



Grants & Agreements Cover Sheet

Cooperators, when completing this form, provide information for the green shaded areas only.

Forest Service program managers, complete this cover sheet, attach the required documents in the first three items below, and email entire package to appropriate G&A staff.

Failure to provide the information requested below may result in rejection or delays of the proposed project.

Unit Area (Region/Station) R3, Tonto SO

Person submitting request: C.Crawford

Email Address: cjcrawford@fs.fed.us

Telephone Number: 602-225-5279

Expected/Desired Start Date (for workload prioritization)	12/1/2010
Job Code and Funding Amount	CMRD12 \$72,114
For Federal Financial Assistance Agreements (Grants and Cooperative Agreements), Please Attach: <ul style="list-style-type: none"> • SF-424 • SF-424A or SF-424C • SF-424B or SF-424D • AD-1047 Certification Regarding Debarment... • AD-1049 (or AD-1052), Certification Regarding Drug-Free... • Certification Regarding Lobbying (FS \$ over \$100K) • Cooperator delegation of signing authority • Non-Competition Justification Letter (if over \$75,000 and not competed) • Indirect Cost Rate Documentation (paperwork supporting the cooperators indirect cost rate - may be called a NICRA) • Full project narrative including a project timeline • Detailed project budget <p style="text-align: center;">-----OR-----</p> For All Other Agreements, Please Attach: <ul style="list-style-type: none"> • Draft G&A template • Statement of Work which describes proposed 	Attached <input checked="" type="checkbox"/>



project • Draft financial plan	
Work Plan that Documents Existence of Funds for the Project	Attached <input checked="" type="checkbox"/>
For a Modification, Provide Forest Service Agreement No.	
Cooperator's/Organization's Legal Name	Gila County Public Works
Cooperator Current Contact Name and Telephone No.	Steve Sanders, 928-402-8530
Cooperator's Complete "Physical" Mailing Address, Including County, Congressional District, and Zip +4 Digits	1400 East Ash Street Globe, AZ 85501 Gila County
Provide County Name(s) Where Project Activities Take Place	Gila County
Cooperator Tax ID No.	
Cooperator DUNS Number	
CCR Registered: "Yes" or "No" If "no", vendors are required to register to receive payment. Please advise the Cooperator.	Yes
	No:
For Interagency Agreements <u>Only</u> : Agency Location Code (ALC) and Treasury Account Symbol (TAS)	ALC:
	TAS:
Non-FS Access Tracking System (NATS): Will Non-FS Employees require access to FS IT Systems and/or have unescorted access to a FS facility? If 'yes,' provide names on an attached sheet.	Yes:
	No
Project Title & Brief Description	Gila County FY11 Annual Maintenance Agreement
FS Program Manager Name and Email	G.Hanna, ghanna@fs.fed.us
FS Budget Approver Name and Email	V.Olsen, vlolsen@fs.fed.us
FS Administrative Contact Name and Email	S.Smith, sherrysmith@fs.fed.us
FS Signature Official Name NOTE: The Signatory Official must be specifically authorized by FSM1580 or a current FY delegation of authority letter.	Gene Blankenbaker

Burden Statement



USDA Forest Service

OMB 0596-0217

FS-1500-20

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 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

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FS Agreement No. 11-RO-11031200-010
Cooperator Agreement No. _____

ROAD PROJECT AGREEMENT
Between The
GILA COUNTY
And The
USDA, FOREST SERVICE, TONTO NATIONAL FOREST

This Project Agreement (agreement) is hereby made and entered into by and between Gila County, hereinafter referred to as "Cooperator," and the USDA, Forest Service, Tonto National Forest, hereinafter referred to as the "U.S. Forest Service," as specified under the authority and provisions of the Cooperative Forest Road Agreement #10-RO-11031200-006 executed between the parties on September 30, 2009.

I. BACKGROUND:

The parties entered into a Forest Development Road Cooperative Agreement (Coop Agreement) on September 30, 2009. This Coop Agreement allows for the parties to cooperate in the planning, survey, design, construction, reconstruction, improvement and maintenance of certain forest roads. The Schedule A, which is attached to the Coop Agreement, identifies the maintenance responsibilities of the parties to the specific road systems and may be revised as necessary. The process of revising the Schedule A can be labor intensive and time consuming due to requiring extensive valuations and several levels of formal review. Accordingly, formal revision of the Schedule A does not readily lend itself to rapid response times, adjusting to limited funding opportunities and a high degree of site condition specificity.

The Coop Agreement allows for specific Project Agreements between the parties with the intent of completing work as expeditiously as available funds or work opportunities allow.

The Coop Agreement identifies numerous requirements for the development of Project Agreements. These requirements include but are not limited to:

- The specific project (road) must be included in an approved U.S. Forest Service – Cooperator plan (Schedule A).
- Mutual approval.
- The cost to be borne by each party.
- The amount of cooperative funds as set forth in the Project Agreement shall be the maximum commitment of either party unless changed by a formal modification prior to incurring any expense.
- Work must be completed in accordance with agreed upon standards.

II. PURPOSE:



The purpose of this Project Agreement (agreement) is to document the parties' cooperation in the Annual Maintenance Plan as provided for in the Cooperative agreement between Gila County and the Tonto National Forest. The work is as described in the hereby incorporated Financial and Operating plan, attached as Exhibit A.

III. THE COOPERATOR SHALL:

- A. Perform in accordance with the Financial and Operating Plan, Exhibit A.
- B. Bill the U.S. Forest Service for actual costs incurred, not to exceed \$72,114.

IV. THE U.S. FOREST SERVICE SHALL:

- A. Perform in accordance with the Financial and Operating Plan, Exhibit A.
- B. PAYMENT/REIMBURSEMENT. The U.S. Forest Service shall reimburse the Cooperator for the U.S. Forest Service's share of actual expenses incurred, not to exceed \$72,114 as shown in the Financial Plan. The U.S. Forest Service shall make payment upon receipt of Cooperator's quarterly invoice. Each invoice from the Cooperator must display the total project costs for the billing period.

Each invoice must include, at a minimum:

- 1) Cooperator's name, address, and telephone number
- 2) U.S. Forest Service agreement number
- 3) Invoice date
- 4) Performance dates of the work completed (start and end)
- 5) Total invoice amount for the billing period

The invoice must be forwarded to:

U.S. Forest Service
Albuquerque Service Center
Payments – Grants & Agreements
101B Sun Ave NE
Albuquerque, NM 87109

FAX: 877-687-4894

Send a copy to: Gary Hanna
Tonto National Forest
2324 E. McDowell Road
Phoenix, AZ 85006



V. IT IS MUTUALLY AGREED AND UNDERSTOOD 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 instrument.

Principal Cooperator Contacts:

Cooperator Program Contact	Cooperator Administrative Contact
Name: Steve Stratton Address: Gila County Public Works 1400 Ash Street City, State, Zip: Globe, AZ 85501 Telephone: (928) 425-3231 FAX: (928) 425-8104 Email: sstratton@co.gila.az.us	Name: Shannon Coons Address: Gila County Public Works 1400 Ash Street City, State, Zip: Globe, AZ 85501 Telephone: (928) 425-8521 FAX: (928) 425-8104 Email: scoons@co.gila.az.us

Principal U.S. Forest Service Contacts:

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
Name: Gary Hanna Address: Tonto National Forest 2324 E. McDowell Rd. City, State, Zip: Phoenix, AZ 85006 Telephone: (602) 225-5375 FAX: (602) 225-5295 Email: ghanna@fs.fed.us	Name: Sherry Smith Address: Tonto National Forest 2324 E. McDowell Rd. City, State, Zip: Phoenix, AZ 85006 Telephone: (602) 225-5383 FAX: (602) 225-5361 Email: sherrysmith@fs.fed.us

- B. In the event of a conflict between this Project Agreement and the Coop Agreement, the later shall take precedence.
- C. FREEDOM OF INFORMATION ACT (FOIA). Information furnished to the U.S. Forest Service under this agreement is subject to the Freedom of Information Act (5 USC 552).
- D. FUNDING EQUIPMENT. Federal funding under this agreement is not available for reimbursement of Cooperator's purchase of equipment.
- E. PARTICIPATION IN SIMILAR ACTIVITIES. This agreement in no way restricts the U.S. Forest Service or Cooperator from participating in similar activities with other public or private agencies, organizations, and individuals.
- F. ENDORSEMENT. Any of Cooperator's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of Cooperator's products or activities.



- G. ALTERNATE DISPUTE RESOLUTION. 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.
- H. MODIFICATION. Modifications within the scope of this instrument 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.
- I. TERMINATION. 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 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.
- J. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of last signature and is effective through September 30, 2011 at which time it will expire unless extended.
- K. AUTHORIZED REPRESENTATIVES. By signature below, the parties certify that the individuals listed in this document as representatives of each party are authorized to act in their respective areas for matters related to this agreement.

This agreement shall be effective as of the date herein written and shall supersede all prior existing agreements, if any, for the same roads.



MICHAEL A. PASTOR, Chairman
Gila County Board of Supervisors
Date

Approved
as to form:

Byran B. Chambers
Chief Deputy County Attorney
Date

ATTEST:

MARIAN SHEPPARD, Gila County Chief Deputy
Clerk
Date

GENE BLANKENBAKER, Forest Supervisor
U.S. Forest Service, Tonto National Forest
Date

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

SHERRY J. SMITH
U.S. Forest Service Grants & Agreements Specialist
Date

Burden Statement

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EXHIBIT A

FY11 OPERATING PLAN

1. IDENTIFICATION OF ROAD OR ROAD SEGMENTS.

This Project Agreement includes Gila County's commensurate share of road maintenance on the Tonto National Forest, as shown on Schedule A of Forest Road Agreement No. 10-RO-11031200-006, executed on September 30, 2009, and all modifications.

2. PLANS AND SPECIFICATIONS. The FY11 Annual Maintenance Plan will be as follows: Mutually agreeable plans and specifications are not necessary and therefore shall not be drafted or signed by all parties prior to commencement of any work activities. All work in this agreement is considered routine maintenance.

3. DESIGNATION OF PARTIES AND SCHEDULE OF WORK.

- a. Forest Service Agrees to:
Compensate Gila County for maintenance per estimated cost in paragraph 4 below.
- b. Gila County agrees to:

Perform road maintenance as defined in Section 3 of the Forest Development Road Cooperative Agreement on roads listed in Schedule 'A'. The level of maintenance shall be at least the maintenance level shown on the attached calculation sheet. Maintenance in excess of the agreed-upon level (i.e., the stated operational maintenance level) is the responsibility of the County

- c. Schedule:
 - (1) Agreement to be signed and in place by execution of Annual Maintenance Plan
 - (2) All contract obligations to be completed by September 30, 2011

4. ESTIMATE COST :

GILA COUNTY/USFS COMMENSURATE SHARE MAINTENANCE
Road Maintenance Agreement for FY 11
Between Tonto National Forest and Gila County

Schedule "A" Agreement Summary

Road Level	2	3	4	5
Total of Miles	263.6	170.8	43.8	13.3
Cost per Mile	\$125	\$165	\$190	\$200
Subtotals	\$32,950	\$28,182	\$8,322	\$2,660
Overall Total of Miles	491.5			
Overall Total Cost	\$72,114			

5. PAYMENT ARRANGEMENT The U.S. Forest Service shall reimburse the Cooperator for the U.S. Forest Service's share of actual expenses incurred, not to exceed \$72,114, as shown in the Attached Financial Plan.

USFS Agreement No.: 11-RO-11031200-010
 Cooperator Agreement No.:

Mod. No. FS-1500-17C

Agreements Financial Plan (Medium Form) with Program Income

1. Financial Plan Matrix:

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

COST ELEMENTS (Direct Costs)	FOREST SERVICE CONTRIBUTIONS			COOPERATOR CONTRIBUTIONS				(h) GROSS TOTAL BY LINE
	(a) Noncash	(b) Volunteer Labor (In-Kind)	(c) Cash to Cooperator	(d) Noncash	(e) Third Party In-Kind	(f) Cash to FS	(g) Third Party Other Federal	
Salaries/Labor								\$0.00
Travel								\$0.00
Equipment								\$0.00
Supplies								\$0.00
Materials								\$0.00
Printing								\$0.00
Road Maintenance			\$72,114.00					\$72,114.00
Other								\$0.00
Subtotal	\$0.00	\$0.00	\$72,114.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72,114.00
Cooperator Indirect Costs								\$0.00
FS Overhead Assessment								\$0.00
Gross Total	\$0.00	\$0.00	\$72,114.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72,114.00

PROGRAM INCOME (PI): CONTRIBUTIONS AND DEDUCTIVE ALTERNATIVE

(i) Estimated Gross Program Income (PI) (enter a number)				
FOREST SERVICE EXPENSES ⇒	Expenses Subject to PI	\$72,114.00	PI SUMMARY: Estimated Cooperator cash reduction on expenses subject to PI \$0.00	
	% of PI applied to Expenses	100%	Estimated FS cash reduction on expenses subject to PI \$0.00	
	FS Net Project Expense	\$72,114.00	Estimated total amount FS will reimburse Cooperator from Cooperator invoice \$72,114.00	
			Estimated number of invoices (enter a number if known)	
COOPERATOR EXPENSES ⇒	Expenses Subject to PI	\$0.00	Recommended PI deduction rate (to be used on invoices to determine amount FS owes. Total dollar amount (in the aggregate) can not exceed amount in column c, gross total less PI received). Any funds that would otherwise be FS PI share are to be retained by and used by Coop in future project(s) with the FS.	
	% of PI applied to Expense	0%	#DIV/0!	
	Coop. Net Project Expense	\$0.00		
(j) Estimated Net Total Value				\$72,114.00

Matching Costs Determination

Total Forest Service Share = (a+b+c)/(j) = (k)	(k) 100.00%
Other Federal Contribution = (g)/(j) = (l)	(l) 0.00%
Total Federal Share = (k+l) = (m)	(m) 100.00%
Total Cooperator Share [(d+e+f) - (i)] / (j) = (n)	(n) 0.00%
Total (m+n) = (o)	(o) 100.00%

This Financial Plan may not be used to collect funds AND disburse funds on the same agreement. Separate agreements must be used in this situation.

Reimbursement Calculation

Forest Service reimbursement percent (as % of expenses directly incurred by the Cooperator— i.e., Cooperator's non-cash and cash contributions only— that are subject to Forest Service reimbursement)	(p) 100.00%
Reimbursable Amount = Total actual cost incurred to date (sum of cost elements from the Cooperator's invoice as prescribed in agreement provisions) and multiplied by 100.00%	
(v) minus any previous Forest Service payments, not to exceed the subtotal amount listed in column (c).	

2. Cost Analysis:

Use the following section to show additional information that supports the lump sum figures provided above. The following Cost Analysis boxes, (a)-(g), should provide a cost analysis of the corresponding matrix columns, (a)-(g), above, e.g. matrix column (a) *FS Noncash Contribution* should be analyzed under block (a), below, and matrix column (b) *FS In-Kind Contribution* should be analyzed under block (b), below, etc. Furthermore, each cost analysis box, below, should have clear labels indicating which cost element, above, is being analyzed, e.g. Salary/Labor = hrs or days x rate; Travel = miles x rate, or months x FOR rate (that is, days x per diem rate); Equipment Use = hrs or days x rate; Supplies & Materials –list of items and estimated cost; Printing = estimated cost per item; Indirect Cost = Direct cost x current indirect rate.

If necessary, add additional sheets for cost analysis. To compress any unwanted portion(s) of this section, highlight the section to be hidden, then select "Format", "Row", and "Hide" from the toolbar.

Column (a)

FS Noncash Contribution

Column (b)

FS Volunteer Labor
(In-Kind) Contribution

Column (c)

FS Cash to the Cooperator

\$72,114 rates per mile are specified on the Exhibit A

Column (d)

Cooperator Noncash
Contribution

Column (e)

Cooperator Third Party
In-Kind Contribution

U.S. Forest Service

OMB 0596-0217
FS-1500-17C

Column (f)
Cooperator Cash to the FS

Column (g)
Third Party Other Federal
Contribution

3. **Instructions:** Use this form in conjunction with FSH 1509.11, Ch. 70, Financial Planning Requirements. Use Cost Elements that apply to the particular project by inserting the amount of contribution in the appropriate box based on contributor and type of contribution. The Cost Elements listed are those commonly used. The two "Other" Cost Elements can be replaced with a Cost Element unique to your agreement, for example 'sub-contracts'.

After inserting all contributions in Section 1, complete Section 2 by providing a cost analysis of the figures entered into Section 1.

(a) **Forest Service Noncash Contribution:** Forest Service noncash contributions may consist of employee salaries, overhead (indirect), travel provided, and/or equipment and supplies purchased and provided to the Cooperator for use in the project. These costs are an expense to the Forest Service, but do not include funding for reimbursement of Cooperator expenses.

(b) **Forest Service Volunteer Labor (In-Kind) Contribution:** This is the value of volunteer labor donated for completion of the project by the Forest Service for which the Forest Service has incurred no expense. Forest Service volunteer agreements (either sponsored or individual) should be used to document the donated services. The value of volunteer labor should be commensurate with local labor rates for similar work.

(c) **Forest Service Cash to the Cooperator:** This is the maximum amount of funding that will be reimbursed or advanced to the Cooperator. This is an expense to the Forest Service.

(d) **Cooperator Noncash Contribution:** These are expenses the Cooperator incurs that are contributed to the project in lieu of cash, but for which costs are incurred, such as employee salaries, overhead (indirect costs), travel, equipment, supplies, and so forth. These do not include in-kind contributions from third parties, such as donations from other entities or volunteer labor.

(e) **Cooperator, Third Party In-Kind Contribution:** In-kind contribution provided to the Cooperator from a third party organization(s) for use in the project for which the Cooperator has incurred no expense. Value assessed for volunteer labor and donated materials, equipment and supplies should be valued based on FSH 1509.11, Ch. 70. These values are not reimbursable and can only be used to satisfy the Cooperator's matching requirement. Display these contributions by Cost Element Expenditures.

(f) **Cooperator Cash to the Forest Service:** These are Cooperator cash contributions actually transferred to the Forest Service for use in completing the project. This is an expense to the Cooperator and does not include in-kind contributions made to the Cooperator from other organizations. Display by Cost Element where these funds will be expended. Be sure to cite a collection authority in the Agreement if this column is used.

Include cash the Cooperator is transferring to the Forest Service for the project, that has been received as a grant(s) from a non-Federal entity(ies).

(g) **Cooperator, Third Party Other Federal Contribution:** Contribution provided to the Cooperator from Federal agency(ies) for use in the project. Display these contributions by Cost Element Expenditures.

(h) **Gross Total Project Value:** The sum of all the values provided toward the project without Estimated Gross Program Income taken into consideration.

(i) **Estimated Gross Program Income:** The gross income estimated to be generated under the project between the effective date of award and completion of the project, such as conference or workshop fees received, rental fees earned from renting real property or equipment acquired with agreement funds, or the sale of commodities or items developed under the project.

(j) **Net Total Project Value:** The sum of all the values provided toward the project with Estimated Gross Program Income taken into consideration. This figure reflects the true estimated cost of the project.

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