

FS Agreement No. 17-PA-11090700-013

Cooperator Agreement No. \_\_\_\_\_

**PARTICIPATING AGREEMENT**  
**Between The**  
**IRON BARAGA CONSERVATION DISTRICT**  
**And The**  
**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**FOREST SERVICE**  
**OTTAWA NATIONAL FOREST**

This PARTICIPATING AGREEMENT is hereby entered into by and between the Iron Baraga Conservation District, hereinafter referred to as "Conservation District," and the United States Department of Agriculture (USDA), Forest Service, Ottawa National Forest, hereinafter referred to as the "U.S. Forest Service," under the authority: (1) Cooperative Funds and Deposits Act of December 12, 1975, Pub.L. 94-148, 16 U.S.C. 565a1 – a3, as amended. (2) Wyden Amendment (Public Law 105-277, Section 323 as amended by Public Law 109-54, Section 434, and permanently authorized by Public Law 111-11, Section 3001).

Background: The Iron Baraga Conservation District has been a key partner with the U.S. Forest Service in managing invasive species in the Western Upper Peninsula of Michigan. Together we have worked on several projects through the Western Upper Peninsula Cooperative Weed and Pest Management Area (2005 to 2010) and the Western Peninsula Invasives Coalition (WePIC, 2011 to present). This agreement would use Great Lakes Restoration Initiative (GLRI), Forest Service, and Michigan funds to support invasive species projects in Iron, Gogebic, and Ontonagon Counties.

Since 2010 the U.S. Forest Service has partnered with the Conservation District to use Great Lakes Restoration Initiative (GLRI) funds to help prevent the spread of aquatic invasive species in Iron County (agreements 10-PA-11090700-009, 11-PA-11090700-039, and 12-PA-11090700-022). The U.S. Forest Service provided two trailered pressure washers, and the Conservation District hired temporary employees to take the washers to public boat launches and conduct Michigan "Clean Boats Clean Waters" boater education. The pressure washers allow boats to be cleaned before and after launching, hopefully removing aquatic invasive species and preventing them from being spread from one lake to another. This agreement would continue the program for another five years, as funding is available.

The U.S. Forest Service also seeks to support WePIC by sharing funds with the Iron Baraga Conservation District. The Conservation District would continue providing an administrator for WePIC. The Administrator will provide public education and invasive plant mapping and control throughout the WePIC area.



This agreement would also cover special invasive plant work in Sylvania Wilderness in 2017. In 2015 the Iron Baraga Conservation District received a Michigan Invasive Species Grant for several projects in the WePIC area. That State grant included funding for invasive plant control in Sylvania Wilderness, to be performed by the Friends of Sylvania. In 2017 the Friends of Sylvania withdrew from the project. This agreement will cover the Iron Baraga Conservation District doing the work instead.

Title: WePIC and Clean Boats Clean Waters

## **I. PURPOSE:**

The purpose of this agreement is to document the cooperation between the parties to conduct public education and prevent the spread of invasive species in accordance with the following provisions and the hereby incorporated Financial Plan, attached as Exhibit A.

## **II. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:**

Both the U.S. Forest Service and the Iron County Conservation District are concerned with the spread of non-native invasive species (NNIS) within the western Upper Peninsula of Michigan. As we have seen in Iron and Baraga counties; non-native aquatic species can reproduce rapidly, replace native species, and interfere with recreation and landscape health. Aquatic Invasive Species (AIS) are primarily spread from waterbody-to-waterbody by people, attached to their boats, trailers, or equipment. Teaching boaters the proper method to clean their vehicles before moving from one location to another, while providing a pressure washer for better cleaning, when requested, can help prevent the spread of AIS.

Since 2010 the Ottawa National Forest has received GLRI funds dedicated to "Blocking the Recreational Boat Pathway," to be used for deployment of watercraft cleaning stations at public boat ramps and fishing tournaments to slow the spread of aquatic species through the recreational boat pathway. The Iron Baraga Conservation District has successfully accomplished this objective in partnership with the Ottawa National Forest.

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

## **III. IRON BARAGA CONSERVATION DISTRICT SHALL:**

- A. LEGAL AUTHORITY. Conservation District 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. Provide an aquatic invasive species coordinator for Iron County, Michigan. His/her duties will be to supervise and schedule the washer staff, and conduct other public education concerning AIS, including public presentations, meeting with Lake Associations, working with local schools, and preparing news releases about AIS.



- C. Staff one portable pressure washer with personnel. Their duties will be to conduct "Clean Boats Clean Waters" (CBCW) public education, teaching people about AIS and how to prevent the spread of AIS. When the boaters agree, Conservation District personnel will operate the pressure washer and wash the boats and trailers.
- D. For all public contacts, complete a Clean Boats Clean Waters activities form, to be developed cooperatively between the U. S. Forest Service and Conservation District, based on the State of Michigan form. At a minimum this form must include the date, time, location, number of people contacted, and number of boats washed. Conservation District will type data into an Excel spreadsheet and provide same to the U. S. Forest Service by October 1 of each year.
- E. Follow pressure washer instructions and safety procedures developed with the U. S. Forest Service. All pressure washer operators shall read and sign the Job Hazard Analysis.
- F. All personnel towing a pressure washer trailer must follow all State laws and sign the Forest Service Job Hazard Analysis for pulling a trailer.
- G. Boat washer staff will attend Clean Boats Clean Waters training in Wisconsin or Michigan. If they are unable to attend scheduled training then Conservation District staff or the U. S. Forest service will provide training.
- H. Follow Michigan Department of Environmental Quality rules for discharge of water from the pressure washers. Either the Forest Service or the Conservation District will apply for a Groundwater Discharge Permit. The Conservation District will follow all permit conditions.
- I. Coordinate any boater education and boat washing work in Baraga County with the Keweenaw Bay Indian Community. They are also a Forest Service partner doing Clean Boats Clean Waters work.
- J. Provide an administrator for WePIC. Duties will include communicating with WePIC members, planning WePIC meetings, conducting public education on invasive species in Gogebic, Iron, and Ontonagon counties, writing news releases about WePIC and invasive species, recruiting and supervising WePIC volunteers, and providing expertise on the management of invasive plants.
- K. Provide a work crew for treating priority invasive plant infestations within the WePIC area. Record invasive plant control work. At a minimum, all treatments will be recorded by site record number, species, date, method, personnel, location, and area treated. For herbicide treatments, also report the Michigan pesticide applicator number, herbicide used, concentration, and volume applied. Enter treatments in an Excel spreadsheet and provide to the Forest Service by October 10 of each year.



Acres will count if the WePIC Coordinator, WePIC Worker, or WePIC volunteers under their supervision participated in the work.

- L. Submit and annual performance report of work accomplished through the end of each calendar year. See Section V Item O.

#### CONDITIONS SPECIFIC TO SYLVANIA

- M. Recruit and oversee employees and/or volunteers that will inventory and control invasive plants in Sylvania Wilderness and perimeter area.
- N. Record new sites of invasive plants and provide location to the Forest Service. At a minimum each new record will include the species, observer, date, specific location, and abundance.
- O. For invasive plant control work, comply with the Ottawa National Forest Non Native Invasive Plant Control Project (2005). Herbicide use may be permitted in the perimeter area, with specific Forest Service approval. Do not bring herbicide into the Wilderness.
- P. Record invasive plant control work. At a minimum, all treatments will be recorded by site record number, species, date, method, personnel, and location. Enter treatments in an Excel spreadsheet and provide to the Forest Service by October 10 of each year.
- Q. Comply with all Wilderness regulations.
- R. All personnel and volunteers must read and sign Forest Service Job Hazard Analysis documents for invasive plant work, herbicide application (if applicable), field work, and any other relevant tasks identified by the Forest Service.
- S. Conservation District agrees to schedule work within discrete treatment windows in order to assist the FS in retaining certain wilderness characteristics (these treatment restrictions apply to wilderness work only):
  - i. Conservation District will not perform any NNIS treatment or work over Memorial Day Weekend, any weekend in July, any weekend in August, or Labor Day Weekend. A weekend is considered Friday, Saturday and Sunday. Sundays should be travel and camp set up days and not work days.
  - ii. Conservation District treatment trips should be no longer than 5 consecutive days.
  - iii. Trips should have an average of 5 days minimum break between trips.
  - iv. NNIP work within the wilderness will also not occur during more than two weekends of each month in May, June, and September.
  - v. Annual work schedules and operating plans will be developed with Conservation District and USFS, and approved by both parties.



- vi. Conservation District reserves the right to adjust their schedule with their volunteers, Staff and according to weather within the above guidelines. Other FS communication and advanced notification requirements must be met, as stated below.
  - vii. FS Invasive Plant Crew and Conservation District Field Leader should be in communication to minimize overlap and overall improve efficiency of invasive control in the Wilderness Area.
- T. Conservation District will contact the Sylvania Entrance Station at least 4 days prior to conducting any invasive plant work in the Wilderness or on associated arterial roads (i.e. FR 6320 or CNTY 535). The Entrance Station number is 906-358-4404. The Entrance Station is open May 15th - September 30th Saturday - Thursday 8:30 a. m. - 5:00 p. m. CST and Friday 8:30 a. m. - 6:00 p. m. CST. If the Entrance Station is closed for check-in, Conservation District will use the automated voice message system to leave a detailed message for the Entrance Station Staff.
- i. Conservation District must inform the Sylvania Entrance Station Staff of dates they will be working, where they will be staying, and how many members are in the group.
  - ii. Conservation District needs to check into the Entrance Station upon arrival and update FS Staff of any changes to the itinerary.
  - iii. Backcountry wilderness campsites may be reserved directly through the Entrance Station Staff for no cost during the duration of the trip.
  - iv. USFS staff will try to accommodate Conservation District campsite requests, but a requested campsite may already be reserved for all or a portion of the Conservation District trip, resulting in an alternate campsite being assigned to Conservation District. If Conservation District is camping in reserveable back country sites their stay is not to exceed 2 days at a time. For non-reserveable sites, these are first-come first-serve campsites that can be assigned to Conservation District when Conservation District calls 4 days prior to arrival or during check-in, if the sites are available. All coordination of these sites will occur through the Entrance Station. There are no guarantees of a backcountry campsite being available at the time of check-in.
- U. Campsites in Clark Lake Campground are operated by a concessionaire and any administrative use of the two FS campsites must be pre-arranged and agreed upon separately between the FS and concessionaire outside the authority of this agreement. Conservation District will contact Tray Hall, Recreation Planner and permit administrator, ahead of time to arrange the use of these campsites. Tray's phone number is 906-358-4020 office, 414-239-4205 cell. Note that the administratively reserved campsites will not be available at all times, as the Forest Service reserves the right for priority use if other volunteer groups are in need of accommodations.
- V. Treatment locations will be focused on (in order of priority):
- i. Portages, trails, and campsites within the wilderness



- ii. Boat launch areas, day use areas
  - iii. Clark Lake Campground
  - iv. Lake shores: Clark, Crooked and Loon Lakes
  - v. Other accessible lakeshores in Sylvania
  - vi. Perimeter roads, parking lots, Entrance Station area
  - vii. Sewage lagoon area
- W. To avoid infringing on the wilderness qualities such as untrammelled aspect, solitude, and unconfined recreation, Conservation District will only enter and conduct NNIP work in unoccupied campsites. Conservation District should keep a list of campsites that could not be treated due to occupancy; FS or Conservation District may return to these sites later to address the NNIP concerns.
- i. Conservation District, upon arrival to Sylvania, may ask the Entrance Station Staff which wilderness campsites are occupied to assist in their weekly planning.
  - ii. Conservation District should provide documentation to the FS after their work week of which campsites were left untreated because they were presently occupied.
- X. Conservation District will not conduct NNIP work in the Clark Lake Campground on weekends. Clark Lake work must be scheduled in advance with notice given to Tray Hall, to ensure the concessionaire is informed and aware of the planned work.
- Y. To insure Sylvania visitors may enjoy solitude, Conservation District crews should be discreet in their work when near other visitors. Contact should not be initiated with visitors with regard to NNIS, prevention, treatment and related topics. If a visitor asks what the crew is doing, Conservation District can explain the project and the control work being done.
- i. Conservation District should not engage wilderness visitors regarding any wilderness rules or regulations. If Conservation District witnesses a violation, they should report it to the Entrance Station. The Entrance Station will assess and respond to the situation appropriately.
  - ii. The USFS shall be solely responsible for any rule enforcement or violation reported by Conservation District within the Sylvania Wilderness.
- Z. Conservation District may provide NNIS displays for the Entrance Station or Forest Visitor Center in Watersmeet to further enhance education aspects of the Conservation District mission. All displays will be agreed to with the FS before displaying.
- AA. Conservation District tools, supplies, and personal items may be stored only in the storage room at the Clark Lake Day-Use Building. No personal items are to be stored or unattended in the picnic room. If Conservation District elects to use the storage room at the Clark Lake Day Use Building, this room must be kept clean and neat. All non-perishable food should be stored in a sealed container when Conservation District is not present or between work events. This is to deter and not attract rodents and insects into the room. All perishable food should be removed



from the refrigerator upon expiration of the food items. All food items must be removed from storage and the refrigerator after the last work session.

- BB. Conservation District shall not overnight camp in the day-use building, day use area, or Sylvania parking lots. Camping is only allowed at Clark Lake campground or in the backcountry.
- CC. Trash bags used for collecting of plant material must be properly disposed of promptly and not left in public areas. Dumpsters are provided by the Forest Service at the Clark Lake and Crooked Lake boat landings. In the case that the bag needs to sit in order for the organic matter to break down, or it is a partial bag, trash bags may be placed in the sewage lagoon area. If Conservation District needs vehicle access to move these bags, a double lock system may be implemented on the gate that accesses the road.
- DD. Any FS partner should refrain from making changes to existing and permanent FS structures or facilities, this includes the Clark Lake Day-use area and Sylvania Perimeter Area, of Sylvania Wilderness. Exclusive use at these facilities is not allowed.

#### IV. THE U.S. FOREST SERVICE SHALL:

- A. PAYMENT/REIMBURSEMENT. The U.S. Forest Service shall reimburse Conservation District for the U.S. Forest Service's share of actual expenses incurred, not to exceed \$31,500, 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 of Conservation District's monthly invoice. Each invoice from Conservation District shall display the total project costs for the billing period, separated by U.S. Forest Service and Conservation District'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 Conservation District'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. Conservation District'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 and Conservation District 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

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: Ian Shackleford (ishackleford@fs.fed.us)

- B. Continue providing the 2010 Hydro Tek Mobile Wash Skid trailered pressure washer for use by Conservation District. The washer purchased in 2016 belongs to the Conservation District.
- C. Advise Conservation District and interested public on technical invasive species questions and management recommendations.
- D. Provide safety instructions and JHA's to the Conservation District.
- E. Participate in WePIC meetings and activities.
- F. Provide a Forest Service radio for communication with the entrance station or Watersmeet Ranger District when working in Sylvania.
- G. Work with Conservation District as noted above and be available to assist Conservation District with check/in\_check/out tracking for safety purposes.
- H. If available, the Forest Service could provide a copy of the Sylvania Entrance Station DVD (not Blu-ray) to Conservation District upon arrival for their first treatment visit.
- I. Provide the option for Conservation District to use the storage room at the Clark Lake Day Use Building to store personal belongings directly related to field work. This is a shared storage space primarily for Forest Service supplies. The Forest Service reserves the right to dispose of any food that is not properly stored.



- J. Provide all needed documents and invasive plant data for Conservation District to perform their work properly and legally. Forest Service will provide: Volunteer Agreement, Volunteer Timesheets JHA's, etc. to Conservation District prior to field implementation occurring.
  - K. Waive entrance fees for all personnel and volunteers working on this project.
  - L. Provide two administrative campsites for Conservation District use in Clark Lake Campground, for free, if arranged ahead of time (as discussed in III. PARTNER SHALL; Item U).
  - M. Waive fees for wilderness campsites when Conservation District is working in remote areas in Sylvania. See Section III PARTNER SHALL; Item T.
  - N. Offer recommendations for control of invasive plant infestations.
  - O. As available, share tools with Conservation District for invasive plant work.
  - P. Use the Forest Service Invasive Plant Crew to treat terrestrial invasive plant infestations within and near Sylvania Wilderness and Perimeter for a minimum of four days.
  - Q. Infestations to be treated by the USFS will be coordinated with Conservation District. The USFS will also be responsible for management of aquatic invasive plants in Sylvania.
  - R. Use the Forest Service Invasive Plant Crew or resource staff to assist treating campsites not available to Conservation District due to occupancy, within summer treatment priorities, scheduling and crew availability.
  - S. Forest Service shall be solely responsible for any rule enforcement or violation reported by Conservation District within the Sylvania Wilderness. To report violations or contact Law Enforcement Conservation District will contact the Sylvania Entrance Station. The Entrance Station will assess and respond to the situation from there.
  - T. Provide the Conservation District with maps and data on known invasive plants sites in Sylvania, including past work history.
- 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
<p>Name: Jennifer Ann Ricker Address: 2 South Sixth Street, Suite 15 City, State, Zip: Crystal Falls, MI 49920 Telephone: 906-875-3765 FAX: 906-865-4693 Email: ironconservationdistrict@gmail.com</p>	<p>Name: Jennifer Ann Ricker Address: 2 South Sixth Street, Suite 15 City, State, Zip: Crystal Falls, MI 49920 Telephone: 906-875-3765 FAX: 906-865-4693 Email: ironconservationdistrict@gmail.com</p>

**Principal U.S. Forest Service Contacts:**

U.S. Forest Service Program Manager Contact	U.S. Forest Service Administrative Contact
<p>Name: Ian Shackelford Address: E6248 US 2 City, State, Zip: Ironwood, MI 49938 Telephone: 906-932-1330 x331 FAX: 906-932-0122 Email: ishackleford@fs.fed.us</p>	<p>Name: Cathy Ansami Address: E6248 US 2 City, State, Zip: Ironwood, MI 49938 Telephone: 906-932-1330 x340 FAX: 906-932-0122 Email: cansami@fs.fed.us</p>

**Additional FS Contacts:**

<p>Tray Hall Watersmeet Ranger District E23979 US 2 East Watersmeet, MI 49969 Telephone: 906-358-4020 FAX: 906-358-4000 Email: tghall@fs.fed.us Title/Role/Responsibility: Sylvania Recreation Arrangements &amp; Scheduling</p>	<p>Sue Trull Ottawa National Forest E6248 US 2 Ironwood, MI 49938 Telephone: 906-932-1330 x 312 FAX: 906-932-0122 Email: strull@fs.fed.us Title/Role/Responsibility: Botanist</p>
<p>Melissa Simpson Ottawa National Forest E6248 US 2 Ironwood, MI 49938 Telephone: 906-932-1330 x 511 FAX: 906-932-0122 Email: msimpson@fs.fed.us Title/Role/Responsibility: Forest Recreation Specialist</p>	<p>Entrance Station Staff Sylvania East 21100 County RD 535, Thousand Island Lake Rd Watersmeet, MI 49969 Telephone: 906-358-4404 FAX: Email: Title/Role/Responsibility: Entrance Station Staff</p>



<p>Anthony Holland, District Ranger  Watersmeet Ranger District  E23979 US 2  Watersmeet, MI 49969  Office: 906-358-4014  Personal Cell: (Emergency Use Only) 906-366-0256  FAX: 906-358-4000  Email: <a href="mailto:aholland@fs.fed.us">aholland@fs.fed.us</a>  Title/Role/Responsibility: District Ranger and <u>emergency</u> contact</p>	
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B. **NOTICES.** Any communications affecting the operations covered by this agreement given by the U.S. Forest Service or Conservation District 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 Conservation District, 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 Conservation District from participating in similar activities with other public or private agencies, organizations, and individuals.

D. **ENDORSEMENT.** Any of Conservation District's contributions made under this agreement do not by direct reference or implication convey U.S. Forest Service endorsement of Conservation District's products or activities.

E. **USE OF U.S. FOREST SERVICE INSIGNIA.** In order for Conservation District 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 Conservation District when permission is granted.

F. **NON-FEDERAL STATUS FOR COOPERATOR PARTICIPANT.** Conservation District agree(s) that any of Conservation District'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 Conservation District hereby willingly agree(s) to assume these responsibilities.

Further, Conservation District shall provide any necessary training to Conservation District's employees, volunteers, and program participants to ensure that such personnel are capable of performing tasks to be completed. Conservation District 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](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

I. **ELIGIBLE WORKERS.** Conservation District 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). Conservation District 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). Conservation District 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](http://www.sam.gov).

- K. STANDARDS FOR FINANCIAL MANAGEMENT.

**1. Financial Reporting**

Conservation District 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**

Conservation District 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**

Conservation District shall maintain effective control over and accountability for all U.S. Forest Service funds, real property, and personal property assets. Conservation District 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**

Conservation District 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 **\$31,500** are currently available for performance of this agreement through **April 15, 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 Conservation District receive(s) notice of availability to be confirmed in a written modification by the U.S. Forest Service.

M. INDIRECT COST RATES- PARTNERSHIP

Indirect costs are approved for reimbursement or as a cost-share requirement and have an effective period applicable to the term of this agreement.

1. If Conservation District has never received or does not currently have a negotiated indirect cost rate, they are eligible for a de minimis indirect cost rate up to 10 percent of modified total direct costs (MTDC). MTDC is defined as all salaries and wages, fringe benefits, materials and supplies, services, travel, and contracts up to the first \$25,000 of each contract.
2. For rates greater than 10 percent and less than 25 percent, Conservation District shall maintain documentation to support the rate. Documentation may include, but is not limited to, accounting records, audit results, cost allocation plan, letter of indirect cost rate approval from an independent accounting firm, or other Federal agency approved rate notice applicable to agreements.
3. For a rate greater than 25 percent, the U.S. Forest Service may require that request a federally approved rate from Conservation District's cognizant audit agency no later than 3 months after the effective date of the agreement. Conservation District will be reimbursed for indirect costs or allowed to cost-share at the rate reflected in the agreement until the rate is formalized in the negotiated indirect cost rate (NICRA) at which time, reimbursements for prior indirect costs or cost-sharing may be subject to adjustment.
4. Failure to provide adequate documentation supporting the indirect cost rate, if requested, could result in disallowed costs and repayment to the U.S. Forest Service.

N. OVERPAYMENT. Any funds paid to Conservation District 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 Conservation District 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 Conservation District.
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.

- O. AGREEMENT CLOSE-OUT. Within 90 days after expiration or notice of termination Conservation District shall close out the agreement.

Any unobligated balance of cash advanced to Conservation District 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 Conservation District.

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.

- P. 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.

Conservation District 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 Conservation District's



final payment request, or separately, but not later than 90 days from the expiration date of the agreement.

- Q. RETENTION AND ACCESS REQUIREMENTS FOR RECORDS. Conservation District 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. Conservation District 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.

- R. 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).

- S. 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.

- T. PUBLIC NOTICES. It is The U.S. Forest Service's policy to inform the public as fully as possible of its programs and activities. Conservation District 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 reference the Agency as follows:



“The Ottawa National Forest of the U.S. Forest Service, U.S. Department of Agriculture is a partner with the Iron Baraga Conservation District in efforts to raise awareness and manage invasive species.”

Conservation District may call on The U.S. Forest Service's Office of Communication for advice regarding public notices. Conservation District 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.

- U. FUNDING EQUIPMENT. Federal funding under this agreement is not available for reimbursement of Conservation District'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.
- V. CONTRACT REQUIREMENTS. Any contract under this agreement must be awarded following the Conservation District's established procurement procedures, to ensure free and open competition, and avoid any conflict of interest (or appearance of conflict). Conservation District shall maintain cost and price analysis documentation for potential U.S. Forest Service review. Conservation District is/are encouraged to utilize small businesses, minority-owned firms, and women's business enterprises.
- W. GOVERNMENT-FURNISHED PROPERTY. Conservation District may only use U.S. Forest Service property furnished under this agreement for performing tasks assigned in this agreement. Conservation District shall not modify, cannibalize, or make alterations to U.S. Forest Service property. A separate document, Form AD-107, must be completed to document the loan of U.S. Forest Service property. The U.S. Forest Service shall retain title to all U.S. Forest Service-furnished property. Title to U.S. Forest Service property must not be affected by its incorporation into or attachment to any property not owned by the U.S. Forest Service, nor must the property become a fixture or lose its identity as personal property by being attached to any real property.

*Liability for Government Property.*

1. Unless otherwise provided for in the agreement, Conservation District shall not be liable for loss, damage, destruction, or theft to the Government property furnished or acquired under this contract, except when any one of the following applies:
  - a. The risk is covered by insurance or Conservation District is/are otherwise reimbursed (to the extent of such insurance or reimbursement).
  - b. The loss, damage, destruction, or theft is the result of willful misconduct or lack of good faith on the part of Conservation District's managerial personnel. Conservation District's managerial personnel, in this provision, means Conservation District's directors, officers, managers, superintendents, or equivalent representatives who have supervision or direction of all or



substantially all of Conservation District's business; all or substantially all of Conservation District's operation at any one plant or separate location; or a separate and complete major industrial operation.

2. Conservation District shall take all reasonable actions necessary to protect the Government property from further loss, damage, destruction, or theft. Conservation District shall separate the damaged and undamaged Government property, place all the affected Government property in the best possible order, and take such other action as the Property Administrator directs.
3. Conservation District shall do nothing to prejudice the Government's rights to recover against third parties for any loss, damage, destruction, or theft of Government property.
4. Upon the request of the Grants Management Specialist, Conservation District shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation, including the prosecution of suit and the execution of agreements of assignment in favor of the Government in obtaining recovery.

X. U.S. FOREST SERVICE ACKNOWLEDGED IN PUBLICATIONS,

AUDIOVISUALS AND ELECTRONIC MEDIA. Conservation District shall acknowledge U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this agreement.

Y. NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR

AUDIOVISUAL MATERIAL. Conservation District 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, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free voice (866) 632-9992, TDD (800) 877-8339, or voice relay (866) 377-8642.

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."***

Z. REMEDIES FOR COMPLIANCE RELATED ISSUES. If Conservation District 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 Conservation District 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 Conservation District'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.

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

1. When the U.S. Forest Service and Conservation District 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 Conservation District 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, Conservation District 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 Conservation District for the U.S. Forest Service share of obligations that cannot be cancelled and were properly incurred by Conservation District up to the effective date of the termination. Excess funds must be refunded within 60 days after the effective date of termination.

BB. 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.



CC. DEBARMENT AND SUSPENSION. Conservation District 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 Conservation District 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.

DD. 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.

EE. COPYRIGHTING. Conservation District is/are granted sole and exclusive right to copyright any publications developed as a result of this agreement. This includes the



right to publish and vend throughout the world in any language and in all media and forms, in whole or in part, for the full term of copyright and all renewals thereof in accordance with this agreement.

No original text or graphics produced and submitted by the U.S. Forest Service shall be copyrighted. The U.S. Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Federal Government purposes. This right must be transferred to any sub-agreements or subcontracts.

This provision includes:

1. The copyright in any work developed by Conservation District under this agreement.
2. Any right of copyright to which Conservation District purchase(s) ownership with any federal contributions.

FF. PUBLICATION SALE. Conservation District may sell any publication developed as a result of this agreement. The publication may be sold at fair market value, which is initially defined in this agreement to cover the costs of development, production, marketing, and distribution. After the costs of development and production have been recovered, fair market value is defined in this agreement to cover the costs of marketing, printing, and distribution only. Fair market value must exclude any in-kind or Federal Government contributions from the total costs of the project.

GG. 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.

HH. COMMENCEMENT/EXPIRATION DATE. This agreement is executed as of the date of the last signature and is effective through **4/15/2022** at which time it will expire. The expiration date is the final date for completion of all work activities under this agreement.

II. 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.



*Dale Carlson*  
\_\_\_\_\_  
**DALE CARLSON**, Chair  
Iron Baraga Conservation District

*4/17/2017*  
\_\_\_\_\_  
Date

For: *Linda L. Jackson*  
\_\_\_\_\_  
**LINDA L. JACKSON**, Forest Supervisor  
U.S. Forest Service, Ottawa National Forest

*5/3/2017*  
\_\_\_\_\_  
Date

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

*Cathy Ansami*  
\_\_\_\_\_  
**CATHY ANSAMI**  
U.S. Forest Service Grants Management Specialist

*4/17/17*  
\_\_\_\_\_  
Date

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.

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	\$3,320.47	\$25,360.00	\$17,920.00	\$589.00	\$47,189.47
Travel	\$0.00	\$2,193.50	\$0.00	\$0.00	\$2,193.50
Equipment	\$1,646.10	\$0.00	\$1,538.90	\$0.00	\$3,185.00
Supplies/Materials	\$0.00	\$1,082.86	\$0.00	\$0.00	\$1,082.86
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Other					\$0.00
Subtotal	\$6,966.57	\$28,636.36	\$19,458.90	\$589.00	\$55,650.83
Coop Indirect Costs		\$2,863.64	\$0.00		\$2,863.64
FS Overhead Costs	\$0.00				\$0.00
<b>Total</b>	<b>\$6,966.57</b>	<b>\$31,500.00</b>	<b>\$19,458.90</b>	<b>\$589.00</b>	<b>\$58,514.47</b>
<b>Total Project Value:</b>					<b>\$58,514.47</b>

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 65.74%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 34.26%
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
Ottawa NF Invasive Species Coordinator in 2017	\$428.45	3.00		\$1,285.35
ONF Invasive Plant Crew, GS-5	\$133.33	4.00		\$533.32
ONF Invasive Plant Crew, GS-4	\$125.15	4.00		\$500.60
ONF Invasive Plant Crew, GS-4	\$125.15	4.00		\$500.60
ONF Invasive Plant Crew, GS-4	\$125.15	4.00		\$500.60
				\$0.00

Non-Standard Calculation				
--------------------------	--	--	--	--

<b>Total Salaries/Labor</b>	<b>\$3,320.47</b>
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Travel				
Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Trips	Total
				\$0.00
				\$0.00
				\$0.00

Non-Standard Calculation				
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<b>Total Travel</b>	<b>\$0.00</b>
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Equipment				
Standard Calculation				
Piece of Equipment	# of Units	Cost/Day	# of Days	Total
FS provides a Hydro Tek Mobile Wash Skid pressure washer (with recycling) Purchase price - \$16,461/10 years. For 2017.				\$1,646.10
				\$0.00
				\$0.00

Non-Standard Calculation				
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<b>Total Equipment</b>	<b>\$1,646.10</b>
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**Supplies/Materials**

<b>Standard Calculation</b>			
Supplies/Materials	# of Items	Cost/Item	Total
			\$0.00
			\$0.00

<b>Non-Standard Calculation</b>
---------------------------------

<b>Total Supplies/Materials</b>	<b>\$0.00</b>
---------------------------------	---------------

**Printing**

<b>Standard Calculation</b>			
Paper Material	# of Units	Cost/Unit	Total
			\$0.00

<b>Non-Standard Calculation</b>
---------------------------------

<b>Total Printing</b>	<b>\$0.00</b>
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**Other Expenses**

<b>Standard Calculation</b>			
Item	# of Units	Cost/Unit	Total
Entrance to Sylvania Wilderness (annual pass)	10.00	\$20.00	\$200.00
Day pass	20.00	\$5.00	\$100.00
Camping at Clakr Lake Campground (2 campsites, 25 days per year)	100.00	\$16.00	\$1,600.00
Wilderness backcountry camping (5 days per year)	10.00	\$10.00	\$100.00
			\$0.00
			\$0.00

<b>Non-Standard Calculation</b>
---------------------------------

<b>Total Other</b>	<b>\$2,000.00</b>
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<b>Subtotal Direct Costs</b>	<b>\$6,966.57</b>
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**Forest Service Overhead Costs**

Current Overhead Rate	Subtotal Direct Costs		Total
	\$6,966.57		\$0.00
<b>Total FS Overhead Costs</b>			<b>\$0.00</b>

<b>TOTAL COST</b>	<b>\$6,966.57</b>
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## WORKSHEET FOR

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

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
WePIC Coordinator	\$160.00	12		\$1,920.00
WePIC Worker	\$140.00	28		\$3,920.00
Iron County AIS Coordinator 2017	\$160.00	38		\$6,080.00
Boat Wash Staff #1 2017	\$140.00	48		\$6,720.00
Boat Wash Staff #2 2017	\$140.00	48		\$6,720.00

#### Non-Standard Calculation

<b>Total Salaries/Labor</b>	<b>\$25,360.00</b>
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#### Travel

Standard Calculation				
Travel Expense	Employees	Cost/Trip	# of Miles	Total
Vehicle use, towing washers, 2017		\$0.535	4100	\$2,193.50
				\$0.00
				\$0.00

#### Non-Standard Calculation

<b>Total Travel</b>	<b>\$2,193.50</b>
---------------------	-------------------

#### Equipment

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

#### Non-Standard Calculation

<b>Total Equipment</b>	<b>\$0.00</b>
------------------------	---------------

Supplies/Materials			
Standard Calculation			
Supplies/Materials	# of Items	Cost/Item	Total
Fuel for boat washers, 2017	100	\$2.00	\$200.00
Supplies (AIS signs, washer parts & service, AIS educational items)			\$842.86
Supplies (Invasive plant tools, shovels, loppers, herbicide)			\$40.00
			\$0.00
Non-Standard Calculation			

<b>Total Supplies/Materials</b>	<b>\$1,082.86</b>
---------------------------------	-------------------

Printing			
Standard Calculation			
Paper Material	# of Units	Cost/Unit	Total
			\$0.00
Non-Standard Calculation			
			\$0.00
<b>Total Printing</b>			<b>\$0.00</b>

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

<b>Total Other</b>	<b>\$0.00</b>
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<b>Subtotal Direct Costs</b>	<b>\$28,636.36</b>
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Cooperator Indirect Costs			
Current Overhead Rate	Subtotal Direct Costs		Total
10.00%	\$28,636.36		\$2,863.64
<b>Total Coop. Indirect Costs</b>			<b>\$2,863.64</b>

<b>TOTAL COST</b>	<b>\$31,500.00</b>
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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.  $\text{cost/day} \times \# \text{ of days} = \text{total}$ , 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  $\text{cost/day} \times \# \text{ of days}$ , costs may be calculated simply by a contracted value that is not dependent on days worked, such as  $1 \text{ employee} \times \$1,200/\text{contract} = \$1,200$ . 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
Iron County AIS Coordinator 2017 (WeMEF)				
		\$160.00	42	\$6,720.00
Sylvania Worker #1				
		\$140.00	20	\$2,800.00
Sylvania Worker #2				
		\$140.00	20	\$2,800.00
Sylvania Worker #3				
		\$140.00	20	\$2,800.00
Sylvania Worker #4				
		\$140.00	20	\$2,800.00
[Iron Baraga CD may spend as much as \$21,134 on invasive plant work in Sylvania in 2017.]				
				\$0.00

Non-Standard Calculation				
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<b>Total Salaries/Labor</b>	<b>\$17,920.00</b>
-----------------------------	--------------------

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

Non-Standard Calculation				
--------------------------	--	--	--	--

<b>Total Travel</b>	<b>\$0.00</b>
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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

<b>Non-Standard Calculation</b>	
Iron Baraga CD provides a Hydro Tek Mobile Wash Skid pressure washer (without recycling)	
Purchase price - \$15,389/10 years. For 2017.	\$1,538.90
<b>Total Equipment</b>	<b>\$1,538.90</b>

<b>Supplies/Materials</b>	
<b>Standard Calculation</b>	
Supplies/Materials	\$0.00
# of Items	\$0.00
Cost/Item	\$0.00
Total	\$0.00
<b>Non-Standard Calculation</b>	

<b>Total Supplies/Materials</b>	<b>\$0.00</b>
---------------------------------	---------------

<b>Printing</b>	
<b>Standard Calculation</b>	
Paper Material	\$0.00
# of Units	\$0.00
Cost/Unit	\$0.00
Total	\$0.00
<b>Non-Standard Calculation</b>	
\$0.00	
<b>Total Printing</b>	<b>\$0.00</b>

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

<b>Total Other</b>	<b>\$0.00</b>
--------------------	---------------

<b>Subtotal Direct Costs</b>	<b>\$19,458.90</b>
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<b>Cooperator Indirect Costs</b>	
Current Overhead Rate	\$0.00
Subtotal Direct Costs	\$19,458.90
Total	\$0.00
<b>Total Coop. Indirect Costs</b>	<b>\$0.00</b>

<b>TOTAL COST</b>	<b>\$19,458.90</b>
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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/Hour	# of Hours	Total
Volunteer invasive species work 2017		\$23.56	25	\$589.00

**Non-Standard Calculation**

<b>Total Salaries/Labor</b>	<b>\$589.00</b>
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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**

<b>Total Travel</b>	<b>\$0.00</b>
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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
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\$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
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\$0.00

Non-Standard Calculation

Total Printing \$0.00

**Other Expenses**

Standard Calculation

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

Non-Standard Calculation

Total Other \$0.00

**Subtotal Direct Costs \$589.00**

**TOTAL COST \$589.00**