

**Forest Service Handbook  
National Headquarters - Washington Office  
Washington, DC**

**Forest Service Handbook 6509.11g – Service-Wide Appropriation Use Handbook  
Chapter 80 - Transfer and Reimbursable Programs and Activities**

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**Responsible Staff:**

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**Superseded Document(s):** 6509.11g\_80, Amendment 6509.11g-2004-6, November 5, 2004

**Digest:** Following is an explanation of the changes throughout the directive by section.

**80:** Recodes, revises, caption and direction within the entire chapter, removes codes and obsolete direction, and sets forth new direction for Funds/Programs.

**80.1:** Adds new authorities at paragraphs 3 through 7.

**81.7:** Establishes new code and caption for “Federal Highway Department of Transportation (DOT) Recovery Act – Fund and Program HARA – Treasury Symbol 12-699/00504” with related direction.

**81.8:** Establishes new code and caption for “Federal Highway Administration Emergency Relief Authority – Fund and Program ERBA – Treasury Symbol 1269X0500” with related direction.

**82.21a through 82.25b:** Establishes codes, captions and sets forth direction for External Reimbursement – Programs CMXF, CMXN, FRXF, FRXN, NFXF, NFXN, SPXF, SPXN, WFXF and WFXN).

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## 80.1 – Authority

1. Healthy Forests Restoration Act of 2003 (Public Law 108-148, December 3, 2003, 117 Stat. 1887). This Act improves the capacity of the Secretary of Agriculture to conduct hazardous fuels reduction projects on National Forest System lands aimed at protecting communities, watersheds, and certain other at-risk lands from catastrophic wildfire, and to enhance efforts to protect watersheds and address threats to forest and rangeland health, including catastrophic wildfire.
2. The Federal-Aid Highway Act, as amended (23 U.S.C. 120, 125, and 205). This Act establishes the Federal Highway Trust Fund, managed by the Department of Transportation, to finance Federal highway construction, maintenance, and other projects defined in the Act. The Department of Transportation transfers these monies to the Forest Service for highway projects pertinent to National Forest System lands.
3. 31 U.S.C. 3515. This Code authorizes the Department of Transportation to track transferred federal highway funds to specific programs in compliance with the Department of Transportation reporting requirements. As related to the Forest Service, this is to be done through use of Treasury symbols 69X8083 and 69X0500, which were established by the Treasury with the title, “Federal-Aid Highways (Liquidation of Contract Authority), Federal Highway Administration”, and “Emergency Relief Program, Federal Highway Administration”, respectively.
4. Energy Policy Act of 2005, 109 Pub. L. 58, Section 365. This Act authorizes Bureau of Land Management (BLM) to use a portion of receipts, collected from mineral lease rentals, including those on National Forest System lands, to finance the Pilot Project activities at seven offices: Rawlins and Buffalo, WY; and Miles City, MT; Farmington and Carlsbad, NM; Grand Junction/Glenwood Springs, Co; and Vernal, UT.
5. 112 Stat. 2345. This Act authorizes the Bureau of Land Management (BLM) to sell parcels of public land and retain the sale proceeds for various work projects related to improving and managing the public lands in Southern Nevada, including those on National Forest System lands.
6. 114 Stat. 613-618. This Act authorizes the Bureau of Land Management (BLM) to sell parcels of public land regarded as “in-holdings” to reduce land management costs and fragmentation. This authority expired in the year 2010 at which time any related but unobligated Forest Service funds will be added to the existing Land and Water Conservation Fund.
7. Comptroller General Decision B-215842, dated June 25, 1986 (65 Comp. Gen. 666). Job Corps reimbursable authority is restricted to the activities of collections from non-students for meals in the students’ dining hall and collections from students for lost and/or damaged tools and clothing.

## **81 – Transfer Appropriations**

Transfer appropriations occur between the Department of Agriculture (USDA) Forest Service and departments outside of USDA, such as the Department of Labor, in a transfer process prescribed by the Office of Management and Budget.

### **81.1 – Federal Highway Administration – Funds and Programs HTAE, HTAP, HTBW, HTCN, HTER, HTFB, HTRP, and HTTI – Treasury Symbol 12-69X8083**

The Secretary of Transportation, Federal Highway Administration (FHWA), requests the Department of the Treasury, to transfer trust funds to eligible Federal agencies that qualify under Title 23, United States Code, section 125. The Department of Transportation's Treasury symbol, 69X8083, was established by the Treasury with the title "Federal-Aid Highways (Liquidation of Contract Authority), Federal Highway Administration", as authorized by 31 U.S.C. 3515.

These programs are authorized under Title 23, United States Code by provisions of the SAFETEA-LU Transportation Act passed July 2005, and have been extended until September 30, 2014. The following descriptions of the FHWA programs include applicable annual requirements, including FHWA's assessment of need and expenditures conducted in the third fiscal quarter to determine the amount of obligation limitation needed and to redistribute any excess funds (known as the August redistribution).

In addition to the programs listed below, reimbursable projects may be negotiated with the FHWA, such as Recreational Trails.

#### **81.11 – Forest Highways Administration Expense – Fund and Program HTAE**

Use HTAE funds for Forest Highway Program administration and coordination activities with Federal Lands Highway Divisions and applicable local jurisdictions. Use tri-party agreements to develop and maintain individual state Memoranda of Understanding and a 6-year program of work to carry out HTAE funded highway projects. These roads are generally under the jurisdiction of the State or county (FSM 1535.13, FSM 7701, FSM 7740, and 23 CFR 660.107). The obligation limitation of HTAE fund expires at the end of the fiscal year, but contract authority carries over to the new fiscal year.

#### **81.12 – Forest Highways Aquatic Organism Passage – Fund and Program HTAP**

Use HTAP funds to provide for passage of aquatic species beneath roads in the National Forest System (NFS) including the cost of constructing, maintaining, replacing, or removing culverts and bridges, as appropriate. Funds can only be used for projects that are located on roads that are designated as Forest Highways, or NFS roads with maintenance level 3-5.

#### **81.13 – Federal Highway Scenic Byways – Fund and Program HTBW**

Use HTBW funds for necessary expenses of the national scenic byways program; which recognizes roads having outstanding scenic, historic, cultural, natural, recreational, and

archaeological qualities, by designating the roads as National Scenic Byways or All-American Roads. To be considered for the designation, a road must be nominated by a State or a Federal land management agency and must first be designated as a State scenic byway or, in the case of a road on Federal land, as a Federal land management agency byway (23 U.S.C. 162). All projects are designated by State name, and are tracked by project. Projects are subject to August redistribution of funds.

#### **81.14 – Federal Highway Construction – Fund and Program HTCN**

This fund code is a combination of various Highway Trust fund sources. Some of the common examples are:

1. High Priority Projects Program, 23 USC section 117. These projects are listed in the annual Transportation Appropriation Act. Reporting requirement: these projects have to be requested each year, but are not subject to the August redistribution.
2. Public Lands Highway Discretionary, 23 USC section 204 (b). Funds are used by the Secretary of Transportation, and the Secretary of the appropriate Federal land management agency, to pay for the cost of transportation planning, research, engineering, and construction of the highways, roads, and parkways, or of transit facilities, within public lands, national parks, national wild refuges and Indian reservations. Reporting to the Federal Lands Highway Division of FHWA is required. These funds are subjected to August redistribution.
3. 23 USC section 132 as amended by section 1119 says that a State may enter into an agreement with a Federal agency to have a project undertaken by the Federal agency. Reporting to the Federal Lands Highway Division of FHWA is required.

#### **81.15 – Federal Highway Emergency Relief – Fund and Program HTER**

Use HTER funds for the FHWA's Emergency Relief for Federally Owned Roads (ERFO) Program which is part of the Federal Highway Emergency Relief (ER) Program. Funds authorized by Title 23, United States Code, section 125(c) (23 U.S.C. 125(c)), when transferred to the Forest Service, are available to repair seriously damaged National Forest System development roads and trails. Damages must have resulted from a natural disaster which occurred over a wide area; which must have been declared as a "disaster area or resulted from an emergency" (FSM 1535.12 and FSM 7710). HTER funds are not subject to August redistribution.

Administrative procedures are set forth in the agreement between the Forest Service and the FHWA for the administration of emergency relief for Federal roads off the Federal aid system (FSM 1535.12). All National Forest System roads and trails are eligible for emergency funding under this agreement. On joint-ownership roads, all parties shall assist in financing the emergency repair cost. Cost-share agreements must include written provisions to set forth each party's proportion of financial responsibility. Effective October 1, 2010, HTER/HTER funding has been transferred to ERBA/ERBA (see sec. 81.7).

### **81.16 – Federal Highway National Forest Scenic Byways – Fund and Program HTFB**

Use HTFB funds for administrative, recreation, and tourism related transportation planning support for National Forest Scenic Byways construction projects, which are eligible under the guidelines in Title 23, United States Code, section 204(h)(1) (23 U.S.C. 204(h)(1)). Projects are subject to August redistribution of funds.

### **81.17 – Federal Highway Public Roads Transportation Planning – Fund and Program HTRP**

Use HTRP funds for conducting necessary transportation planning for NFS roads with maintenance levels 3-5, per Title 23, United States Code, section 204(i) (23 U.S.C. 204(i)), and as indicated in the annual program direction. Projects are subject to August redistribution of funds.

### **81.18 – Federal Highway Construction Technology Improvements – Fund and Program HTTI**

Use fund HTTI funds for approved Federal Lands Coordinated Technology Implementation Program (CTIP) and Forest Service Technology and Development Program activities. Projects financed with HTTI funds must be tracked by specific project and must be subject to the August redistribution (Title 23, Code of Federal Regulations, section 660.107 (23 CFR 660.107)). Reporting requirement: Annual project accomplishments are reported to Federal Lands Highway Division of FHWA.

### **81.2 – Job Corps Civilian Conservation Centers (JCCCC) – Fund ETET and Programs ETCO, ETCC, and ETPD – Fund and Program ETCR– Treasury Symbol 12-16Y/Y0181**

The Department of Labor transfers Job Corps Civilian Conservation Center funds to the Forest Service (FSM 1850 and FSH 1809.12) for day-to-day management of Job Corps centers. The Treasury Symbol is 12-16Y/Y0181, where the first letter Y is a substitute for the last numeric digit of the fiscal year that the appropriation becomes available, and the second letter Y is a substitute for the last numeric digit of the fiscal year that the appropriation expires. For example, the Treasury Symbol for the Job Corps program year beginning July 1, 2011, and ending June 30, 2012, is 12-1611/120181. This period is referred to as the Program Year (July-June). Program Year (PY) cycles include three months in one fiscal year and nine months in the next.

### **81.21 – Job Corps Education and Training– Fund ETET and Programs ETCO, ETCC, and ETPD**

Fund ETET is a 2-year appropriation with obligation availability of one year. ETET is used for the operation and maintenance of the JCCCs, service-wide. Fund ETET is further divided into 3 programs for the major parts of the Job Corps program. (See FSH 1809.12 for additional information about the Job Corps program.)

1. Direct Center Operations (Program ETCO). Department of Labor (DOL) Policy and Requirements Handbook (PRH), Appendix 509 specifically outlines line item expense in the following general categories. Use ETCO funds for Job Corps program costs, as follows:

- a. Clothing, food, and dormitory expenses. Food expenses include both food purchased for the center's dining hall and the cost of purchased meals that are served to students while engaged in off-site activities such as academic, vocational, and recreational trips.
  - b. Medical and dental care supplies and services.
  - c. Education expenses and support.
  - d. Vocational expenses and support.
  - e. Career Transition Support.
  - f. General administration.
  - g. Facility maintenance.
  - h. Communications.
  - i. Utilities.
  - j. Vehicle use.
  - k. Salaries for direct supervision and indirect support personnel.
  - l. Morale and welfare expenses, including recreation activities used as social skills training and recognition of academic or vocational achievement.
  - m. Travel and training.
  - n. Career Technical Skills Training.
2. Capital Equipment and Vehicle Amortization (Program ETCC). Use ETCC funds for the following activities:
- a. Capital equipment (for example , purchases, improvements, and repairs).
  - b. Vehicle rental.
3. Program Direction (Program ETPD). This expense category refers to the general administrative and overhead costs of the Forest Service that are incurred to supervise and support the JCCCs.

## **81.22 – Job Corps Construction Rehabilitation and Acquisition – Fund and Program ETCR**

Fund ETCR represents a 3-year appropriation, available for maintenance to buildings and structures on the Job Corps Civilian Conservation Centers. Allowable costs include constructing or making long-lasting physical improvements to structures, utilities such as heating and



plumbing, roads and grounds, as well as the purchase and installation of major pieces of equipment that are permanently attached to structures, such as air conditioners, walk-in freezers, and refrigerators. Fund ETCR may not be used to finance student vocational skills training projects, as these are funded through operations, Career Technical Skills Training (CTST). The Department of Labor (DOL) Policy and Requirements Handbook (PRH) Appendix 509 should be consulted for more specific information (FSH 1809.12).

### **81.3 – Geothermal Lease and Permit Processing – Fund and Program EGTH – Treasury Symbol 12-14X5575.11**

The Department of the Interior's Treasury symbol 14X5575 "Geothermal Steam Act Implementation Fund" was established by the Department of the Interior as authorized by 119 Stats. 725, 671, and 695, for the deposit of geothermal revenues. Subsequently, the "Energy Policy Act of 2005", 109 P.L. 58, Section 225, authorized the Department of the Interior to coordinate with the Forest Service on geothermal leasing and permitting on federal lands (sec. 60.1, para. 3). The Act authorizes the Bureau of Land and Management (BLM) to use a portion of receipts collected from geothermal sites to finance, the coordination and processing of geothermal leases and geothermal use authorizations on Federal Land . . .". The Act continues, ". . . the Secretary of the Interior may authorize the expenditure or transfer of such funds as are necessary to the Forest Service" under the parameters of this authority.

### **81.4 – Federal Permit Streamlining Pilot Project – Fund and Program EPAP – Treasury Symbol 12-14X5573.11**

The Department of the Interior's Treasury symbol, 14X5573, "Permit Processing Fund, Bureau of Land Management" (BLM), was established by the Department of the Interior as authorized by 119 Stats. 725, 671, and 695, for the deposit of mineral lease rentals. Subsequently, the "Energy Policy Act of 2005", 109 P.L. 58, Section 365, authorized the Department of the Interior to establish a Federal Permit Streamlining Pilot Project, funded through Treasury Symbol parent/child 12-14X5573.11 (sec. 80.1, para. 4). The Act authorizes BLM to use a portion of receipts collected from mineral lease rentals to finance the Pilot Project activities at seven offices: Rawlins and Buffalo, WY; Miles City, MT; Farmington and Carlsbad, NM; Grand Junction/Glenwood Springs, CO; and Vernal, UT. For each of the Pilot Project fiscal years, 2006 through 2015, the Department of the Interior is authorized to use 14X5573 funds for the coordination and processing of oil and gas use authorizations on Federal land onshore, under the jurisdiction of the Pilot Project offices.

### **81.5 – Southern Nevada Public Land Management – Fund and Program SNPL – Treasury Symbol 12-14X5232**

Treasury symbol 14X5232, "Southern Nevada Public Lands Management, Bureau of Land Management" (BLM), was established by the Department of the Interior (DOI) as authorized by 112 Stat. 2345 (sec. 80.1, para. 5). The Forest Service has participated in these work projects for several years, using many reimbursable agreements each year to conduct business with the other Federal agencies involved.

### **81.6 – Land Transaction Facilitation – Fund and Program LTFF – Treasury Symbol 12-14X5260**

Treasury symbol 14X5260, “Federal Land Disposal Account, Bureau of Land Management”, was established by the Department of the Interior as authorized by 114 Stat. 613-618 (sec. 80.1, para. 6). The land sales proceeds are available, without further appropriation, to the BLM and the Forest Service for various work projects in Alaska and the eleven contiguous western states related to improving and managing “exceptional resources.”

### **81.7 – Federal Highway Department of Transportation (DOT) Recovery Act – Fund and Program HARA – Treasury Symbol 12-699/00504**

The Federal Highway Administration has used this child account to transfer general funds to the Forest Service in fiscal year 2009 instead of their usual method of transferring contract authority from the Highway Trust fund, 1269X8083, HTER/HTER. General Fund budget authority has simplified the accounting for emergency road repairs for both the DOT/Federal Highway Administration and the Forest Service.

### **81.8 – Federal Highway Administration Emergency Relief Budget Authority – Fund and Program ERBA – Treasury Symbol 1269X0500**

The Emergency Relief of Federally Owned Roads (ERFO) Program is a component of the Federal Highway Administration’s Emergency Relief (ER) Program. Funds authorized by 23 USC 125(c), when transferred to the Forest Service, are available to repair seriously damaged Forest Highways, NFS roads and limited trails meeting specific eligibility criteria. Damages must have resulted from natural disaster which occurred over a wide area and must be declared as a “natural disaster or a catastrophic failure.” (FSM 1535.12 and FSM 7710, ERFO Manual 2011).

Reporting requirements: Estimated annual requests are due to FHWA by December 15, with interim and Accelerated Release on an as needed basis. A Disaster Repair Status/Closeout Report is due by November 30 each year to the respective Federal Land Highway Division Office.

## **82 – Reimbursable Programs and Activities**

Reimbursement authority is a specific type of budgetary authority that is granted by law to select Treasury symbols, usually at inception. Reimbursement authority allows a federal agency to use its appropriated funds to initially perform work for others and then bill the partner subsequently, to collect the amounts owed to reimburse the appropriated funds used. The work must be directly related to the purpose of the performing agency’s appropriation, and must be documented in advance by a properly negotiated, written, and bi-laterally signed agreement. Generally EX represents external reimbursement, XF represents Federal Government, and XN represents non-Federal Government (FSM 1580).

## **82.1 – Reimbursable Programs**

### **82.11 – Conservation Reserve Program – Fund SPEX – Treasury Symbol 12X1105**

The Conservation Reserve Program (CRP) is conducted by the Forest Service under the terms of a servicewide reimbursable interagency agreement with the Farm Services Agency (FSA). The FSA reimburses the Forest Service for the value of grant payments made to States for technical conservation assistance provided to private landowners. Final claims from the States must be paid prior to the close of each fiscal year because the Forest Service reimbursable authority is an annual allocation which expires at yearend. The CRP has two active sub-programs, described in sections 82.11a and 82.11b.

#### **82.11a – Conservation Reserve Enhanced Program (CREP)**

The CREP, initiated in FY 1998, consists of more than 30 agreements in 30 States, with State participation increasing. The CREP is conducted by the Forest Service under the terms of a servicewide reimbursable interagency agreement with the Farm Services Agency (FSA). The Forest Service in turn, issues grants to States to provide technical conservation assistance to private landowners. The FSA reimburses the Forest Service for grant payments made to the States. Each State can enroll a maximum of 100,000 acres per landowner agreement. Most acres enrolled for tree planting, for example, will be riparian buffers. The Forest Service budgetary and accounting procedures are the same as those described for CRP (sec. 82.11).

#### **82.11b – Continuous Conservation Reserve Program (CCRP)**

The CCRP also provides technical assistance funds from the FSA, through the Forest Service, to the States to landowners. The CCRP conservation practices for forestry are primarily for buffers and windbreaks. The Forest Service budgetary and accounting procedures are the same as those described for CRP (sec. 82.11).

## **82.2 – Reimbursable Activities**

The Forest Service's major programs have reimbursable authority available for work directly related to the purpose of its appropriations, under agreement with an external cooperator, such as another Federal agency or private organization. Ensure that existing legal authorities allow reimbursable agreements to be executed for the work desired and with the particular cooperator (FSM 1580). If the cooperator defaults and fails to re-pay the Forest Service for the project costs, or if the Forest Service incurs a cost-overrun on the project, then those project costs must be absorbed by the Forest Service's respective appropriated fund(s).

### **82.21 – Capital Improvement and Maintenance – Fund CMEX – Treasury Symbol 12X1103**

See FSH 6509.11g, chapter 40 for the types of work projects allowed under this category.

#### **82.21a – External Reimbursement – Program CMXF**

CMXF is used for reimbursable agreements with Federal cooperators.

**82.21b – External Reimbursement – Program CMXN**

CMXN is used for reimbursable agreements with Non-Federal cooperators.

**82.22 – Forest Research and Development – Fund FREX - Treasury Symbol 12X1104**

See FSH 6509.11g, chapter 10 for the types of work projects allowed under this category.

**82.22a – External Reimbursement – Program FRXF**

FRXF is used for Federal Research and Development reimbursable agreements with Federal cooperators.

**82.22b – External Reimbursement – Program FRXN**

FRXN is used for Federal Research and Development reimbursable agreements with Non-Federal cooperators.

**82.23 – National Forest System – Fund– Treasury Symbol 12X1106**

See FSH 6509.11g, chapter 30 for the types of work projects allowed under this category.

**82.23a – External Reimbursement – Program NFXF**

NFXF is used for other National Forest System programs for Federal reimbursable agreements involving advances.

**82.23b – External Reimbursement – Program NFXN**

NFXN is used for other National Forest System programs for Non-Federal reimbursable agreements.

**82.24 – State and Private Forestry – Fund SPEX – Treasury Symbol 12X1105**

See FSH 6509.11g, chapter 20 for the types of work projects allowed under this category.

**82.24a – External Reimbursement – Program SPXF**

SPXF is used for State and Private Forestry reimbursable agreements involving Federal advances.

**82.24b – External Reimbursement – Program SPXN**

SPXN is used for State and Private Forestry non-Federal reimbursable agreements.

**82.25 – Wildland Fire Management – Fund WFEX – Treasury Symbol 12X1115**

See FSH 6509.11g, chapter 50 for the types of work projects allowed under this category.

**82.25a – External Reimbursement – Program WFXF**

WFXF is used for Wildland Fire Federal reimbursable agreements.

**82.25b – External Reimbursement – Program WFXN**

WFXN is used for Wildland Fire Non-Federal reimbursable agreements.

**82.26 – Job Corps Civilian Conservation Centers – Fund ETEX – Treasury Symbol 12-16Y/Y0181**

See FSH 1809.12.

External Reimbursement program ETXN is used for Job Corps Centers' collections of non-student dining hall meals and students' payments for lost or damaged items and clothing.