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FS Agreement No. 18-PA-11060900-017

Cooperator Agreement No. 815-18-02

PARTICIPATING AGREEMENT
Between The
CLALLAM COUNTY SHERIFF'S OFFICE
And The
UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
OLYMPIC NATIONAL FOREST

This PARTICIPATING AGREEMENT is hereby entered into by and between the Clallam Country Sheriff's Office, hereinafter referred to as "County," and the United States Department of Agriculture (USDA), Forest Service, Olympic 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.

Title: Clallam County Corrections Department Work Crew, "Chain Gang"

I. PURPOSE:

The purpose of this agreement is to document the cooperation between the parties to facilitate and accomplish work projects on U.S. Forest Service lands within Clallam County by hosting the County Sheriff's Department Work Crew to perform work for public benefit while providing opportunities for participating inmates to learn work skills and develop appropriate work habits. Projects accomplished will be in accordance with the following provisions and the hereby incorporated Financial Plan, attached as Exhibit A.

II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

The U.S. Forest Service is responsible for the protection, development, and improvement of National Forest System (NFS) lands and has wide ranging resource management responsibilities in furtherance of their mission in "Caring for the Land and Serving People." The County believes that participating with the U.S. Forest Service in this mission is a means of providing healthful, wholesome, and educational outdoor activity, and valuable vocational training, for inmates classified by the County as minimum or medium security. These training activities will aid the inmates in successfully re-entering society with practical skills and a viable work ethic.

It is because of this mutual interest that the U.S. Forest Service and County desire to cooperate in a program of improving resources on public lands and to do such work with inmate crews. This agreement facilitates the realization of these objectives for both parties to their mutual benefit, as well as the benefit of the public.



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

III. THE COUNTY SHALL:

- A. **LEGAL AUTHORITY.** The County 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 non-Federal share of project costs, when applicable.
- B. Assume responsibility for the selection of inmates in accordance with County rules and regulations and within the limits and responsibilities established by this Agreement for accomplishment of U.S. Forest Service projects.
- C. Assume responsibility and provide the basic needs of inmates during project performance, including but not limited to:
 1. Custody and security of work crew participants.
 2. Standard safety equipment such as hard hats, boots, goggles, gloves, field clothing appropriate to the season and job to be performed.
 3. Meals at work site(s).
 4. Transportation for the inmates to and from the work site(s).
 5. Hand and small power tools to perform the work. Any specialized tools provided by the U.S. Forest Service will be returned at the end of the project in like condition, allowing for normal wear and use.
- D. Provide one five (5) person inmate crew and one (1) fulltime County Work Crew Officer for supervision of inmates assigned to a work project. The designated Work Crew Supervisor shall provide all work instructions including safety instructions, equipment, tools, and will document and maintain the number of hours worked and type of work performed.
- E. Contact the U.S. Forest Service project lead for work projects assigned with specific timeframes if the crew is unable to perform due to illness of inmate(S) or Work Crew Supervisor is unavailable. The County, at its sole discretion, may reassign or suspend all or part of its work crew in circumstances involving fire, riot, or other emergencies. Every reasonable effort should be made to contact the U.S. Forest Service Program Coordinator in these circumstances.
- F. The County agrees to provide necessary inmate worker insurance in that it is a self-insured government entity. Insurance provided will be in accordance with County Policy and in compliance with applicable State statute(s).
- G. Notify the U.S. Forest Service Project Coordinator designated in this agreement if an inmate is injured during the performance of U.S. Forest Service projects.



- H. Provide monthly tally sheets summarizing projects completed and hours worked. Tally sheet will contain sufficient information to break out both Supervisor and inmate hours and to adequately support billings for services performed.

IV. THE U.S. FOREST SERVICE SHALL:

- A. **PAYMENT/REIMBURSEMENT.** The U.S. Forest Service shall reimburse the County for the U.S. Forest Service's share of actual expenses incurred, not to exceed **\$27,658.00**, as shown in the Financial Plan. In order to approve a Request for Reimbursement, the U.S. Forest Service shall review such requests to ensure payments for reimbursement are in compliance and otherwise consistent with the terms of the agreement. The U.S. Forest Service shall make payment upon receipt the County's **QUARTERLY** invoice. Each invoice from the County shall display the total project costs for the billing period, separated by U.S. Forest Service and the County's share. In-kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the County's full match towards the project, as shown in the financial plan, and be submitted no later than 90 days from the expiration date.

Each invoice must include, at a minimum:

1. The County's name, address, and telephone number
2. U.S. Forest Service agreement number
3. Invoice date
4. Performance dates of the work completed (start & end)
5. Total invoice amount for the billing period, separated by the U.S. Forest Service's and The County's share with in-kind contributions displayed as a separate line item.
6. Display all costs, both cumulative and for the billing period, by separate cost element as shown on the financial plan.
7. Cumulative amount of U.S. Forest Service payments to date.
8. Statement that the invoice is a request for payment by "reimbursement"
9. If using SF-270, a signature is required.
10. Invoice Number, if applicable

The invoice must be forwarded to:

EMAIL: asc_ga@fs.fed.us (preferred method)

FAX: 877-687-4894

POSTAL: USDA Forest Service
Albuquerque Service Center
Payments – Grants & Agreements
101B Sun Ave NE
Albuquerque, NM 87109



Send a copy to: David Hammer (davidhammer@fs.fed.us)

- B. Initiate modifications as authorized under Section V for changes in funding or project scope.
- C. Provide to the Crew Supervisor a project list and accomplishment timeframes for each project.
- D. Provide the necessary technical assistance to ensure projects are completed according to U.S. Forest Service requirements. This includes providing training and instruction to the Work Crew Supervisor, and providing on-site support, as necessary for work accomplishment.
- E. Provide the County with specialized tools and equipment as necessary to accomplish work projects. All U.S. Forest Service-provided tools, equipment, and unused materials will remain the property of the U.S. Forest Service.
- F. Report hours of work performed under this agreement as required by the Volunteer in Service Program reporting. The reporting period is the Federal Government fiscal year, October 1 through September 30 annually.

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

- A. 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
Sergeant Don Wenzl 223 E. 4 th Street, Suite 12 Port Angeles, WA 98362-3015 Phone: 360-417-2566 Fax: 360-417-2499 Email: dwenzl@co.clallam.wa.us	Sergeant Don Wenzl 223 E. 4 th Street, Suite 12 Port Angeles, WA 98362-3015 Phone: 360-417-2566 Fax: 360-417-2499 Email: dwenzl@co.clallam.wa.us



Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Name: David Hammer District Recreation Specialist 353 South Shore Road Quinault, WA 98575 Telephone: 360-288-0202 Email: davidchammer@fs.fed.us	Name: Sarah Russell Grants Management Specialist 215 Melody Lane Wenatchee, WA 98801 Telephone: 509-664-9393 Email: sarahrussell@fs.fed.us

- B. **NOTICES.** Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or the County 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 the County, at the 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.

- C. **PARTICIPATION IN SIMILAR ACTIVITIES.** This agreement in no way restricts the U.S. Forest Service or the County from participating in similar activities with other public or private agencies, organizations, and individuals.
- D. **ENDORSEMENT.** Any of the County's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of the County's products or activities.
- E. **USE OF U.S. FOREST SERVICE INSIGNIA.** In order for the County 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 (Washington Office). A written request will be submitted by the U.S. Forest Service to the Office of Communications Assistant Director, Visual Information and Publishing Services, prior to use of the insignia. The U.S. Forest Service will notify the the County when permission is granted.
- F. **NON-FEDERAL STATUS FOR COOPERATOR PARTICIPANT.** The County agree(s) that any of the County's 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 the County is hereby willingly agree(s) to assume these responsibilities.

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

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

H. NONDISCRIMINATION. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

I. ELIGIBLE WORKERS. The County 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). The County shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract awarded under this agreement.



- J. **SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM)**. The County shall maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or agreement term(s). For purposes of this agreement, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at www.sam.gov.
- K. **STANDARDS FOR FINANCIAL MANAGEMENT.**
- 1. Financial Reporting**
- The County 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**
- The County 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**
- The County shall maintain effective control over and accountability for all U.S. Forest Service funds, real property, and personal property assets. The County 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 and used solely for authorized purposes.
- 4. Source Documentation**
- The County shall support all accounting records with source documentation. These documentations include, but are not limited to, cancelled checks, paid bills, payrolls, contract and contract documents. These documents must be made available to the U.S. Forest Service upon request.
- L. **LIMITATION OF FUNDS.** U.S. Forest Service funds in the amount of **\$27,658.00** are currently available for performance of this agreement through **12/31/2022**. The U.S. Forest Service's obligation for performance of this agreement beyond this date is contingent upon the availability of appropriated funds from which payment can be made. There is no legal liability on the part of the U.S. Forest Service for any



payment may arise for performance under this agreement beyond this amount until the County receive(s) notice of availability to be confirmed in a written modification by the U.S. Forest Service.

- M. OVERPAYMENT. Any funds paid to the County in excess of the amount entitled under the terms and conditions of this agreement constitute a debt to the Federal Government. The following must also be considered as a debt or debts owed by the County to the U.S. Forest Service:

- Any interest or other investment income earned on advances of agreement funds; or
- Any royalties or other special classes of program income which, under the provisions of the agreement, are required to be returned;

If this debt is not paid according to the terms of the bill for collection issued for the overpayment, the U.S. Forest Service may reduce the debt by:

1. Making an administrative offset against other requests for reimbursement.
2. Withholding advance payments otherwise due to the County.
3. Taking other action permitted by statute (31 U.S.C. 3716 and 7 CFR, Part 3, Subpart B).

Except as otherwise provided by law, the U.S. Forest Service may charge interest on an overdue debt.

- N. AGREEMENT CLOSE-OUT. Within 90 days after expiration or notice of termination The County shall close out the agreement.

Any unobligated balance of cash advanced to the County must be immediately refunded to the U.S. Forest Service, including any interest earned in accordance with 7CFR3016.21/2CFR 215.22.

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 the County.

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.

- O. PROGRAM MONITORING AND PROGRAM PERFORMANCE REPORTS.

The parties to this agreement 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. Wherever the output of the project can be readily expressed in numbers, a computation of the cost per unit of output, if applicable.
- Reason(s) for delay if established goals were not met.
- Additional pertinent information.

The County shall submit annual performance reports to the U.S. Forest Service Program Manager. These reports are due 30 days after the reporting period. The final performance report must be submitted either with the County's final payment request, or separately, but not later than 90 days from the expiration date of the agreement.

- P. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. The County 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. The County 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. The rights of access in this section must not be limited to the required retention period but must last as long as the records are kept.

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.

- Q. 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). Requests for research data are subject to 2 CFR 215.36.

Public access to culturally sensitive data and information of Federally-recognized Tribes may also be explicitly limited by P.L. 110-234, Title VIII Subtitle B §8106 (2008 Farm Bill).

- R. 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 Cooperatives, 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.

- S. FUNDING EQUIPMENT. Federal funding under this agreement is not available for reimbursement of the County's purchase of equipment. Equipment is defined as having a fair market value of \$5,000 or more per unit and a useful life of over one year.
- T. PROPERTY IMPROVEMENTS. Improvements placed by The County on National Forest System land at the direction or with the approval of the U.S. Forest Service becomes property of the United States. These improvements are subject to the same regulations and administration of the U.S. Forest Service as would other national forest improvements of a similar nature. No part of this agreement entitles the County to any interest in the improvements, other than the right to use them under applicable U.S. Forest Service Regulations.
- U. TRAINING, EVALUATION, AND CERTIFICATION OF SAWYERS. Any of the cooperator's employees, and any participants and volunteers engaged on behalf of the cooperator and Forest Service, who will use chain saws or crosscut saws on National Forest System lands to conduct the program of work contained in this agreement must be trained, evaluated, and certified in accordance with Forest Service Manual 2358 and Forest Service Handbook 6709.11, section 22.48b. The cooperator is responsible for providing this training, evaluation, and certification, unless the Forest Service and the cooperator determine it is not in the best interest of the partnership. In these circumstances, the Forest Service, upon request and based on availability of Agency funding and personnel, may assist with developing and conducting training, evaluation, and certification of the cooperator's employees, and any volunteers and participants engaged on behalf of the cooperator and the Forest Service, who will use chain saws or cross cut saws on National Forest System lands.
- V. U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS, AUDIOVISUALS AND ELECTRONIC MEDIA. The County shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this agreement.
- W. REMEDIES FOR COMPLIANCE RELATED ISSUES. If the County 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 the County 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 the County's program;
 4. Withhold further awards for the program, or
 5. Take other remedies that may be legally available, including debarment procedures under 2 CFR part 417.
- X. TERMINATION BY MUTUAL AGREEMENT. This agreement may be terminated, in whole or part, as follows:
1. When the U.S. Forest Service and the County 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 the County 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 the U.S. Forest Service decides 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, the County 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 the County for the U.S. Forest Service share of obligations that cannot be cancelled and were properly incurred by the County up to the effective date of the termination. Excess funds must be refunded within 60 days after the effective date of termination.
- Y. 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.
- Z. DEBARMENT AND SUSPENSION. The County 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 the County 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.

AA. PROHIBITION AGAINST INTERNAL CONFIDENTIAL AGREEMENTS:

All non federal government entities working on this agreement will adhere to the below provisions found in the Consolidated Appropriations Act, 2016, Pub. L. 114-113, relating to reporting fraud, waste and abuse to authorities:

- (a) The recipient may not require its employees, contractors, or subrecipients seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting them from lawfully reporting that waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- (b) The recipient must notify its employees, contractors, or subrecipients that the prohibitions and restrictions of any internal confidentiality agreements inconsistent with paragraph (a) of this award provision are no longer in effect.
- (c) The prohibition in paragraph (a) of this award provision does not contravene requirements applicable to any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- (d) If the Government determines that the recipient is not in compliance with this award provision, it:
 - (1) Will prohibit the recipient's use of funds under this award, in accordance with sections 743, 744 of Division E of the Consolidated Appropriations Act, 2016, (Pub. L. 114-113) or any successor provision of law; and
 - (2) May pursue other remedies available for the recipient's material failure to comply with award terms and conditions.

BB. 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.

CC. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature and is effective through **12/31/2022** at which time it will

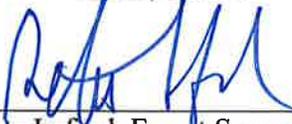


expire. The expiration date is the final date for completion of all work activities under this agreement.

DD. 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.



Mark Ozias, Chair of the Board
Clallam County Sheriff's Office
Date 04/17/2018



Reta Laford, Forest Supervisor
U.S. Forest Service, Olympic National Forest
Date 4/17/18

The authority and format of this agreement have been reviewed and approved for signature.



SARAH RUSSELL
U.S. Forest Service Grants Management Specialist
Date 3/28/2018

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The 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 part of an individual's income is derived from any public assistance. (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 USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

APPROVED AS TO FORM ONLY



CLALLAM CO. PROSECUTORS OFFICE
DATE: 04/05/2018

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	\$3,451.70	\$24,000.00	\$28,750.00	\$34,500.00	\$90,701.70
Travel	\$0.00	\$3,648.00	\$0.00	\$0.00	\$3,648.00
Equipment	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
Supplies/Materials	\$1,000.00	\$10.00	\$0.00	\$0.00	\$1,010.00
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	\$4,451.70	\$27,658.00	\$34,750.00	\$34,500.00	\$101,359.70
Coop Indirect Costs		\$0.00	\$0.00		\$0.00
FS Overhead Costs	\$445.17				\$445.17
Total	\$4,896.87	\$27,658.00	\$34,750.00	\$34,500.00	
Total Project Value:					\$101,804.87

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 31.98%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 68.02%
Total (f+g) = (h)	(h) 100.00%

WORKSHEET FOR

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

Salaries/Labor

Standard Calculation

Job Description		Cost/Day	# of Days	Total
Recreation Specialist	HCRD Mgr	\$361.59	5.00	\$1,807.95
Recreation Specialist	PRD Mgr	\$328.75	5.00	\$1,643.75
				\$0.00

Non-Standard Calculation

Total Salaries/Labor **\$3,451.70**

Supplies/Materials

Standard Calculation

Supplies/Materials	# of Items	Cost/Item	Total
trash bags, lumber	2.00	\$500.00	\$1,000.00
			\$0.00

Non-Standard Calculation

Total Supplies/Materials **\$1,000.00**

Subtotal Direct Costs

\$4,451.70

Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs	Total
10.00%	\$4,451.70	\$445.17

Total FS Overhead Costs **\$445.17**

TOTAL COST

\$4,896.87

WORKSHEET FOR

FS Cash to the Cooperator Cost Analysis, Column (b)

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days	Total
Crew Supervisor	\$400.00	60.00	\$24,000.00
			\$0.00

Non-Standard Calculation

Total Salaries/Labor

\$24,000.00

Travel

Standard Calculation

Travel Expense	Employees	Cost/Trip	# of Trips	Total
Van for Transport use		\$304.00	12.00	\$3,648.00
				\$0.00

Non-Standard Calculation

Total Travel

\$3,648.00

Supplies/Materials

Standard Calculation

Supplies/Materials	# of Items	Cost/Item	Total
misc suppl / cost to round to full amount	1.00	\$10.00	1.00
			\$10.00

Non-Standard Calculation

Total Supplies/Materials

\$10.00

Subtotal Direct Costs

\$27,658.00

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs	Total
	\$27,658.00	\$0.00

Total Coop. Indirect Costs

\$0.00

TOTAL COST

\$27,658.00

WORKSHEET FOR

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

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days		Total
Crew Supervisor training time	\$350.00	5.00		\$1,750.00
Inmate crew housing	\$90.00	300.00		\$27,000.00
60 days x 5 people = 300 days of housing				\$0.00
				\$0.00

Non-Standard Calculation

Total Salaries/Labor

\$28,750.00

Equipment

Standard Calculation

Piece of Equipment	# of Units	Cost/Day	# of Days	Total
Van use	1.00	\$100.00	60.00	\$6,000.00
				\$0.00

Non-Standard Calculation

Total Equipment

\$6,000.00

Subtotal Direct Costs

\$34,750.00

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs		Total
	\$34,750.00		\$0.00
Total Coop. Indirect Costs			\$0.00

TOTAL COST

\$34,750.00

WORKSHEET FOR

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

Salaries/Labor

Standard Calculation

Job Description	Cost/Day	# of Days	Total
Value of Inmate labor	\$575.00	60.00	\$34,500.00
5 people, 10 hr days, \$11.50 minimum wage			\$0.00
			\$0.00

Non-Standard Calculation

Total Salaries/Labor	\$34,500.00
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Subtotal Direct Costs

\$34,500.00

TOTAL COST

\$34,500.00