



FS Agreement No. 14-PA-11060120-029
Cooperator Agreement No. _____

PARTICIPATING AGREEMENT
Between
THE NATURE CONSERVANCY
And The
USDA, FOREST SERVICE
DESCHUTES NATIONAL FOREST AND OCHOCO NATIONAL FOREST

This PARTICIPATING AGREEMENT is hereby entered into by and between The Nature Conservancy, hereinafter referred to as “TNC,” and the USDA, Forest Service, Deschutes National Forest and Ochoco National Forest, hereinafter referred to as the “U.S. Forest Service,” under the authority: Cooperative Funds and Deposits Act of December 12, 1975, Pub.L. 94-148, 16 U.S.C. 565a1-a3, as amended and the Wyden Amendment, Section 323(a) of the Department of Interior and Related Agencies Appropriations Act, 1999, as included in Pub.L. 105-277, Div. A., Section 101 (e), as amended by Pub.L. 109-54, Sec. 434, and the Omnibus Public Land Management Act, Pub.L. 111-11, Sec. 3001.

Background: As a part of a national Cooperative Agreement between TNC and USDA, Forest Service, Fire and Aviation Management (Agr #11-CA-11132543-158), TNC was awarded funds for Promoting Ecosystem Resiliency through Collaboration (PERC). The PERC Cooperative Agreement identifies the need for collaboration between the Forest Service and TNC in order to build capacity for achieving the overall objectives outlined in *A National Cohesive Wildland Fire Management Strategy* (hereafter “Cohesive Strategy”). Locally, the Forest Service and TNC work together through a Challenge Cost-Share (Agr # 12-CS-11060120-021) in order to accelerate restoration of fire-adapted ecosystems through projects like the Deschutes Collaborative Forest Landscape Restoration Project (Deschutes CFLR). In addition to these ongoing efforts, a desire to work together to simultaneously address the objectives of the Cohesive Strategy, the goals of the Deschutes CFLR, and purpose and intent of the national PERC agreement has been identified.

The intent of this agreement is to host a collaborative restoration-related training event on fire ecology and prescribed fire in an interagency learning environment and facilitate inter-organizational training exchanges.

Title: Prescribed Fire Training Exchange, Deschutes and Ochoco National Forest

I. PURPOSE:

The purpose of this agreement is to document the cooperation between the parties to host an inter-organizational training exchange on fire ecology, prescribed fire, and community outreach and communications regarding the role of fire in accordance with the following provisions and the hereby incorporated Operating and Financial Plan, attached as Exhibit A.



II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The Nature Conservancy's mission is to conserve the lands and waters on which all life depends. The Forest Service's mission is to sustain the health, diversity and productivity of the Nation's forest and grasslands to meet the needs of present and future generations. In Central and Eastern Oregon, a central component of both organizations' emphasis is grounded in restoring dry, frequent fire forests in order to promote resilient ecosystems that provide myriad benefits to both natural and human communities. The Forest Service and The Nature Conservancy recognize the mutual benefit of working together to maintain, enhance, and restore forest ecosystem process and function. Collaboration between these organizations on planning, design, and implementation of training activities that expand skills, strategies, capacity and local networks to restore and steward fire-adapted forests is central to our shared interest in forest health, resilience, biodiversity, and productivity in Central Oregon. As stated in the *National Strategy*, 'Working together, we can do more to achieve our goals- to restore and maintain resilient landscapes across all jurisdictions; prepare communities so they can live with and withstand a wildfire without loss of life and property; and safely, efficiently, and effectively respond to wildfires when they happen.' Together, the Forest Service and TNC will execute local strategies to implement the national 'Promoting Ecosystem Resiliency through Collaboration' Cooperative Agreement (Cooperative Agreement No. 11-CA-11132543-158 with USDA, Forest Service Fire and Aviation Management). Those local strategies will be implemented in the following ways;

- Fire-Adapted Human Communities
 - Leverage local training events to enhance fire practitioner's ability to communicate effectively to raise awareness with internal and external audiences about wildland fire, fuels and ecosystem restoration issues as it relates to Fire-Adapted Communities (FAC) and resilient landscapes.
- Restoring and Maintaining Resilient Landscapes
 - Cultivate strategic, learning networks to facilitate learning among practitioners like the expanded use of local Fire Training Exchange (TREN) to build social and operational capacity to complete fire management objectives and support planning and implementation for planned wildland fire.
- Social and Operational Capacity for Response to Wildland Fire
 - Host collaborative restoration-related training events in an inter-agency/inter-organizational environment to facilitate shared learning on important topics such as fire ecology, prescribed fire, smoke, and fire restoration-related community outreach and communications to build skills and advance key strategies.

By working and training together, both Forest Service and The Nature Conservancy will benefit from the increased skills, strategies, capacity and professional networks to work more effectively across organizations and jurisdictional boundaries. Shared work and training opportunities will better prepare both organizations, their local partners, and local communities for future success implementing prescribed fire and living in a fire-adapted ecosystem.



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

III. TNC SHALL:

- A. LEGAL AUTHORITY. TNC shall have the legal authority to enter into this agreement, and the institutional, managerial, and financial capability to ensure proper planning, management, and completion of the project, which includes funds sufficient to pay the nonfederal share of project costs, when applicable.
- B. In cooperation with the Forest Service, host collaborative, restoration-related, primarily field-focused, training events in an inter-agency/inter-organizational environment to facilitate shared learning on subjects tied to the local strategies as described in the 'Statement of Mutual Benefits and Interests' section of this agreement.
- C. Represent all non TNC, non-Federal participants as TNC volunteers as a part of the inter-organizational training exchange.
- D. Provide qualified personnel with Personal Protection Equipment (PPE) and documentation that meets minimum qualifications as established by NWCG PMS 310-1 "Wildland Fire Qualification System Guide."
- E. Work with the US Forest Service to provide classroom and wildland fire training equipment and supplies appropriate for Training Exchange activities including both classroom and wildland fire operations.
- F. Designate a Chief-of-Party for the purpose of supervising and overseeing all TNC's employees, volunteers and equipment (hereafter referred to as "TNC crew"). The Chief-of-Party shall work closely with the US Forest Service. Members of TNC crew shall follow instructions of the US Forest Service Burn Boss and US Forest Service operational chain of command; provided, however, that if the Chief-of-Party determines that the proposed burn is unsafe on behalf of TNC Crew or has serious concerns about the advisability of burning, and is unable to reach a satisfactory agreement with the Burn Boss to rectify the situation, he or she retains the option of refusing the assignment. Individual TNC crew members with safety concerns shall report to and work with the Chief-of-Party to refuse assignments or directives appropriately through the Incident Response Pocket Guide (IRPG) process of 'How to Properly Refuse Risk' during a burn.
- G. Be responsible for coordinating logistical support for TNC crew participants throughout the duration of TREX operations.
- H. Require that TNC crew participants complete liability waiver.
- I. Require TNC crew participants to confirm that they are insured by their employer or self-insured at sufficient levels to manage unplanned costs of a work-related injury.



- J. Follow the Job Hazard Analyses provided by the US Forest Service.
- K. In collaboration with US Forest Service, develop agenda, arrange for facilities and coordinate cadre who will present, teach and lead particular training events. Refer to attachment A for tentative training schedule and curriculum.
- L. Monitor the performance of the agreement activities to ensure that performance goals are being achieved, and provide an annual performance report upon completion of the project work that compares actual accomplishments to the goals established for the period.

IV. THE U.S. FOREST SERVICE SHALL:

- A. In cooperation with The Nature Conservancy, host collaborative, restoration-related, primarily field-focused, training events in an inter-agency/inter-organizational environment to facilitate shared learning on subjects tied to the local strategies as described in the 'Statement of Mutual Benefits and Interests' section of this agreement.
- B. Permit prescribed burns to take place on NFS lands in association with the training. The US Forest Service shall prepare the prescribed burn plan ("Burn Plan").
- C. Provide qualified crew members, trainee crew members and equipment.
- D. Provide a fully qualified US Forest Service employee to serve as Burn Boss.
- E. Be responsible for consulting with local fire districts, air quality departments, and sheriff offices, for getting necessary permits, licenses and authorizations (including but not limited to obtaining any necessary governmental burn permits, air quality permits, and other required authorizations) at its own expense, for obtaining access, and for serving as the principal point-of-contact with third parties.
- F. The US Forest Service Burn Boss will communicate with TNC Chief-of-Party to provide clear instructions and operational chain of command for US Forest Service Personnel and TNC crew.
- G. US Forest Service Burn Boss will provide Job Hazard Analysis, as well as any operational safety documentation (i.e. Incident Action Plan) relevant to all participants.
- M. In collaboration with TNC, the US Forest Service shall develop agenda, arrange for facilities and coordinate cadre who will present, teach and lead particular training events. Refer to attachment A for tentative training schedule and curriculum.



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

- A. No funds will be transferred under this agreement.
- B. PRINCIPAL CONTACTS. Individuals listed below are authorized to act in their respective areas for matters related to this agreement.

Principal Cooperator Contacts:

Cooperator Project Contact	Cooperator Financial Contact
Name: Peter Caligiuri, Forest Ecologist Address: The Nature Conservancy 999 SW Disk Drive, Suite 104 City, State, Zip: Bend, OR, 97701 Telephone: 541-388-3020 x. 304 FAX: 541-388-3021 Email: pcaligiuri@tnc.org P	Name: Theresa Koloszar, Senior Grants Specialist Address: The Nature Conservancy 821 SE 14 th Avenue City, State, Zip: Portland, OR, 97214 Telephone: 503-802-8147 FAX: 503-802-8196 Email: tkoloszar@tnc.org

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Name: Deana Wall Address: 63095 Deschutes Market Rd City, State, Zip: Bend, Oregon, 97701 Telephone: 541-383-5754 FAX: 541-383-5531 Email: deanawall@fs.fed.us	Name: Anne Doolin Address: 63095 Deschutes Market Rd City, State, Zip: Bend, Oregon, 97701 Telephone: 541-383-5545 FAX: 541-383-5531 Email: adoolin@fs.fed.us

- C. ASSURANCE REGARDING FELONY CONVICTION OR TAX DELINQUENT STATUS FOR CORPORATE ENTITIES. This agreement is subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, P.L. No. 112-74, Division E, Section 433 and 434 regarding corporate felony convictions and corporate federal tax delinquencies. Accordingly, by entering into this agreement TNC acknowledges that it: 1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and (2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal law within 24 months preceding the agreement, unless a suspending and debarring official of the United States Department of Agriculture has considered suspension or debarment is not



necessary to protect the interests of the Government. If TNC fails to comply with these provisions, the U.S. Forest Service will annul this agreement and may recover any funds TNC has expended in violation of sections 433 and 434.

- D. NOTICES. Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or TNC are sufficient only if in writing and delivered in person, mailed, or transmitted electronically by e-mail or fax, as follows:

To the U.S. Forest Service Program Manager, at the address specified in the agreement.

To TNC, at TNC's address shown in the agreement or such other address designated within the agreement.

Notices are effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

- E. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts the U.S. Forest Service or TNC from participating in similar activities with other public or private agencies, organizations, and individuals.
- F. ENDORSEMENT. Any of TNC's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of TNC's products or activities.
- G. USE OF U.S. FOREST SERVICE INSIGNIA. In order for TNC to use the U.S. Forest Service Insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted from the U.S. Forest Service's Office of Communications. A written request must be submitted and approval granted in writing by the Office of Communications (Washington Office) prior to use of the insignia.
- H. NON-FEDERAL STATUS FOR COOPERATOR PARTICIPANT LIABILITY. TNC agree(s) that any of their employees, volunteers, and program participants shall not be deemed to be Federal employees for any purposes including Chapter 171 of Title 28, United States Code (Federal Tort Claims Act) and Chapter 81 of Title 5, United States Code (OWCP), as TNC hereby willingly agree(s) to assume these responsibilities.

Further, TNC shall provide any necessary training to TNC's employees, volunteers, and program participants to ensure that such personnel are capable of performing tasks to be completed. TNC shall also supervise and direct the work of its employees, volunteers, and participants performing under this agreement.



- I. MEMBERS OF U.S. CONGRESS. Pursuant to 41 U.S.C. 22, no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this agreement, or benefits that may arise therefrom, either directly or indirectly.

- J. NONDISCRIMINATION. The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

- K. ELIGIBLE WORKERS. TNC shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). TNC shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract awarded under this agreement.

- L. STANDARDS FOR FINANCIAL MANAGEMENT.

1. Financial Reporting

TNC shall provide complete, accurate, and current financial disclosures of the project or program in accordance with any financial reporting requirements, as set forth in the financial provisions.

2. Accounting Records

TNC shall continuously maintain and update records identifying the source and use of funds. The records shall contain information pertaining to the agreement, authorizations, obligations, unobligated balances, assets, outlays, and income.

3. Internal Control

TNC shall maintain effective control over and accountability for all U.S. Forest Service funds, real property, and personal property assets. TNC shall keep effective internal controls to ensure that all United States Federal funds received are separately and properly allocated to the activities described in the agreement. TNC shall adequately safeguard all such property and shall ensure that it is used solely for authorized purposes.



4. Source Documentation

TNC shall support all accounting records with source documentation. These documentations include, but are not limited to, cancelled checks, paid bills, payrolls, contract and subgrant/contract documents, and so forth.

- M. AGREEMENT CLOSEOUT. TNC shall close out the agreement within 90 days after expiration or notice of termination.

Any unobligated balance of cash advanced to TNC must be immediately refunded to the U.S. Forest Service, including any interest earned in accordance with 7 CFR 3016.21, 7 CFR 3019.22, or other relevant law or regulation.

Within a maximum of 90 days following the date of expiration or termination of this agreement, all financial performance and related reports required by the terms of the agreement must be submitted to the U.S. Forest Service by TNC.

If this agreement is closed out without audit, the U.S. Forest Service reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

- N. PROGRAM PERFORMANCE REPORTS. TNC shall monitor the performance of the agreement activities to ensure that performance goals are being achieved.

Performance reports must contain information on the following:

- A comparison of actual accomplishments to the goals established for the period. Where the output of the project can be readily expressed in numbers, a computation of the cost per unit of output may be required if that information is useful.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

TNC shall submit annual performance reports to the U.S. Forest Service Program Manager. These reports are due 90 days after the reporting period. The final performance report must be submitted either with TNC's final payment request, or separately, but not later than 90 days from the expiration date of the agreement.

- O. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. TNC shall retain all records pertinent to this agreement for a period of no less than 3 years from the expiration or termination date. As used in this provision, "records" includes books, documents, accounting procedures and practice, and other data, regardless of the type or format. TNC shall provide access and the right to examine all records



related to this agreement to the U.S. Forest Service Inspector General, or Comptroller General or their authorized representative.

If any litigation, claim, negotiation, audit, or other action involving the records has been started before the end of the 3-year period, the records must be kept until all issues are resolved, or until the end of the regular 3-year period, whichever is later.

Records for nonexpendable property acquired in whole or in part, with Federal funds must be retained for 3 years after its final disposition.

TNC shall provide access to any project site(s) to the U.S. Forest Service or any of their authorized representatives. The rights of access in this section shall not be limited to the required retention period but shall last as long as the records are kept.

- P. FREEDOM OF INFORMATION ACT (FOIA). Public access to grant or agreement records must not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to Freedom of Information regulations (5 U.S.C. 552).
- Q. TEXT MESSAGING WHILE DRIVING. In accordance with Executive Order (EO) 13513, "Federal Leadership on Reducing Text Messaging While Driving," any and all text messaging by Federal employees is banned: a) while driving a Government owned vehicle (GOV) or driving a privately owned vehicle (POV) while on official Government business; or b) using any electronic equipment supplied by the Government when driving any vehicle at any time. All cooperators, their employees, volunteers, and contractors are encouraged to adopt and enforce policies that ban text messaging when driving company owned, leased or rented vehicles, POVs or GOVs when driving while on official Government business or when performing any work for or on behalf of the Government.
- R. PUBLIC NOTICES. It is The U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. TNC is/are encouraged to give public notice of the receipt of this agreement and, from time to time, to announce progress and accomplishments. Press releases or other public notices should include a statement substantially as follows:
- "Deschutes and Ochoco National Forest of the U.S. Forest Service, Department of Agriculture in partnership with The Nature Conservancy are hosting collaborative, restoration-related training events in an inter-agency/inter-organizational environment to facilitate shared learning on important topics such as fire ecology, prescribed fire, smoke, and fire restoration-related community outreach and communications to build skills and advance key strategies."

TNC may call on The U.S. Forest Service's Office of Communication for advice regarding public notices. TNC is/are requested to provide copies of notices or



announcements to the U.S. Forest Service Program Manager and to The U.S. Forest Service's Office of Communications as far in advance of release as possible.

- S. U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA. TNC shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this agreement.
- T. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL. TNC shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

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 must, at minimum, include the following statement, in print size no smaller than the text:

"This institution is an equal opportunity provider."

- U. REMEDIES FOR COMPLIANCE RELATED ISSUES. If TNC materially fail(s) to comply with any term of the agreement, whether stated in a Federal statute or regulation, an assurance, or the agreement, the U.S. Forest Service may take one or more of the following actions:
1. Temporarily withhold cash payments pending correction of the deficiency by TNC or more severe enforcement action by the U.S. Forest Service;
 2. Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
 3. Wholly or partly suspend or terminate the current agreement for TNC's program;
 4. Withhold further awards for the program, or
 5. Take other remedies that may be legally available, including debarment procedures under 7 CFR part 3017.



V. TERMINATION BY MUTUAL AGREEMENT. This agreement may be terminated, in whole or part, as follows:

1. When the U.S. Forest Service and TNC agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
2. By 30 days written notification by TNC to the U.S. Forest Service setting forth the reasons for termination, effective date, and in the case of partial termination, the portion to be terminated.

If, in the case of a partial termination, the U.S. Forest Service determines that the remaining portion of the agreement will not accomplish the purposes for which the agreement was made, the U.S. Forest Service may terminate the agreement in its entirety.

Upon termination of an agreement, TNC shall not incur any new obligations for the terminated portion of the agreement after the effective date, and shall cancel as many outstanding obligations as possible. The U.S. Forest Service shall allow full credit to TNC for the United States Federal share of the non-cancelable obligations properly incurred by TNC up to the effective date of the termination. Excess funds must be refunded within 60 days after the effective date of termination.

- W. ALTERNATE DISPUTE RESOLUTION – PARTNERSHIP AGREEMENT. In the event of any issue of controversy under this agreement, the parties may pursue Alternate Dispute Resolution procedures to voluntarily resolve those issues. These procedures may include, but are not limited to conciliation, facilitation, mediation, and fact finding.
- X. DEBARMENT AND SUSPENSION. TNC shall immediately inform the U.S. Forest Service if they or any of their principals are presently excluded, debarred, or suspended from entering into covered transactions with the federal government according to the terms of 2 CFR Part 180. Additionally, should TNC or any of their principals receive a transmittal letter or other official Federal notice of debarment or suspension, then they shall notify the U.S. Forest Service without undue delay. This applies whether the exclusion, debarment, or suspension is voluntary or involuntary.
- Y. MODIFICATIONS. Modifications within the scope of this agreement must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized, signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change. The U.S. Forest Service is not obligated to fund any changes not properly approved in advance.



Z. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature and is effective through December 31, 2015 at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.

AA. AUTHORIZED REPRESENTATIVES. By signature below, each party certifies that the individuals listed in this document as representatives of the individual parties are authorized to act in their respective areas for matters related to this agreement. In witness whereof, the parties hereto have executed this agreement as of the last date written below.

Catherine MacDonald

10/16/2014

CATHERINE MACDONALD, Director of Conservation Programs
The Nature Conservancy

Date

John Allen

10/20/14

JOHN ALLEN, Forest Supervisor
U.S. Forest Service, Deschutes National Forest

Date

Kathleen Klein

10/22/14

KATHLEEN KLEIN, Forest Supervisor
U.S. Forest Service, Ochoco National Forest

Date

Attachments: Financial Plan
Tentative Training Schedule and Curriculum

The authority and format of this agreement (14-PA-11060120-029) have been reviewed and approved for signature.

Anne Doolin

9/9/14

ANNE DOOLIN
U.S. Forest Service Grants Management Specialist

Date



Attachment A: Tentative TREX Training Schedule and Curriculum

TENTATIVE TREX Schedule & Curriculum

During the roughly week-long TREX program, participants will split time between discussion, field trips, burn unit scouting and prep, and live-fire training. Tentative training topics and associated learning objectives include:

1. TREX Prep (2 days leading up to TREX event)

Learning Objectives:

- Teaching cadre meet for introductions, finalize curriculum, complete lesson prep, and conduct site visits

2. Fire ecology of the Central Oregon Forests (Days 1 & 2)

Learning Objectives:

- Familiarize participants on the ecological role and variability of fire in dry forests in the Central Oregon
- Understand effects of fire exclusion on fire-adapted forest systems and the steps/tools for restoring dry forest process and function
- Facilitate shared learning across resource specialties and objectives regarding fire in dry forests

3. Planning for ecological prescribed fire (Days 3 & 4)

Learning Objectives:

- Understand effects of fire exclusion on fire-adapted forest systems and process
- Translate principles of dry forest fire ecology into burn objectives
- Understand components of burn plan and practice incorporating meaningful ecological objectives in burn plan development
- Learn and utilize practical tools to integrate ecological objectives in burn plans

4. Firing for ecological benefits (Days 5-7 or 8)

Learning Objectives:

Translate burn plan and ecological objectives into operational/tactical decisions in the firing plan and develop clear objective with the firing crew

Integrate ecological role of fire, observed fire behavior, and 1st order fire effects to adjust firing to meet desired ecological goals of the prescribed fire

5. Holding operations for ecological values (Days 5-7 or 8)

Learning Objectives:

- Translate burn plan and ecological objectives into operational/tactical decisions in the holding plan and develop clear objectives with the holding crew
- Integrate ecological role of fire, observed fire behavior, and 1st order fire effects to adjust holding to meet desired ecological goals of the prescribed fire

6. Monitoring ecological objectives of prescribed fire (Days 5-7 or 8)



Learning Objectives:

Translate burn plan and ecological objectives into meaningful and appropriate monitoring questions and indicators

Integrate ecological role of fire, observed fire behavior, and 1st order fire effects to appropriately monitor prescribed fire goals

7. Messaging, community outreach and engagement of ecological prescribed fire and forest restoration (Days 1-8)

Learning Objectives:

- Share best practices for community outreach regarding the role of fire in dry forests and the importance of prescribed fire in restoration and stewardship
- Translate burn plan and ecological objectives into strategic outreach messages for use on the fire line and with members of the community and local media
- Practice communications aimed at increasing community and media awareness, understanding, and support for prescribed fire, fire-adapted forests, and fire-adapted communities

Attachment:

USFS Agreement No.:
Cooperator Agreement No.:

Mod. No.:

Note: This Financial Plan may be used when:
(1) No program income is expected and
(2) The Cooperator is not giving cash to the FS and
(3) There is no other Federal funding

Agreements Financial Plan (Short Form)

Financial Plan Matrix: Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS		COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	
Direct Costs					
Salaries/Labor	\$74,000.00	\$0.00	\$14,592.00	\$9,984.00	\$98,576.00
Travel	\$0.00	\$0.00	\$0.00	\$724.52	\$724.52
Equipment	\$22,800.00	\$0.00	\$0.00	\$0.00	\$22,800.00
Supplies/Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other					\$0.00
Subtotal	\$96,800.00	\$0.00	\$14,592.00	\$10,708.52	\$122,100.52
Coop Indirect Costs		\$0.00	\$3,331.35		\$3,331.35
FS Overhead Costs	\$7,744.00				\$7,744.00
Total	\$104,544.00	\$0.00	\$17,923.35	\$10,708.52	\$133,175.87
Total Project Value:					\$133,175.87

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 78.50%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 21.50%
Total (f+g) = (h)	(h) 100.00%

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis, Column (a)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix. NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor				
Standard Calculation				
Job Description		Cost/Day	# of Days	Total
Burn Boss*	average	\$250.00	8.00	\$2,000.00
Underburning personnel*	average	\$250.00	188.00	\$47,000.00
Cadre participation	average	\$250.00	30.00	\$7,500.00
Burn Plan Prep*	average	\$250.00	10.00	\$2,500.00
TREX participation**	average	\$250.00	60.00	\$15,000.00
Non-Standard Calculation				

Total Salaries/Labor	\$74,000.00
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Travel				
Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Non-Standard Calculation				

Total Travel	\$0.00
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Equipment				
Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
Underburning Vehicles (average)	110.00	\$60.00	3.00	\$19,800.00
				\$0.00
				\$0.00
				\$0.00
Non-Standard Calculation				
Misc. underburning supplies; fuel, sign rentals				\$3,000.00

Total Equipment		\$22,800.00
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Supplies/Materials				
Standard Calculation				
Supplies/Materials		# of Items	Cost/Item	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Non-Standard Calculation				
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Total Supplies/Materials		\$0.00
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Printing				
Standard Calculation				
Paper Material		# of Units	Cost/Unit	Total
				\$0.00

Non-Standard Calculation				
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Total Printing		\$0.00
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Other Expenses				
Standard Calculation				
Item		# of Units	Cost/Unit	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Non-Standard Calculation				
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Total Other		\$0.00
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Subtotal Direct Costs	\$96,800.00
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Forest Service Overhead Costs				
Current Overhead Rate	Subtotal Direct Costs			Total
8.00%	\$96,800.00			\$7,744.00
Total FS Overhead Costs				\$7,744.00

TOTAL COST	\$104,544.00
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WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.
 NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulae, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract=\$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days		Total
5 fire personnel *	\$1,520.00	8.00		\$12,160.00
* \$38/hr/person				\$0.00
1 chief of party **	\$304.00	8.00		\$2,432.00
** \$38/hr/person				\$0.00
				\$0.00

Non-Standard Calculation

Total Salaries/Labor	\$14,592.00
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Travel

Standard Calculation

Travel Expense	Employees	Cost/Trip	# of Trips		Total
					\$0.00

Non-Standard Calculation

Employees	Cost/Day	# of Rooms	# of Days	
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Total Travel	\$0.00
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Equipment

Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days		Total
					\$0.00

\$0.00

Non-Standard Calculation

Total Equipment **\$0.00**

Supplies/Materials

Standard Calculation

Supplies/Materials		# of Items	Cost/Item	Total
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\$0.00
\$0.00
\$0.00

Non-Standard Calculation

Total Supplies/Materials **\$0.00**

Printing

Standard Calculation

Paper Material		# of Units	Cost/Unit	Total
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\$0.00

Non-Standard Calculation

\$0.00

Total Printing **\$0.00**

Other Expenses

Standard Calculation

Item		# of Units	Cost/Unit	Total
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\$0.00
\$0.00
\$0.00
\$0.00

Non-Standard Calculation

Total Other **\$0.00**

Subtotal Direct Costs	\$14,592.00
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Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs		Total
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22.83%	\$14,592.00		\$3,331.35
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Total Coop. Indirect Costs	\$3,331.35
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TOTAL COST	\$17,923.35
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WORKSHEET FOR

Cooperator In-Kind Contribution Cost Analysis, Column (d)

Use this worksheet to perform the cost analysis that supports the lump sum figures provided in the matrix.
 NOTE: This worksheet auto populates the relevant and applicable matrix cells.

Cost element sections may be deleted or lines may be hidden, if not applicable. Line items may be added or deleted as needed. The Standard Calculation sections provide a standardized formula for determining a line item's cost, e.g. cost/day x # of days=total, where the total is calculated automatically. The Non-Standard Calculation sections provide a write-in area for line items that require a calculation formula that is other than the standardized formulas, e.g. instead of salaries being calculated by cost/day x # of days, costs may be calculated simply by a contracted value that is not dependent on days worked, such as 1 employee x \$1,200/contract= \$1,200. Be sure to review your calculations when entering in a Non-Standard Calculation, and provide a brief explanation of units used to make calculation, e.g. '1 month contract,' on a line below the figures.

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days	Total
6 fire personnel *	\$1,248.00	8.00	\$9,984.00
* \$26/hr/person			\$0.00
			\$0.00
			\$0.00
			\$0.00

Non-Standard Calculation

Total Salaries/Labor	\$9,984.00
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Travel

Standard Calculation

Travel Expense	Employees	Cost/Trip	# of Trips	Total
Bly to Bend	1	\$89.60	2.00	\$179.20
Eugene to Bend	1	\$72.24	2.00	\$144.48
Enterprise to Bend	1	\$199.92	2.00	\$399.84
Medford to Bend	1			\$1.00
				\$0.00

Non-Standard Calculation

Total Travel	\$724.52
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Equipment

Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Non-Standard Calculation

Total Equipment **\$0.00**

Supplies/Materials

Standard Calculation

Supplies/Materials		# of Items	Cost/Item	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Non-Standard Calculation

Total Supplies/Materials **\$0.00**

Printing

Standard Calculation

Paper Material		# of Units	Cost/Unit	Total
				\$0.00

Non-Standard Calculation

Total Printing **\$0.00**

Other Expenses

Standard Calculation

Item		# of Units	Cost/Unit	Total
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Non-Standard Calculation

Total Other **\$0.00**

Subtotal Direct Costs **\$10,708.52**

TOTAL COST **\$10,708.52**