD hired. The hiring package will include:

- A complete **INS Form I-9** with original signatures, (which must be refreshed every three years). I-9 forms must be filled out completely, using the documentation as specified in the I-9 instructions
- Federal W4, and State Tax Forms
- Electronic bank deposit forms if submitted by the ADs
- Emergency Firefighter Time Report (OF-288) with an original copy of the Single Resource Casual Hire Information Form. **The OF-288 and attached Single Resource Casual Hire form must remain with the firefighter throughout the assignment.**

32. The wages of personnel who are paid under the provisions of the Pay Plan will be those in the current Pay Plan for Emergency Firefighters by AD classification. Rates for AD-A through AD-K will be those listed in the Interim Directive to 5109.34, Chapter 10, Section 13.6, Interagency Incident Business Management Handbook. The pay rate will be established at the point of hire and documented on the OF-288 or the Single Resource Casual Hire Information Form. The rate established at the point of hire will remain in effect regardless of the location of the incident.

    Employees paid under the Pay Plan will be paid following their return to the State. In this case, the State will assist when requested in the submission of fire time reports for AD firefighters who are state or local government employees to EACC. The state will submit fire time reports to EACC for processing within 10 days of return.

33. Employees in the AD category are covered by the provisions of the Federal Employees Compensation Act (5 U.S.C., Chapter 81). Procedures for processing claims through the Office of Workers' Compensation (O.W.C.P.) are contained in Chapter 10, Sections 15-17, Interagency Incident Business Management Handbook, FSH 5109.34.

34. **Persons Authorized to Administer this Agreement**

    - The Assistant Director of Cooperative Fire Protection or Acting is authorized to act for the Area Director concerning this agreement.
    - The State Forester or Acting is authorized to act for the State concerning this agreement.

35. **Miscellaneous Conditions:** This agreement will remain in effect through June 1, 2007 and may be extended by request of either party in writing until September 30, 2007 to insure emergency mobilization of resources are not interrupted.

36. **Financial Contacts**

Missouri Dept. of Conservation
Forestry Division

Mike Huffman
P O Box 180
Jefferson City, MO 65102

USDA Forest Service, Northeastern Area, State and Private Forestry

Terry Gross
11 Campus Blvd, Suite 200
Newtown Square, PA 19073
Tel.: (610) 557-4142

By: ______________________________ ______________________
KATHRYN P. MALONEY Date
Director, Northeastern Area
State and Private Forestry
USDA – Forest Service

By: ______________________________ ______________________
LISA ALLEN State Forester Date
Department of Conservation
State of Missouri

RACA CLOSEOUT PROCESS

Note: These instructions are tailored for FSM 1580 purview agreements executed by a Grants and Agreements Specialist which are inventoried in I-Web G&A.

What is RACA Closeout

Closing a reimbursable or advance collection agreement involves a twofold process whereby:

1) RACA performs closeout steps to determine that all financial activity is recorded completely and correctly, and marks the Collections status in the I-Web G&A record *Closed*, and

2) Grants and Agreements Specialist, or other agreement officiator, issues a closeout notification to the cooperator and marks the I-Web G&A agreement record as *G&A Closed.*

RACA's closeout process involves a detailed review of various criteria depending on the accounting methodology used to record the agreement activity. This includes verification that all intended costs are recorded; collections are equal to costs recorded; unfilled customer orders with or without advance are liquidated, reduced, or refunded; accounts are recorded correctly on the general ledger.

Forest Service financial policy is to close agreements 90 days after final activity is recorded. RACA relies on various indicators to determine when final activity is expected. In most situations, only the field will know when an agreement meets one of these criteria. Below is a matrix that shows the most common circumstances under which an agreement should be closed and who is responsible for initiating the closeout request:

An agreement should be closed by RACA when…	**Who is Responsible for Initiating Closeout Request**
the agreement project has ended and all intended work is complete	G&A Specialist *(working with Project Manager & Budget staff as necessary)*
the agreement authorized amount has been fully utilized with no expected modifications to the agreement	G&A Specialist *(working with Project Manager & Budget staff as necessary)*
the agreement is to be terminated	G&A Specialist *(working with Project Manager & Budget staff as necessary)*
the agreement expiration date is reached	RACA Processor *(or G&A Specialist working with Project Manager & Budget staff as necessary)*

How a RACA Closeout is Processed

For agreements where the field is responsible for initiating the closeout request:

1) The G&A specialist should take action identified and complete the blocks in section A.1 thru A.4 of the FS-6500-243 RACA Closeout Request/Notification form. (http://fsweb.wo.fs.fed.us/im/forms/fs_forms/fs_6500_243.doc).

2) Once these steps have been completed, attach the form to the I-Web G&A record for the pertinent agreement.

3) Create and submit a Collections request with a Transmittal Purpose of "Closeout Request", marking the "FS-6500-243" block in Required Attachments section. ***Note: Until I-Web G&A is enhanced to include this field, select Transmittal Purpose of "Other" and indicate "Closeout Request" in Other Transmittal Purpose explanation block.***

4) Agreements should remain in *G&A Executed* status in I-Web until RACA notifies the field that the agreement is ready to be closed.

5) The Collections Status will be updated to *Closing* when the Request is submitted. ***Note: Until I-Web G&A is enhanced to update the status automatically, the status will be updated by RACA Program Support when received in the Collections Inbox.***

If no field request has been initiated, RACA will:

1) target and perform closeout steps for agreements that are 60 days past their expiration date

2) update the Collections Status to *Closing* when the agreement is identified for closure

3) complete Section A.1 thru A.3 and A.5 of the FS 6500-243

4) contact the field (usually the agreement's Project Manager, Budget Contact, and Grants and Agreements specialist) to verify if the agreement should be closed

Once an agreement enters *Closing* status, RACA will:

1) complete the internal RACA closeout procedures, which may include processing any refunds due to a cooperator

2) once the agreement is considered closed:

    a. fill out section B.B and B.C of the FS-6500-243 RACA Closeout Request/Notification form
    b. attach it to the agreement record in I-Web G&A - *For non-G&A instruments, the instructions still apply with the exception that the FS 6500-243 RACA Closeout Request/Notification Form may be submitted via email to "asc raca" inbox (or FAX to 1-866-342-0713). The I-Web G&A entries will be made by RACA in the non-G&A Collections component.*

c. update the I-Web G&A Collections Status to *Closed*

An e-mail will be sent to the Project Manager (PRC), Budget Contact (BA), and Grants and Agreements specialist (RW) listed in the I-Web contact fields notifying them that all financial activity is complete and the agreement may be closed with the cooperator. **Error! Bookmark not defined.** The Grants and Agreements Specialist may then change the I-Web Agreement Status to *G&A Closed.*

Timing of RACA Closeout

Because of the volume of field requests and the varying uniqueness and complexities of each agreement, it is not possible to give an actual time frame of when agreements will be closed. Some factors that affect the length of time it takes to close an agreement are prioritization of closeout requests and complications causing delays.

RACA prioritizes which agreements to close in this order:

a) Closeout Requests sent by the field where a cooperator is due a refund
b) Closeout Requests sent by the field where it isn't clear that a cooperator is due a refund until further research is done
c) RACA identified Closeouts

Most delays in the closing process occur when the agreement:

- is not in I-Web
- is in *G&A Closed* status in I-Web prior to RACA closing the agreement **Error! Bookmark not defined.**
- has an outstanding receivable or final bill has to be issued
- has an outstanding obligation
- is overspent
- has involved multiple years of activity requiring extensive research and accounts maintenance

All FSM 1580 executed agreements must be entered into I-Web G&A. RACA Processors will ask the Grants and Agreements Specialists to enter any missing agreements into I-Web G&A when they begin the closeout process. Similarly, if the field changes the Status of an I-Web G&A agreement to *G&A Closed* prior to RACA closing the agreement, RACA will request the status be changed back to *G&A Executed*. Agreements should remain in *G&A Executed* status in I-Web G&A until RACA notifies the field that the agreement is ready to be closed.

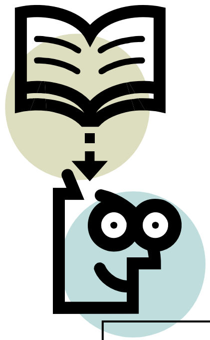
RACA is unable to close any agreement that has an outstanding bill or obligation. RACA will work with the field, the cooperator, and/or ASC Debt Management staff as necessary to resolve outstanding debts. The field will have to work with other ASC staff areas to clear open obligations. Agreements with overspent job codes will be handled as follows:

1) For current year job codes, RACA will contact the field to provide an appropriated job code to cover the overspent amount and perform an accounting adjustment to move the over-expenditures to that job code.

2) For prior year job codes, RACA will **not** contact the field for a prior year appropriated job code. Instead, RACA will choose an appropriated fund and program that matches the purpose statement of the executed agreement and perform an accounting adjustment to move the over-expenditures into that Region/Unit's Fund, Program, and prior Budget Fiscal Year.

   Note: The reason for this is to avoid unnecessary delays in the closing process, and job code level detail is not required since the costs would be reflected as an upward adjustment in the current fiscal year to the prior year fund/program. Upward adjustments are taken into consideration in the overall carryover which is at the fund/program level.

If there is an urgent need to have an agreement closed, such as a cooperator needing an immediate refund payment, please indicate this on the FS 6500-243 request submitted. For previously submitted requests, open a customer service case by submitting an e-ticket at the website found here: http://fsweb.asc.fs.fed.us/bfm/programs/technical-support/forms/ein.php and ask RACA to process the closeout as soon as possible. Refrain from opening PeopleSoft cases to ask the status of a closeout request unless there is an urgent need to close the agreement as described above. Also, do not send RACA duplicate Closeout Requests for the same agreement unless asked to do so by RACA staff.



RACA Closeout Quick Guide

Closing a reimbursable or advance collection agreement involves a twofold process whereby 1) RACA performs closeout steps to determine that all financial activity is recorded completely and correctly and 2) the Grants and Agreements Specialist, or other agreement officiator, issues a closeout notification to the cooperator and marks the I-Web G&A agreement record as *G&A Closed*.

How to Close a RACA Agreement

A) Program/Project manager notifies Grants and Agreements Specialist when an agreement can be closed based on one or more of the following conditions:

1) *the project has ended and all intended work is complete*
2) *the authorized amount has been fully utilized with no expected modifications to the agreement*
3) *the agreement is to be terminated*

B) The G&A specialist fills out the FS-6500-243 *RACA Closeout Request/Notification* form section A.1 – 4, attaches the form in I-Web, & submits a Collections request with a Transmittal Purpose of "Closeout Request" through I-Web **

Note: Until I-Web is enhanced to include this field, select Transmittal Purpose "Other" & type "Closeout Request" in Other Transmittal Purpose explanation.

☺ Leave the agreement in *G&A -Executed* Status in I-Web

C) RACA processors will change the agreement's Collection status to *Closing* in I-Web. They will close the agreement, process any refunds, and fill out sections B.B and B.C of the FS-6500-243 showing that all financial activity is complete.

D) RACA will change the agreement's Collections status to *Closed* in I-Web and notify the Project Manager (PRC), Budget Contact (BA), and Grants and Agreements specialist (RW) listed in the I-Web contact fields that the agreement may be closed.

☺ The G&A specialist can change the status of the agreement in I-Web to *G&A Closed*

*** For non- FSM 1580 agreements, complete section A.1-4 of the FS-6500-243 and e-mail it to asc_raca@fs.fed.us. RACA will complete steps C and D*

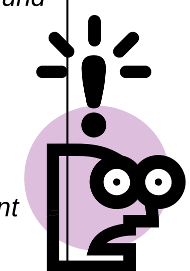
How Long Does it Take for RACA to Close an Agreement?

Forest Service financial policy is to close agreements 90 days after final activity. To accomplish this, RACA either 1) acts on a field request to close an agreement prior to its expiration date, or 2) targets agreements for the closeout process that are 60 days past the expiration date with a goal to close before 120 days of the expiration date. Many agreements have legitimate activity that is recorded after the expiration date of the agreement. Because of the volume of field requests and the varying uniqueness and complexities of each agreement, it is not possible to give an actual time frame of when agreements will be closed.

Why Does It Take So Long to Close Agreements???

1) RACA prioritizes which agreements to close in this order:

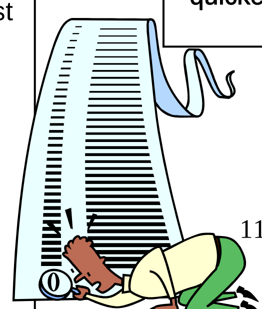
a) *Closeout Requests sent by the field where a cooperator is due a refund*
b) *Closeout Requests sent by the field where it isn't clear that a cooperator is due a refund until further research is done*
c) *RACA identified Closeouts*



2) Most delays in the closing process occur when the agreement:

- *is not in I-Web*
- *is in G&A Closed status in I-Web prior to RACA closing the agreement*
- *has an outstanding receivable or final bill has to be issued*
- *has an outstanding obligation*
- *is overspent*
- *has involved multiple years of activity requiring extensive research and accounts maintenance*

☺ **For most of the delays listed above, RACA contacts the field for resolution. The quicker the field response and/or action, the quicker the agreement can be closed!**



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If there is an urgent need to have an agreement closed, such as a cooperator needing an immediate refund payment, please open a customer service case by submitting an e-ticket at the website found here: http://fsweb.asc.fs.fed.us/bfm/programs/technical-support/forms/ein.php and ask RACA to process the closeout as soon as possible. Please refrain from opening PeopleSoft cases to ask the status of a closeout request unless there is an urgent need to close the agreement as described above.

SECTION VI:

ADMINISTRATIVE SUPPORT PROCEDURES

ADMINISTRATIVE SUPPORT PROCEDURES

DISTRIBUTION OF INCOMING MAIL

Date stamp all incoming mail

- If multiple items are sent under one cover letter, ensure that all documents are stamped (e.g., Financial Status Reports, progress reports, invoices, etc.)

- The date stamp machine does not automatically change to the next month so make sure date stamp has been changed for the current month and year. This is done manually by opening the top of the machine.

- Most incoming mail is for a specific State or individual. Distribute mail according to organization chart (match State with appropriate **Grant Staff** member) and place in the appropriate mail folder.

INCOMING FAXES

GAAM relies heavily on the timely receipt of incoming faxes. Many if not most of the countersigned copies that are completed by our cooperators are faxed to GAAM throughout the fiscal year. Therefore, it is important that the fax machine is checked daily, on a regular basis, for all incoming faxes. In addition, the fax machine should be checked often for quality and quantity of toner as well as the paper supply. The fax machine should never be used as a copier at any time.

- If the documentation is addressed to a particular Grants Staff member, the entire faxed document should be placed in the appropriate mail folder.

- If a name is not listed, but the documentation is for a specific state, please place in the mail folder for the individual responsible for that state.

Please ensure that if multiple pages are received the fax is stapled or paper clipped before placing in the appropriate mail folder.

OUTGOING MAIL

Each **Grants Staff** member is responsible for timely mailing of all correspondence generated. Each individual can develop their own procedures for processing outgoing mail (faxing or emailing). However, at a minimum, the original correspondence should always be sent to the recipient.

DATABASE MANAGEMENT

The general maintenance and control of the Budget Execution database will be maintained in the **Office of Knowledge Management**. This staff is responsible for:

- Linking all funding for new awards and increases to existing instruments.
- Updating the database for administrative modifications to existing instruments (time extensions, change in budget, etc.)
- Updating cooperator addresses when alerted by the grant staff of such changes.

When database updates are required for any of the actions listed above the grants staff is responsible for placing the affected folders on the cart, located at the entrance to the grants staff, after the correspondence has been mailed. The **Office of Knowledge Management Staff** will check the cart on a regular basis and will complete all necessary actions in the database.

The **Grants Staff** is responsible for updating the following actions in the database (must be in the edit mode to change any of these fields):

Interim Reporting

- The "Accomp Report Interim" cell updated with the date report was received
- The "SF-269" section updated for the latest financial submission.

Courtesy Letters

- The "Report Reminder Sent" and "Report Reminder Due" cells completed with the information contained in the letters.

Closeout

- "Accomp Report Final" cell completed with the date the final accomplishment report was received
- The "SF-269" section updated with the submission date of the last final financial report
- "Closed Date" cell updated with the date of the final letter
- **Non-responsive Recipient**. If a grant is closed without submission of all required reports, and all the steps in our NA closeout policy has been followed, then select this button to document the recipient as "non-responsive".

SECTION VII:

LIFE OF AN AGREEMENT

Life of an Agreement
NA S&PF FY Funding

All projects to be funded, to include core funding, are reviewed and approved as outlined in the Unified Program of Work Guide, Section 3, Budget Formulation and Allocation Process Decision-Making.

The following areas of responsibility have been identified as exceptions and have their own Life of an Agreement processes: WERC, FHTET, National, Regional, Multi-State, Forest Legacy, Cooperative Fire Management (with exceptions), and Grey Towers.

Roles:	**IWEB Designation:**
Field Representative	PA
Grant Monitor	PRC

Process:

Using the most recent copy of the Life of an Agreement, along with the roles as shown above, and allowing for the exceptions listed above, the following steps will be used to complete the award process for all NA S&PF FY funding.

1a, 1, b, 2a, 2b, 3a, 3b, 4a, 4b, – remain unchanged.

4c – PA completes “Justification for Non-Competition” form and provides copy to GAAM, assigns monitor, and approves commitment in IWEB

All other steps remain unchanged.

Life of an Agreement
National, Regional, Multi-State, Forest Legacy

This category includes those agreements awarded by NA as a result of a nation-wide competition or selection process (i.e., Kids in the Woods, NUCFAC, Forest Legacy acquisition projects) or those that are multi-state/regional projects (i.e, NA Redesign).

Roles:	**IWEB Designation:**
Deputy Director	PA
Grant Monitor	PRC

Process:

Using the most recent copy of the Life of an Agreement, along with the roles as shown above, the following steps will be used to complete the award process for these agreements.

1a – PA completes Funds Certification Form for all finalists.

1b- Business Management adds funds to State sheets

2a, 2b, 3a, 3b, 4a, 4b remain unchanged

4c – PA completes “Justification for Non-Competition” form and provides copy to GAAM, assigns monitor, and approves commitment in IWEB

All other steps remain unchanged.

Life of an Agreement
Forest Health (FHTET)

Although co-located with the MFO, the FHTET office is a detached WO unit that receives funding direction for their awards from the FHTET unit located in Fort Collins, CO. While some FHTET projects are also partially funded with NA Forest Health Protection funds, this process as described is for all FHTET projects.

Role:	**IWEB Designation:**
FHTET Program personnel	PA
FHTET Program personnel	PRC

Process:

Using the most recent copy of the Life of an Agreement, along with the roles as shown above, the following steps will be used to complete the award process for FHTET agreements:

1a – PA completes Funds Certification Form

1b – Business Management adds funds to State sheets

2a, b, 3a, 3b, 4a, 4b remain the unchanged

4c – PA completes “Justification for Non-Competition” form and provides copy to GAAM, assigns monitor, and approves commitment in IWEB

All other steps remain unchanged.

Life of an Agreement
Grey Towers

Grey Towers works with numerous partners to carry on the Pinchot legacy and although Grey Towers does receive administrative oversight and support from NA in cooperation with the Northern Research Station, the primary source of their funding is NFS.

Role:	IWEB Designation:
Grey Towers Director	PA
Grant Monitor	PRC

Process:

Using the most recent copy of the Life of an Agreement, along with the roles as shown above, the following steps will be used to complete the award process for Grey Towers agreements:

1a – PA completes Funds Certification Form

1b – Business Management adds funds to State sheets

2a, b, 3a, 3b, 4a, 4b remain the unchanged

4c – PA completes "Justification for Non-Competition" form and provides copy to GAAM, assigns monitor, and approves commitment in IWEB

All other steps remain unchanged.

Life of an Agreement
Cooperative Fire Management

Additional Fire core program direction can be found in the April 7, 2009, “Cooperative Fire Grant Core Process Policy Letter” in the Appendix of the UPOW. The following roles are for “core” agreements however step 4c identifies an additional PA role for non-core agreements.

State Fire Assistance: Except as noted in section 4c below, all grants and agreements awarded under SPCF or SPS2 will remain under the direction of the AD Fire and the Cooperative Fire Program Coordinator.

Volunteer Fire: All grants and agreements awarded through the Volunteer Fire Program (SPVF & SPS3) will remain under the direction of the AD Fire with the Volunteer Fire Assistance –Area Staff Specialist assigned as the Grant Monitor.

Roles:	**IWEB Designation:**
Assistant Director, Fire and Aviation Mgmt (Fire)	PA*
Field Representative	PA*
Grant Monitor	PRC
Program Coordinator: (SFA/VFA Area Staff Specialists)	PC

Process:

Using the most recent copy of the Life of an Agreement, along with the roles as shown above, the following steps will be used to complete the award process for grants/agreements issued with funding made available through the Cooperative Fire Management program. Please note the possibilities for step 4c and the addition of the Program Coordinator role in IWEB.

1a – PA (Fire) completes Funds Certification Form for all recipients of SFA (SPCF & SPS2) as well as VFA (SPVF & SPS3) funding.

1b- Business Management adds funds to State sheets

2a, b, 3a, 3b, 4a, 4b remain the unchanged

*4c – PA (Fire) completes “Justification for Non-Competition” form and provides copy to GAAM, assigns monitor, and approves commitment in IWEB

*4c - PA (Field Representative) completes “Justification for Non-Competition” form and provides copy to GAAM, assigns monitor, and approves commitment in IWEB, if recipient receives SFA (SPCF / SPS2) funding for specific projects that are: integrated and involve the use of other program funds (SPCH, SPST, SPUF); tied to S&PF Redesign projects; for WERC projects and NA-wide Special Initiatives. The Field Representative/AD Cooperative Fire Management responsibilities may be negotiated for some integrated, special or non-core grants/agreements. All other steps remain unchanged.

Life of an Agreement
Wood Education Research Center (WERC)

The majority of agreements funded through WERC are chosen via competition. WERC is not affiliated with any Field Office but instead reports to the Assistant Director for Forest Health Management.

Roles:	IWEB Designation:
Director, WERC	PA*
Field Representative	PA*
Grant Monitor	PRC
Program Coordinator: (WERC Staff Specialist)	PC

Process:

Using the most recent copy of the Life of an Agreement, along with the roles as shown above, the following steps will be used to complete the award process for these agreements.

(Please note the possibilities for step 4c.)

1a – Director, WERC completes Funds Certification Form for all finalists, or other recipients as applicable.

1b- Business Management adds funds to State sheets

2a, 2b, 3a, 3b, 4a* – do not apply to WERC agreements selected through competition however these steps are applicable for all other WERC agreements.

4a* – Director, WERC provides application packets for competed agreements to GAAM.

4b – GAAM creates IWEB record and notifies Director, WERC.

*4c – PA (Director,WERC) completes “Justification for Non-Competition” form and provides copy to GAAM, assigns monitor, and approves commitment in IWEB if applicant is outside NA’s area of responsibility.

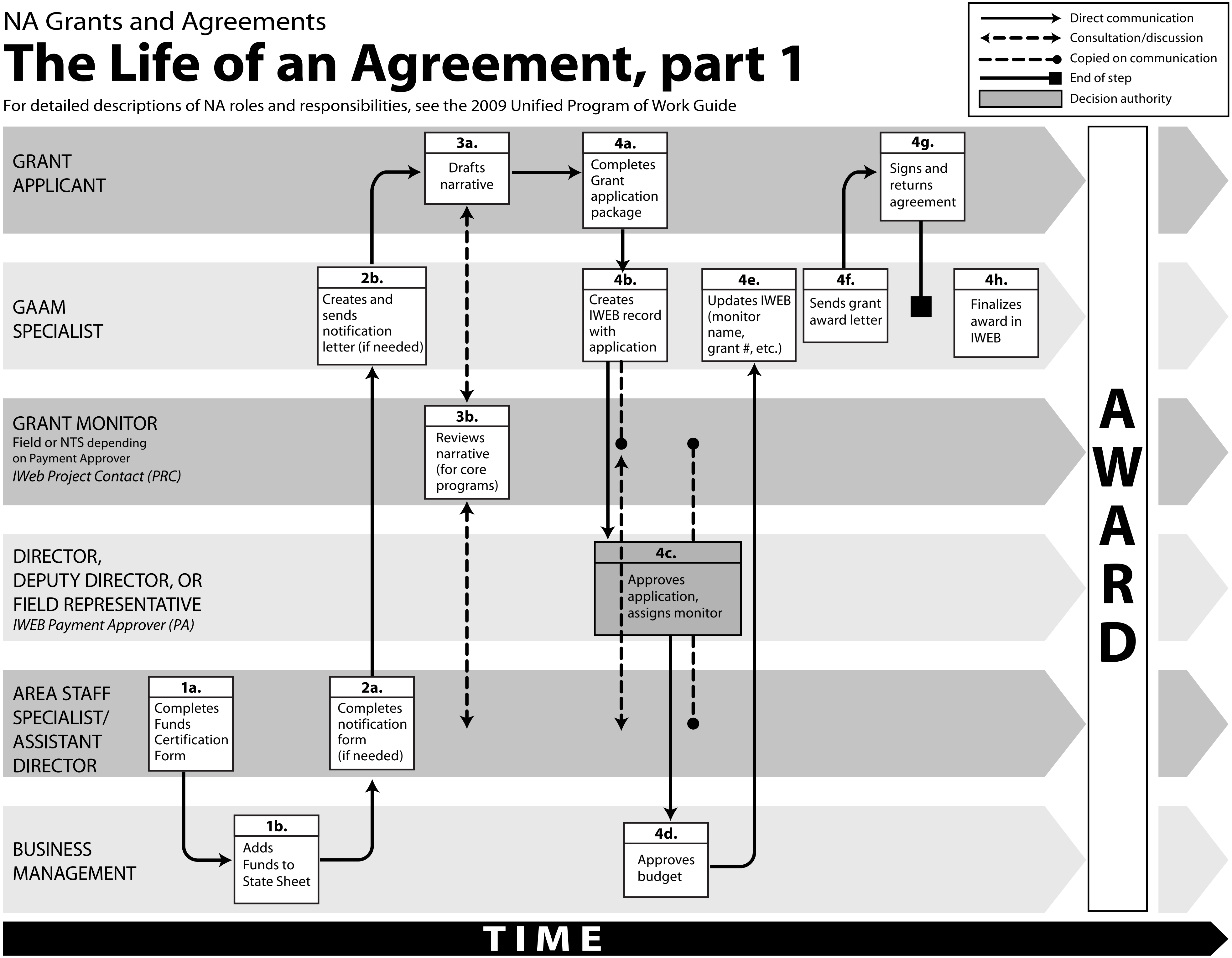
*4c - PA (Field Representative) completes “Justification for Non-Competition” form, provides name of grant monitor and approves commitment in IWEB if recipient is within their Field Office area of responsibility.

All other steps remain unchanged.

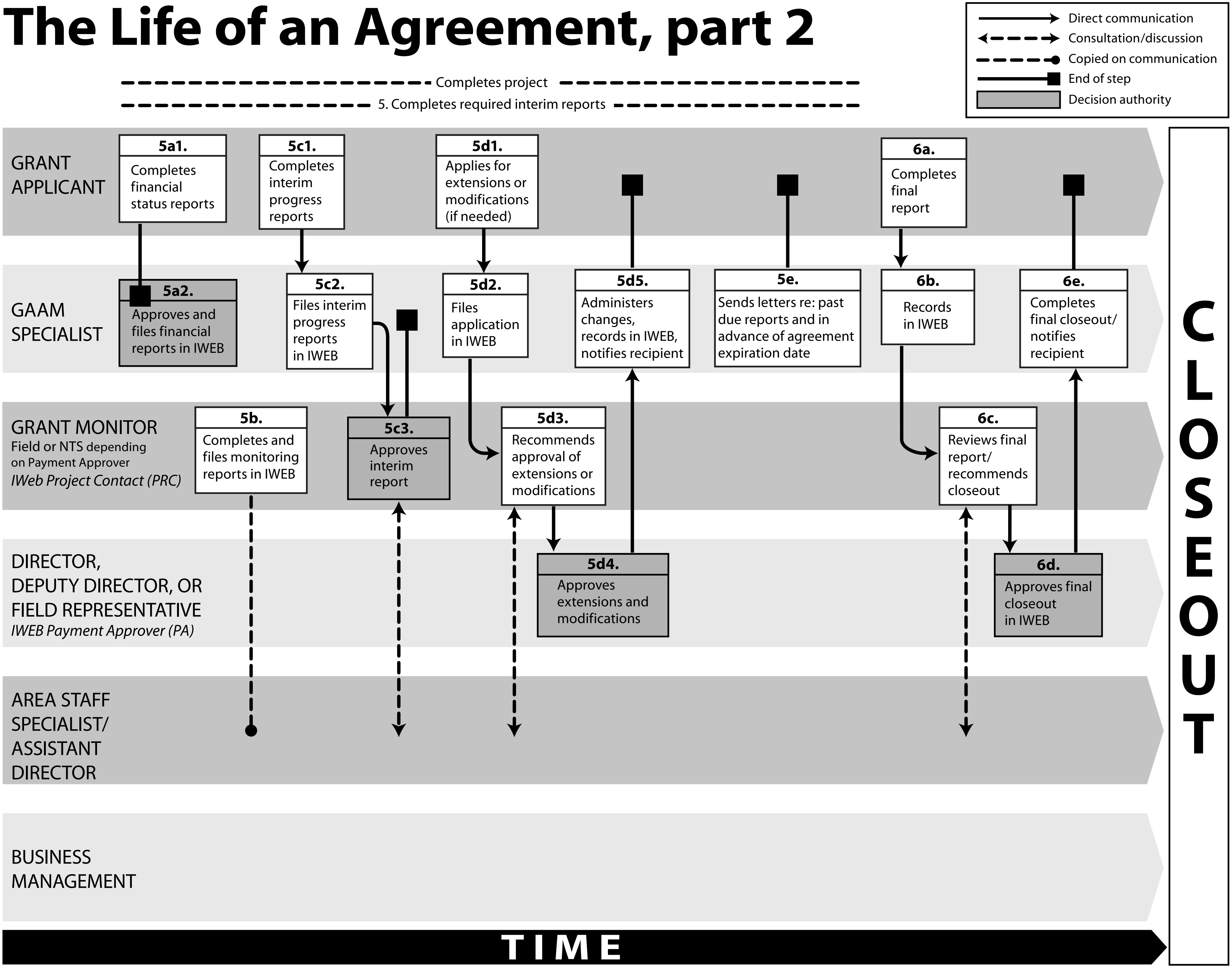
NA Grants and Agreements

The Life of an Agreement, part 1

For detailed descriptions of NA roles and responsibilities, see the 2009 Unified Program of Work Guide



The Life of an Agreement, part 2



NA Grants and Agreements

The Life of an Agreement

Advice for reading the chart:

- People and roles are listed on the left.
- The process flows from left to right over time, in numerical order, moving from person to person in direction of the arrows.
- Items to the left of the center bar marked "Award" are all of the steps leading up to the grant award.
- The clusters of activities under Step 5 all relate to activities that happen throughout the course of the grant project being completed.
- Communication between staff and the grant recipient to resolve questions or issues prior to moving to the next step is not represented on the chart.
- Solid lines represent **direct** communication between people.
- Lines ending with an arrow indicate that **action** is required, and the process will continue.
- Lines ending with a solid box indicate that the step is **completed** at that point.
- Dotted lines ending with a circle indicate that people are **copied** on communication.
- Gray shaded boxes indicate where there is **authority** for decisions to be made regarding that step of the process.

——→ Direct communication	- - - - ● Copied on communication	Decision authority
←- - - -→ Consultation/discussion	——■ End of step	

EXHIBITS

Notification of Award Letter Information

(Grants, Cooperative Agreements, Other Agreements)

Program(s):	
Project(s):	
Amount: *(List amount from each funding source)*	
Required Match (if other than **50/50**):	

Recipient Information

Recipient:	
Address:	
Programmatic Contact Name(s): Title:	
Phone Number: Fax No.:	
Email:	
Administrative Contact(s): Title:	
Phone No.: Fax No.:	
Email:	

Forest Service Information

Program Manager:	
Program Monitor(s):	
Phone No.: Fax No.:	
E-Mail:	
Signature	
Date	

Additional information to be included in notification letter:

$$$$ - Dollars must appear on the applicable Financial State Advice sheet prior to any grant or agreement being approved for award.

⃠ - No grant or agreement will be obligated unless all forms are received from recipients. This includes program narrative or statement of work.

A Grant or Cooperative Agreement consists of the Application for Federal Assistance
SF-424
SF-424A
SF-424B
AD-1047
AD-1049
SF-LLL ($100,000 or above)
Narrative or Statement of Work

The Area Director has issued the policy for awarding grants and cooperative agreements which is:

✔ ***Funds will not be obligated and the award letter will not be issued to recipients unless the complete application package is in the Newtown Square GAAM office.***

USDA United States Department of Agriculture | Forest Service | Northeastern Area State and Private Forestry | Newtown Square Corp. Campus 11 Campus Boulevard, Suite 200 Newtown Square, PA 19073

File Code: 1580

Date:

Program:
Project:
CFDA:

Dear:

Please consider this letter as official notification that you are eligible to receive Federal funds in the amount of ***$*** from the USDA Forest Service, Northeastern Area State and Private Forestry (NA S&PF).

The following is required:

Grant Application Package:

1. A completed, signed, original copy of the Application for Federal Assistance (SF 424).*

2. A completed original copy of the Budget Information – Non-Construction Programs (SF 424A).

3. A completed, signed, original copy of the Assurances – Non-Construction Programs (SF 424B).

4. A completed, signed, original copy of the Disclosure of Lobbying Activities (SF LLL).

5. A completed, signed, original copy of the USDA Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions form (AD-1047).

6. A completed, signed, original copy of the USDA Certification Regarding Drug-Free Workplace Requirements (Grants) Form (AD -1049).

These forms, and instructions on how to complete each form, may be found at the NA S&PF Grants and Agreements website:

http://www.na.fs.fed.us/fap/fap.shtm

Your application requires the inclusion of your organization's Dun and Bradstreet (D& B) Data Universal Number System (DUNS) number for any new award for Federal grant or cooperative agreement or revision of an existing Federal grant or cooperative agreement effective October 1, 2003. If your organization does not have a DUNS number, you can receive one at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or by registering via their URL http://www/dunandbradstreet.com.

In addition, your organization must register with the CCR online at **www.ccr.gov**. It takes approximately thirty minutes and you should receive your CCR registration within 3 business days. Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through Grants.gov.

Enrollment in the CCR also will allow your organization to continue to receive federal funding from the US Forest Service in a timely manner. Enrollment must be completed annually.

Please note that the completed, signed, application package must be sent to the following address as soon as possible:

USDA Forest Service
Northeastern Area State & Private Forestry
11 Campus Boulevard, Suite 200
Newtown Square, PA 19073
ATTN: Grants and Agreements Management

The principal contacts for your financial assistance agreement are:

	Forest Service	***Cooperator***
Technical Name		
Address		
Telephone Number	***(***	
E-Mail		
Administrative Name		
Address	***USDA Forest Service, NA S&PF Newtown Square Corporate Campus 11 Campus Boulevard, Suite 200 Newtown Square, PA 19073***	
Telephone Number	***(610) 557-***	
E-Mail		

Program Narrative:

The most important part of your grant application package is the program narrative. A narrative statement is required to support all applications for Federal assistance. The narrative establishes the reason for the application and sets the direction for the grant or cooperative agreement. This should clearly identify the goals you intend to accomplish with the grant funding in each program area. The objectives for each program should be specific. Programmatic and generic narrative templates may be found at the Grants and Agreements website:

http://www.na.fs.fed.us/grant/index.htm

The narrative addresses:

- What will the Federal funds be used for
- Why should Federal funds be involved

The narrative should include the following:

Description (What is to be done with funding requested) –

- Description of the specific activities to be accomplished
- Key personnel

Federal Role (Why Federal funds are involved, what will they be used for)

- Statement of need
- Goals and objectives

Methodology/Timetable (Accomplishment Attainment and Reporting) –

- Method of Accomplishment
- Work plan and timetable
- The outcome or targets to be achieved
- How progress will be measured
- Anticipated subgrant or subcontracting activity
- Desired results

Budget Information (Identification of Costs) –

- Detailed budget to support narrative statements, reflect costs needed, and determine if costs are reasonable and allowable

- Source of non-Federal resources

Matching Requirement: A match may be required for the Program for which you are applying. Please check the appropriate Catalog for Federal Domestic Assistance (CFDA) referenced at the top of this letter. It will more fully explain the matching requirements for this program. A copy of the referenced CFDA may be found at:

http://12.46.245.173/cfda/cfda.html

The required match may be made up of cash or in-kind contributions. In-kind contributions may be volunteer labor, donated materials, and equipment. This list is not all-inclusive. In-kind contributions are not reimbursable.

If you have any questions or need assistance, please feel free to the Forest Service technical or administrative contact listed above. We appreciate the opportunity to work cooperatively with you on this project.

Sincerely,

KATHY DURAN
Group Leader
Grants and Agreements Management

cc:
Grants and Agreements Management

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

1. TYPE OF SUBMISSION: Application ☐Construction ☐Non-Construction	Pre-application ☐Construction ☐Non-Construction	**2. DATE SUBMITTED**	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:	**Organizational Unit:** Department:
Organizational DUNS:	Division:
Address: Street:	**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix: Mr. First Name:
City:	Middle Name:
County:	Last Name:
State: Zip Code: -	Suffix:
Country:	Email:
6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*: -	Phone Number (give area code) ( ) - Fax Number (give area code) ( ) -
8. TYPE OF APPLICATION: New If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) None None Other (specify):	**7. TYPE OF APPLICANT:** (See back of form for Application Types) A. State Government Other (specify):
	9. NAME OF FEDERAL AGENCY:
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 10.652, Forestry Research Other (specify):	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**
12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.)*:	
13. PROPOSED PROJECT Start Date: Ending Date:	**14. CONGRESSIONAL DISTRICTS OF:** a. Applicant: b. Project:

15. ESTIMATED FUNDING:		
a. Federal	$	.00
b. Applicant	$	.00
c. State	$	.00
d. Local	$	.00
e. Other	$	.00
f. Program Income	$	.00
g. TOTAL	$	.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. ☐	THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. No. ☐	PROGRAM IS NOT COVERED BY E. O. 12372
☐	OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.

a. Authorized Representative		
Prefix Mr.	First Name:	Middle Name:
Last Name:		Suffix:
b. Title:		c. Telephone Number (give area code) ( ) -
Email:		Fax Number (give area code) ( ) -
d. Signature of Authorized Representative		e. Date Signed:

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Standard Form 424 (Rev. 9-2003)
Prescribed by OMB Circular A-102

Exhibit C

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State Government B. County Government C. Local Government D. City or Township Government G. Special District H. Independent School District I. Public/State Controlled Institution of Higher Education J. Private University Institution of Higher Education Native American Tribal Government (Federally Recognized) K. Native American Tribal Government (Federally Recognized) L. Individual M. For-Profit Organization (Other than small business) N. Other (Specify) O. Nonprofit Organization (Other than Institution of Higher Education) P. Native American Tribal Government (Other than Federally Recognized) Q. Public/Indian Housing Authority R. Small Business	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

SF-424 (Rev. 7-97) Back

DATA UNIVERSAL NUMBERING SYSTEM (DUNS)

Effective October 1, 2003 the use of Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number was required when applying for a new award for a Federal grant or cooperative agreement or revision of an existing Federal grant or cooperative agreement.

The Office of Management and Budget (OMB) has determined that there is a need for improved statistical reporting of Federal grants and cooperative agreements. The government-wide use of the DUNS number will provide a means to identify entities receiving those awards and their business relationships. The identifier will be used for tracking purposes, and to validate address and point of contact information. The DUNS number will be required whether submitting a paper application or using the government-wide electronic portal (Grants.gov).

If an organization does not have a DUNS number, they can receive a number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or URL http://www.dnb.com/us.

In addition to obtaining the DUNS number, registration in the Central Contracting Registry (CCR) is required by all recipients. Enrollment in CCR will allow a recipient to electronically find and apply for grant opportunities from all Federal grant-making agencies through Grants.gov.

Listed below are some questions and answers that can assist in answering any questions that a recipient may have concerning the DUNS number and the CCR registration.

What is a DUNS number?

The Data Universal Numbering System number is unique nine-digit identification number provided by Dun & Bradstreet (D&B). The DUNS number is site specific. Therefore, each distinct physical location of an entity such as branches, divisions and headquarters, may be assigned a DUNS number.

Who needs a DUNS number?

An organization who wants to submit a grant application to the federal government.

How do I get a DUNS number?

Dun and Bradstreet have designated a special phone number for federal grant and cooperative agreements. Call the number below between 8 a.m. and 5 p.m., local time in the 48 contiguous states and speak to a D&B representative. This process will take approximately 5 -10 minutes and you will receive your DUNS number at the conclusion of the call. The phone number is 1-866-705-5711 or URL http://www.dnb.com/us.

What do I need before I request a DUNS number?

Before you call D&B, you will need the following pieces of information:

- Legal Name
- Headquarters name and address for your organization
- Doing business as (dba) or other name by which your organization is commonly recognized
- Physical address
- Mailing address (if separate from headquarters and/or physical address)
- Telephone number
- Contact name and title
- Number of employees at your physical location

How much does a DUNS number cost?

There is no charge to obtain a DUNS number.

How are DUNS number assigned?

The D&B DUNS number is owned and solely maintained by D&B. When an organization is first entered into the D&B business organization database, they assign each business location that has its own unique, separate and distinct operations, its own D&B DUNS number.

Why does my organization need a DUNS number?

New regulations that took effect on October 1, 2003 mandate that a DUNS number be provided on all new Federal grant and cooperative agreement applications or revision of an existing Federal grant or cooperative agreement. The DUNS number will offer a way for the Federal government to better match information across all agencies.

How do I see if my institution already has a DUNS number?

Call the toll free number above and indicate that you are a Federal grant and/or cooperative agreement applicant. D&B will tell you if your organization has a number assigned. If not, they will ask if you wish to obtain one.

Should we use the +4 extension to the DUNS number?

Although D&B provides the ability to use a 4-digit extension to the DUNS number, neither D&B nor the Federal government assigns any importance to the extension. Benefits, if any, derived from the extension will be at your institution only.

Is there anything special that we should do for multi-organization systems?

Multi-organization systems can use what is called a parent DUNS number to aggregate information for the system as a whole. The headquarters office will need to be assigned a DUNS number. Then each satellite office will need to reference the headquarters DUNS number as their parent DUNS when obtaining their own DUNS number.

What should we do if our institution has more than one DUNS number?

Your organization will need to decide which DUNS number to use for grant application purposes and use only that number.

Does this apply to non-US organizations?

Yes, this new requirement applies to all types of grantee organizations including foreign, non-profit, for profit as well as for state and federal government agencies. To obtain a DUNS number outside the United States use 1-800-333-0505

Who at your organization is responsible for requesting a DUNS number?

This will vary from organization to organization. This should be done by someone knowledgeable about the entire structure of your organization and who has the authority to make such decisions. Typically, this request would come from the finance/accounting department or some other department that conducts business with a large cross section of the institution.

How can a recipient register on the Central Contracting Registry?

An organization can register online at www.ccr.gov.

How long does this registration take and is there any required information needed to complete this registration?

The registration will take approximately thirty minutes. The Marketing Partner ID (MPIN) and the Electronic Business Primary Point of Contact fields must be completed during the registration process. These are mandatory fields that are required when submitting grant applications through Grants.gov.

When will I know if my registration is complete?

You will receive confirmation of your successful registration within 3 business days.

How often do I have to register in CCR?

Each recipient of federal funds has to renew this registration on an annual basis.

PROOF OF NON-PROFIT AND FOR-PROFIT ELIGIBILITY

When a recipient identifies themselves as a non-profit entity, verification is required to substantiate this designation. This can be done in two ways:

- The recipient can fax a copy of their 501(c)(3) certificate issued by the Internal Revenue Service.

- Verification can be obtained from www.guidestar.org. Registration is required at this site in order to capture the information that the recipient is a non-profit entity. There is no charge for registering on this site to view basic information on a recipient. After accessing your account, the recipient's EIN number will be needed in order to request the non-profit status information.

As with the non-profit grantees, a recipient who is claiming to be a for-profit entity must provide proof of their status.

A copy of this statement should be placed in the grant file. Although this is not an official requirement, having a copy of in the grant file will support the non-profit or for-profit status of the recipient should the file be selected for review and/or audit.

A recipient should only have to submit proof of their non-profit status once, so it is suggested that a file be maintained separate from the grant file and copies used, as needed, for any future awards.

Address any reply to: Federa uilding and U. S. Cour

Department of the Treasury

[redacted]

— Sample 501(c) (3) for Non-Profit Entity —

District Director
Internal Revenue Service

Date:	In reply refer to:
February 4, 1970	MILW-EO-70-26 JGB:

Marquette University
615 North 11th Street
Milwaukee, Wisconsin 53233

Gentlemen:

Based on information supplied, we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. This determination assumes your operations will be as stated in your exemption application.

We are not determining whether you are a private foundation as defined in new section 509(A) of the Code. Your attention is invited to new section 508(B) of the Code which sets forth requirements for establishing that an organization exempt under section 501(c)(3) is not a private foundation. When procedures are developed to implement these new requirements, we will advise you how to proceed to notify the Internal Revenue Service if you do not believe yourself to be a private foundation.

You are not required to file Federal income tax returns so long as you retain an exempt status unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. We are not determining in this letter whether any of your present or proposed activities is unrelated trade or business as defined in section 513 of the Code.

You are required to file the annual information return, Form 990-A. For each subsequent year, please refer to the instructions accompanying the Form 990-A for that particular year to determine whether you are required to file. If filing is required, you must file the Form 990-A by the 15th day of the fifth month after the close of your annual accounting period.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

Any changes in operation from those described, or in your character or purposes, must be reported immediately for consideration of their effect upon your exempt status. You must also report any change in your name or address.

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ILLINOIS CONSERVATION FOUNDATION

ONE NATURAL RESOURCES WAY

SPRINGFIELD , IL 62702

GENERAL INFORMATION

Who We Are

TO PRESERVE AND ENHANCE OUR NATURAL RESOURCES BY SUPPORTING AND FOSTERING ECOLOGICAL AND RECREATIONAL PROGRAMS FOR THE BENEFIT OF ALL PEOPLE.

- This organization is a 501(c)(3) Public Charity.
- This organization is required to file an IRS Form 990 or 990-EZ.
- Contributions are deductible, as provided by law.

NTEE Code

- C30—Natural Resource Conservation and Protection

EIN:	You must be a GuideStar Select or Premium subscriber to view this information.
Year Founded:	Information not available
Ruling Year:	1995
Fiscal Year:	You must be a GuideStar Premium subscriber to view this information.
Assets:	You must be a GuideStar Premium subscriber to view this information.
Income:	You must be a GuideStar Select or Premium subscriber to view this information.
No. of Board Members:	Information not available
No. of Full-Time Employees:	Information not available
No. of Part-Time	Information not available

10.664 Cooperative Forestry Assistance

FEDERAL AGENCY:

FOREST SERVICE, DEPARTMENT OF AGRICULTURE

AUTHORIZATION:

Cooperative Forestry Assistance Act of 1978, Public Law 95-313; Food, Agriculture, Conservation, and Trade Act of 1990, as amended, Public Law 101-624.

OBJECTIVES:

With respect to nonfederal forest and other rural lands to assist in the advancement of forest resources management; the encouragement of the production of timber; the control of insects and diseases affecting trees and forests; the control of rural fires; the efficient utilization of wood and wood residues, including the recycling of wood fiber; the improvement and maintenance of fish and wildlife habitat; and the planning and conduct of urban and community forestry programs.

TYPES OF ASSISTANCE:

Formula Grants; Project Grants.

USES AND USE RESTRICTIONS:

To assist State Forester or equivalent agencies in forest stewardship programs on private, State, local, and other nonfederal forest and rural lands. Programs may include production of timber and efficient processing and use of wood products; developing genetically improved tree seeds; producing and distributing tree seeds and seedlings; reforestation; timber stand improvement; improving wildlife habitat; assisting private woodland owners in harvesting, processing, and marketing activities; conversion of wood to energy; protection and improvement of forest soil fertility; forest insect and disease management; urban and community forestry; Development and transfer of new and improved fire control technologies; organization of shared fire suppression resources, and achievement of more efficient State fire protection; provision of financial, technical and related assistance to local rural fire fighting forces; acquisition and loan of Federal excess property; organizational improvement; forestry resources planning; conservation of forest land; and technology transfer.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: State Forestry or equivalent State agencies, tribes, non-profits, and municipalities are eligible. All States, the District of Columbia, Puerto Rico, the Virgin Islands, the Northern Mariana Islands, the Trust Territory of the Pacific Islands, and the territories and possessions of the United States are eligible.

Beneficiary Eligibility: Landowners of nonfederal lands; rural community fire fighting forces; urban and municipal governments, non- profit organizations, tribes and other State, local, and private agencies acting through State Foresters, equivalent State officials, or other official representatives.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments, as implemented by 7 CFR Part 3016.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: An environmental impact statement is required for this program whenever pesticides are to be used. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review. The standard application forms as furnished by the Federal agency and required by OMB Circular No. A-102, as implemented by 7 CFR Part 3016, must be used for this program (i.e., SF-424). To participate in the Forest Legacy Program interested States must prepare an Assessment of need document for approval by the Secretary of Agriculture.

Application Procedure: Not applicable. Contact Regional or Area Office listed in Appendix IV of the Catalog.

Award Procedure: Established by the Regional Office.

Deadlines: States and eligible applicants are requested to submit Form SF-424(A) with SF 424 application and other required forms as advised by the Regional Office within 10 to 60 days.

Range of Approval/Disapproval Time: From 10 to 60 days. State single point of contact will have 30 days from notification of tentative allotments to comment.

Appeals: Not applicable.

Renewals: Amend SF-424(A) with SF 424 application is required to amend the allotment amount or length of commitment, other requirements may be established by the Regional Office.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Statistical factors for eligibility do not apply to this program. The amount reimbursed by the Federal Government shall not exceed the amount expended by a State grantee or grantee for all programs except those covered by Section 11 of Public Law 95-313. Cost-sharing ratios for Section 11(a) Management Assistance and Section 11(c), Technology Implementation programs shall be negotiated. Section 11(b), Forest Resource Planning program funds require 20 percent matching by the State. Amount of grant based on negotiated targets to be achieved.

Length and Time Phasing of Assistance: Electronic transfers of payments are encouraged.

POST ASSISTANCE REQUIREMENTS:

Reports: Periodic and annual accomplishment reports are required.

Audits: In accordance with the provisions of OMB Circular No. A- 133 (Revised, June 24, 1997), "Audits of States, Local Governments, and Non-Profit Organizations," non federal entities that expend financial assistance of $300,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than $300,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

Records: State and other generally accepted accounting systems are permissible, if acceptable to audit and reconciliation. All grantees need to maintain adequate systems for collecting and recording statistical data.

FINANCIAL INFORMATION:

Account Identification: 12-1105-0-1-302.

Obligations: (Grants) FY 01 $119,036,000; FY 02 est $143,471,000; and FY 03 est $343,464,000.

Range and Average of Financial Assistance: $25,000 to $6,000,000. Average: $1,000,000.

PROGAM ACCOMPLISHMENTS:

Land owners enrolled in forest stewardship programs: 2001 actual 13,919; 2001 estimate 18,604,000; and 2003 estimate, 36,525,000. Acres of forest stewardship plans: 2001 actual 1,437,000; 2001 estimate 1,916,000; and 2003 estimate 3,914,000. Urban communities assisted: 2001 actual 10,785,00; 2002 estimate 10,785,000 and 2003 estimate 23,356,000. Acres protected from fire: 2000 estimate, 1,050,000; 2002 estimate 1,050,000; and 2003 estimate 1,050,000. Acres of forest insect and disease surveys: 2001 estimate, 575,000,000; 2002 estimate 575,000,000; and 2003 estimate 575,000,000. Acres of insect and disease suppression: 2001 estimate 1,500,000; 2002 estimate 1,500,000; and 2003 estimate 1,500,000. The number of applications received and funded is not available without an additional data gathering effort from among field line units. Grants are not competitive, but are of a continuing nature, annually renewable, and based on negotiated targets. The total percentage of applications received and funded was 100.

REGULATIONS, GUIDELINES, AND LITERATURE:

Forest Service Manual- Titles 3000, 3100, 3200, 3300, 3400, 3500, 3600, 3700, 3800, and 3900 available in all Forest Service offices, and State Forestry agency offices. OMB Circular Nos. A-102 and A-87, as implemented by 7 CFR Part 3016, are applicable to State and local government grantees.

INFORMATION CONTACTS:

Regional or Local Office: Refer to Appendix IV of the Catalog for Regional and Area State and Private Forestry offices of the Forest Service and for addresses and telephone numbers of Regional Foresters and Area Director of the Forest Service.

Headquarters Office: Deputy Chief, State and Private Forestry, Forest Service, Department of Agriculture, P.O. Box 96090, Washington, DC 20090-6090. Telephone: (202) 205-1657.

Web Site Address: http://www.fs.fed us/spf/coop.

RELATED PROGRAMS:

10.064, Forestry Incentives Program; 10.670, National Forest Dependent Rural Communities; 10.901, Resource Conservation and Development.

EXAMPLES OF FUNDED PROJECTS:

Funding is for programs by State Forestry Agencies and other as set forth in USES AND USE RESTRICTIONS.

CRITERIA FOR SELECTING PROPOSALS:

Most grants are approved on the basis of negotiated targets or objectives to be achieved. However, grants to rural communities are based on regional and area criteria for meeting the needs and opportunities of the communities. U&CF community grants are based on local needs and resources. A specific project focus may be developed by State Urban Forestry Councils.

General Services Administration
Office of Governmentwide Policy
Office of Acquisition Policy
Regulatory and Federal Assistance Publication Division (MVA)

PROGRAM MATRIX FOR FUND CODES AND CFDA NUMBERS

Cooperative Forestry Programs	Fund Code		CFDA Information	
	Regular	National Fire Plan	CFDA Number	Matching Requirements
Forest Health Management:				
Federal Lands - Forest Health Management (Includes FHTET)	SPFH	SPS4	10.680 E.O. REVIEW NEEDED	50/50 Gypsy Moth Program – 75/25
Cooperative Lands - Forest Health Management (Includes FHTET)	SPCH	SPS5	10.680 E.O. REVIEW NEEDED	50/50 Gypsy Moth Program – 75/25
Fire Management:				
State Fire Assistance	SPCF	SPS2	10.664 E.O REVIEW NEEDED	50/50
Volunteer Fire Assistance	SPVF	SPS3	10.664 E.O. REVIEW NEEDED	50/50
Cooperative Forestry:				
Forest Stewardship	SPST		10.678	50/50
Forest Resource Management	SPST		10.678	50/50
Reforestation, Nurseries, Genetic Resources	SPST		10.678	50/50
Stewardship Incentives Program	SPIT		10.678	100/0
Forest Legacy Program	LGCY		10.676	75/25
Conservation Education (funding for this program is absorbed in other programs)				
Urban and Community Forestry	SPUF		10.675	50/50
Economic Action:				
Wood in Transportation	SPEA	SPS6	10.673	80/20
Rural Development through Forestry	SPEA	SPS6	10.672	50/50
Economic Recovery	SPEA	SPS6	10.670	80/20
Other:				
Conservation Reserve Program	SPEX		10.069	100/0
Forest Land Enhancement Program	FLEP		10.677	100/0

NOTES:

CFDA 10.664 is used for consolidated grants, which generally include the programs State Fire Assistance, Forest Health, Stewardship and Urban and Community Forestry.

Revised: July 2006

It is the policy in the Northeastern Area to award cooperative agreements at an 80/20 match. Since these awards involve substantial Forest Service involvement, it was decided that a lower match was warranted.

The recipient's cost share is based on the total amount of the grant. Therefore, to determine a match for an 80/20 cost share, you will multiply the federal amount by .25 (the factor between 80 and 20). For a 75/25 match, you will multiply the federal amount by .333. A 50/50 match is a dollar for dollar match of federal funds.

MATCHING FUNDS

Matching funds are raised from non-federal outside sources to increase the level of support provided by the funding agency. Such funds must be identified by the donor or funding source for use as matching funds

Matching share (or cost sharing) represents that portion of the total project or program costs not borne by the Federal government. Cash or in-kind matching share may consist of:

- Charges incurred by the grantee as costs during a grant period.
- Costs financed with cash contributions or donated to the grantee by other non-federal third parties.
- Costs represented by services and real and personal property, or use of these, contributed or donated by non-federal third parties during the grant period. Where in-kind contributions are made by the Federal government, they may be included in the grantee's matching share only if Federal legislation authorizes such inclusion. Examples of in-kind contributions are non-employee volunteer labor, donation of advertising space or meeting facilities or performance of services at a reduced rate.

All contributions, whether cash or in-kind will be accepted as an eligible part of the grantee's matching share when such contributions meet all the following criteria:

- Are verifiable from the grantee's records.
- Are not included as matching contributions for any other federally assisted program or any Federal contract (i.e., are not double counted).
- Are necessary and reasonable for proper and efficient accomplishment of approved grant objectives.
- Are incurred and contributed within the grant period.
- Are types of costs which are allowable under the Applicable Federal cost principles.
- Are not paid by the Federal government directly or indirectly under another assistance agreement unless authorized by Federal law to be used for cost sharing or matching.
- Are provided for in the approved grant agreement.

General principles for establishing the allowability of matching share are as follows:

- Either cash or in-kind contribution of goods, property, services or combinations of these, can qualify for and meet matching share requirements when the criteria listed above are met.

- In-kind contributions must be fairly valued and must be of such nature that, if the Federal share had been used to pay for the contribution, the grantee would have incurred an allowable cost. In-kind contributions are eligible only to the extent that they represent actual necessary costs for which Federal funds could be applied for project or program objectives. Any grant funds applied in excess of actual cost would constitute an unallowable profit to the grantee or subgrantee.

Following grant approval, all cash and in-kind contributions, including those applicable to subgrantees or subcontractors, must be recorded in the grant as costs when the in-kind services are performed or goods are received. Records, including required supporting documentation, of in-kind services performed or goods received must be maintained on a current basis.

Volunteer services may be furnished by professional and technical personnel, consultants and other skilled and unskilled labor. Volunteer services may be counted as matching share if they are an integral and necessary part of the approved work.

- Volunteer services charged to the grant must be such as will make a meaningful and desirable contribution. Volunteers must possess the required qualification in the skill or profession involved and must actually perform that specific work. Rates claimed for volunteer services must be consistent with those regular rates paid for similar work in other activities of the State Government. In those instances in which the skills required for the project are not found in the State Government rates must be consistent with those paid for similar work in the labor market in which the grantee competes for the kind of services involved.

- If a volunteer performs services outside his profession or trade this volunteer time must be valued at the Federal minimum wage rate unless a higher rate can be documented as applicable.

The use of volunteer services must be documented by the same methods used by the grantee, subgrantee or other third party for its own employees, although stricter accountability standards may be agreed to by the grantee and third parties.

PROGRAM INCOME

Program income means gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award. Examples of program income would be funds generated from registration fees for attendance at a conference or revenue from sales of a publication.

Program income can be applied three ways to a grant:

- The deductive approach means that the income will be deducted from the total allowable costs to determine the net allowable costs.

- The additive approach means that the program income may be added to the funds committed to the grant agreement by the Federal Agency to further the project objectives.

- The match approach means that income may be used to meet the cost share or matching requirements for the grant agreement.

Based on the OMB Circulars and the Code of Federal Regulations, the deductive approach is the default method that is applied to the grant if no other method is approved. Our award letters specify that the additive or matching approach is approved for the use of program income.

Use of program income must be clarified in the narrative and approved by the program manager. If during the course of the grant, the grantee earns income from their project then prior approval is needed and the grant must be amended to reflect this change. A revised Application for Federal Assistance and Budget Information sheet, along with a modified narrative must be submitted from the grantee.

EXECUTIVE ORDER 12372 REVIEW

The objective of this review is to foster intergovernmental partnership and to strengthen federalism by relying on State and local processes for coordination and review of proposed federal financial assistance.

Applicants for federal assistance must contact the appropriate State Single Point of Contact (SPOC) to comply with their State's requirement process under this Executive Order. The "Preapplication Coordination" section of the Catalog of Federal Domestic Assistance for the program where funds are being awarded determines whether is this review is necessary.

Not all states participate in this review. For a listing of participating states and their Single Point of Contact log into:

- www.whitehouse.gov/omb/grants
- Click on Intergovernmental Review (SPOC List)

Currently, only two Catalog of Federal Domestic Assistance numbers for our programs require this review:

- Cooperative Forestry Assistance Program (10.664)
- Forest Heath Protection (10.680).

Executive Order 12372--Intergovernmental Review of Federal Programs

Source: The provisions of Executive Order 12372 of *July* 14, 1982, appear at 47 FR 30959, 3 CFR, 1982 Comp., p, 197, unless otherwise noted,

By the authority vested in me as President by the Constitution and laws of the United States of America, including Section 401(a) of the Intergovernmental Cooperation Act of 1968 (42 use 4231(a)), Section 204 of the Demonstration Cities and Metropolitan Development Act of 1966 (42 use 3334) and Section 301 of Title 3 of the United States Code, and in order to foster an intergovernmental partnership and a strengthened federalism by relying on State and local processes *for* the State and local government coordination and review of proposed Federal financial assistance and direct Federal development, it is hereby ordered as follows:

[Preamble amended by Executive Order 12416 of Apr, 8, 1983,48 FR 15587,3 CFR, 1983 Comp" p. 186]

Section 1. Federal agencies shall provide opportunities for consultation by elected officials of those State and local governments that would provide the non-Federal funds for, or that would be directly affected by, proposed Federal financial assistance or direct Federal development.

Sec. 2. To the extent the States, in consultation with local general purpose governments, and local special purpose governments they consider appropriate, develop their own processes or refine existing processes for State and local elected officials to review and coordinate proposed Federal financial assistance and direct Federal development, the Federal agencies shall, to the extent permitted by law: (a) Utilize the State process to determine official views of State and local elected officials.
(b) Communicate with State and local elected officials as early in the program planning cycle as is reasonably feasible to explain specific plans and actions.
(c) Make efforts to accommodate State and local elected officials' concerns with proposed Federal financial assistance and direct Federal development that are communicated through the designated State process. For those cases where the concerns cannot be accommodated, Federal officials shall explain the bases for their decision in a timely manner.
(d) Allow the States to simplify and consolidate existing Federally required State plan submissions. Where State planning and budgeting systems are sufficient and where permitted by law, the substitution of State plans for Federally required State plans shall be encouraged by the agencies.
(e) Seek the coordination of views of affected State and local elected officials in one State with those of another State when proposed Federal financial assistance or direct Federal development has an impact on interstate metropolitan urban centers or other interstate areas. Existing interstate mechanisms that are redesignated as part of the State process may be used for this purpose.
(f) Support State and local governments by discouraging the reauthorization or creation of any planning organization which is Federally-funded, which has a Federally-prescribed membership, which is established for a limited purpose, and which is not adequately representative of, or accountable to, State or local elected officials

Sec. 3. (a) The State process referred to in Section 2 shall include those where States delegate, in specific instances, to local elected officials the review, coordination, and communication with Federal agencies.
(b) At the discretion of the State and local elected officials, the State process may exclude certain Federal programs from review and comment.

Sec. 4. The Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development. The Office of Management and Budget shall disseminate such lists to the Federal agencies.

Sec. 5. (a) Agencies shall propose rules and regulations governing the formulation, evaluation, and review of proposed Federal financial assistance and direct Federal development pursuant to this Order, to be submitted to the Office of Management and Budget for approval.
(b) The rules and regulations which result from the process indicated in Section 5(a) above shall replace any current rules and regulations and become effective September 30, 1983.

[Sec. 5 amended by Executive Order 12416 of Apr. 8, 1983, 48 FR 15587, 3 CFR, 1983 Camp. p. 186]

Sec. 6. The Director of the Office of Management and Budget is authorized to prescribe such rules and regulations, if any, as he deems appropriate for the effective implementation and administration of this Order and the Intergovernmental Cooperation Act of 1968. The Director is also authorized to exercise the authority vested in the President by Section 401(a) of that Act (42 USC. 4231(a)), in a manner consistent with this Order.

Sec. 7. The Memorandum of November 8, 1968, is terminated (33 Fed. Reg. 16487, November 13, 1968). The Director of the Office of Management and Budget shall revoke OMB Circular A-95, which was issued pursuant to that Memorandum. However, Federal agencies shall continue to comply with the rules and regulations issued pursuant to that Memorandum, including those issued by the Office of Management and Budget, until new rules and regulations have been issued in accord with this Order.

Sec. 8. The Director of the Office of Management and Budget shall report to the President by September 30, 1984 on Federal agency compliance with this Order. The views of State and local elected officials on their experiences with these policies, along with any suggestions for improvement, will be included in the Directors report.

[Sec. 8 amended by Executive Order 12416 *of* Apr. 8, 1983,48 FR 15587, 3 CFR, 1983 Camp., p. 186]

/s/ RONALD REAGAN

The White House
July 14, 1982

[Filed with the Office of Federal Register, 3:18 PM, July 14, 2982]

CHECK LIST FOR REVIEW OF A GRANT APPLICATION

Grant No. ___________________________

Application for Federal Assistance (SF-424)

Block 4 – Date Received by Federal Agency/Federal Identifier ✷ Fill in date and grant number	
Block 5 – Applicant Information ✷ DUNS number required	
Block 7 – Type of Applicant ✷ Check for accuracy ✷ If recipient is non-profit verification needed in file (501(c)(3) Status)	
Block 10 – CFDA Number ✷ Check for accuracy; pen and ink change as needed	
Block 13 – Proposed Start/End Dates ✷ Contact recipient if start date has passed; revise dates as needed	
Block 15: Estimated Funding ✷ Federal funds on State Sheets ✷ Match correct ✷ Math correct	
Block 16 – EO 12372 Review ✷ Verify program/state participation in program	
Block 17 – Applicant Delinquent on Federal Debt ✷ Mandatory – must be completed	
Block 18 – Signature ✷ Make sure the application is signed	

Budget Information – Non-Construction Programs (SF-424A)

Section A – Budget Summary ✷ Program filled in ✷ Federal and match funds filled in ✷ Must be same amount as reflected on SF-424	

Revised: July 2006

Section B – Budget Categories ✷ Funds equal total amount to grant (federal plus match) ✷ Math correct ✷ Copy of Approved Indirect Cost Rate in grant file, if applicable	
Section C – Non-Federal Resources Program filled in All matching funds reflected here	
Section D and E Can be left blank	

Certifications

Assurances – Non-Construction Programs (SF-424)	
Debarment (AD-1047)	
Drug-Free Workplace (AD-1049)	
Disclosure of Lobbying Activities (SF-LLL) or grantee certification – Only applies to application of $100,000 or more	

Narrative

Check any time tables listed to ensure that the dates are within the start and ending dates in Block 13 on of SF-424	
Detail budget included? Check math. Totals have to equal amounts on SF-424	

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$ 0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	$	$	$	$	$ 0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual					0.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges *(sum of 6a-6h)*	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges					0.00
k. TOTALS *(sum of 6i and 6j)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
Program Income	$	$	$	$	$ 0.00

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	$	$	$	$ 0.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL *(sum of lines 8-11)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$ 0.00	$	$	$	$
14. Non-Federal	0.00				
15. TOTAL *(sum of lines 13 and 14)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
6.	$	$	$	$
7.				
8.				
9.				
0. TOTAL *(sum of lines 16-19)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION F - OTHER BUDGET INFORMATION

1. Direct Charges:	22. Indirect Charges:
3. Remarks:	

Exhibit K
2 of 4

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INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

BUDGET CATEGORY REVIEW SHEET

The following is a guide **of what should be considered** when reviewing Section B of the Budget Information Sheet (SF-424A). This information can be used by both the Grant Specialist/Program Support Assistant and Program Manager when reviewing/approving the grant package. Also, a detailed budget breakdown should be included with the narrative, if required by the Program Manager.

PERSONNEL AND FRINGE BENEFITS

The proposed rates for various personnel should be reasonable and based on local wages paid for the work being performed. Easy comparison data at hand may be historical contract prices, local Department of Labor wage rate determinations and government rates for similar work.

TRAVEL

Ensure that the travel expenses are necessary and reasonable to support the project.

EQUIPMENT

Equipment is generally defined as nonexpendable personal property valued at $5,000 or higher and has a useful life of two years or more. Equipment should be clearly needed for the project. The organization should consider purchasing equipment with their own funds because if federal funds are used to purchase equipment, proper tracking and disposition procedures must be maintained and followed by the applicant based on the OMB Circular that applies to them. This will make the close-out of grants and cooperative agreements more cumbersome. Leasing of equipment should be considered, especially if the grant or cooperative agreement performance period is not long enough to amortize the total cost of the equipment.

SUPPLIES

Supplies consist of expendable items of low value that are consumed in performing the project. The level of cost in this category should be reasonable and justified.

CONSTRUCTION

If costs are included in this category, ensure that provisions of the Forest Service statute under which the grant or cooperative agreement can be issued allows for it. **It is not common for statutes to include the building of structures for the program supported by State and Private Forestry funds.** Therefore, if costs are included in this category, it should be questioned. Most likely the charges can be moved to another category. An example of this would be the Wood in Transportation program where timber bridges are built. This isn’t considered “construction” costs so funds should be placed in either the “contractual” or “other” category.

OTHER COSTS

Ensure that costs placed in this category are detailed and clearly identified. The costs should be necessary and properly allocated to the proposed grant or cooperative agreement.

.

INDIRECT COST RATES

Indirect cost is that portion of costs incurred by a recipient receiving federal assistance benefiting several activities and which is not readily assignable to direct cost categories. Such costs are often refereed to as “overhead”.

In order to recover indirect costs which are applicable to federally assisted projects and programs, the recipient organization must negotiate and obtain approval of its method of allocating such costs. Various federal agencies, including the Forest Service, are assigned cognizant responsibility for approval of indirect cost rate proposals for numerous State and local government agencies.

The recipient must provide a copy of their written indirect cost rate determination with their grant package. If it is missing, then contact the recipient for a copy. A copy must be placed in the grant file. It is suggested that a file be maintained for recurring recipients for the current fiscal year so they don’t have to continue to provide a copy for each grant they are awarded. The indirect cost rates do change so at the beginning of the next grant year, the recipient should be contacted again to provide the most current indirect cost rate. Some agencies will have cost allocation plan developed and a copy of the report can be substituted for the approved indirect cost rate.

Not all recipients are assigned a cognizant audit agency. This is usually the case with non-profit recipients. In this case, written documentation of past historical actual indirect cost rates should be supplied with the application. A reasonable indirect cost rate can then be negotiated on a one-time basis. This negotiated rate is not binding on future grants or cooperative agreements with the recipient. Negotiations for indirect direct cost rate are completed by Albuquerque Service Center. Since this is a time-consuming process, it is more beneficial for the recipient to revise the Budget Information Sheet (SF-424A) to move the funds from the indirect costs category to the direct categories. Remind the recipient to document what the expenses are for if they use the “Other” category to capture any expenses.

Indirect cost rates and tuition remission may not be reimbursed for State Cooperative Institutions under cooperative agreements. It should be noted that indirect costs may be used by State Cooperative Institutions to satisfy matching or cost-sharing requirements. A listing of State Cooperative Institutions is attached.

Indirect costs are valid expenses, however, these elements of costs are always negotiable. The Forest Service does not have to reimburse indirect costs if it is not in the best interest or the program which is funding the project.

PROGRAM INCOME

If applicable, enter the estimated amount of income expected to be generated from this project. The figure entered into this area must match the amount on the Application for Federal Assistance (SF-424). Do not add or subtract this amount from the total project amount on this form – the estimated program income generated was already accounted for in one of the budget categories.

STATE COOPERATIVE INSTITUTIONS

Alabama	Alabama A&M University Auburn University Tuskegee University
Alaska	University of Alaska, Fairbanks
Arizona	University of Arizona
Arkansas	University of Arkansas University of Arkansas Pine Bluff
California	University of California
Colorado	Colorado State University
Connecticut	University of Connecticut
Delaware	Delaware State College University of Delaware
District of Columbia	University of the District of Columbia
Florida	Florida A&M University University of Florida
Georgia	Fort Valley State College University of Georgia
Guam	University of Guam
Hawaii	University of Hawaii
Idaho	University of Idaho
Illinois	University of Illinois
Indiana	Purdue University
Iowa	Iowa State University
Kansas	Kansas State University
Kentucky	Kentucky State University University of Kentucky
Louisiana	Louisiana State University Southern University
Maine	University of Maine
Maryland	University of Maryland University of Maryland, College Park
Massachusetts	University of Massachusetts
Michigan	Michigan State University
Minnesota	University of Minnesota
Mississippi	Alcorn State university Mississippi State University
Missouri	Lincoln University University of Missouri
Montana	Montana State University – Bozeman
Nebraska	University of Nebraska
Nevada	University of Nevada, Reno
New Hampshire	University of New Hampshire
New Jersey	Rutgers – The State University of New Jersey
New Mexico	New Mexico State University
New Yrok	Cornell University

STATE COOPERATIVE INSTITUTIONS

North Carolina	North Carolina A&T State University North Carolina State University
North Dakota	North Dakota State University
Ohio	Ohio State University
Oklahoma	Langston University Oklahoma State University
Oregon	Oregon State University
Pennsylvania	Pennsylvania State University
Puerto Rico	University of Puerto Rico
Rhode Island	University of Rhode Island
South Carolina	Clemson University South Carolina State University
South Dakota	South Dakota State University
Tennessee	Tennessee State University University of Tennessee
Texas	Prairie View A&M University Texas A&M University
Utah	Utah State University
Vermont	University of Vermont
Virgin Islands	University of the Virgin Islands
Virginia	Virginia Polytechnic Institute & State University Virginia State University
Washington	Washington State University
West Virginia	West Virginia University West Virginia State College
Wisconsin	University of Wisconsin-Madison
Wyoming	University of Wyoming

SAMPLE FORMAT FOR PROGRESS REPORT

Date:

Report Period:

Grant Project Period:

Grant Recipient:

Grant Number:

Recipient Contact Person:

Principal Investigator/Project Director:

Progress Achieve in Accomplishing Project Goals & Objectives (*Goals and objectives should correspond to the goals and objectives in the approved grant application).*

Goal/Objective 1

Planned:

Actual:

Unit Costs:

Goal/Objective 2

Planned:

Actual:

Unit Costs:

Difficulties Encountered *(As applicable, should include information on specific reasons why goals and objectives were not met, and analysis and explanations of cost overruns and high unit costs)*

Goal/Objective #:

Problem(s):

Resolution/Corrective Action Plan and Schedule:

Activity Anticipated Next Reporting Period *(Should correspond to the "Planned" entries under Progress Achieved in the next report)*

Goal/Objective #:

Goal/Objective #: Signature of Authorized Official __________________________________ Date_____________________

Version 9/03

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION	**3. DATE RECEIVED BY STATE**	State Application Identifier
Application: ☐ Construction ☑ Non-Construction; *Preapplication*: ☐ Construction ☐ Non-Construction	**4. DATE RECEIVED BY FEDERAL AGENCY** November 26, 2004	Federal Identifier 04-DG-11244225-007-A1

5. APPLICANT INFORMATION

Legal Name: Department of Sample Document	Organizational Unit: Department: Sample Exhibit
Organizational DUNS: XX-XXXXXXX	Division: Division of Samples
Address: Street: 123 Sample Street	Name and telephone number of the person to be contacted on matters involving this application (give area code) Prefix: Ms. First Name: Doris
City: Example City	Middle Name M.
County: Delaware	Last Name Day
State EC Zip Code 12345	Suffix:
Country:	Email: ddav@abc.com
6. EMPLOYER IDENTIFICATION NUMBER (EIN) XX-XXXXXXX	Phone Number (give area code) 215-468-2044; Fax Number (give area code) 215468-2045
8. TYPE OF APPLICATION New If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) A. Increase Award; None Other (specify)	**7. TYPE OF APPLICANT**: (See Back of form for Application Type) A. State Government Other (specify) **9. NAME OF FEDERAL AGENCY:** USDA -Forest Service NA S&PF
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 10.675 Urban and Community Forestry	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:** Lucky Dog Tree Planting Urban and Community Forestry Program UFZ00704
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.) Statewide	
13. PROPOSED PROJECT Start Date: 10/1/03 Ending Date: 9/30/06	**14. CONGRESSIONAL DISTRICTS OF:** a. Applicant Two (2) b. Project Statewide

15. ESTIMATED FUNDING:	
a. Federal	$ 15,000.00
b. Applicant	$ 15,000.00
c. State	$
d. Local	$
e. Other	$
f. Program Income	$
g. TOTAL	$ 30,000.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes ☐ THIS PREAPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS REVIEW ON

DATE:

b. No ☐ PROGRAM IS NOT COVERED BY E.O. 12372

☑ OR PROGRAM HAS NOT BEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation ☑ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.

a. Authorized Representative		
Prefix Ms.	First Name Doris	Middle Name M.
Last Name Day		Suffix
b. Title Director		c. Telephone Number (give area code) 215-468-2044
Email: dday@abc.com		Fax Number (give area code) 215-468-2045
d. Signature of Authorized Representative		d. Date Signed November 23, 2004

OMB Approval No. 0348-0044

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Balance Forward		$	$	$ 15,000.00	$ 15,000.00	$ 30,000.00
2. Urban and Community Forestry	10.675	UFZ 00704		15,000.00	15,000.00	30,000.00
3.						
4.						
5. Totals		$	$	$ 30,000.00	$ 30,000.00	$ 60,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1) Balance Forward	(2)	(3)	(4)	(5)
a. Personnel	$ 10,000.00	$	$	$	$ 10,000.00
b. Fringe Benefits	5,000.00				5,000.00
c. Travel		5,000.00			5,000.00
d. Equipment					
e. Supplies	15,000.00	10,000.00			25,000.00
f. Contractual		15,000.00			15,000.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	30,000.00	30,000.00			60,000.00
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	$ 30,000.00	$ 30,000.00	$	$	$ 60,000.00
Program Income	$	$	$	$	$

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Prescribed by OMB Circular A-102

form was electronically produced by Elite Federal Forms, Inc.

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Balance Forward	$ 15,000.00	$	$	$ 15,000.00
9. Urban and Community Forestry	15,000.00			15,000.00
10.				
11.				
12. TOTAL (sum of lines 8 - 11)	$ 30,000.00	$	$	$ 30,000.00

SECTION D - FORCASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	$	$	$	$	$
14. NonFederal					
15. TOTAL (sum of lines 13 and 14)	$	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
	$	$	$	$
'OTAL (sum of lines 16-19)	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION	
)irect Charges:	22. Indirect Charges:
₹emarks:	

Exhibit N
Page 3 of 3

Version 9/03

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION	3. DATE RECEIVED BY STATE	State Application Identifier
Application: ☐ Construction ☑ Non-Construction / Preapplication: ☐ Construction ☐ Non-Construction	4. DATE RECEIVED BY FEDERAL AGENCY October 26, 2004	Federal Identifier 04-DG-11244225-007

5. APPLICANT INFORMATION

Legal Name: Department of Sample Document	Organizational Unit: Department: Sample Exhibit
Organizational DUNS: XX-XXXXXXX	Division: Division of Samples
Address: Street: 123 Sample Street	Name and telephone number of the person to be contacted on matters involving this application (give area code) Prefix: Ms. First Name: Doris
City: Example City	Middle Name M.
County: Delaware	Last Name Day
State EC Zip Code 12345	Suffix:
Country:	Email: dday@abc.com
6. EMPLOYER IDENTIFICATION NUMBER (EIN) XX-XXXXXXX	Phone Number (give area code) 215-468-2044 / Fax Number (give area code) 215-468-2045
8. TYPE OF APPLICATION: New. If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) C. Increase Duration / None. Other (specify)	7. TYPE OF APPLICANT: (See Back of form for Application Type) A. State Government. Other (specify)
	9. NAME OF FEDERAL AGENCY: USDA -Forest Service, NA S&PF
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 10.675 Urban and Community Forestry	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Lucky Dog Tree Planting
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.) Statewide	Urban and Community Forestry Program UFZ00704
13. PROPOSED PROJECT Start Date: 10/1/03 Ending Date: 9/30/06	14. CONGRESSIONAL DISTRICTS OF: a. Applicant Two (2) b. Project Statewide

15. ESTIMATED FUNDING:	
a. Federal	$
b. Applicant	$
c. State	$
d. Local	$
e. Other	$
f. Program Income	$
g. TOTAL	$ 0.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes ☐ THIS PREAPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS REVIEW ON

DATE:

b. No ☐ PROGRAM IS NOT COVERED BY E.O. 12372

☑ OR PROGRAM HAS NOT BEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation ☑ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES.

a. Authorized Representative		
Prefix Ms.	First Name Doris	Middle Name M.
Last Name Day		Suffix
b. Title Director		c. Telephone Number (give area code) 215-468-2044
Email: dday@abc.com		Fax Number (give area code) 215-468-2045
d. Signature of Authorized Representative		d. Date Signed October 16, 2004

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Standard Form 424 (Rev x-xx)
Prescribed by OMB Circular A-102

Exhibit O
Page 1 of 1

FINANCIAL STATUS REPORT

(Short Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No.	Page	of
USDA Forest Service	04-DG-11244225-000	**0348-0038**	1	1 pages

3. Recipient Organization (Name and complete address, including ZIP code)
XY Department of Natural Resources
1313 Eagle Lane
Any City, XY 00000-0000

4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report	7. Basis
00-0000000		☒ Yes ☐ No	☒ Cash ☐ Accrual

8. Funding/Grant Period *(See Instructions)* From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)
10-1-3	9-30-6	10-1-3	9-30-4

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	0.00	7,000.00	7,000.00
b. Recipient share of outlays	0.00	2,000.00	2,000.00
c. Federal share of outlays	0.00	5,000.00	5,000.00
d. Total unliquidated obligations			
e. Recipient share of unliquidated obligations			
f. Federal share of unliquidated obligations			
g. Total Federal share *(Sum of lines c and f)*			5,000.00
h. Total Federal funds authorized for this funding period			5,000.00
i. Unobligated balance of Federal funds *(Line h minus line g)*			0.00

11. Indirect Expense	a. Type of Rate *(Place "X" in appropriate box)* ☐ Provisional ☐ Predetermined ☐ Final ☐ Fixed			
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*

13. Certification: **I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.**

Typed or Printed Name and Title	Telephone (Area code, number and extension)
Elmo Smith	(610) 779-0345
Signature of Authorized Certifying Official	**Date Report Submitted**
	11-23-4

NSN 7540-01-218-4387

Standard Form 269A (REV 2-92)
Prescribed by OMB Circulars A-102 and A-110

This form was electronically produced by Elite Federal Forms, Inc.

FINANCIAL STATUS REPORT
(LONG FORM)
(FOLLOW INSTRUCTIONS ON THE BACK)

1. Federal Agency and Organizational Element to which report is Submitted Department of Agriculture	2. Federal Grant or Other Identifying Number Assigned By Federal Agency 03-DG-11244225-477	OMB Approval No. 0348-0039	Page of 1 1 Pages

3. Recipient Organization (Name and complete address, including ZIP Code)
Menominee Indian Tribe of Wisconsin
P. O. Box 910
Keshena, WI 54135

4. Employer Identification Number 39-1205576	5. Recipient Account Number or Identifying Number 545	6. Final Report ___ Yes _X_ NO	7. Basis ___ Cash _X_ Accrual

8. Funding/Grant Period (See Instructions)		9. Period Covered by this Report	
From: (Month, Day, Year) 10/1/2003	To: (Month, Day, Year) 9/30/2005	From: (Month, Day, Year) 7/1/2004	To: (Month, Day, Year) 9/30/2004

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	9,625.65	6,974.34	16,599.99
b. Refunds, rebates, etc.	0.00	0.00	0.00
c. Program income used in accordance with the deduction alternative	0.00	0.00	0.00
d. Net outlays (line a, less the sum of lines b and c)	9,625.65	6,974.34	16,599.99
Recipient's share of net outlays, consisting of:			
e. Third party (in-kind) contributions	0.00	0.00	0.00
f. Other Federal awards authorized to be used to match this award	0.00	0.00	0.00
g. Program income used in accordance with it, match or cost sharing alternative	2,416.08	0.00	2,416.08
h. All other recipient outlays not shown on lines e, f or g	5,376.83	3,122.71	8,499.54
i. Total recipient share of net outlays (Sum of lines e, f, g and h)	7,792.91	3,122.71	10,915.62
j. Federal share of net outlays (line d less line i)	1,832.74	3,851.63	5,684.37
k. Total unliquidated obligations			0.00
l. Receipient's share of unliquidated obligations			0.00
m. Federal share of unliquidated obligations			0.00
n. Total federal share (sum of lines j and m)			5,684.37
o. Total federal funds authorized for this funding period			23,500.00
p. Unobligated balance of federal funds (Line o minus line n)			17,815.63
Program income, consisting of:			
q. Disbursed program income shown on lines c and/or g above			2,416.08
r. Disbursed program income using the addition alternative			0.00
s. Undisbursed program income			0.00
t. Total program income realized (Sum of lines q, r and s)			2,416.08

2004 NOV -1 PM 2: 13

11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box) ___ Provisional	___ Predetermined	___ Final	_X_ Fixed
	b. Rate 11.27%	c. Base 6,267.94	d. Total Amount 706.40	e. Federal Share 706.40

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purpose set forth in the award documents.

Typed or Printed Name and Title Kathleen Kaquatosh, Finance Manager	Telephone (Area code, number and extension) (715) 799-5123
Signature of Authorized Certifying Official Kathleen Kaquatosh	Date Report Submitted 10/29/2004

FINANCIAL STATUS REPORT

(Short Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted USDA Forest Service	2. Federal Grant or Other Identifying Number Assigned By Federal Agency 04-DG-11244225-000	OMB Approval No. **0348-0038**	Page 1	of 1 pages

3. Recipient Organization (Name and complete address, including ZIP code)

XY Department of Natural Resources
1313 Eagle Lane
Any City, XY 00000-0000

4. Employer Identification Number 00-0000000	5. Recipient Account Number or Identifying Number	6. Final Report ☒ Yes ☐ No	7. Basis ☒ Cash ☐ Accrual

8. Funding/Grant Period *(See Instructions)* From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)
7-1-1	6-30-4	7-1-3	6-30-4

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	268,024.00	227,213.00	495,237.00
b. Recipient share of outlays	225,000.00	45,237.00	270,237.00
c. Federal share of outlays	43,024.00	181,976.00	225,000.00
d. Total unliquidated obligations			
e. Recipient share of unliquidated obligations			
f. Federal share of unliquidated obligations			
g. Total Federal share *(Sum of lines c and f)*			225,000.00
h. Total Federal funds authorized for this funding period			225,000.00
i. Unobligated balance of Federal funds *(Line h minus line g)*			0.00

11. Indirect Expense	a. Type of Rate *(Place "X" in appropriate box)* ☐ Provisional	☐ Predetermined	☐ Final	☐ Fixed
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*

13. Certification: **I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.**

Typed or Printed Name and Title Elmo Smith	Telephone (Area code, number and extension) (610) 779-0345
Signature of Authorized Certifying Official	Date Report Submitted 11-23-4

NSN 7540-01-218-4387

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Standard Form 269A (REV 2-92)
Prescribed by OMB Circulars A-102 and A-110

Exhibit Q
Page 1 of 1

Final Progress Report

Program: *Forest Stewardship*
Project: *Providing Educational Opportunities for NIPF Landowners.*
Project Duration: *07/01/2002 – 06/30/2004*
Grant Number: *02-DG-11244225-366*

Date: 11/01/2004

Report Period: Final

Grant Recipient: University of Connecticut
Cooperative Extension System

Contact Person: Thomas E. Worthley
Associate Extension Educator-in-Residence
Co-Principal Investigator/Project Director

Description:

The Connecticut Forest Stewardship Program is a cooperative effort between the CT-DEP Division of Forestry, the University of Connecticut Cooperative Extension System, and private natural resource professionals. Its purpose is to provide non-industrial private forest landowners (NIPF) with sound, scientific technical assistance in the management of their forest land for timber, wildlife, soil and water protection, and recreational values. The Connecticut Forest Stewardship Program Coordinator, employed by the University of Connecticut Cooperative Extension System provides educational opportunities for NIPF landowners and natural resource professionals, and promotes the Stewardship Program statewide

Specifically, Forest Service funding was utilized as follows:
The University of Connecticut utilized federal funds to fund 50% of one FTE Extension faculty position to coordinate the Connecticut Forest Stewardship Program.

Project Location

Connecticut, statewide.

Project Lead

Thomas Worthley, Forest Stewardship Program Coordinator
T (888) 30-WOODS; F (860) 345-3357; tworthle@canr.uconn.edu

Progress Achieved in Accomplishing Project Goals and Objectives:

Goal 1 – GIS Map Sets:

A total of 30 GIS-based map sets were proposed and a total of 35 were produced for Forest Stewardship Plan new applications and existing Plan landowners.

Goal 2 – Field Days:

Four field day sessions for landowners and professionals were planned, promoted and conducted in different parts of the state. Partners in these efforts included the Nature Conservancy, the Connecticut Forest and Park Association, and several local Land Trusts.

Goal 3 – Professional Training Sessions:

Two training workshops were conducted for foresters and other natural resource professionals in conjunction with the Society of American Foresters.

Goal 4 – Landowner Consults For Stewardship Plan contributions

More that two dozen individual contacts were made with individual landowners to provide direct assistance or referral for Forest Stewardship Planning purposes. This office produced four completed Forest Stewardship Plans in addition to those projected by CT-DEP Forestry division for approximately 280 acres.

Difficulties Encountered:

No major difficulties were encountered in the conduct of this project. We will continue to participate in these efforts along with the existing partners though all initial grant funds have been utilized.

Activity Anticipated:

Project is completed, though maps, data, publications, outreach materials etc. produced as part of the project continue to be utilized in support of other Forest Stewardship Program efforts.

Signed: Thomas E Worthley

Thomas E. Worthley, UCONN Cooperative Extension

USDA United States Department of Agriculture | Forest Service | Northeastern Area State and Private Forestry | 11 Campus Boulevard Suite 200 Newtown Square, PA 19073

File Code: 1580

Date: September 13, 2004

Dr. Louis A. Magnarelli, Vice Director
The Connecticut Agricultural Experiment Station
Entomology Department
123 Huntington Street
P.O. Box 1106
New Haven, CT 06504

Program: Cooperative Lands – Forest Health Monitoring
Project: Enhance Aerial and Ground Survey Procedures in Support of the National Forest Health Monitoring Program
Grant No.: 03-DG-11244225-022

Dear Dr. Magnarelli:

We have received the final Financial Status Report (SF-269) and final performance report for the above referenced project. Margaret Miller-Weeks, Program Coordinator, has reviewed the final performance report. She has determined that the reported accomplishments are consistent with the intended purpose of the grant.

Our records show that this grant has no available funds. If your records do not agree with ours, contact our office within 15 days to clarify the balance.

We have determined that all applicable actions have been completed and have officially closed out this grant. Several aspects of grants administration are not affected by the close out of a grant. These procedures include your responsibility for retaining records and accountability for property, royalties and program income.

The closeout of a grant also does not affect the federal agency's right to disallow costs and recover funds on the basis of a later audit or other review if the audit or review identifies costs that were improperly claimed and should not have been allowed; the grantee's obligation to return any funds due as a result of later refunds, corrections, or other transactions; and property management requirements.

Your records should be retained for three years from the date of submission and approval of the final payment. If any litigation claim or audit is started before the expiration of the three-year period, the records must be kept until these actions are completed and any issues resolved.

If you have any questions please contact Joanne Fuss, Grants and Agreements Specialist, at 610-557-4148.

Sincerely,

/s/ K. DURAN
KATHY DURAN
Group Leader
Grants and Agreements Management

cc:
Michael Last, CT Agricultural Experiment Station
Margaret Miller-Weeks, DFO
Grants and Agreements Management

Exhibit S
Page 1 of 1

FINANCIAL STATUS REPORT

(Short Form)
(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No.	Page	of
USDA Forest Service	04-DG-11244225-000	**0348-0038**	1	1 pages

3. Recipient Organization (Name and complete address, including ZIP code)
MA Department of Conservation
111 Dogwood Terrace
Boston, MA 00000-0000

4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report	7. Basis
00-0000000		☒ Yes ☐ No	☒ Cash ☐ Accrual

8. Funding/Grant Period (See Instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)
7-1-3	6-30-4	7-1-3	6-30-4

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays	0.00	60,493.06	60,493.06
b. Recipient share of outlays	0.00	30,300.00	30,300.00
c. Federal share of outlays	0.00	30,193.06	30,193.06
d. Total unliquidated obligations			
e. Recipient share of unliquidated obligations			
f. Federal share of unliquidated obligations			
g. Total Federal share *(Sum of lines c and f)*			30,193.06
h. Total Federal funds authorized for this funding period			30,300.00
i. Unobligated balance of Federal funds *(Line h minus line g)*			106.94

11. Indirect Expense	a. Type of Rate *(Place "X" in appropriate box)* ☐ Provisional	☐ Predetermined	☐ Final	☐ Fixed
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*

13. Certification: **I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.**

Typed or Printed Name and Title	Telephone (Area code, number and extension)
Shirley Temple	(610) 123-2359
Signature of Authorized Certifying Official	Date Report Submitted
	11-23-4

NSN 7540-01-218-4387

Standard Form 269A (REV 2-92)
Prescribed by OMB Circulars A-102 and A-110

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Exhibit T
Page 1 of 1

USDA United States Department of Agriculture | Forest Service | Northeastern Area State and Private Forestry | Newtown Square Corporate Campus 11 Campus Boulevard, Suite 200 Newtown Square, PA 19073

File Code: 1580

Date: November 23, 2004

Mr. Daniel Palm, Executive Director
Watershed Agricultural Council of the NYC Watersheds, Inc.
33195 State Highway 10
Walton, NY 13856-9751

Program: Forest Stewardship/Forest Resources Management
Project: BMP Technical Assistance
Duration: March 22, 1999 through March 22, 2001
Grant No.: NA-99-0092
Modification No.: 1

Dear Mr. Palm:

The purpose of this modification is to close the subject grant and to revise the funding levels on the Application for Federal Assistance (SF-424) dated March 22, 1999 based on the final Financial Status Report (SF-269) dated November 19, 2004.

The federal funds are changed to ***$29,922.89 from the original award amount of $30,000.00.*** The matching funds are changed to ***$30,068.43 from the original award of $30,000.00***. Although the federal funds have been reduced, the cost sharing requirement has been met. A copy of the SF-424 reflecting these changes is attached for your files.

Our records show that this grant had funds available in the amount of ***$77.11*** which has been deobligated in accordance with the final SF-269.

Marcus Phelps, Program Coordinator has reviewed the final performance report and determined that the reported accomplishments are consistent with the intended purpose of the grant.

We have determined that all applicable actions have been completed and have officially closed this grant. Several aspects of grants administration are not affected by this; these procedures include your responsibility for retaining records and accountability for property, royalties and program income.

The closeout of a grant also does not affect the federal agency's right to disallow costs and recover funds, on the basis of a later audit or other review, if the audit or review identifies costs that were improperly claimed and should not have been allowed; it is the grantee's obligation to return any funds due as a result of later refunds, corrections, or other transactions; and property management requirements.

Your records should be retained for three years from the date of submission and approval of the final payment. If any litigation, claim or audit is started before the expiration of the three-year period, the records must be kept until these actions are completed and any issues resolved.

If you have any questions please contact Joanne Fuss, Grants and Agreements Specialist at 610-557-4127.

Sincerely,

/s/ K. DURAN
KATHY DURAN
Group Leader
Grants and Agreement Management

Exhibit U
Page 1 of 2

Enclosure

cc:
Kevin Brazill, Watershed Agricultural Council of the NYC Watershed, Inc.
Colleen Griffith, Watershed Agricultural Council of the NYC Watersheds, Inc.
Grants and Agreements Management

FINANCIAL STATUS REPORT

(Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No.	Page 1 of
USDA-State&Private Forestry-Newtown Square	03-DG-11244225-412 Emeral Ash Borer Detection Survey	0348-0039	1

3. Recipient Organization (Name and complete address, including ZIP code)

DNR DIVISION OF FORESTRY
402 W WASHINGTON STREET ROOM W291
INDIANAPOLIS IN 46204

4. Employer Ident. No.	5. Recipient Account No. or Identifying No.	6. Final Report	7. Basis
35-6000158		NO	CASH

8. Funding/Grant Period (See Instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)
10/1/2002	9/30/2005	10/1/2002	9/30/2003

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total Outlays	0.00	2,871.41	2,871.41
b. Refunds, rebates, etc. COST OVER RUN			
c. Program income used in accordance with the deduction alternative			0.00
d. Net outlays (Line a less the sum of lines b and c)	0.00	2,871.41	2,871.41
Recipient's share of net outlays, consisting of:			
e. Third party (in-kind) contributions			0.00
f. Other Federal awards authorized to be used to match this award			0.00
g. Program income used in accordance with the matching or cost sharing alternative			0.00
h. All other recipient outlays not shown on lines e, f, or g	0.00	1,169.23	1,169.23
i. Total recipient share of net outlays (Sum of lines e, f, g, and h)	0.00	1,169.23	1,169.23
j. Federal share of net outlays (line d less line i)	0.00	1,702.18	1,702.18
k. Total unliquidated obligations			37,128.59
l. Recipient's share of unliquidated obligations			18,830.77
m. Federal share of unliquidated obligations			18,297.82
n. Total federal share (sum of lines j and m)			20,000.00
o. Total federal funds authorized for this funding period			20,000.00
p. Unobligated balance of federal funds (Line o minus line n)			0.00
Program income, consisting of:			
q. Disbursed prog. income shown on c and/or g			0.00
r. Disbursed program income using the addition alternative			0.00
s. Undisbursed program income			0.00
t. Total program income realized (Sum of lines q, r, and s)			0.00

11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box) Provisional	Predetermined	Final	Fixed
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. Remarks: Attach any explanation deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

2003 OCT 31 AM 11: 18

13. Certification: **I certify to the best of my knowledge & belief that this report is correct & complete & that all outlays & unliquidated obligations are for the purposes set forth in the award documents.**

Typed or Printed Name and Title	Telephone (Area code, number, and extension)
Mickey J. James, Deputy Director, Admin and Management	317-233-9578
Signature of Authorized Certifying Official — Mickey J. James WJB	Date Report Submitted — 10/29/03

Previous Editions not Usable

Prescribed by OM

12-30-03

Exhibit V
Page 1 of 5

FINANCIAL STATUS REPORT

(Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No.	Page 1 of
USDA-State&Private Forestry-Newtown Square	03-DG-11244225-412 Emeral Ash Borer Detection Survey	0348-0039	1

3. Recipient Organization (Name and complete address, including ZIP code)

DNR DIVISION OF FORESTRY
402 W WASHINGTON STREET ROOM W291
INDIANAPOLIS IN 46204

4. Employer Ident. No.	5. Recipient Account No. or Identifying No.	6. Final Report	7. Basis
35-6000158		NO	CASH

8. Funding/Grant Period (See Instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)
10/1/2002	9/30/2005	10/1/2003	12/31/2003

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total Outlays	2,871.41	2,711.20	5,582.61
b. Refunds, rebates, etc. COST OVER RUN			
c. Program income used in accordance with the deduction alternative			0.00
d. Net outlays (Line a less the sum of lines b and c)	2,871.41	2,711.20	5,582.61
Recipient's share of net outlays, consisting of: e. Third party (in-kind) contributions			0.00
f. Other Federal awards authorized to be used to match this award			0.00
g. Program income used in accordance with the matching or cost sharing alternative			0.00
h. All other recipient outlays not shown on lines e, f, or g	1,169.23	1,956.08	3,125.31
i. Total recipient share of net outlays (Sum of lines e, f, g, and h)	1,169.23	1,956.08	3,125.31
j. Federal share of net outlays (line d less line i)	1,702.18	755.12	2,457.30
k. Total unliquidated obligations			34,417.39
l. Recipient's share of unliquidated obligations			16,874.69
m. Federal share of unliquidated obligations			17,542.70
n. Total federal share (sum of lines j and m)			20,000.00
o. Total federal funds authorized for this funding period			20,000.00
p. Unobligated balance of federal funds (Line o minus line n)			0.00
Program income, consisting of: q. Disbursed prog. income shown on c and/or g			0.00
r. Disbursed program income using the addition alternative			0.00
s. Undisbursed program income			0.00
t. Total program income realized (Sum of lines q, r, and s)			0.00

11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box) Provisional	Predetermined	Final	Fixed
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. Remarks: Attach any explanation deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: **I certify to the best of my knowledge & belief that this report is correct & complete & that all outlays & unliquidated obligations are for the purposes set forth in the award documents.**

Typed or Printed Name and Title	Telephone (Area code, number, and extension)
Mickey J. James, Deputy Director, Admin and Management	317-233-9578
Signature of Authorized Certifying Official: Mickey J. James wjb	Date Report Submitted: 1/12/04

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Exhibit V
Page 2 of 5

R 2/3/04

FINANCIAL STATUS REPORT
(Long Form)
(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted USDA-State&Private Forestry-Newtown Square	2. Federal Grant or Other Identifying Number Assigned By Federal Agency 03-DG-11244225-412 Emeral Ash Borer Detection Survey	OMB Approval No. 0348-0039 Page 1 of 1

3. Recipient Organization (Name and complete address, including ZIP code)

DNR DIVISION OF FORESTRY
402 W WASHINGTON STREET ROOM W291
INDIANAPOLIS IN 46204

4. Employer Ident. No.	5. Recipient Account No. or Identifying No.	6. Final Report	7. Basis
35-6000158		NO	CASH

8. Funding/Grant Period (See Instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)
10/1/2002	9/30/2005	1/1/2004	3/31/2004

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total Outlays	5,582.61	3,107.72	8,690.33
b. Refunds, rebates, etc. COST OVER RUN			
c. Program income used in accordance with the deduction alternative			0.00
d. Net outlays (Line a less the sum of lines b and c)	5,582.61	3,107.72	8,690.33
Recipient's share of net outlays, consisting of: e. Third party (in-kind) contributions			0.00
f. Other Federal awards authorized to be used to match this award			0.00
g. Program income used in accordance with the matching or cost sharing alternative			0.00
h. All other recipient outlays not shown on lines e, f, or g	3,125.31	2,887.75	6,013.06
i. Total recipient share of net outlays (Sum of lines e, f, g, and h)	3,125.31	2,887.75	6,013.06
j. Federal share of net outlays (line d less line i)	2,457.30	219.97	2,677.27
k. Total unliquidated obligations			31,309.67
l. Recipient's share of unliquidated obligations			13,986.94
m. Federal share of unliquidated obligations			17,322.73
n. Total federal share (sum of lines j and m)			20,000.00
o. Total federal funds authorized for this funding period			20,000.00
p. Unobligated balance of federal funds (Line o minus line n)			0.00
Program income, consisting of: q. Disbursed prog. income shown on c and/or g			0.00
r. Disbursed program income using the addition alternative			0.00
s. Undisbursed program income			0.00
t. Total program income realized (Sum of lines q, r, and s)			0.00

11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box) Provisional	Predetermined	Final	Fixed
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. Remarks: Attach any explanation deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: **I certify to the best of my knowledge & belief that this report is correct & complete & that all outlays & unliquidated obligations are for the purposes set forth in the award documents.**

Typed or Printed Name and Title	Telephone (Area code, number, and extension)
Mickey J. James, Deputy Director, Admin and Management	317-233-9578
Signature of Authorized Certifying Official Mickey J. James WB	Date Report Submitted 4/15/04

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Standard Form 269 (REV 1-88)

Exhibit V
Page 3 of 5

5/11/04

FINANCIAL STATUS REPORT
(Long Form)
(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No.	Page 1 of 1
USDA-State&Private Forestry-Newtown Square	03-DG-11244225-412 Emeral Ash Borer Detection Survey	0348-0039	

3. Recipient Organization (Name and complete address, including ZIP code)
DNR DIVISION OF FORESTRY
402 W WASHINGTON STREET ROOM W291
INDIANAPOLIS IN 46204

4. Employer Ident. No.	5. Recipient Account No. or Identifying No.	6. Final Report	7. Basis
35-6000158		NO	CASH

8. Funding/Grant Period (See Instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)
10/1/2002	9/30/2004	4/1/2004	6/30/2003

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total Outlays	8,690.33	8,049.79	16,740.12
b. Refunds, rebates, etc. COST OVER RUN			
c. Program income used in accordance with the deduction alternative			0.00
d. Net outlays (Line a less the sum of lines b and c)	8,690.33	8,049.79	16,740.12
Recipient's share of net outlays, consisting of:			
e. Third party (in-kind) contributions			0.00
f. Other Federal awards authorized to be used to match this award			0.00
g. Program income used in accordance with the matching or cost sharing alternative			0.00
h. All other recipient outlays not shown on lines e, f, or g	6,013.06	6,929.10	12,942.16
i. Total recipient share of net outlays (Sum of lines e, f, g, and h)	6,013.06	6,929.10	12,942.16
j. Federal share of net outlays (line d less line i)	2,677.27	1,120.69	3,797.96
k. Total unliquidated obligations			23,259.88
l. Recipient's share of unliquidated obligations			7,057.84
m. Federal share of unliquidated obligations			16,202.04
n. Total federal share (sum of lines j and m)			20,000.00
o. Total federal funds authorized for this funding period			20,000.00
p. Unobligated balance of federal funds (Line o minus line n)			0.00
Program income, consisting of:			
q. Disbursed prog. income shown on c and/or g			0.00
r. Disbursed program income using the addition alternative			0.00
s. Undisbursed program income			0.00
t. Total program income realized (Sum of lines q, r, and s)			0.00

11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box) Provisional	Predetermined	Final	Fixed
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. Remarks: Attach any explanation deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

13. Certification: **I certify to the best of my knowledge & belief that this report is correct & complete & that all outlays & unliquidated obligations are for the purposes set forth in the award documents.**

Typed or Printed Name and Title	Telephone (Area code, number, and extension)
Mickey J. James, Deputy Director, Admin and Management	317-233-9578
Signature of Authorized Certifying Official: Mickey J. James	Date Report Submitted: 7/16/04

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Exhibit V
Page 4 of 5

JR 8/1/04

FINANCIAL STATUS REPORT

(Long Form)

(Follow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No.	Page 1 of
USDA-State&Private Forestry-Newtown Square	03-DG-11244225-412 Emeral Ash Borer Detection Survey	0348-0039	1

3. Recipient Organization (Name and complete address, including ZIP code)

DNR DIVISION OF FORESTRY
402 W WASHINGTON STREET ROOM W291
INDIANAPOLIS IN 46204

4. Employer Ident. No.	5. Recipient Account No. or Identifying No.	6. Final Report	7. Basis
35-6000158		YES	CASH

8. Funding/Grant Period (See Instructions) From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)
10/1/2002	9/30/2004	7/1/2004	9/30/2004

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total Outlays	16,740.12	3,939.28	20,679.40
b. Refunds, rebates, etc. COST OVER RUN			
c. Program income used in accordance with the deduction alternative			0.00
d. Net outlays (Line a less the sum of lines b and c)	16,740.12	3,939.28	20,679.40
Recipient's share of net outlays, consisting of: e. Third party (in-kind) contributions			0.00
f. Other Federal awards authorized to be used to match this award			0.00
g. Program income used in accordance with the matching or cost sharing alternative			0.00
h. All other recipient outlays not shown on lines e, f, or g	12,942.16	(2,602.46)	10,339.70
i. Total recipient share of net outlays (Sum of lines e, f, g, and h)	12,942.16	(2,602.46)	10,339.70
j. Federal share of net outlays (line d less line i)	3,797.96	6,541.74	10,339.70
k. Total unliquidated obligations			0.00
l. Recipient's share of unliquidated obligations			0.00
m. Federal share of unliquidated obligations			0.00
n. Total federal share (sum of lines j and m)			10,339.70
o. Total federal funds authorized for this funding period			20,000.00
p. Unobligated balance of federal funds (Line o minus line n)			9,660.30
Program income, consisting of: q. Disbursed prog. income shown on c and/or g			0.00
r. Disbursed program income using the addition alternative			0.00
s. Undisbursed program income			0.00
t. Total program income realized (Sum of lines q, r, and s)			0.00

11. Indirect Expense	a. Type of Rate (Place "X" in appropriate box) Provisional	Predetermined	Final	Fixed
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. Remarks: Attach any explanation deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

Adjustments have been made to follow the revised budget.

13. Certification: **I certify to the best of my knowledge & belief that this report is correct & complete & that all outlays & unliquidated obligations are for the purposes set forth in the award documents.**

Typed or Printed Name and Title	Telephone (Area code, number, and extension)
Mickey J. James, Deputy Director, Admin and Management	317-233-9578
Signature of Authorized Certifying Official: Mickey J. James WJB	Date Report Submitted: 12/16/04

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Standard Form 269 (REV 4-88)

TR 1/4/05

FUNDS AVAILABILITY CERTIFICATION WORKSHEET

(For all Procurements $5,000 or more)

TO: FUNDS CONTROL OFFICER			
Name of Requestor		Phone	
Title		E-mail	
Signature		Date	

DESCRIPTION				
	Item	Service	Grant	Agreement
Check one:				
Brief Description				

ATTACHMENTS				
	Work Plan	Procurement Request	Grant Proposal	Draft Agreement Operating Plan
Check all applicable				

ACCOUNTING DATA			
Job Code	Budget Object Code	Estimated Costs	Organization Code
		$	
Total			

I certify that funds are available for obligation.

Signature **Title** **Date**

I certify that the budget object code is correct.

Signature **Title** **Date**

RQ Document Number (Attach RQ screen print)

***BEFORE ENTERING A COOPERATOR/CONTACT INTO I-WEB, PLEASE QUERY THE SYSTEM TO MAKE SURE THE COOPERATOR/CONTACT IS NOT ALREADY IN I-WEB ***

The following items are protocols and naming conventions related to entering contacts and cooperators into the I-Web Grants and Agreements system. This is meant to help build consistency across the nation in the I-Web Grants & Agreements application.

	Protocols and Naming Conventions - Contact ID	Example	CONTACT ID	Protocols and Naming Conventions - Last Name/Org	LAST NAME/ORG
Persons	Use the last name (surname) of the individual and the first initial of their first name (given name) as the Contact ID. Use only a comma between the last name and first name initial. If there are multiples of that name use the second letter of the given name:			For Individuals use the last name (surname) of the individual.	
	Contact ID Convention: <Last Name><Comma><Initial First Name>	John Smith	SMITH,J	Last Name/Org Convention: <Last Name>	SMITH
	Under the circumstance where there are two or more of the same name, add a number after the first initial:				
	Contact ID Convention: <Last Name><Comma><Initial First Name><2>	John Smith (2nd entry)	SMITH,J2	Last Name/Org Convention: <Last Name>	SMITH
	Contact ID Convention: <Last Name><Comma><Initial First Name><3>	John Smith (3rd entry)	SMITH,J3	Last Name/Org Convention: <Last Name>	SMITH
	When the same last name and first initial already exist:				
	Contact ID Convention: <Last Name><Comma><Initial First Name><Second letter of first name>	Jane Smith	SMITH,JA	Last Name/Org Convention: <Last Name>	SMITH
	Under circumstances where the second letter of the first name is already utilized, continue with use of the third letter:				
	Contact ID Convention: <Last Name><Comma><Initial First Name><Second letter of first name><Third letter of first name>	Jason Smith	SMITH,JAS	Last Name/Org Convention: <Last Name>	SMITH
	When multiples of the same last name exist:				
	Contact ID Convention: <Last Name><Comma><Initial First Name>	Randy Smith	SMITH,R	Last Name/Org Convention: <Last Name>	SMITH
	When a name has a hyphen:				
	Contact ID Convention: <Last Name><Comma><Initial First Name>	Susan Powell-Johnson	POWELL-JOHNSON,S	Last Name/Org Convention: <Last Name>	POWELL-JOHNSON
Organizations	If an organization has a readily recognizable name that is either a single word, use that as the naming convention:			For organizations with single word company name, enter their name	
	Contact ID Convention: <Single word company name><Comma><City if more than one location>	Exxon	EXXON	Last Name/Org Convention: <Single word company name>	EXXON
	If an organization has a multiple word name then use an abbreviation based on the first initial of each name within the company name, or common abbreviation:			Use legal name of the entity identified on the entities legal identification papers (i.e. Secretary of State non-profit status, incorporation papers, etc.).	
	Contact ID Convention: <Abbreviation based on initials or common abbreviation>	Rocky Mountain Elk Foundation	RMEF	Last Name/Org Convention: <legal name of the entity>	ROCKY MOUNTAIN ELK FOUNDATION
		American Land & Leisure	AL&L	Note: use "AND" rather than the "&" sign unless the "&" sign is part of the legal name.	AMERICAN LAND & LEISURE
		The Nature Conservancy	TNC	Note: do not use the word "THE" at the beginning of a name unless it is part of the legal name.	THE NATURE CONSERVANCY
	If an organization has different office addresses a unique identifer needs to be added to identify the office:				
	Contact ID Convention: <Abbreviation based on initials or common abbreviation><Comma><Unique identifier based on city or other unique character identifier>	Montana Conservation Corps, Inc.	MCC,KALISPELL	Last Name/Org Convention: <legal name of the entity> Note: individual offices will be identified on the first line of the address	MONTANA CONSERVATION CORPS, INC.
		Montana Fish, Wildlife and Parks, Helena Office	MTFWP,HELENA	Last Name/Org Convention: <legal name of the entity> Note: individual offices will be identified on the first line of the address	MONTANA FISH, WILDLIFE AND PARKS

PLEASE COMPLETE ALL DATA ENTRY IN CAPS

	Protocols and Naming Conventions - Contact ID	Example	CONTACT ID	Protocols and Naming Conventions - Last Name/Org	LAST NAME/ORG
Organizations Continued	If an organization does not have a readily recognizable name create an acronym based on the first letters of the name:			For organizations with single word company name, enter their name	
	Contact ID Convention: <Organization name acronym based on first letters of the name><Comma><City if more than one location>	Inland Empire Tree Improvement Cooperative	IETIC	Last Name/Org Convention: <Single word company name>	INLAND EMPIRE TREE IMPROVEMENT COOEPRATIVE
Foreign Govt.	For foreign governments, add FG (for foreign government) and the name of government:			For foreign governments spell out the government name in full.	
	Contact ID Convention: <FG><Comma><Abbreviated government name><Comma><Department if applicable>	Federated States of Micronesia	FG,Micronesia	Last Name/Org Convention: <foreign government name in full>	FEDERATED STATES OF MICRONESIA
Federal Govt.	For federal government agencies, use the commonly accepted department and agency acronym. Because these agencies may have multiple offices within a state, use the city location as part of the unique identifier.			For federal agencies, identify the department and spell out the rest of the agency in full.	
	Contact ID Convention: <Department acronym><Comma><Agency acronym><Comma><unique identifier based on office location or special identity, whichever is more recognizable>	USDI, Bureau of Land Management - offices in Jackson, Gillette and Casper WY	USDI,BLM,JACKSON USDI,BLM,GILLETTE USDI,BLM,CASPER	Last Name/Org Convention: <Department Abbreviation>,<Agency name in full> Note: individual offices will be identified on the first line of the address	USDI, BUREAU OF LAND MANAGEMENT
	If office resides in duplicate city, add State: Contact ID Convention: <Department acronym><Comma><Agency acronym><Comma><City><Comma><State abbreviation>	USDA, Forest Service - offices in Portland OR and Portland ME	USDA,FS,PORTLAND,OR USDA,FS,PORTLAND,ME	Last Name/Org Convention: <Department Abbreviation>,<Agency name in full> Note: individual offices will be identified on the first line of the address	USDA, FOREST SERVICE
	Contact ID Convention: <Department acronym><Comma><Agency acronym><Comma><unique identifier based on office location or special identity, whichever is more recognizable>	USDI, National Park Service - Mt Rushmore National Park in Black Hills South Dakokta, SD	USDI,NPS,MT RUSHMORE	Last Name/Org Convention: <Department Abbreviation>,<Agency name in full> Note: individual offices will be identified on the first line of the address	USDI, NATIONAL PARK SERVICE
State Govt.	For state government agencies, use the commonly accepted acronym. Because these agencies may have multiple offices within a state, use the city location as part of the unique identifier:			For state agencies, identify the agency name in full. Note: unless the entity is a federal always spell out the word 'department' in full	
	Contact ID Convention: <State agency acronym><Comma><unique identifier based on office location>	Wyoming Department of Transportation - offices in Dubois and Moran	WYDOT,DUBOIS WYDOT,MORAN	Last Name/Org Convention: <Spell out name in full> Note: individual offices will be identifed on the first line of the address	WYOMING DEPARTMENT OF TRANSPORTATION
Local Govt.	For local governments, such as counties and towns, use the name of the entity and identify what level of government:			For local agencies, identify the agency name in full. Note: individual departments within the entity (e.g. Parks & Rec, Public Works) will be entered on the first line of the address	
	Contact ID Convention: <County name><Comma><Level of government><Comma><Location if applicable><Comma><Dept. Abbreviation>	Teton County Parks and Recreation	TETON,COUNTY,PR	Last Name/Org Convention: <Spell out name in full> Note: The county name should appear first and spell out the word "County"	TETON COUNTY
	If City is part of legal name: Contact ID Convention: <City name><Comma><City><Comma><Dept. Abbreviation>	City of Jackson Department of Public Works	JACKSON,CITY,PW	Last Name/Org Convention: <Identify City or Town><Comma><"Town of" or "City of" if it part of the legal name>	JACKSON,CITY OF
	If City is part of the legal name and office resides in duplicate city, add State: Contact ID Convention: <City name><Comma><City><Comma><State><Comma><Dept.Abbreviation>	City of Jackson Department of Public Works - In Mississippi and Missouri	JACKSON,CITY,MS,PW JACKSON,CITY,MO,PW	Last Name/Org Convention: <Identify City or Town><Comma><"Town of" or "City of" if it part of the legal name>	JACKSON,CITY OF
	If 'City' or 'Town' is not part of the legal name: Contact ID Convention: <City name><Comma><Dept. Abbreviation>	Kalispell Department of Public Works	KALISPELL,PW	Last Name/Org Convention: <Identify City or Town>	KALISPELL
	Contact ID Convention: <Burough name><Comma><Burough>	Kenai Burough	KENAI,BUROUGH	Last Name/Org Convention: <Spell out name in full>	KENAI BUROUGH
	Contact ID Convention: <Township name><Comma><Township>	Telford Township	TELFORD,TOWNSHIP	Last Name/Org Convention: <Spell out name in full>	TELFORD TOWNSHIP
	Note: if entities have more than one address, add a number to the Contact ID:	Telford Township	TELFORD,TOWNSHIP01	Last Name/Org Convention: <Spell out name in full> <numeric identifier for secondary address>	TELFORD TOWNSHIP

	Protocols and Naming Conventions - Contact ID	Example	CONTACT ID	Protocols and Naming Conventions - Last Name/Org	LAST NAME/ORG
Universities	Contact ID Convention: <University Abbreviation><Comma><City><Comma><Department Abbreviation if applicable>	University of California, Berkeley	UC,BERKELEY,FORESTRY UC,BERKELEY,WILDLIFE	Last Name/Org Convention: <Spell out legal name in full>	THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
	For Universities with multiple locations: Contact ID Convention: <University Abbreviation><Comma><City><Comma><Department Abbreviation if applicable>	University of Alaska - Ketchikan campus, Sitka campus	UA,KETCHIKAN UA,SITKA	Last Name/Org Convention: <Spell out legal name in full>	UNIVERSITY OF ALASKA
	Contact ID Convention: <University Abbreviation><Comma><City><Comma><Department Abbreviation if applicable>	Three Rivers Community College in Poplar Bluff, MO	TRCC,MO	Last Name/Org Convention: <Spell out legal name in full>	THREE RIVERS COMMUNITY COLLEGE
	Contact ID Convention: <University Abbreviation><Comma><City><Comma><Department Abbreviation if applicable>	University of Nevada, Reno	UN,RENO	Last Name/Org Convention: <Spell out legal name in full>	BOARD OF REGENTS, NEVADA SYSTEM OF HIGHER EDUCATION (NSHE) ON BEHALF OF UNR
	Contact ID Convention: <University Abbreviation><Comma><City><Comma><Department Abbreviation if applicable>	Virginia Polytechnic Institute and State University	VPISU	Last Name/Org Convention: <Spell out legal name in full>	VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Partnerships Other Entities Trusts	For partnerships or other entities that list more than one individual, use the last name of the first person and ETAL to indicate multiple persons. Include all of the persons in the name field when filling out the contact ID screen, but use this naming convention as an abbreviation for the Contact ID. For trusts, shorten the trust's name similar to that done for a corporation and identify that it is a trust:				
	Contact ID Convention: <Last name of first person><Comma><ETAL>	Oscar Wilde, Edgar Allen Poe and Mary Shelly	WILDE,ETAL	Last Name/Org Convention: <Spell out legal name in full>	OSCAR WILDE, EDGAR ALLEN POE AND MARY SHELLY
	Contact ID Convention:<Main trust name><Comma><Trust>	Wark Family Trust	WARK,TRUST	Last Name/Org Convention: <Spell out legal name in full>	WARK FAMILY TRUST
Indian Tribes	Contact ID Convention: <Abbreviated Tribe Name><Comma><'Tribe'>	Washoe Tribe of Nevada and California	WASHOE,TRIBE	Last Name/Org Convention: <Spell out legal name in full>	WASHOE TRIBE OF NEVADA AND CALIFORNIA

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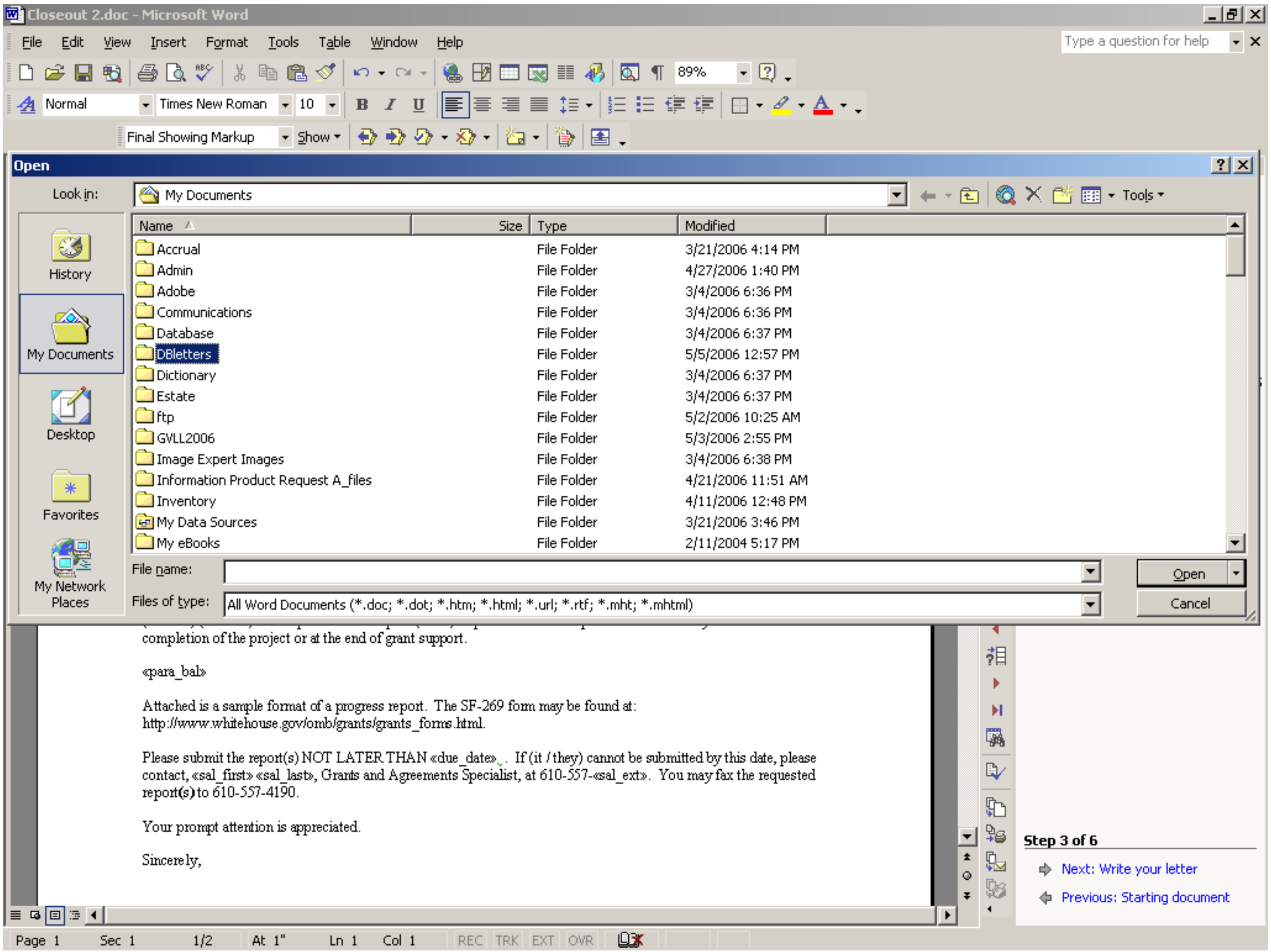

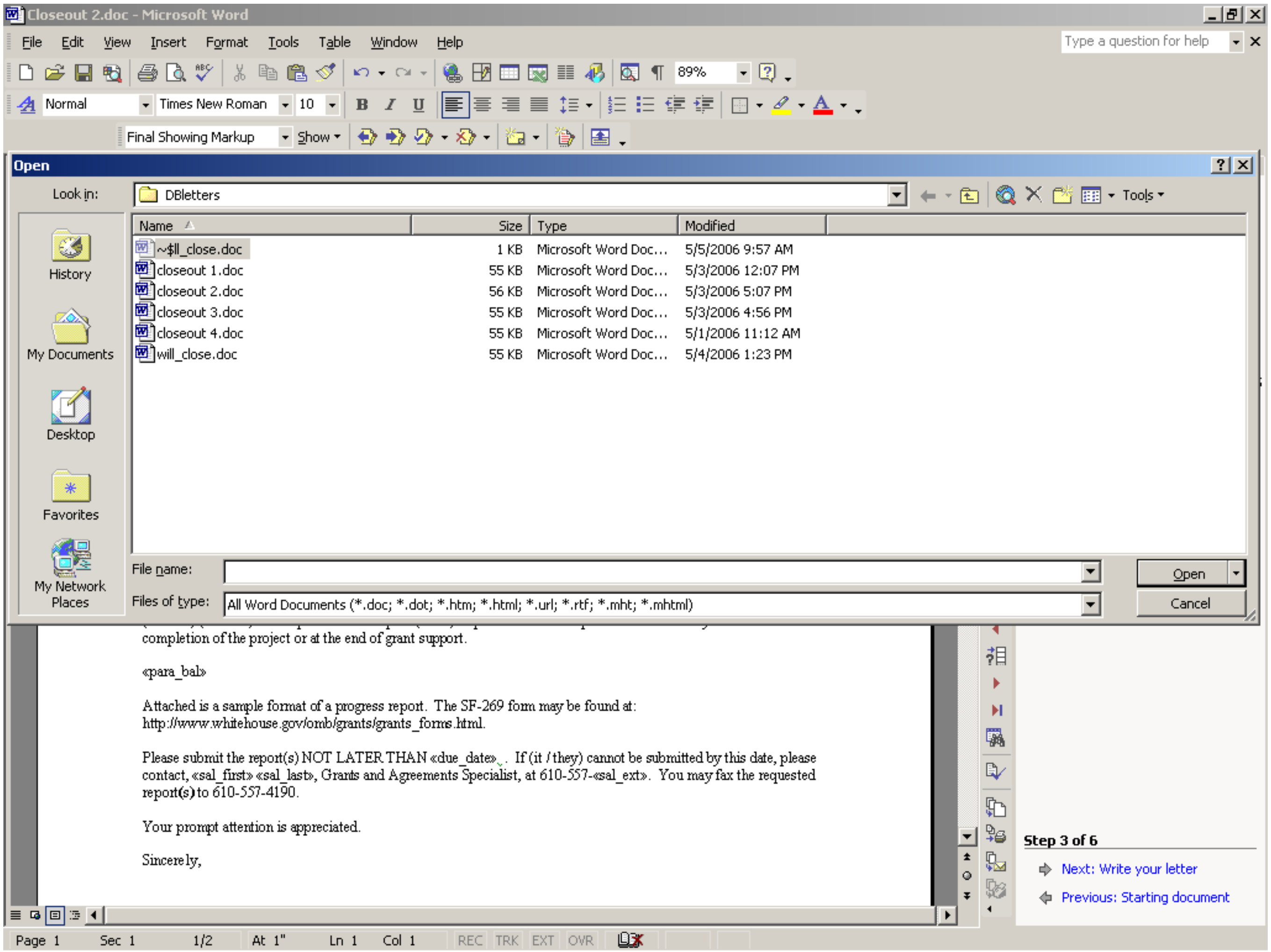
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File name:
Files of type:
All Word Documents (*.doc; *.dot; *.htm; *.html; *.url; *.rtf; *.mht; *.mhtml)
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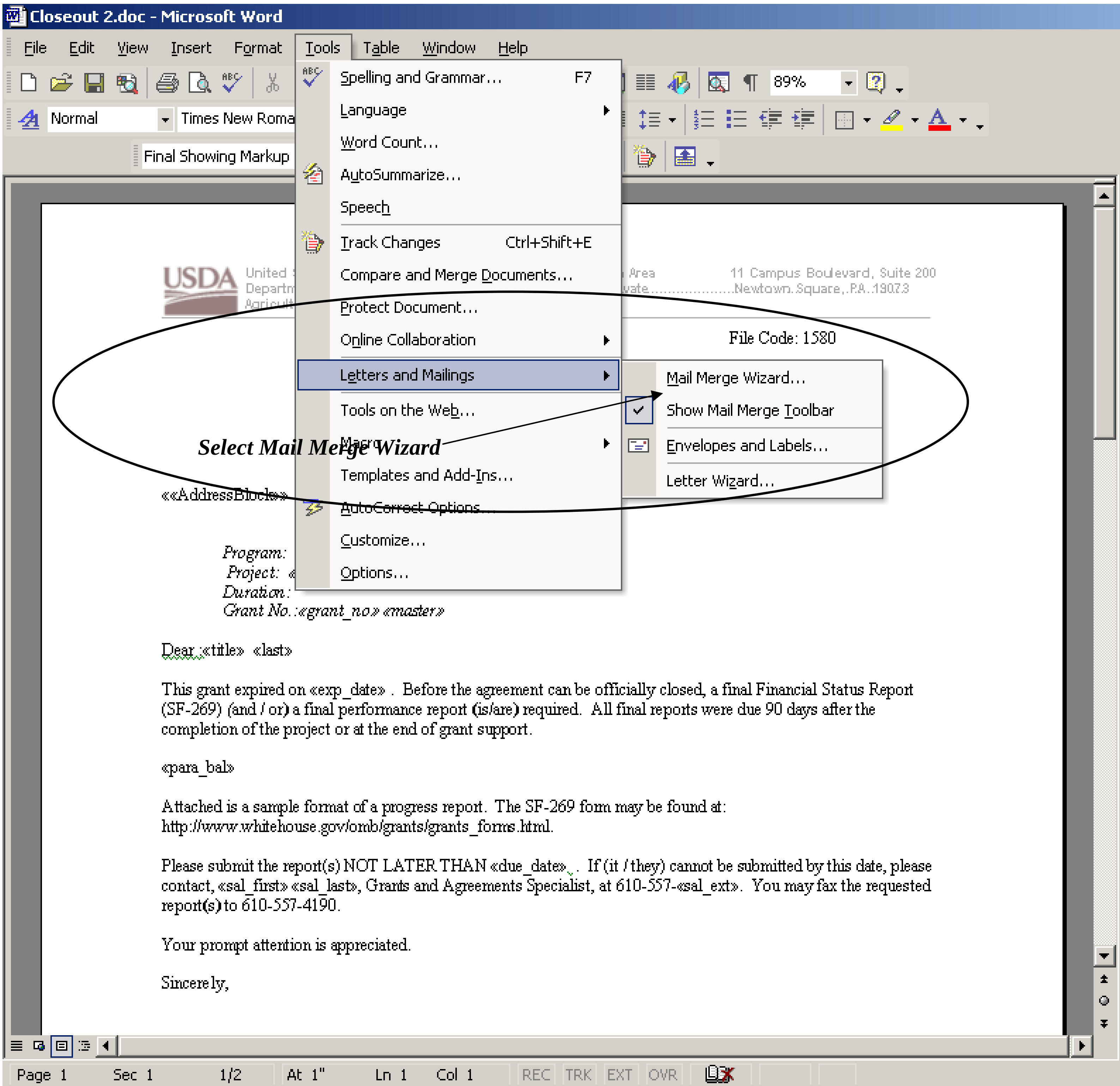
Cancel
completion of the project or at the end of grant support.
«para_bal»
Attached is a sample format of a progress report. The SF-269 form may be found at: http://www.whitehouse.gov/omb/grants/grants_forms.html.
Please submit the report(s) NOT LATER THAN «due_date». If (it / they) cannot be submitted by this date, please contact, «sal_first» «sal_last», Grants and Agreements Specialist, at 610-557-«sal_ext». You may fax the requested report(s) to 610-557-4190.
Your prompt attention is appreciated.
Sincerely,
Step 3 of 6
Next: Write your letter
Previous: Starting document
Page 1 Sec 1 1/2 At 1" Ln 1 Col 1 REC TRK EXT OVR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AutoCorrect Options...
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Mail Merge Wizard...
Show Mail Merge Toolbar
Envelopes and Labels...
Letter Wizard...
Select Mail Merge Wizard
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Newtown Square, PA 19073
File Code: 1580
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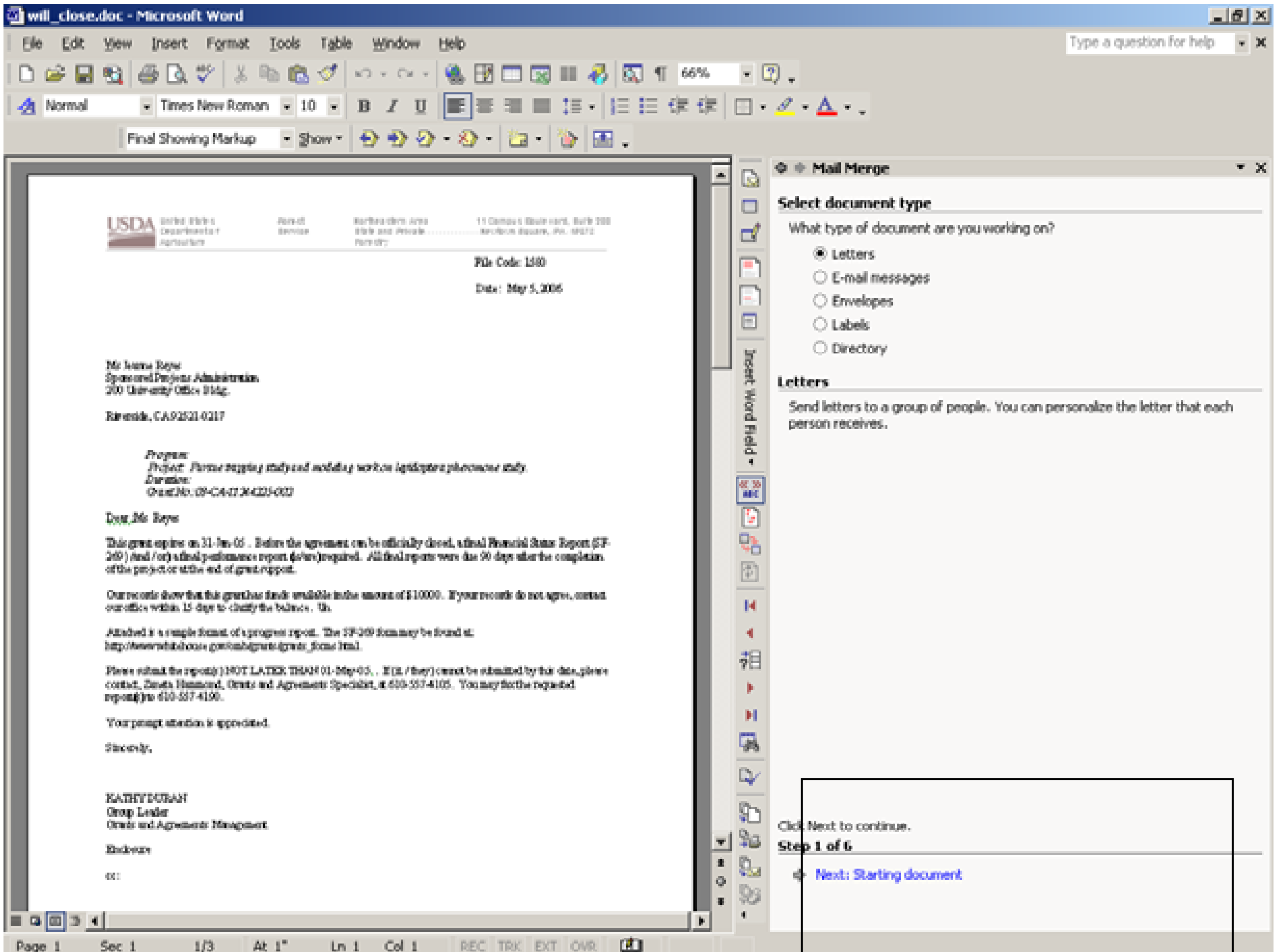
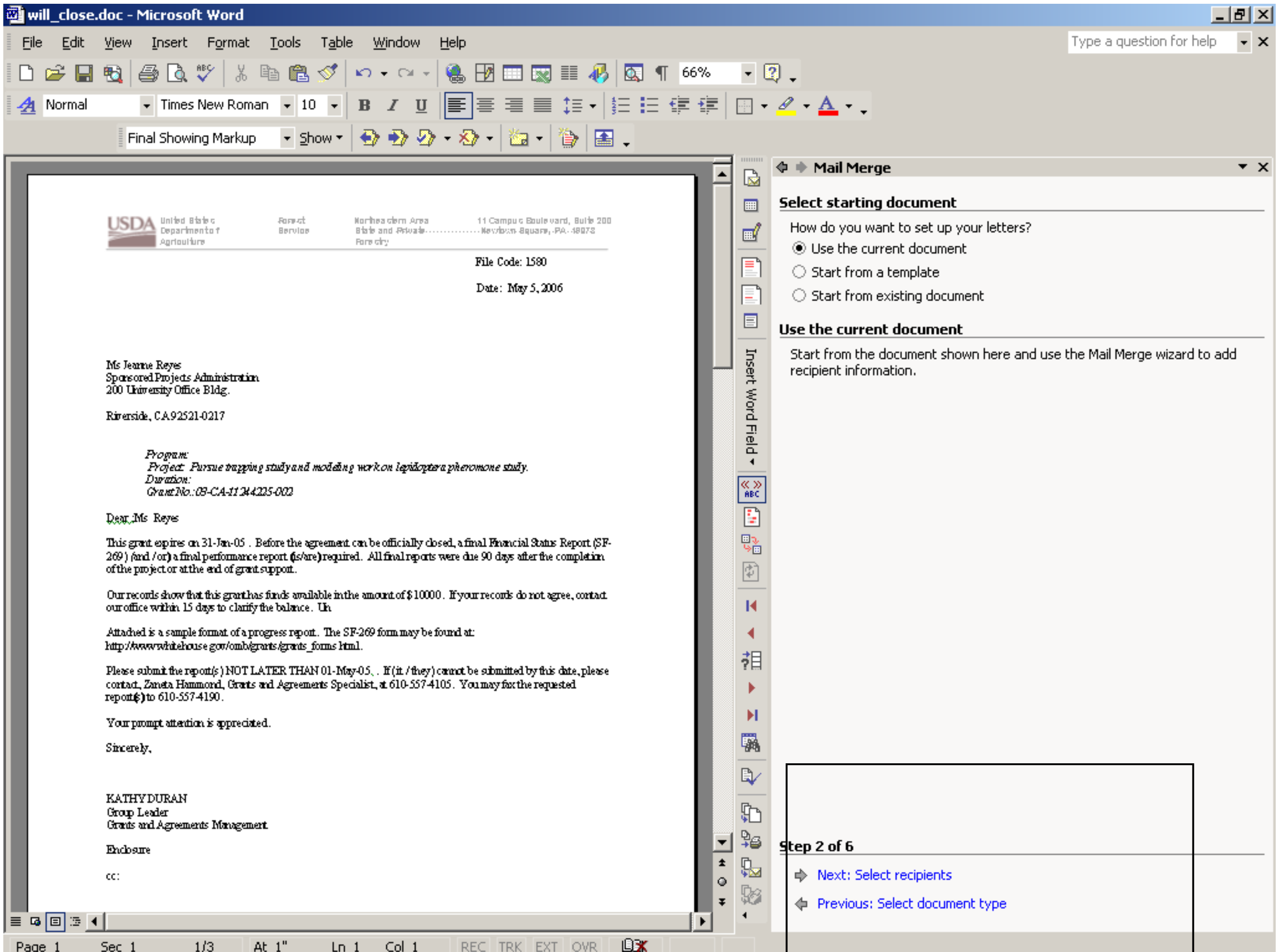
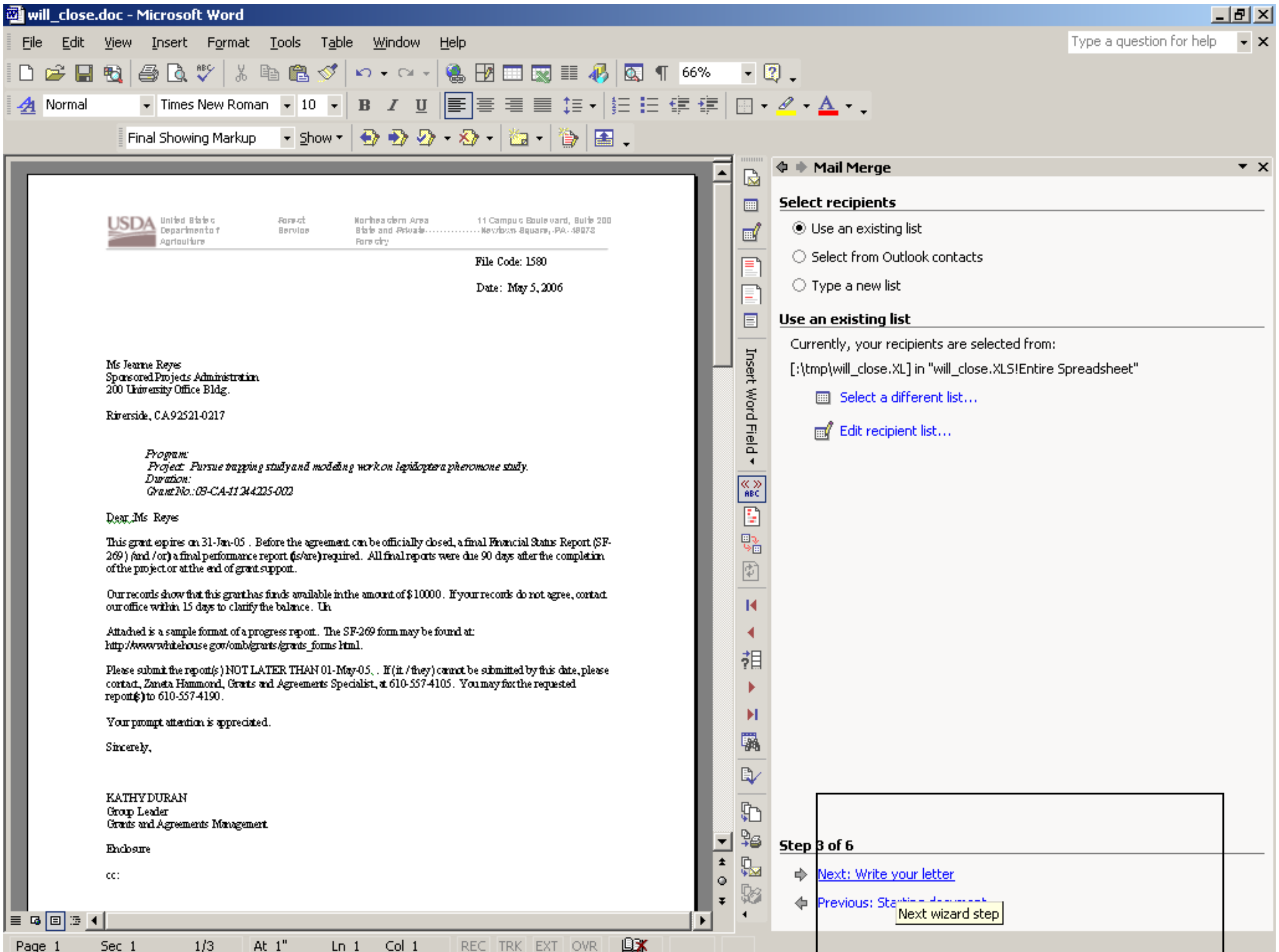
Program:
Project:
Duration:
Grant No.:«grant_no» «master»
Dear :«title» «last»
This grant expired on «exp_date» . Before the agreement can be officially closed, a final Financial Status Report (SF-269) (and / or) a final performance report (is/are) required. All final reports were due 90 days after the completion of the project or at the end of grant support.
«para_bal»
Attached is a sample format of a progress report. The SF-269 form may be found at: http://www.whitehouse.gov/omb/grants/grants_forms.html.
Please submit the report(s) NOT LATER THAN «due_date» . If (it / they) cannot be submitted by this date, please contact, «sal_first» «sal_last», Grants and Agreements Specialist, at 610-557-«sal_ext». You may fax the requested report(s) to 610-557-4190.
Your prompt attention is appreciated.
Sincerely,
Page 1 Sec 1 1/2 At 1" Ln 1 Col 1 REC TRK EXT OVR


will_close.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal
Times New Roman
10
66%
Final Showing Markup
Show
Mail Merge
Select document type
What type of document are you working on?
Letters
E-mail messages
Envelopes
Labels
Directory
Letters
Send letters to a group of people. You can personalize the letter that each person receives.
Click Next to continue.
Step 1 of 6
Next: Starting document
Insert Word Field
File Code: 1580
Date: May 5, 2006
Dear Ms Reyes
Your prompt attention is appreciated.
Sincerely,
KATHY DURAN
Group Leader
Grants and Agreements Management
Enclosure
cc:
Page 1 Sec 1 1/3 At 1" Ln 1 Col 1 REC TRK EXT OVR

Click Next

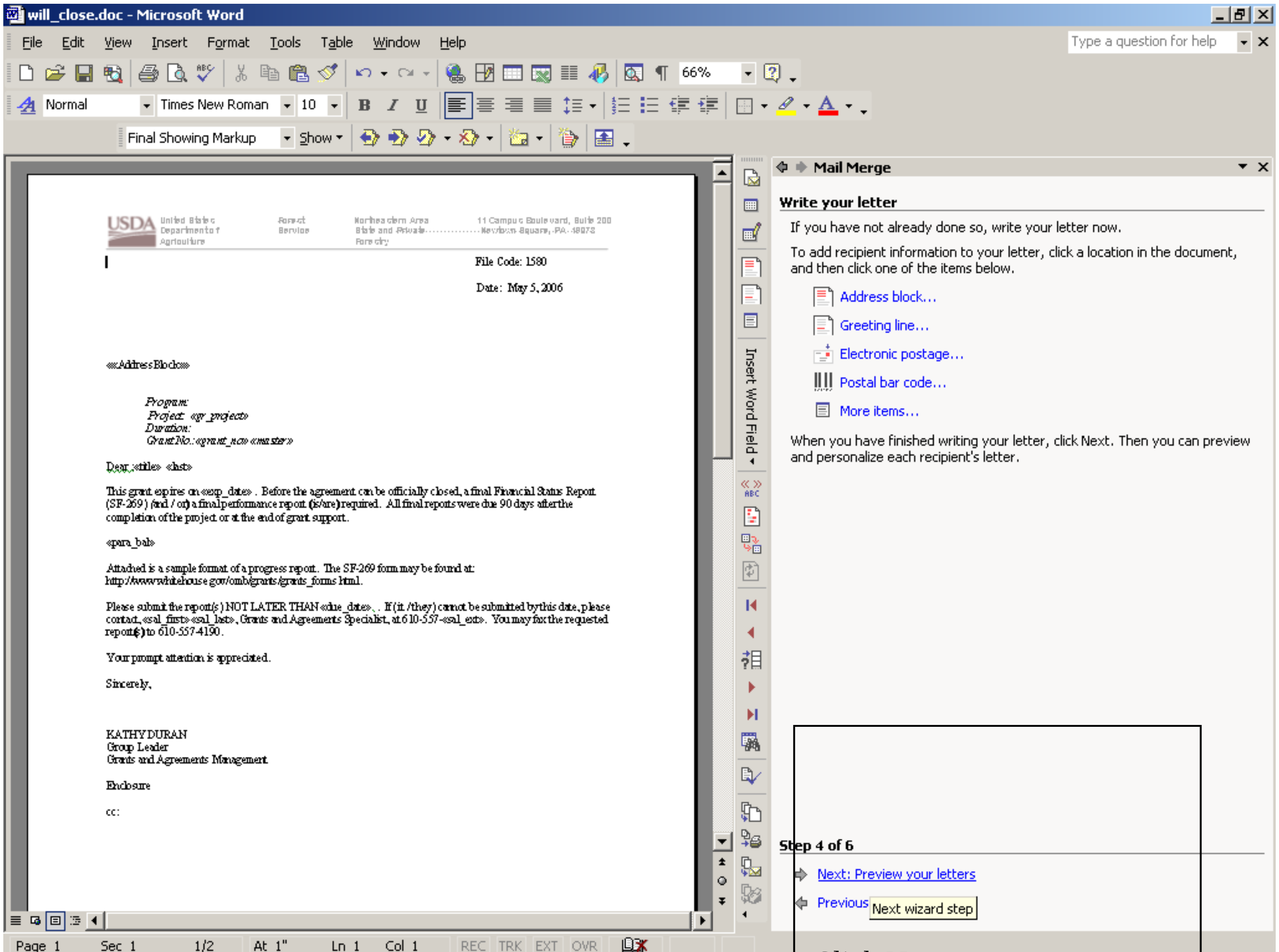

will_close.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal
Times New Roman
10
66%
Final Showing Markup
Show
Mail Merge
Select starting document
How do you want to set up your letters?
Use the current document
Start from a template
Start from existing document
Use the current document
Start from the document shown here and use the Mail Merge wizard to add recipient information.
Step 2 of 6
Next: Select recipients
Previous: Select document type
Insert Word Field
Page 1 Sec 1 1/3 At 1" Ln 1 Col 1 REC TRK EXT OVR

Click Next

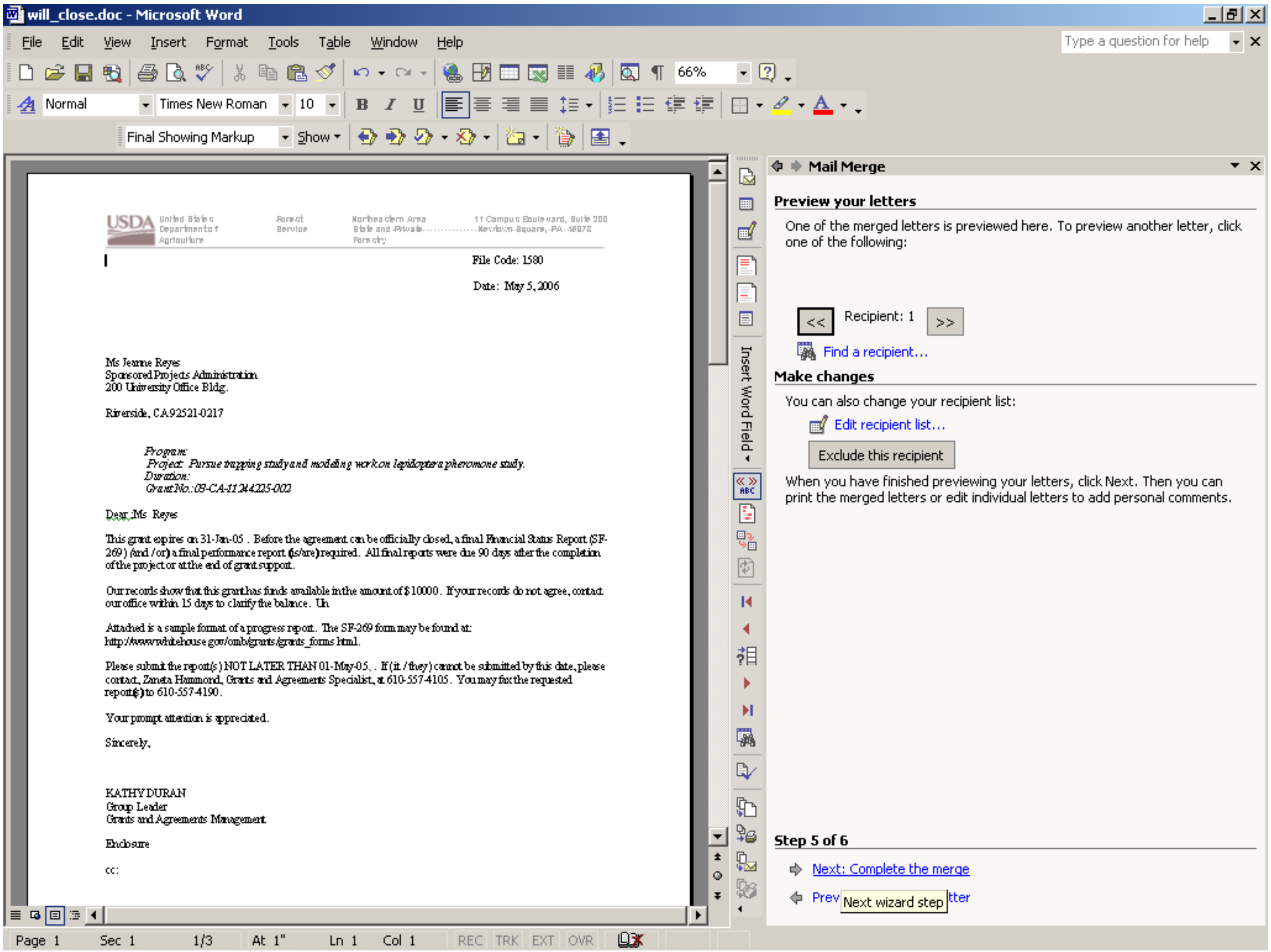


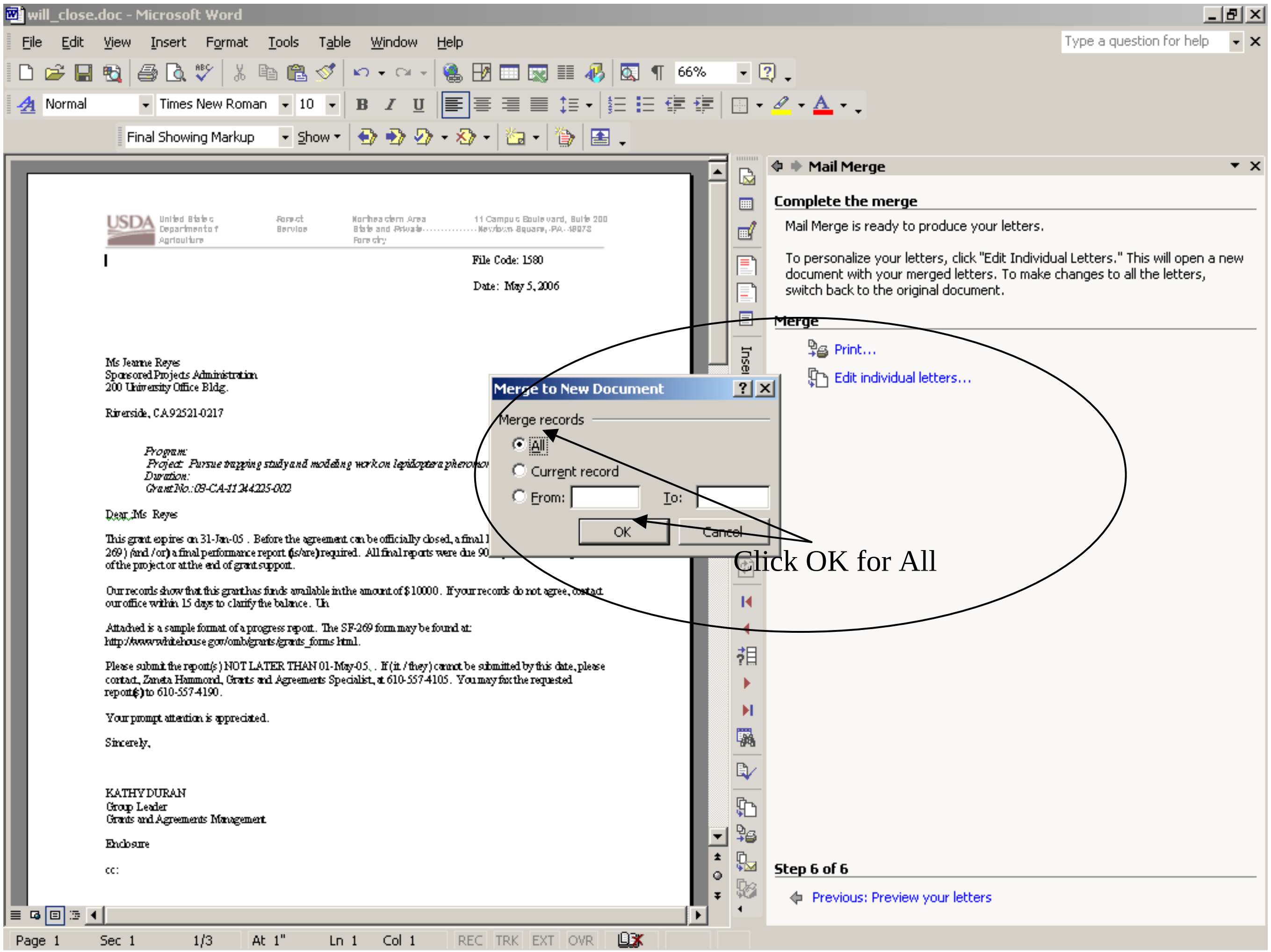
will_close.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal
Times New Roman
10
66%
Final Showing Markup
Show
Mail Merge
Select recipients
Use an existing list
Select from Outlook contacts
Type a new list
Use an existing list
Currently, your recipients are selected from:
[:\tmp\will_close.XL] in "will_close.XLS!Entire Spreadsheet"
Select a different list...
Edit recipient list...
Step 3 of 6
Next: Write your letter
Previous: Sta
Next wizard step
Insert Word Field
File Code: 1580
Date: May 5, 2006
Ms Jeanne Reyes
Sponsored Projects Administration
200 University Office Bldg.
Riverside, CA 92521-0217
Program:
Project: Pursue trapping study and modeling work on lepidoptera pheromone study.
Duration:
Grant No.: 03-CA-11244225-002
Dear Ms Reyes
Your prompt attention is appreciated.
Sincerely,
KATHY DURAN
Group Leader
Grants and Agreements Management
Enclosure
cc:
Page 1 Sec 1 1/3 At 1" Ln 1 Col 1 REC TRK EXT OVR

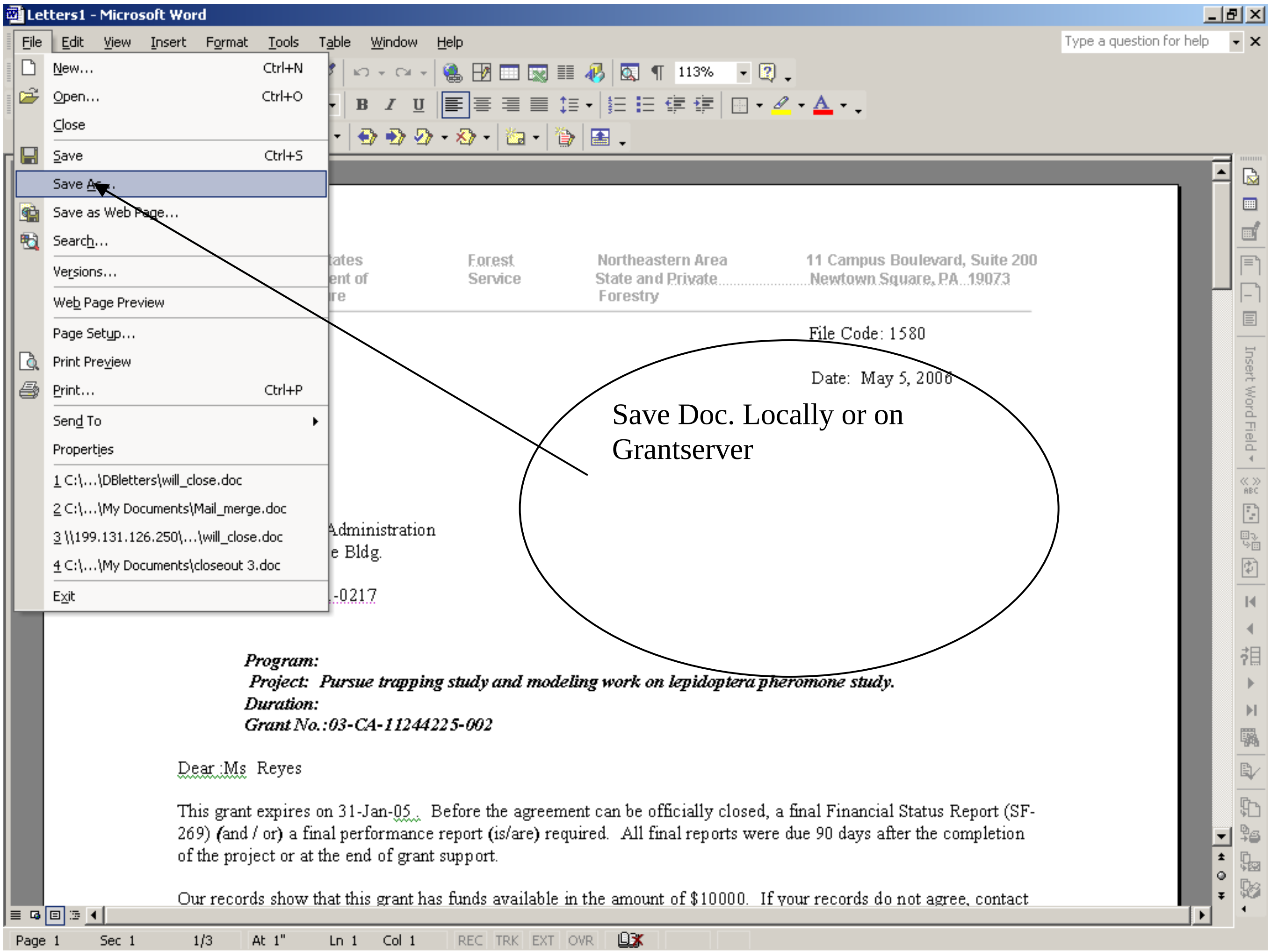
Click Next

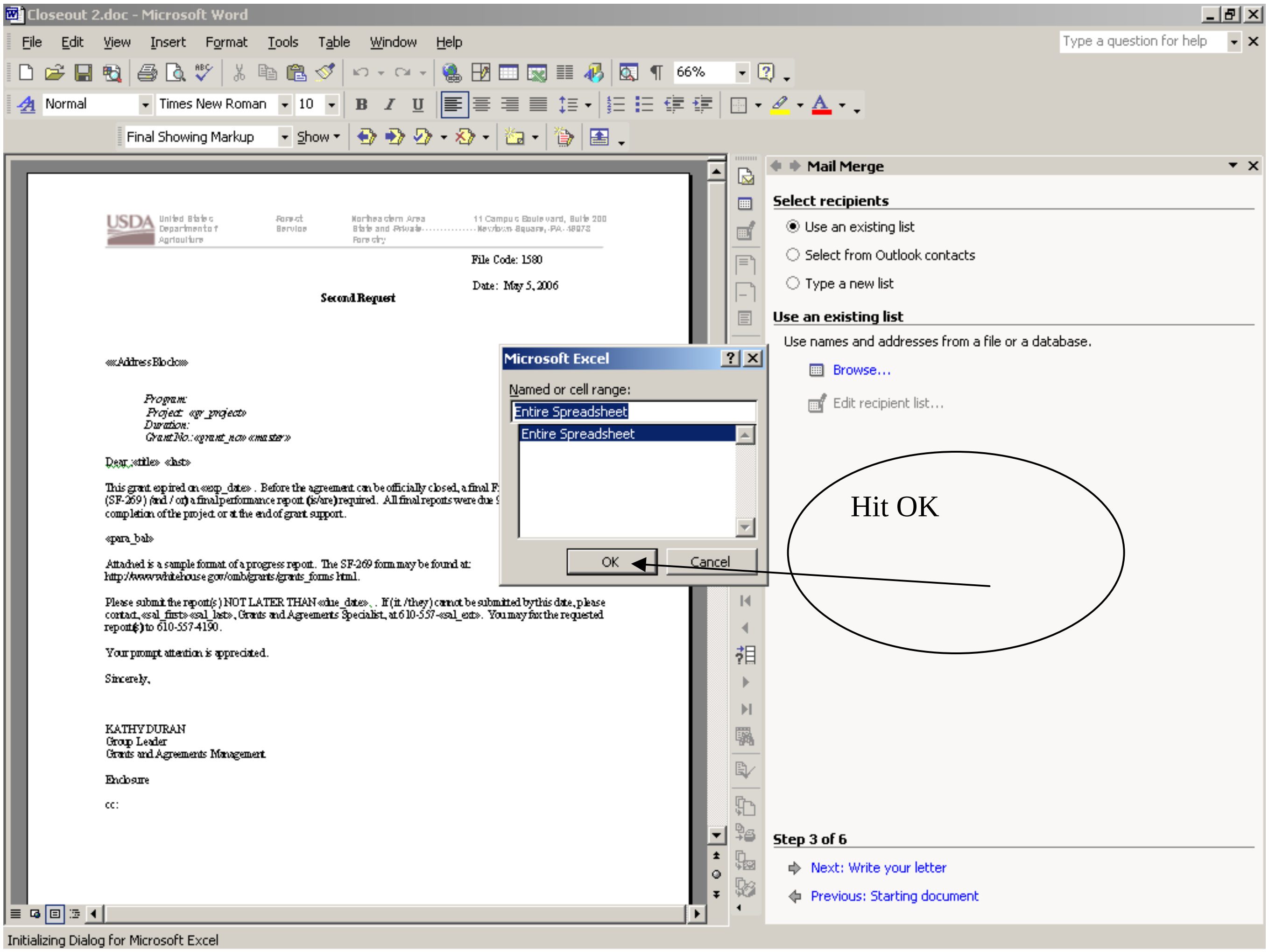

will_close.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal
Times New Roman
10
66%
Final Showing Markup
Show
Mail Merge
Write your letter
If you have not already done so, write your letter now.
To add recipient information to your letter, click a location in the document, and then click one of the items below.
Address block…
Greeting line…
Electronic postage…
Postal bar code…
More items…
When you have finished writing your letter, click Next. Then you can preview and personalize each recipient's letter.
Step 4 of 6
Next: Preview your letters
Previous
Next wizard step
Insert Word Field
File Code: 1580
Date: May 5, 2006
«AddressBlock»
Dear «title» «last»
Your prompt attention is appreciated.
Sincerely,
KATHY DURAN
Group Leader
Grants and Agreements Management
Enclosure
cc:
Page 1 Sec 1 1/2 At 1" Ln 1 Col 1 REC TRK EXT OVR

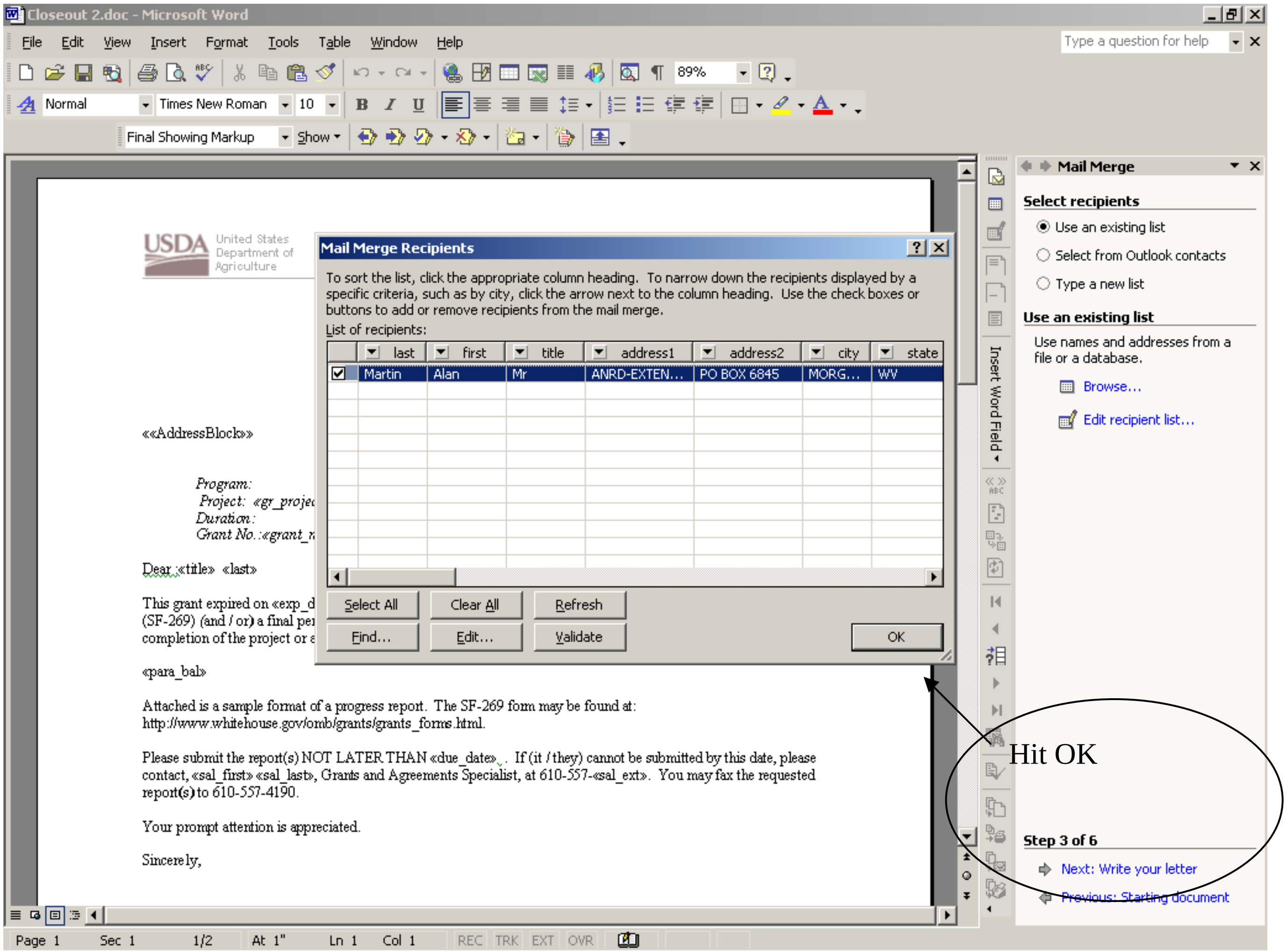
Click Next

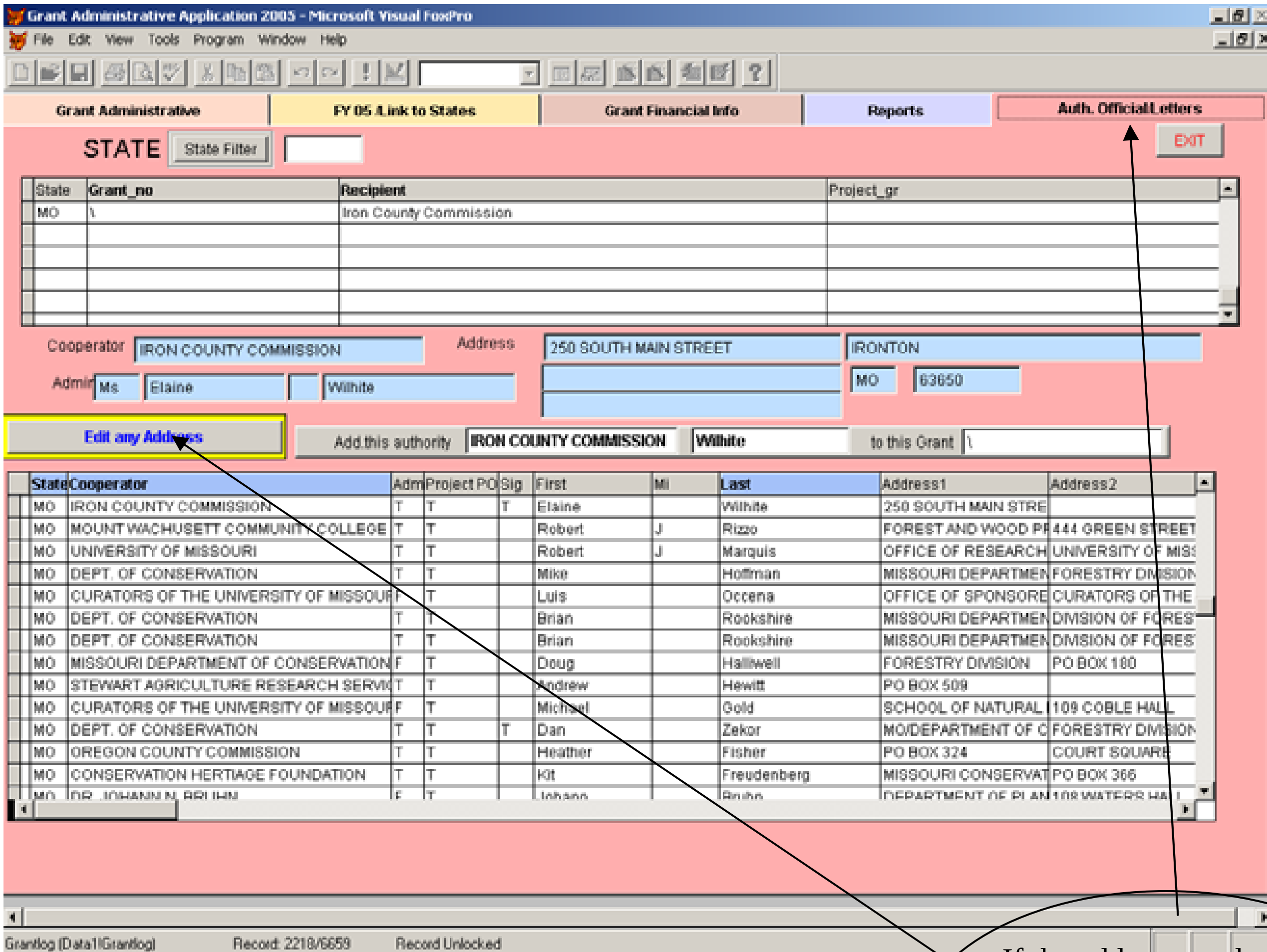

will_close.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Final Showing Markup
Show
United States Department of Agriculture
Forest Service
Northeastern Area State and Private Forestry
11 Campus Boulevard, Suite 200 Newtown Square, PA 19073
File Code: 1580
Date: May 5, 2006
Ms Jeanne Reyes
Sponsored Projects Administration
200 University Office Bldg.
Riverside, CA 92521-0217
Program:
Project: Pursue trapping study and modeling work on lepidoptera pheromone study.
Duration:
Grant No.:03-CA-11244225-002
Dear Ms Reyes
This grant expires on 31-Jan-05 . Before the agreement can be officially closed, a final Financial Status Report (SF-269) (and /or) a final performance report (is/are) required. All final reports were due 90 days after the completion of the project or at the end of grant support.
Our records show that this grant has funds available in the amount of $ 10000. If your records do not agree, contact our office within 15 days to clarify the balance. Un
Attached is a sample format of a progress report. The SF-269 form may be found at: http://www.whitehouse.gov/omb/grants/grants_forms.html.
Please submit the report(s) NOT LATER THAN 01-May-05. . If (it / they) cannot be submitted by this date, please contact, Zaneta Hammond, Grants and Agreements Specialist, at 610-557-4105. You may fax the requested report(s) to 610-557-4190.
Your prompt attention is appreciated.
Sincerely,
KATHY DURAN
Group Leader
Grants and Agreements Management
Enclosure
cc:
Insert Word Field
Mail Merge
Preview your letters
One of the merged letters is previewed here. To preview another letter, click one of the following:
Recipient: 1
Find a recipient...
Make changes
You can also change your recipient list:
Edit recipient list...
Exclude this recipient
When you have finished previewing your letters, click Next. Then you can print the merged letters or edit individual letters to add personal comments.
Step 5 of 6
Next: Complete the merge
Prev
Next wizard step
tter
Page 1 Sec 1 1/3 At 1" Ln 1 Col 1 REC TRK EXT OVR


Click OK for All

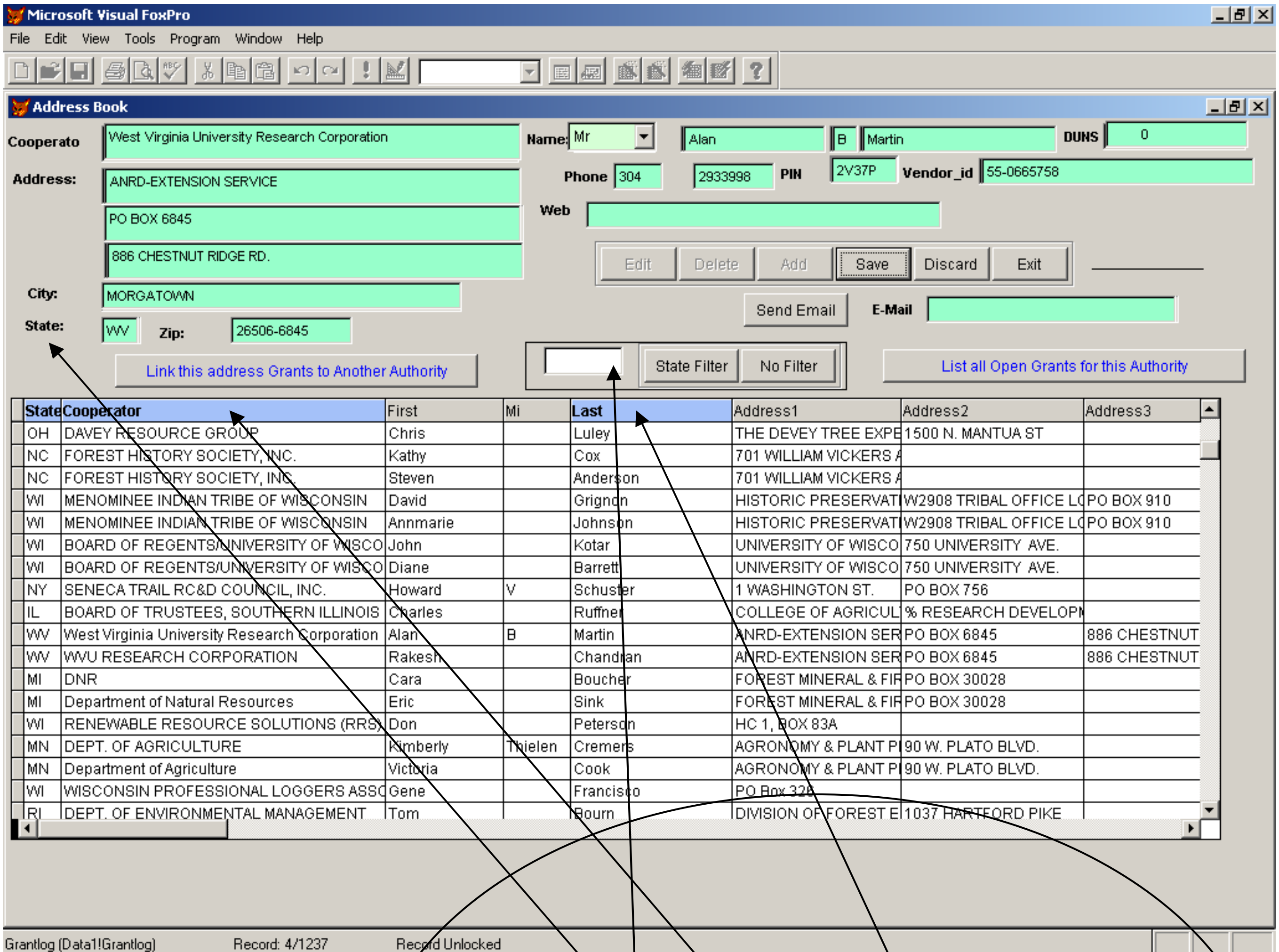

Letters1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
New... Ctrl+N
Open... Ctrl+O
Close
Save Ctrl+S
Save As...
Save as Web Page...
Search...
Versions...
Web Page Preview
Page Setup...
Print Preview
Print... Ctrl+P
Send To
Properties
1 C:\...\DBletters\will_close.doc
2 C:\...\My Documents\Mail_merge.doc
3 \\199.131.126.250\...\will_close.doc
4 C:\...\My Documents\closeout 3.doc
Exit
113%
Forest Service
Northeastern Area State and Private Forestry
11 Campus Boulevard, Suite 200 Newtown Square, PA 19073
File Code: 1580
Date: May 5, 2006
Save Doc. Locally or on Grantserver
Administration
e Bldg.
-0217
Program:
Project: Pursue trapping study and modeling work on lepidoptera pheromone study.
Duration:
Grant No.:03-CA-11244225-002
Dear :Ms Reyes
This grant expires on 31-Jan-05. Before the agreement can be officially closed, a final Financial Status Report (SF-269) (and / or) a final performance report (is/are) required. All final reports were due 90 days after the completion of the project or at the end of grant support.
Our records show that this grant has funds available in the amount of $10000. If your records do not agree, contact
Page 1 Sec 1 1/3 At 1" Ln 1 Col 1 REC TRK EXT OVR


Closeout 2.doc - Microsoft Word
Microsoft Excel
Named or cell range:
Entire Spreadsheet
OK
Cancel
Mail Merge
Select recipients
Use an existing list
Select from Outlook contacts
Type a new list
Use an existing list
Use names and addresses from a file or a database.
Browse...
Edit recipient list...
Hit OK
Step 3 of 6
Next: Write your letter
Previous: Starting document
Initializing Dialog for Microsoft Excel


Closeout 2.doc - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Type a question for help
Normal
Times New Roman
10
89%
Final Showing Markup
Show
USDA
United States Department of Agriculture
Mail Merge Recipients
To sort the list, click the appropriate column heading. To narrow down the recipients displayed by a specific criteria, such as by city, click the arrow next to the column heading. Use the check boxes or buttons to add or remove recipients from the mail merge.
List of recipients:
last first title address1 address2 city state
Martin Alan Mr ANRD-EXTEN... PO BOX 6845 MORG... WV
Select All
Clear All
Refresh
Find...
Edit...
Validate
OK
«AddressBlock»
Program:
Project: «gr_projec
Duration:
Grant No.:«grant_n
Dear «title» «last»
This grant expired on «exp_d
(SF-269) (and / or) a final pe
completion of the project or a
«para_bal»
Attached is a sample format of a progress report. The SF-269 form may be found at:
http://www.whitehouse.gov/omb/grants/grants_forms.html.
Please submit the report(s) NOT LATER THAN «due_date». If (it / they) cannot be submitted by this date, please contact, «sal_first» «sal_last», Grants and Agreements Specialist, at 610-557-«sal_ext». You may fax the requested report(s) to 610-557-4190.
Your prompt attention is appreciated.
Sincerely,
Insert Word Field
Mail Merge
Select recipients
Use an existing list
Select from Outlook contacts
Type a new list
Use an existing list
Use names and addresses from a file or a database.
Browse...
Edit recipient list...
Hit OK
Step 3 of 6
Next: Write your letter
Previous: Starting document
Page 1 Sec 1 1/2 At 1" Ln 1 Col 1 REC TRK EXT OVR



If the address needs editing go to the database on the right most tab



Filter by state
Order by State, Cooperator or Last Name